

## **Process for Application as a Seminarian for the Archdiocese of Omaha**

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**Application** – Upon the recommendation of the Vocations Director, you will receive an Application for Acceptance as a Seminarian for the Archdiocese of Omaha. In order to apply:

- Complete application in full. Be sure to sign documents incorporated into the application near the end of the application – Certificate of Accuracy, Intention and Release form, and Release from Professional Secrecy form.
- Supply References – Pastor, Relative and 3 others – on form provided in application
- Include 2 passport-size photos with application
- Complete Autobiography (see requirements on page 22 of Application booklet)
- Complete the Release Form for Background Check, and include a copy of your driver's license and Social Security card
- Please complete the Safe Environment training that is required (unless you have previously done so and are currently certified). Training dates are listed at <http://archomaha.org/safe-environment/training/certification-training/>. Please register to attend a session that is convenient for you.

### **Required Documents**

- 2\* certified copies of Baptismal certificate issued within the past 6 months
- 2\* certified copies of Confirmation certificate issued within the past 6 months
- 2\* copies of official transcripts of all high schools, colleges and graduate schools you have attended. Please ask that they be mailed to the Vocations Office at 100 N. 62<sup>nd</sup> St., Omaha, NE 68132  
\*The Vocations Office will send one official copy of each of these documents to the Seminary to which you apply
- Copy of College Board SAT/ACT scores
- Graduate Record Examination (GRE) scores (if applicable)
- Military certificates (if applicable)
- Certificates issued by Diocesan Curia (if applicable)
- Report from Rector (if previously enrolled in seminary)
- Documentation of Scrutiny(ies) (if applicable)
- Copy of Passport and Visa (if international student)
- Financial aid information/scholarships received (Collegians only)
- Completed Measurements form for cassock, surplice and collar (we will order these for you from measurements provided)

### **Medical/Psychological**

- A health exam will be required – following guidelines from the seminary. If possible, we encourage you to use Sancta Familia Medical Apostolate – 10506 Burt Circle, Omaha – 402.991.3393. Please authorize the doctor's office to provide a copy of results to the Vocations Office.

- A HIV drug test is included as part of the health exam – please have the doctor’s office provide results of your HIV test to the Vocations Office as well
- A psychological exam is required for entrance into seminary – this will be scheduled by the Vocations Office. Expect a call from the Office to set this up.

**Upon receipt of your application, references, health and psychological exams, your file will be reviewed by the Vocations Director and the Archbishop to determine suitability for acceptance as a seminarian. You will be sent a letter letting you know whether you have been accepted. Acceptance is preliminary until all paperwork is completed and you are fully accepted by the Seminary.**

### **Application to Seminary**

- Once accepted, please complete the Application to the Seminary recommended by the Vocations Director, following requirements of the Seminary (this is often done simultaneously with seminary application – the Vocations Director will direct you where to apply)
- The Vocations Director will send a letter of recommendation to the Seminary on your behalf, along with documents you have already provided to us
- Complete the medical requirements, including immunization records (including meningococcal vaccine), dental report and other requirements as noted on the application.
- A personal interview is required by the Seminary – they will call you to set this up
- Once accepted by the Seminary, they will send you a letter of acceptance. Congratulations!

### **Follow up Items**

- Supply the Vocations Office with a brief biography that can be included on the web site (see others at <http://archomaha.org/vocations/seminary-life/seminarians/>)
- Complete insurance paperwork (those under 26 are asked to remain on parents’ health insurance plan; all seminarians are included in Archdiocesan life insurance policy). See Vocations Office for forms and details. Insurance cards will be mailed to you a month or so after you complete paperwork.
- An Archdiocesan email account will be set up for you. Your email address is your first initial, middle initial and last name @archomaha.org. Please call the IT Office for your initial password and instructions to access your account – 402.827.3790. Then please read your email daily to stay informed.
- You will receive a Seminarian Handbook from the Vocations Office. Please read through this document to become familiar with our program. Then sign the back page and return it to the Vocations Office.
- Photos will be taken at Seminarian Day in August.

