



Pontifical North American College

00120 Vatican City State

Europe

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APPLICATION INSTRUCTIONS – 2019

For Vocation Director or Director of Seminarians

The Pontifical North American College accepts applications to its priestly formation program only from individuals who are sponsored by a bishop of the United States, Canada, or Australia. **Before entering the College, all applicants are first expected to complete a college seminary or pre-theology formation program**, which enables them to meet the prerequisites of the pontifical Roman universities.

All the information regarding application to the Pontifical North American College is contained in this admissions packet. Please *Download* and *Print* the admissions documents and have the appropriate persons complete the necessary reports and forms. Please collect these materials and send them by private courier service only (UPS, FEDEX, or DHL) to the following address:

*Very Rev. Peter Harman
Rector
North American College
Via del Gianicolo, 14
00165 Roma*

Application Portfolio

The North American College respectfully requests that all application materials (forms, letters of recommendation, student application, medical and psychological reports, etc.) be submitted in one single application portfolio. This assemblage of materials will help to ensure that each student's application can be processed in the quickest possible way. The (arch)diocesan Vocation Director is asked to assume responsibility for assembling the application portfolio. Please maintain a copy of all materials included in the application portfolio.

Application Portfolio Checklist

An *Application Portfolio Checklist* form is included with these application instructions. Please use this checklist to ensure that all necessary documents have been accounted for and included in the application portfolio. Please include this completed Application Portfolio Checklist with the application portfolio.

Responsibility for Fulfillment of Application Portfolio

Please remind the applicant that he bears the burden of qualification for admission to the seminary. The application portfolio should be completed in a straightforward and honest way, which provides the Rector and Admissions Committee of the North American College the information they need to make an informed decision regarding the suitability of the applicant for admission. Failure to adequately respond to any of the application questions may delay or halt the application process.

Financial Matters

Billing for room and board, university tuition, NAC formation tuition and computer network/Internet fees is sent directly to the seminarian's sponsoring diocese in the summer preceding the academic year. If the policy of a particular diocese requires a contribution from the student toward his seminary expenses, the diocese should be reimbursed directly by the student. The College cannot be responsible for billing students directly (*see current PNAC Catalog available online for more information*).

Application Deadlines

Applications for admission to the Pontifical North American College are prioritized according to two deadlines of March 1 and April 1 each year. Those received on or before March 1 will be considered first, those received between March 1 and April 1 will be considered second and those received after April 1 will be considered as they are received.

Italian Schools and Early Orientation

The North American College strongly recommends that students participate in four weeks of intensive Italian language summer studies. More specific information regarding these studies is available on the PNAC website. Registration for schools in Italy will be made through the College and not by the individual students. Students will still be accepted for the academic year even without participating in the summer language studies.

Further Assistance

Thank you for your interest in the Pontifical North American College. All information regarding application to the College is contained in this admissions packet. Please contact the Director of Admissions for the College if you have any questions regarding the application process. All communication related to the admissions process, prior to a seminarian's acceptance, is ordinarily to take place between the Pontifical North American College and the Diocesan Director of Seminarians or Vocations Director.

Please contact the Director of Admissions when you begin the application process for a student. This notification will assist us in our preliminary preparations for the next year and allow us to better assist you through the process itself. Please communicate the following information as part of your initial contact:

- *Student's Name*
- *Student's Email Address*
- *(Arch)Diocese*
- *Current Seminary*
- *Whether or not the student will participate in the summer Italian Language studies*
- *(Arch)Diocesan contact person*



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Application Portfolio Checklist

Provided by the **APPLICANT**:

- Please check each box as the material is received.
- Please explain any missing information in the space provided and state when the material will be sent.
- Please arrange the application portfolio in the following order:

