APPLICATION FOR SEMINARY ADMISSION

Please send completed forms to:

Director of Admissions
Sacred Heart Seminary and School of Theology
P.O. Box 429
7335 South Highway 100
Hales Corners, WI 53130-0429

Phone: (414) 425-8300 Fax: (414) 529-6999
Email: jblackwood@shsst.edu
www.shsst.edu

Sacred Heart Seminary and School of Theology is an Apostolate of the Priests of the Sacred Heart; it is accredited by The Association of Theological Schools in the United States and Canada and the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.
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A. APPLICATION INFORMATION & INSTRUCTIONS

**INSTRUCTIONS** for applying for admission to Sacred Heart Seminary and School of Theology can be found on this page. When completed, the **APPLICATION FOR SEMINARY ADMISSION** form should be mailed with a check for **$100.00** (U.S.) to:

Director of Admissions  
Sacred Heart Seminary and School of Theology  
P.O. Box 429  
7335 South Highway 100  
Hales Corners, WI 53130-0429

*(The current catalog of Sacred Heart Seminary and School of Theology contains a list of all fees and the cost of tuition, room, and board.)*

Application for admission to Sacred Heart Seminary and School of Theology will be considered only when the **APPLICATION FOR SEMINARY ADMISSION** form and all necessary documentation have been received. Documentation must be submitted by **August 1** for Fall applicants and by **December 1** for Spring applicants.

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B. APPLICATION REQUIRED DOCUMENTS CHECKLIST

The following documents are to be forwarded to the Director of Admissions by the **sponsoring diocese** or **religious community**:

1. **Procedural Requirements**
   - Completed **APPLICATION FOR SEMINARY ADMISSION** form.
   - A non-refundable application **fee** of $100.00.
   - One recent **Photograph of the Applicant**.

2. **Canonical & Legal Requirements**
   - **Letter of Sponsorship** indicating that the applicant is a candidate for that diocese or religious community; and, in the case of an applicant who was previously in formation with another diocese or religious community, a statement attesting to the following: that the applicant has been evaluated according to the *Norms Concerning Applications for Priestly Formation From Those Previously Enrolled in a Formation Program*; and that it is the judgment of the bishop or major superior that the applicant is fit for seminary studies. Along with this letter, the sponsor should submit the SHSST Program Form (see page 6).
- **Criminal Background Check**: An acknowledgement that a criminal background check has been completed and that the applicant has not been either arrested or convicted of any misdemeanors or felonies. This acknowledgement may come in a separate letter or be included in the letter of sponsorship.

- **Canonical Impediments Check**: An acknowledgement that a canonical impediments check has been completed (cf. Code of Canon Law, canons 1040-1049.) This acknowledgement may come in a separate letter or be included in the letter of sponsorship.

- **Certificate of Baptism with notations** (issued within the last six months).

- **Certificate of Confirmation**.

- **Documentation of Ministries of Lector and Acolyte, and Diaconate Ordination** (if applicable).

- **Marriage License** (if applicable).
  - **Wife’s Death Certificate** (if applicable).
  - **Annulment Decree** (if applicable).

- Applicants who have attended another seminary must request a **letter of recommendation from the rector of that seminary**. Former religious must request a **letter of recommendation from the present major superior**. These letters should be addressed to the President-Rector of Sacred Heart Seminary and School of Theology.

- Proof of having received **training on protecting God’s children** (e.g., Virtus). Sacred Heart Seminary and School of Theology offers this training to those who were admitted without it.

3. **Academic Requirements**

   - **Official transcripts** of all post-secondary school work from each individual institution.

   - Proof of any **specialized training** (if applicable).

   - The completed **Application for Cardinal Stritch University** form (if applicable).

4. **Physical Health Requirements**

   - An updated **Physical Examination** signed by a physician indicating the applicant’s physical health suitability for seminary formation.

   - **Health insurance**. The name of the insurance company and the number of the policy should be on the applicant’s file. The Vice-President for Finance can supply information on insurance policies with reasonable premiums and coverage.
5. Psychological Testing Requirements (see PSYCHOLOGICAL TESTING FOR CANDIDATES FOR PRIESTLY FORMATION - POLICY on pages 12-14)

a) The sponsor is responsible for planning, executing and sending a current psychological evaluation and assessment to Sacred Heart Seminary and School of Theology. Please, refer to pages 12-14 for our required protocol.

b) Testing and clinical interviews must have been completed no more than two years prior to making application to Sacred Heart Seminary and School of Theology.

