



UNIVERSITY OF
SAINT MARY
of THE LAKE

ADMISSION POLICIES

Mundelein Seminary

An applicant for Priestly Formation must:

- a. Be a graduate of an accredited college or university where they earned a minimum GPA of 2.5;
- b. Possess an accredited bachelor's degree, which presupposes graduation from high school or the equivalent. The college/university transcript must indicate successful completion of high school or its equivalent.
- c. Be at least 21 years of age;
- d. Have thirty semester hours of credit in undergraduate philosophy: The History of Philosophy (Ancient, Medieval, Modern, Contemporary), as well as courses in Logic, Metaphysics, Epistemology, Anthropology, Philosophy of Nature, Natural Theology, Ethics. Equivalences will be decided by the Academic Dean. To assist the Academic Dean, please submit a course catalog or a write up which describes the content of the courses taken in college;
- e. Have twelve semester hours of credit in theology and religious studies;
- f. Have one year of Latin or prove competence by USML examination.

Men with the necessary criteria who are interested in applying to study for the diocesan priesthood are asked to write: **The Rector, University of St. Mary of the Lake / Mundelein Seminary, 1000 East Maple, Mundelein, Illinois 60060-1174. Phone: 847-566-6401.**

In applying for admission, the following documentation must be submitted to the Office of the Rector:

- a. A completed Mundelein application form, permission forms, and Canonical forms;
- b. Certificates of baptism and confirmation;
- c. Letter of recommendation from the pastor of the applicant;
- d. An official transcript from each college attended including the final semester with degree posted;
- e. [For students from a college seminary, including St. Joseph Seminary, or from a Pre-Theology program] a letter of recommendation from the Rector;
- f. Recent psychological testing, complete with interview and written report;
- g. For students whose native language is not English, proficiency in the English language must be demonstrated through one of the following means: a) An

examination administered by USML, or b) a letter of evaluation /recommendation from an accredited ESL program, or c) submission of the Test of English as a Foreign Language (TOFEL) scores at or above 74 on the internet-based test (ibt)/537 on the institutional administered test.

- h. Completed recent medical forms (supplied by the seminary);
- i. Certificate of completed VIRTUS training.

This school is authorized under federal law to enroll non-permanent immigrant students (F1 Student Visas). Dioceses are responsible for maintaining their international students' immigration status. Mundelein Seminary will cooperate in any way that is necessary.

Once all documents have been submitted, the candidate will be interviewed by the Admissions Committee.

Other documentation such as a letter of recommendation from an employer, personal reference, military discharge papers, etc., may be required of the applicant.

Students for dioceses other than Chicago must have the sponsorship of their Ordinary and are expected to fulfill the above criteria and procedures.

School of Parish Leadership and Evangelization

Admissions

Admission to all School of Parish Leadership degree programs is conducted on a rolling basis. The deadline for completed applications materials is ten (10) days before the start of the academic term. Admissions decisions will be made after all materials have been submitted.

All applicants for admissions to graduate degree programs are expected to be at least 21 years of age or older and have a bachelor's degree from an accredited institution in the United States, which presupposes the successful completion of a high school diploma or its equivalent. The college/university transcript must indicate successful completion of high school or its equivalent.

Under special circumstances the University may admit a student who has the equivalent of a baccalaureate degree in academic coursework and experience. A Grade Point Average of 2.50, based on a 4.00 system, is ordinarily expected. However, special circumstances will be considered as a part of the admissions process.

Application from former students of Mundelein Seminary require the approval of the Office of the Rector for admission.

Transcripts

Official copies of transcripts of credit from each college or graduate program attended should be forwarded directly to the Office of the Registrar of the University of Saint Mary of the Lake.

Applicants With Degrees From Outside U.S.

Students who have earned the equivalent of a baccalaureate degree from an institution outside the United States will be asked to have their transcripts evaluated by a National Association of Credential Evaluation Services (NACES) accredited evaluator at their own expense. The student must obtain transcripts from all institutions where courses have been completed outside the U.S.

English Language Proficiency

International students educated in foreign institutions where the language of instruction is not English are required to submit the results of either the Test of English as a Foreign Language (TOEFL), the International English Language System (IELTS), or Pearson Test of English (PTE).

Applicants who submit a TOEFL score of at least 197 on the computer-based test, 71 on the Internet-based TOEFL test, an IELTS score of at least 5.5, or PTE score of 50 will have been deemed to have demonstrated proficiency. Applicants transferring from U.S. or non-U.S. institutions where the language of instruction is English, are exempt from the TOEFL.

Certification Of Eligibility (Form I-20 For F-1 Visa)

International students who are wishing to study on campus are required to have a student visa (F-1) in order to enter and study in the United States must fulfill the following requirements upon their acceptance to the University:

- International Student Financial Guarantee Form. The individual or agency that will act as the Financial Sponsor for the student must complete this form.
- Photocopy of applicant's identification page of their passport.

International students who do not require a student visa (F-1) because they already have a visa in force that allows them to study in the United States must send a photocopy of the following:

- Identification page of their passport
- Passport page with corresponding visa
- I-94 Admission Number

Transfer Students

Students transferring from another accredited institution may receive credit for other courses they have taken. Under normal circumstances, not more than half of the credits necessary for the degree program may be transferred into a program. Course equivalences (and therefore the determination of whether a course transfers in as an elective or in exchange for a required course) will be based on evaluation of the material covered in the transferred course. Students wishing to transfer in credits must initiate this process formally with the University, provide official transcripts, and upon request furnish syllabi from relevant coursework. Courses in which a student earned a "C" or lower may not be transferred in.

Acceptance Classifications

A student may be accepted to the University in one of three categories:

1. Regular Admit: Degree seeking student who meets all of the application criteria listed for the degree program.
2. Conditional Admit: Candidate is admitted to the university pending receipt of official documents which must be submitted prior to the end of the first term of attendance.
3. Probational Admit: Degree seeking student has submitted all documents required for the admissions process but is admitted into a probationary period during which the student can establish their capacity for the formation program. Probationary students must earn a 3.0 average in their six (6) credit hours of academic work to continue in the program. After successful completion of six (6) credit hours with a 3.0 cumulative GPA or better, the student's admission is changed to a regular admit.

Special Student Classifications

Non-Degree Seeking Student – Students who have earned an undergraduate degree from an accredited institution may enroll in classes in the School of Parish Leadership and Evangelization and earn graduate credit without being admitted into a degree program. Such students will complete a Special Student Admissions form and enroll as normal. Non-degree seeking students can transition into a degree program by completing the ordinary admissions process.

Audit – Members of the community may sit in on a course after completing a special student form and receiving permission from the instructor and the appropriate academic administrator.