X Application Portfolio Material

- Application for Admission**
- Applicant Release Form**
- Autobiography** (see accompanying instructions page herein)
- Photographs:** two (2) passport size, good quality photos
- Photocopy of Passport** (if available)
- Letters of Recommendation** (print & give accompanying instruction forms to respective persons):
 - Pastor
 - Rector (One letter from every seminary or pre-Theology program attended)
 - Teacher or Formator
- Medical History and Physician's Report** (Applicant first completes the medical history section, pages 1-thru-3, and then takes the form to his physician to complete pages 4-thru-6)
- Sacramental Records:**
 - Baptismal Certificate (dated within the last six months)
 - First Holy Communion and Confirmation certificates
 - Documentation for a Transfer of Rite (if applicable)
- College Academic Transcripts (3)** (You may send one current official transcript now, but you must send, or have sent, **three original final transcripts** to the North American College by as soon as they become available.)
- High School Transcripts (3)** (three original transcripts are needed with the application)
- Copy of Military Discharge** (if applicable)
- Release of Information from Previously Attended Formation Programs**
- Authorization for the Release of Protected Health Information**
- Authorization for the Release of Confidential Psychological Information** (Your Director of Seminarians or Vocation Director has been given a copy of PNAC "Psychological Evaluation Guidelines" and will make arrangements your psychological assessment)



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Application Portfolio Checklist

Provided by the **VOCATION DIRECTOR** or **DIRECTOR OF SEMINARIANS**:

- Please check each box as the material is received.
- Please explain any missing information in the space provided and state when the material will be sent.
- Please arrange the application portfolio in the following order after the seminarian's material:

X **Application Portfolio Material**

- Confidential Statement of Suitability**
- Vocation Director's Letter of Recommendation** (see instruction page herein)
- Selection of a Pontifical University in Rome**
- Certificate of Admission to Candidacy** (see page herein)
- Testimonials of Institution to Ministries of Reader and Acolyte** (if applicable)
- Certification of Criminal Background Check and Freedom from Allegations of Sexual Misconduct with Minors**
- Psychological Evaluation** (To be sealed in an envelope and included with the application portfolio. Please address the sealed envelope to the **Rector** at the North American College.)

The Pontifical North American College reserves the right both to investigate and verify all information provided by the applicant and to conduct background checks of the applicant.

Explanation of Missing Information: (Please give reason and anticipated date when it will be sent)

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Confidential Statement of Suitability

(To be signed by Sponsoring Bishop, Vocation Director or Director of Seminarians)

Concerning

Applicant's Name

(Arch)Diocese

Being Presented for Admission to the Pontifical North American College

This is to state that the person named above is a seminarian in good standing sponsored by this (Arch)Diocese.

To the best of my knowledge in the external forum, I am of the opinion that he is of good character and reputation. I believe that he is qualified to perform ministerial duties in an effective and suitable manner.

More specifically, I am unaware of anything in his background which would render him unsuitable to work with minor children.

Further, I have no knowledge that he has a current, untreated alcohol or substance abuse problem.

Therefore, I present him for admission to the Pontifical North American College, Vatican City State.

Signed: _____

Title: _____

Date: _____



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Selection of a Pontifical University in Rome

(To be signed by Sponsoring Bishop, Vocation Director or Director of Seminarians)

Concerning

Applicant's Name

(Arch)Diocese

Being Presented for Admission to the Pontifical North American College

Students at the Pontifical North American College during their course of studies have the advantage of being able to study theology at the many pontifical faculties in Rome. During the **First Cycle**, which lasts three years and leads to an **S.T.B.**, the seminarian may matriculate at the *Pontifical University of St. Thomas Aquinas* (also known as *The Angelicum*), which is in the Dominican tradition, the Jesuit run *Pontifical Gregorian University*, or the Pontifical University of the Holy Cross (*Santa Croce*) which is operated by Opus Dei. For further information on each of these universities simply log onto the North American College's website (www.pnac.org), or the various university websites: Gregorian (www.unigre.it), Angelicum (www.angelicum.org), Santa Croce (www.pusc.it). **In order to help ease the student's transition and begin preparations as soon as possible, we strongly encourage the Diocese to work with the seminarian to assign a university prior to his arrival at the North American College.**

A student is expected to remain at the same university for the duration of the First Cycle. If someone should wish to transfer, he must petition the formation faculty through his Formation Advisor, who will then discern the request in consultation with the seminarian's sponsoring Diocese. The selection of a Second Cycle specialization (*S.T.L.*, *M.A.*, or *Diploma* during fourth and fifth years) will be requested from the sponsoring Diocese during the seminarian's last year in the First Cycle.