6. Other Personal Requirements

☐ A written personal history containing information about early life; past education and/or specialized training; military service, if any; employment record; Church activity and service; and a brief description of the persons and events that have influenced the applicant’s motives and decision to consider the priesthood.

☐ A letter of recommendation from the applicant’s pastor.

7. International Students

All non-U.S. Citizen or non-Permanent Resident seminarians are required to have a valid I-20 Form and U.S. Visa. Upon admission, Sacred Heart Seminary and School of Theology provides the necessary documentation for the request of the Visa by the seminarian.

Note: Sacred Heart Seminary and School of Theology reserves the right to request a personal visit and interview with any applicant.
C. SHSST Program Form

This form must be completed and signed by the sponsor (bishop or major religious superior)

SPONSORSHIP: _____________________________________________________________

PLEASE INDICATE THE NAME OF SPONSORING DIOCESE/COMMUNITY.

The diocese/religious community requests admission of: ____________________________

(First name and last name of applicant)

in the following SHSST Program(s) (Please, mark all the programs that in your judgment apply to the candidate):

☐ Master of Divinity Program (MDiv). This is the required program for all seminarians. The MDiv degree normally requires an undergraduate degree plus four years of theological studies and formation. The program includes spiritual, human, pastoral and intellectual formation.

☐ Pre-Theology Program (PT). For those applicants to the MDiv Program who lack the necessary background in Philosophy and Theology, SHSST offers the PT Program; this includes 30 credits in Philosophy and 14 credits in undergraduate Theology.

☐ Bachelor of Arts/Master of Divinity Program (BA/MDiv). For those applicants without an undergraduate degree, SHSST offers the opportunity to complete both a BA and an MDiv degree through an agreement with Cardinal Stritch University (see www.stritch.edu).

☐ Master of Arts Program (MA). The MA Program is designed for students who seek an academic degree in theology in a Roman Catholic graduate school of pastoral ministry. It is intended to strengthen the religious basis for one’s life and work, either in a secular career or in a Church ministry career. The MA Program is a 33 credit hours degree. MA applicants could be seminarians, in which in most cases they complete two degrees (MA/MDiv).

☐ Certificate in Priestly Formation Program (CPF). SHSST offers the CPF Program for certain seminarians whose sponsors do not wish them to pursue an undergraduate degree. To be eligible, the seminarian must have, (1) at least 30 years of age; (2) High School transcripts indicating graduation or a GED; (3) Official transcripts verifying possession of at least 60 undergraduate credits from accredited institutions. These undergraduate credits can be completed by taking courses at Cardinal Stritch University in Milwaukee, WI if the candidate wishes to do so; and (4) advanced knowledge of English language.

☐ English as a Second Language/Accent Modification/Bridge Programs (ESL). Knowledge of advanced English is required for all SHSST Programs. SHSST offers the ESL Program to those students who are in need of learning or improving their ability to speak, write, and read in English. Depending on the case and upon applying the appropriate testing, applicants are placed at the specific level and/or program.

________________________________________________________________________

Sponsor’s Signature ___________________________ Date ________________________

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SPONSORSHIP: ____________________________________________________________

PLEASE INDICATE THE NAME OF SPONSORING DIOCESE/COMMUNITY FOR WHICH YOU WILL STUDY.

PERSONAL DATA

1. Legal Name: ____________________________________________________________
   Last          First          Middle

2. Current Address: ________________________________________________________
   Number Street

   City          State/Province          Zip Code

3. Home Phone: (   ) ______ - _______ Work Phone: (   ) ______ - _______ Ext.: ________________
   Cell Phone: (   ) ______ - _______ Email: ________________________________________________

4. How long have you resided at this address? ____________________________________________

5. Legal Address (if different from item 2 above): ________________________________
   __________________________________________
   __________________________________________

6. Date of Birth: ________ / ________ / ________ City: ________________________________
   month   day   year

   State/Province: ___________________________ Country: ________________________________

