Application Instructions

Admission to Saint Charles Borromeo Seminary – Intellectual Formation Program Only (non-resident)

Applicants to Saint Charles Borromeo Seminary who are sponsored by a Religious Community or (Arch)Diocese who are applying for the intellectual formation program alone will need to complete the following items:

1. Cover letter from the Vocation Director or Religious Superior verifying baptism, confirmation, psychological evaluation and medical history.
2. Saint Charles Borromeo Seminary Application for Admission (pages 1-8 only)
3. Photograph: A passport or wallet size photograph of the applicant.
4. Academic Records
   a. Transcripts
   b. SAT or ACT Standardized Testing Results
   c. TOEFL Results (if required)

Instructions for Admission to the Full Formation Program

Thank you for your interest in Saint Charles Borromeo Seminary, Overbrook. All the information regarding application to Saint Charles Seminary is contained in this admissions packet. All communication related to the admissions packet is to take place between the Saint Charles Borromeo Seminary Admissions Office and your Director of Vocations.

All the required documents and materials listed on the following page should be sent to Saint Charles Borromeo Seminary Admissions Office at the address listed below by July 15th in order to qualify for admission to Saint Charles Borromeo Seminary for the following fall semester.

Print the admissions documents have the appropriate persons complete the necessary reports (medical, psychological, letters of recommendation, etc.) and sign the appropriate forms. Please give them to your Director of Vocations well before July 15th. All admissions material should be sent by the Director of Vocations to:

Reverend Joseph T. Shenosky
Director of Admissions
Admissions Office
Saint Charles Borromeo Seminary, Overbrook
100 East Wynnewood Road
Wynnewood, PA 19096
Phone: (610) 785-6520
**Statement**
Saint Charles Borromeo Seminary reserves the right both to investigate and verify all information provided by the applicant and to conduct background checks of the applicant.

**Forms and Documents Required for the Admissions Review for Full Formation Program**
The following items should be sent to the Director of Admissions by your Director of Vocations.

1. **Documents from the Director of Vocations**
   a. Cover Letter from the Vocation Director indicating that the candidate is sponsored by the (Arch)Diocese or Religious Community and the reasons why the (Arch)Diocesan Admissions Board and/or the Vocation Director thinks the applicant is a strong candidate.
   b. Confidential Statement of Suitability to be completed by the Director of Vocations. Please be explicit in your assessment of the strengths and weaknesses of the candidate.

2. **Saint Charles Borromeo Seminary Application for Admission Form**

3. **Applicant’s Release Form**

4. **Autobiography**

5. **Photographs:** Two (2) passport or wallet size photographs of the applicant. A JPG picture may also be emailed to the Director of Admissions at ssullivan@scs.edu.

6. **Letters of Recommendation:**
   a. Pastor’s Letter of Recommendation
   b. Two Letters of Recommendation from individuals who are not relatives

7. **Psychological and Medical Forms**
   a. Medical History and Report
   b. Physician’s Release of Protected Health Information Form
   c. Psychological Report
   d. Psychologist/Psychiatrist’s Release of Protected Health Information Form

8. **Sacramental Records:**
   a. Baptismal Certificate (must be issued within the past six months, and signed by one of the staff members of the parish where the sacrament took place);
   b. Confirmation Certificate (must be issued within the past six months and signed by one of the staff members of the parish where the sacrament took place);
   c. Parents’ Marriage Certificate

9. **Academic Records**
   a. Transcripts (see below)
   b. SAT or ACT Standardized Testing Results
   c. TOEFL Results (if required)
10. Immigration Information
   a. I-20 Request Form (in order to process I-20 for Student Visa) (if applicable)
   b. Copy of Visa (if applicable)

11. Copy of Military Discharge (if applicable)

12. Release form for applicants who were previously in another formation program or sponsored by a different diocese or religious community.

For applicants who have previously been in a formation program copies of formation reports and testimonial letters from the appropriate authorities of former (Arch)Dioceses and/or Religious Communities are required. A report or letter is required for each seminary and/or (Arch)Diocese or Religious Community by whom the candidate was sponsored and should be submitted with the application.