Please indicate the University at which this applicant is authorized to enroll (You may select more than one option of the applicant is free to choose in consultation with our Academic Dean):

- ___ attend the Pontifical Gregorian University
- ___ attend the Pontifical University of St. Thomas Aquinas (Angelicum)
- ___ attend the Pontifical University of the Holy Cross (Santa Croce)

Signed: _____ Date: _____

Title: _____



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Certification of Criminal Background Check and Freedom from Allegations of Sexual Misconduct with Minors

(To be signed by Sponsoring Bishop, Vocation Director or Director of Seminarians)

Concerning

Applicant's Name

(Arch)Diocese

This is to certify that the person named above is a seminarian sponsored by this (Arch)Diocese and is, to the best of my knowledge, free of any and all allegations of sexual misconduct with minors.

Please check one of the following:

- Freedom from any and all such allegations has been verified by a criminal background check and/or a child abuse history clearance.
- Criminal background check and/or child abuse history clearance is not available in this jurisdiction; freedom from any and all such allegations of sexual misconduct with minors has been alternatively established by other means of investigation (*documentation attached*).

Signed: _____

Title: _____

Date: _____

NB: If the applicant has completed a sexual abuse prevention / awareness program (e.g., VIRTUS, Citadel, etc.), please include a copy of their certificate with this form.



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Vocation Director's Letter of Recommendation

(This letter of recommendation is to be written by the Vocation Director, Director of Seminarians or whomever serves as the immediate Diocesan Supervisor of the Applicant.)

Concerning

Applicant's Name

(Arch)Diocese

The letter of recommendation should address the following:

- How long have you known the applicant?
- How well have you known him?

- What do you consider to be the applicant's assets, skills, talents, interests, personal qualities?
- What do you consider to be the applicant's significant limitations – physical, mental, social, emotional?

- In your opinion, how would you assess the applicant's character, level of maturity and his ability to adapt to new situations and a foreign culture?
- Describe his relationship skills?
- How would you rate his intellectual capabilities and his facility with languages?
- How would you evaluate his capacity and preparedness to embrace a life of celibacy?

Please include this letter and all other necessary application materials in the student's application portfolio.



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Psychological Evaluation Guidelines

Information for Vocation Directors and Evaluating Psychologists

(Assessments for application must have been completed within one year of application.)

I. Evaluation Process and Testing Instruments

A. Behavioral Observations/Clinical Interview

1. Mental Status Evaluation.
2. Clinical Interview regarding Family of Origin, psychosocial development, self-perceived strengths and weaknesses, psychosexual development, etc.

B. Objective Measures

1. MMPI-2 preferred.
3. Sexual Addiction Screening, preferred.
2. Other instruments may be used at the discretion of the evaluating psychologist.

C. Projective Testing

1. Rorschach Ink Blot Test preferred.
2. Other techniques such as the TAT, Sentence Completion, etc., may be added at the discretion of the evaluating psychologist.

D. Intelligence Testing

1. Intelligence testing is only necessary for those who do not have a GPA above 3.4 or who report difficulties with learning or attention.
2. WAIS-IV preferred.

II. Focus Issues for Psychological Report

A. Overall Assessment of Level of Psychological Functioning

1. Any Axis I or Axis II Disorders
2. Level /presence of tendencies or elements of symptoms of depression, anxiety, personality disorders, etc.
3. Personality traits, predominate needs or drives, strengths and weaknesses of personality, areas of conflict, addictive tendencies, etc.

