



PONTIFICAL COLLEGE JOSEPHINUM
Josephinum Diaconate Institute
Master of Arts in Pastoral Studies



APPLICANT CHECKLIST

In order to make the application process more manageable, this page is included for your convenience to list all the items needed. If you have questions about the forms or about the application process, please contact the Admissions Team at mapsprogram@pcj.edu. Please consult the *Application and Admission Guidelines* booklet for further explanation of the materials needed as identified below.

We will consider your application for the Masters in Pastoral Studies only after **all** of the following materials have been received. Do NOT press the submit button on your application until the following have been completed:

Date Completed

- _____ 1. Completed Application Packet and Signed Application Form submitted online with a Non-Refundable Application Fee of \$125.00.
- _____ 2. Academic Data
 - a. Official Academic Transcript from the highest Academic Degree Received, Date of Graduation, and Cumulative GPA. The transcript is sent from the Registrar's Office at the college or university directly (electronically) to the Registrar at the Pontifical College Josephinum.
 - b. History of the degrees received from institutions of higher education. Submitted online in the application or by uploading an academic CV in the application process.
 - c. Results of TOEFL Testing if a Non-Native Speaker
- _____ 3. Applicants must upload your ministry goals document and explains how the MAPS degree will enhance your ministry in the Church. The goal document must be in Microsoft Word format, no more than two pages, double spaced.
- _____ 4. Applicants must upload a draft of a high-level plan for a supervised pastoral ministry experience. The pastoral ministry experience is anticipated to develop and demonstrate the enhancement and development of your pastoral ministry competencies. The plan document must be in Microsoft Word format, in a bullet-point format of no more than two pages, double spaced.
- _____ 5. Two Letters of Recommendation from your Diocese, Religious Community, or ministry supervisor (for example, any of the following: Director of Deacons, Vicar of Clergy, Bishop of Diocese, or Superior of Religious Community, Pastor, etc.)
- _____ 6. If you are a member of the Catholic clergy will need to submit a statement of suitability directly to the Rector, The Pontifical College Josephinum, 7625 North High Street, Columbus OH 43235
- _____ 7. A Recent Color Photograph (headshot - digital upload)
- _____ 8. Interview with representatives of the Josephinum Diaconate Institute MAPS Admissions Team (at the discretion of the Admissions Team)
- _____ 9. Writing Sample: The sample must be a 1,000-word essay on a topic of your choice in *Lumen Gentium* or a recently completed academic exercise of 5-10 pages. The writing sample must be in Microsoft Word format.

We recommend that you retain this page and date the items as they are completed.