**Autobiography**

The applicant should write a detailed autobiography on the appropriate accompanying sheet. It should include the following: chronological history of the applicant’s life, brief description of his relationship with parents, family members and other people significant to him; experience and achievement in school; work experience if applicable; social life; relationship with God, experience in prayer and life in the Church; one significant success that the applicant has experienced in his life; one significant failure that the applicant has experienced in his life.

**Letters of Recommendation**

The applicant must include three letters of recommendation in his application packet: one letter from his home pastor, and two other letters from individuals who are not relatives.

Letters of recommendation can be accepted from any individual who knows the applicant well, is not a relative of the applicant, is not currently a seminarian of this or any other Seminary and is not a Spiritual Director, present or former for the applicant.

The letters of recommendation should address the following:

1. How long have you known the applicant? How well have you known him?
2. What do you consider to be the applicant’s assets, skills, talents, interests, personal qualities?
3. What do you consider to be the applicant’s significant limitations – physical, mental, social, emotional?
4. In your opinion, how would you assess the applicant’s character and level of maturity?
5. In your opinion, how would you assess the applicant’s level of spiritual growth and development?
6. In what kinds of parish activities has he been involved?
7. How would you evaluate his capacity and preparedness to embrace a life of celibacy?
**Academic Transcripts**

The applicant must submit certified original transcripts of academic credits from high school and every college or university attended regardless of the number of courses taken.

These transcripts must be official, bear the seal of the institution and be mailed directly from the institution to the Admissions Office of Saint Charles Borromeo Seminary. Photocopies cannot be accepted in place of official transcripts. Academic transcripts are used to verify the applicant’s educational background and to determine academic placement. They also must be available for examination by financial aid auditors.

Transcript requests are made in writing by the applicant. Request requires the applicant’s signature and, in most instances, must be accompanied by a transcript fee. If the sponsoring (Arch)Diocese or Religious Community needs official transcripts for its files, the applicant may wish to reduce costs by submitting one request to a school asking that official transcripts be sent to multiple destinations.

Transcripts are released solely for the use of the recipient. For this reason, official transcripts should not be sent by the Vocation Director to Saint Charles Borromeo Seminary.

All documents certifying successful completion of advanced placement courses should be submitted with the application packet.

**TOEFL Testing**

Any applicant who has English as a second language will be required to undergo the standardized TOEFL examination. A copy of these results should be submitted with the application materials.

**Student Loan Deferments**

If an applicant has had a student loan, he may be eligible to defer payment on the loan. It is essential that he file his student loan deferment request at the start of his seminary studies. It is the applicant’s obligation to contact the agency which granted the loan to obtain deferment. This should be done prior to entering Saint Charles Borromeo Seminary.

**Psychological Evaluation Program**

**Evaluation Process and Testing Instruments**

**Behavioral Observations/Clinical Interview**
Mental status evaluation (Required)

Clinical interview regarding family of origin, psycho-social development, self-perceived strengths and weaknesses, psychosexual development, vocational interest, and leisure activities. (Required)

Many professionals find the Multi-Modal Life History Questionnaire to be helpful. (Suggested)

**Objective Measure**
MMPI or MMPI-2 (Required)

Another instrument such as the 16-PF, CAQ, MCMI, FIRO-B, etc. at the discretion of the evaluating psychologist is to be used. (Required)

**Projective Techniques**
Rorschach Ink Blot Test (Required)
Techniques such as the TAT, Human Figure Drawings, HTP, Sentence Completions, etc. are to be added at the discretion of the psychologist. (Suggested)

**Intelligence Testing**
Usually high school and college transcripts along with SAT, or ACT, etc. are sufficient to assess capacity for seminary study and are considered in other parts of the application process.

The Shipley Institute of Learning Scale and sub-test of the Wechsler Adult Intelligence Scale III (WAIS-III) may be used. (Optional)

If the applicant is identified as learning disabled, Saint Charles Borromeo Seminary requires that the Wechsler Adult Intelligence Scale III (WAIS-III) be included in the psychological profile.

