



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 (*A color photocopy of the original birth certificate will suffice*)
- Baptismal certificate issued no sooner than January of the year you are applying (e.g., January 2025 issuance date (or later) for the fall of 2025) issued from your parish & affixed with the parish's seal. No photocopies accepted. (**N.B.** *The certificate must include explicit notation of the reception/non-reception of the sacraments of Confirmation, Holy Orders and Matrimony (or profession of solemn religious vows).*)
- Application For Admission Form
- Application For Admission Essays (2)
- Confirmation certificate (*this information must be annotated on the baptismal certificate as well*)
- 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*)
- We require SAT or ACT exams results. (If you are not a US citizen, you must still have SAT or ACT results. To find an SAT Test Center in your country, please visit: <https://satsuite.collegeboard.org/sat/test-center-search>)
- 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**

FIRST COMMUNION

NOTATIONS

Date April 17, 2005
Church St. James Cathedral
Place Orlando, FL

Date March 4, 2012
Church Holy Family
Place Orlando, FL

To NO NOTATIONS
Date _____
Church _____
Place _____

MARRIAGE(S)

DIACONATE

<http://www.fsspolgs.org/> **NO NOTATIONS**
Date _____
Church _____
Place _____

**RELIGIOUS
PROFESSION**

Date NO NOTATIONS
Order _____
Place _____