



Pontifical North American College

00120 Vatican City State

Europe

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APPLICATION INSTRUCTIONS - 2010

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:

*Rev. Msgr. Daniel Mueggenborg
Director of Admissions
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 if possible. 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 straight forward 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.



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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** (Bring eight additional photos for school and government documents in Rome)
- ✓ **Photocopy of Passport** (if available)
- ✓ **Letters of Recommendation** (print & give accompanying instruction forms to respective persons):
 - Pastor
 - Rector
 - 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 (2)** (You may send one photocopy of your current unofficial transcript(s) now, but you must send, or have sent, **two original final transcripts** to the North American College by August 1, 2010.)
- ✓ **High School Transcripts (2)** (two 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 sealed in an envelope and included with the application portfolio. Please address the sealed envelope to the Director of Counseling Services 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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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

The North American College strongly recommends that students participate in four weeks of intensive Italian language summer studies. More specific information regarding these studies will be sent upon a student's acceptance to the College. Students will still be accepted for the academic year even without participating in the summer language studies. Please note that the following deadlines must be observed in order to properly process the student's application and complete all necessary legal documentation required by the European Union.

For those New Men planning to study Italian in Italy (Summer 2010)

Deadline for Application Portfolio to be received in Rome:	May 14, 2010
Actual arrival in Rome	July 19, 2010

For those New Men not planning to study Italian in Italy

Deadline for Application Portfolio to be received in Rome:	June 18, 2010
Actual arrival in Rome	August 26, 2010

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*
- *(Arch)Diocese*
- *Current Seminary*
- *Whether or not the student will want to participate in the summer Italian Language studies*
- *(Arch)Diocesan contact person*