7. Current Citizenship: _________________________________________________________

8. What is your present occupation: _____________________________________________
   a. Employer: ________________________________________________________________
   b. How long have you been with this employer: _________________________________
9. Have you ever served in the military?  □ Yes  □ No
   a. Date of Service: From: __________________________ to: __________________________
      month  day  year to  month  day  year
   b. If you served, did you receive an honorable discharge?  □ Yes  □ No
   c. If you served, are you eligible for veterans' benefits?  □ Yes  □ No

10. Are you a convert?  □ Yes  □ No
    If yes, give date and previous affiliation: ______________________________________________

11. Present home parish: ________________________________________________________________
    a. Parish Location: _________________________________________________________________
    b. How long have you been a member of this parish? ___________________________________

12. Have you ever applied to a diocesan formation program, seminary, institute of consecrated life or society of apostolic life?  □ Yes  □ No
    a. If yes, name of diocese(s) or religious institution(s) to which you applied:
       ___________________________________________________________
       ___________________________________________________________
    b. Was your application accepted?  □ Yes (see #13)  □ No
    c. If no, what were the reasons given for non-acceptance?
       ___________________________________________________________
       ___________________________________________________________
       ___________________________________________________________
       ___________________________________________________________

13. Were you ever a seminarian for another diocese or a religious community, or a candidate/postulant, novice, or professed member of a religious community?  □ Yes  □ No
    a. If yes, name of Diocese(s)/Religious Community(ies)/ Dates / Status (i.e. seminarian, novice, brother, etc.)
       ___________________________________________________________
       ___________________________________________________________
       ___________________________________________________________
       ___________________________________________________________
       ___________________________________________________________
    b. What were the circumstances under which you left?
       ___________________________________________________________
       ___________________________________________________________
       ___________________________________________________________
       ___________________________________________________________
       ___________________________________________________________
14. Have you been admitted to clerical candidacy or received any ministries (Lector and Acolyte) or the diaconate? □ Yes □ No
   If yes, please indicate the ministries, dates, and places of conferral and include documentation with application:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

15. Have you been perpetually professed or taken solemn vows in a religious community? □ Yes □ No
   a. If yes, date of Profession: __________________________________
   b. Did you receive a dispensation from vows? □ Yes □ No
   c. If yes, date of dispensation: __________________________________

16. Have you ever been married in a civil or church ceremony? □ Yes □ No
   a. Is your wife deceased? □ Yes □ No
   b. If yes, give date: __________________________________________
   c. Was the marriage annulled? □ Yes □ No
      Please provide details on a separate page. A copy of the declaration of nullity must accompany your application.
   d. Do you have any living children? □ Yes □ No
   e. Number of adult children 18 and older: _______ Number of children 17 or younger: _______

17. Please, indicate any other personal need or information you consider relevant for your application:
   __________________________________________________________
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18. Father's Name: ____________________________________________________________

   Last       First       Middle

   a. Is Father living?  □ Yes  □ No  If no, date of death: _______________________
   b. Father's Religion: _______________________________________________________
   c. Father's Occupation: _____________________________________________________

19. Mother's Maiden Name: ____________________________________________________

   Last       First       Middle

   a. Is Mother living?  □ Yes  □ No  If no, date of death: _______________________
   b. Mother's Religion: _______________________________________________________
   c. Mother's Occupation: _____________________________________________________

20. List in order your brothers and sisters (include yourself):

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<tr>
<th>Name &amp; Last Name</th>
<th>Gender</th>
<th>Age</th>
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EDUCATIONAL BACKGROUND

24. Please indicate your attendance at all accredited colleges and other institutions of higher learning. 
(Please have the college mail official transcripts to Sacred Heart Seminary and School of Theology, Attention: Director of Admissions.)

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<th>College/University</th>
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FINANCIAL RESPONSIBILITY

25. The sponsor is financially responsible for the tuition/room and board of the seminarian. If an agreement has been established between the sponsor and the seminarian regarding financial responsibility, SHSST will still send the bill to the sponsor contact person, who in turn may honor the terms of that agreement. Please, give the name, address, email, and telephone number of sponsor contact person who will pay your tuition/room and board:

Sponsor: __________________________________________

Contact Person:

____________________________________

Last                     First                     Middle

____________________________________

Number                     Street                     City

____________________________________

State/Province                     Zip Code                     Telephone Number

____________________________________

Email

28. Any additional information may be provided on a separate page and attached to this form.

By completing and signing this form I, ________________________________ , freely request admission to Sacred Heart Seminary and School of Theology.

