



# SACRED HEART

Seminary and  
School of Theology

## 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](mailto:jblackwood@shsst.edu)  
[www.shsst.edu](http://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.

## 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](http://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

## D. APPLICATION FORM

### 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 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?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





## FAMILY INFORMATION

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):

Name & Last Name	Gender	Age

## 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.)*

College/University	City & State/Province	Dates	Degree

**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:** \_\_\_\_\_

## E. PSYCHOLOGICAL TESTING FOR CANDIDATES FOR PRIESTLY FORMATION - POLICY

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

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.