



SAINT CHARLES BORROMEO SEMINARY
100 EAST WYNNEWOOD ROAD, WYNNEWOOD, PENNSYLVANIA, 19096

Application Instructions

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 15 in order to qualify for admission to Saint Charles Borromeo Seminary for the following fall semester. (Unless one is applying to the Spiritual Year, in which case, the admissions materials are due by June 1).

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 **June 1** (for Spiritual Year applicants) and no later than **July 15** (for resident seminarian admissions). All admissions material should be sent by the Director of Vocations to:

Reverend Patrick J. Brady
Vice Rector
Saint Charles Borromeo Seminary
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 assess 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 Office of the Vice Rector at rpfeiffer@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. Copy of parents' Marriage Certificate (if applicable)
9. Academic Records
 - a. Transcripts (see below)
 - b. SAT/ACT combined total (for College Seminary applicants)
 - c. TOEFL Results (required for any applicant for whom English is a second language)
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 report and testimonial letters from the appropriate authorities of former (Arch)Dioceses and/or Religious Communities are required. A report and letter are 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 5-7 typed pages in length on the appropriate accompanying sheet. See details on the Autobiography portion of the application.

Letters of Recommendation

The applicant must include four letters of recommendation in his application packet as follows:

A letter of recommendation from the Canonical Pastor.

Three additional letters of recommendation:

- o One Letter of Recommendation should be from a teacher or professor.
- o Two 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:

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 and level of maturity?

In your opinion, how would you assess the applicant's level of spiritual growth and development?

What kinds of experience in parish activities and church ministry has he had?

How would you evaluate his capacity and preparedness to embrace a life of celibacy?

For Archdiocese of Philadelphia applicants, mail Letters of Recommendation to:

Reverend David Friel
Vocation Office for the Diocesan Priesthood
Saint Charles Borromeo Seminary
100 East Wynnewood
Road Wynnewood, PA
19096-3028

For non-Archdiocese of Philadelphia applicants mail Letters of Recommendation to:

Reverend Patrick J. Brady, Vice Rector
Saint Charles Borromeo Seminary
100 East Wynnewood Road
Wynnewood, PA 19096-3028

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 applicants to the College Seminary must submit with the application packet SAT/ACT scores and record of all documents certifying successful completion of advanced placement courses.

Note: Some schools offer official electronic transcripts and the applicant may request electronic transmission of transcripts to pbrady@scs.edu.

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 Assessment

All applicants are asked to undergo a psychological evaluation, which must be administered by an (arch) Diocesan approved assessor. The purpose of the evaluation is to help the seminary admissions committee determine the applicant's readiness to engage the various dimensions of seminary formation. Within the evaluation, the psychologist/psychiatrist will assess the applicant's cognitive, affective, developmental and relational capabilities through the use of a clinical interview and other standard testing measures. The seminary has outlined specific guidelines for all assessors, regardless of the applicant's diocese. After testing, the assessor will provide the applicant with a feedback session, and then send a written report to his bishop/vocation director. A copy of this report, with the applicant's signed release will then be sent to the seminary as part of his admissions packet.

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 to be completed prior to Opening Day:

Applicants are required to have:

1. Federal Criminal Background Check (Fingerprinting)
2. Pennsylvania State Police Criminal Record Check
3. Pennsylvania Department of Public Welfare Child Abuse Clearance Check
4. Safe Environment Training, Protecting God's Children
5. Mandated Reporting (Online Training)
6. Arrest/Conviction Form (Form PDE-6004)
7. Driving Record – Request 3 Year Record from applicable state

Shortly after acceptance, each applicant will be furnished a detailed checklist to assist with their compliance with the *Safe Environment Policy* on a timely basis prior to Opening Day.

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

Applicant must complete and submit a *Free Application/or 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.