Signature: ________________________________        Date: ________________________________
Candidates, Sponsors, and Testing Psychologists are notified below of the policies and guidelines of Sacred Heart Seminary and School of Theology that govern the testing of candidates for the priesthood, and the uses of the test results.

1. Certain psychological testing, as well as a clinical interview by a psychologically qualified person, are conditions necessary for admission. The President-Rector will use the applicant’s psychological testing and reports in making decisions about admission insights and, upon admission, in guiding the seminarian towards potential growth work/counseling.

2. The sponsoring diocese or religious community is responsible for having the applicant undergo the specific psychological testing, and clinical interview required by the seminary. At times, additional psychological testing may be required by the sponsor.

3. Evaluation Process - Testing Instruments:
   - **Clinical Interview**
   - **Objective Measures (required)**
     - The Minnesota Multiphasic Personality Inventory (MMPI-II)
     - The Sixteen Personality Factor Questionnaire (16PF)
     - The Millon Clinical Multiaxial Inventory-III (MCMI-III)
     - The Sexual Addiction Screening Test (SAS)
   - **Projective Measures (desired, but not required)**
     - The Rorschach Ink Blot Test
     - The Thematic Apperception Test (TAT)
     - The Sentence Completion Test
   - **Intelligence Testing (required)**
     - The Wechsler Adult Intelligence Scale (WAIS-IV). For candidates with limited ability of English, the Raven Progressive Matrices may substitute the WAIS-IV.

4. The focus of the **Evaluative Psychological Report** should address the following areas as their principal, though not exclusive, focus:
   a. Overall assessment of level of psychological functioning:
      - Any Axis I or Axis II Disorders.
      - Level/preference of tendencies or elements of symptoms of depression, anxiety, personality disorders, etc.
      - Personality traits, predominate needs or drives, strengths and weaknesses of personality, areas of conflict, addictive tendencies, etc.
b. Assessment of psychosocial maturity:
   • Assessment of residual conflicts from family of origin and social history.
   • Any significant aspect 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:
   • Assessment of psychosexual development and sense of sexual identity.
   • Assessment of affectivity and capacity for intimacy and empathy.

d. Assessment of personal autonomy and attitude towards authority figures.

e. Assessment of flexibility and emotional resilience:
   • Consideration of issues of impulsivity, tolerance for frustration, coping patterns and skills.
   • Capacity for personal insight and growth and level of motivation for growth.

f. Assessment of authenticity of motivation for priesthood and any contraindications to applicant being suited for priesthood.

g. Psychologist’s satisfaction that applicant responded in all significant areas honestly and thoroughly.

5. The testing psychologist should interpretatively synthesize and summarize both test results and clinical interview in a written report. This report should conclude with a special consideration to recommendations for further growth and development, and a recommendation as to the applicant’s suitability for seminary life/formation. A signed release is required.

6. Testing and clinical interview must have been completed no more than two years prior to making application to Sacred Heart Seminary and School of Theology.

7. The principal findings and recommendations for future development, if any, should be conveyed verbally to the applicant. The sponsor and President-Rector should be notified if, for any reason, this guideline was not observed.

8. Applicants are notified that test results and the written report following upon the test results and clinical interview are held in strictest confidence and their dissemination restricted.

   a. We will use your report in making decisions about admissions and, upon admission, in guiding the seminarian toward potential growth counseling that he might decide to undertake during his seminary studies. In writing your report, please be as thorough as possible.

   b. The written report should be accompanied by a signed release and sent to:

   President-Rector
   Sacred Heart Seminary and School of Theology
   7335 South Highway 100
   P. O. Box 429
   Hales Corners, WI 53130-0429

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10. Once the President-Rector receives the scores and the testing psychologist’s report with the summary-and-recommendation paragraph, he sends them to the Seminary Psychologist.

11. The President-Rector places the testing psychologist’s written report (with the scores of the tests) in a secure, private file for the duration of the applicant's enrollment, after which they are destroyed.

12. Upon a revision of the psychological evaluations of the applicant, the President-Rector produces a “Memo” addressed to the Director of Admissions; this “Memo” includes the President-Rector’s conclusions on the psychological suitability of the applicant and a summary-and-recommendation paragraph.

13. Along with the “Memo,” the President-Rector sends the score of the WAIS and summary-and-recommendation paragraph to the Director of Admissions.