**Focus Questions/Issues for Report (Required)**

**Overall level of functioning**
Axis I or Axis II disorders
Level/presence of tendencies or elements of symptoms of depression, anxiety, personality disorders, etc.

**Assessment of residual conflicts from family of origin**

**Assessment of psychosocial maturity**

**Assessment of psychosexual maturity**

**Assessment of impulsivity, tolerance for frustration and level of commitment**

**Assessment of attitude towards authority**

**Assessment of level of insight and motivation to address areas for growth.**

**Results**

A feedback interview with the applicant is required. A brief summary of this interview should be included in the report.

The full report of the psychological evaluation should be mailed by the psychologist as soon as possible after the evaluation to the following: Admissions Office, Saint Charles Borromeo Seminary, Overbrook, 100 East Wynnewood Road, Wynnewood, PA 19096.

**Learning Disability Documentation**

If the applicant has been diagnosed with a learning disability by a professional please provide copies of all appropriate documentation which identifies the disability and the extent to which it affects the learning process for the applicant.

**Archdiocese of Philadelphia “Safe Environment” Policy**

Due to regulations of the Archdiocese of Philadelphia’s Safe Environment Program as well as the State of Pennsylvania (regulations governing teaching and some social work positions that are part of the Field Education Program), Saint Charles Borromeo Seminary requires the following background checks:

Applicants are required to have: (1) Pennsylvania State Police Request for Criminal Record Check, (2) a Pennsylvania Department of Public Welfare Child Abuse History Clearance, and (3) an FBI fingerprint check. The process for obtaining these documents will begin at the start of the school year. Saint Charles Seminary is not responsible for the cost of these background checks.
Each seminarian is required to attend an Archdiocese of Philadelphia “VIRTUS: Protecting God’s Children Program” Workshop. A workshop will be scheduled at Saint Charles Seminary at the beginning of each school year and attendance is mandatory for newly accepted seminarians.

**Statement of Financial Responsibility**

Sponsorship by a(n) (Arch)Diocese or Religious Community includes attestation by the sponsor of the applicant’s suitability to pursue studies in preparation for ordination to the priesthood and represents a commitment on the part of the sponsor to provide to the Seminary the applicable tuition, room and board charges.

Saint Charles Borromeo Seminary invoices the sponsoring (Arch)Diocese or Religious Community directly for such charges. Arrangement for reimbursement, if any, to a diocese or religious community can be made directly by the seminarian with his sponsoring diocese or religious community. Other Seminary-related expenses, including activity fees, health insurance premiums, textbooks, laundry, automobile expenses, et cetera are generally paid by the individual seminarian. Any questions concerning these matters can be directed to the Office for Financial Services (610) 785-6553.

**Requirements for Non-American Citizens**

If an applicant is not a United States citizen, proof of immigration status should be submitted to Saint Charles Borromeo Seminary. A student who is a resident alien, for example, should include a copy of his green card, as part of the documentation to be forwarded to his Vocation Director, who in turn will forward the materials to the Saint Charles Borromeo Seminary Admissions Committee.

If an applicant is seeking admission to Saint Charles Borromeo Seminary under F-1 status, an I-20 form is required, and his passport/visa must meet all immigration requirements.

An applicant should be aware that it is his obligation to maintain proper immigration status at all times. The F-1 status is only for full-time students. If a student in F-1 status withdraws from Saint Charles Borromeo Seminary, he must notify the Department of Immigration and Naturalization of his change of address and must apply for the proper immigration status if he wishes to remain in the United States.

**FAFSA - Free Application for Federal Student Aid – www.fafsa.ed.gov**

You must complete and submit a Free Application for Federal Student Aid (FAFSA) to apply for all federal and state aid. This application must be completed electronically on the Internet by visiting www.fafsa.ed.gov. The online FAFSA on the Web Worksheet allows you to read and complete the questions before entering your information online.

The applicant should contact the Saint Charles Borromeo Seminary Financial Aid Office for additional information: (610) 785-6553.