B. Assessment Psychosocial Maturity

1. Assessment of residual conflicts from Family of Origin and social history.
2. Any significant aspects of the candidate's social history that may affect his current functioning; family history, early life, school and work history, family and personal health.

C. Assessment of Psychosexual Maturity

1. Assessment of psychosexual development and sense of sexual identity.
2. Assessment of affectivity and capacity for intimacy and empathy.
3. Assessment to live the "charism of celibacy"

(i.e., evidence of abstaining from sexual activity for a period of at least two years)

(Continued)

D. Assessment of Personal Autonomy and Attitude towards Authority Figures

E. Assessment of Flexibility and Emotional Resilience

1. Consideration of issues of impulsivity, tolerance for frustration, coping patterns and skills.
2. Capacity for personal insight and growth and level of motivation for growth.

- F. Assessment of Authenticity of Motivations for Priesthood and Any Contraindications to Applicant being suited for Priesthood or International Graduate Studies
- G. Psychologist's Satisfaction that Applicant Responded in all Significant Areas Honestly and Thoroughly
- H. Your Specific Recommendations for Applicant's Continued Growth and Development when in Seminary Formation

III. Results

- A. The full report of the psychological evaluation should be mailed by the psychologist as soon as possible after the evaluation to the following:

Very Rev. Peter C. Harman, STD, Rector
Pontifical North American College
00120 Vatican City State, Europe

Telephone: 011.39.06.68493.823
Fax: 011.39.06.686.7561
Email: pharman@pnac.org

- B. We will use your report in making decisions about admissions AND, upon admission, in guiding the seminarian toward further growth counseling that he might decide to undertake during his graduate seminary studies. In writing your report, please be as thorough as possible.
- C. Seminarians of the Pontifical North American College come from dioceses throughout the United States. Consequently we review psychological reports from professionals throughout the United States. In an effort to standardize the method of the psychological reports, please make every attempt to address all the focus issues identified in the above Section II (with special consideration to Recommendations for Further Growth and Development).
- D. We will treat your report with professional confidentiality. Only the Rector, the Director of Counseling Services and the Director of Admissions will have access to the report.
- E. The report will be in the locked care of the Director of Counseling Services.



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Certificate of Admission to Candidacy

The Pontifical North American College asks that all seminarians receiving an appointment to the College be received as Candidates for Holy Orders in their home dioceses according to the liturgical rite of *Admission to Candidacy for Ordination as Deacons and Priests* prior to their coming to Rome. There are a number of reasons for this request:

- The nature of the rite itself and the legislation of the Church recommend that a seminarian receive this designation as a Candidate for Holy Orders from his own Bishop or Ordinary (cf. *Code of Canon Law*, c. 1034 § 1). The rite is intended for men who have reached a certain maturity of purpose and are ready to declare publicly their intent to commit themselves to formation for ordained ministry – a phase of formation corresponding to the beginning of their theological studies (cf. Cong. for Catholic Education, *Instruction on Liturgical Formation in Seminaries*, 1979, n. 37).
- The rite of admission is a public acceptance by the Church of the Candidate offering himself and being selected and called to prepare himself to receive Sacred Orders. It properly numbers him among the candidates for ordained ministry (cf. Paul VI, *motu proprio, Ad pascendum*, Aug. 1972). The liturgical celebration of the rite can be effectively used as a prayerful farewell and sending forth of the candidate to pursue his theological studies, giving him a sense of mission and purpose, which is being supported by the assurance of prayers for his success and commitment.
- Furthermore, in order to respect the mandated intervals between Admission to Candidacy and the reception of the ministries of Reader and Acolyte, the rite of Admission to Candidacy should be celebrated as close as possible to the beginning of theological studies. Placing the rite at this requested point gives sufficient encouragement to the seminarian's vocation without attaching a disproportionate significance to it.

An original certificate stating that the seminarian has been admitted to Candidacy is to be submitted as part of the application process to the Pontifical North American College.