



## OUR LADY OF GUADALUPE SEMINARY APPLICATION CHECKLIST

**This form is for your record keeping. Please do not submit it with your application.**

In order to be reviewed for admission as a student at Our Lady of Guadalupe Seminary, the following must be completed & on file at the Vocations Office:

- Birth certificate (*an original or a notarized copy*)
- Baptismal certificate  
*obtained with an issuance date of no more than six months before possible acceptance, issued from your parish & affixed with the parish's seal. No photocopies accepted. The issuance date must be no earlier than January of the year for which you are applying.*  
**(N.B. This must be a "complete" certificate with explicit notation concerning the reception or non-reception of the sacraments of Holy Orders and Matrimony (or profession of solemn religious vows).**
- Application For Admission Form
- Application For Admission Essays (2)
- Confirmation certificate (*this may be annotated on the baptismal certificate by the parish, otherwise it can be obtained from your parish of confirmation*)
- High School transcript(s) (*an official copy needs to be sent to us directly from the school*)
- College/University transcript(s) (*an official copy needs to be sent to us directly from the school*)
- If you have taken the SAT, ACT, GRE, or similar exams and the results are not on your transcripts please send us the results of these exams. Note: These are not necessary for acceptance to OLGS
- Resumé showing work/study/leadership/charitable work experience
- Medical Record Form
- Detailed autobiography (*see autobiography guide sheet for details*)
- 2 letters of recommendation from priests (*one, preferably, from your local pastor*)
- National criminal record check
- 2 passport size, portrait-style photos

**If at any time you have ever been a seminarian or in a religious community, you will also need to include:**

Letter(s) of Reference & Confirmation of Prior Formation in a Religious Community/Diocese:

- If previously enrolled in a seminary, from the seminary rector
- From your bishop or religious superior
- Certificates of reception of minor orders or the permanent ministries of lector/acolyte (*if applicable*)

**If you are studying at OLGS under the sponsorship of a diocese or religious order, you will need to include:**

- Letter of sponsorship from your diocese or religious community

BAPTISMAL  
CERTIFICATE  
SAMPLE

**NOTATIONS**

**FIRST COMMUNION**

**Date** April 17, 2005

**Church** St. James Cathedral

**Place** Orlando, FL

**CONFIRMATION**

**Date** March 4, 2012

**Church** Holy Family

**Place** Orlando, FL

**MARRIAGE(S)**

**To** NO NOTATIONS

**Date** \_\_\_\_\_

**Church** \_\_\_\_\_

**Place** \_\_\_\_\_

**DIACONATE**

<http://www.fsspolgs.org/> **NO NOTATIONS**

**Church** \_\_\_\_\_

**Place** \_\_\_\_\_

**RELIGIOUS  
PROFESSION**

**Date** NO NOTATIONS

**Order** \_\_\_\_\_

**Place** \_\_\_\_\_