

# Steps for Application as a Seminarian for the Archdiocese of Omaha



**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 Personal References – Pastor, Relative and 3 others – on form in the application
- Include 2 passport-size photos with application
- Complete the Release Form for Background Check, and include a copy of your driver's license and Social Security card

## **PLEASE SUBMIT THE APPLICATION TO THE VOCATIONS OFFICE WHEN IT IS COMPLETE – OTHER PAPERWORK CAN FOLLOW LATER**

- Write Autobiography (see requirements of page 22 of Application booklet)
- For those entering college seminary, upon recommendation of the Vocations Director, complete the college application for enrollment to the college he recommends. High School Seniors are encouraged to send ACT scores to both St. John Vianney College Seminary at University of St. Thomas (ACT Code 2102) and Conception Seminary College (ACT Code 2280) unless directed otherwise.
- Complete Safe Environment training. It is mandatory. If you have completed the training earlier and are currently certified, please submit your ID# and Expiration Date. Training dates are listed at <http://archomaha.org/safe-environment/training/certification-training/>. Please register to attend a session that is convenient for you. Provide Vocation Office with proof you have taken the training.

## **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
- 1\* copy 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
- 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 with the 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 may be required by the Seminary – if so, 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 Send-Off Day in August.

Archdiocese of Omaha | Office of Vocations

100 N. 62<sup>nd</sup> St., Omaha, NE 68132 | 402.558.3100, Ext. 3010

[www.archomaha.org/vocations/](http://www.archomaha.org/vocations/) [www.vocationsarcho.org](http://www.vocationsarcho.org) (portal)