

**The Office of Vocations
for Holy Orders and Consecrated Life**

Diocese of Tyler
1015 ESE Loop 323, Tyler, TX. 75701
903-534-1077 ext.184

Application Portfolio Checklist

Stage One

1. Application Form

(Basic information: name, address, phone, birth place, social security #, home parish, family origin, family information)

2. Sacramental Records (originals only):

Baptismal Certificate
Confirmation Certificate
First Communion Certificate
Marital Status (if applicable)

3. Autobiography

(Please describe clearly about your educational background (copies of academic transcripts), work experience, military service, religious background, social life, vocational discernment, celibacy and financial responsibilities).

4. Photographs (Two (2) passport size, good quality and recent photos)

Stage Two

1. Photo Copies of Passport / Visa (applicable to the international students)

2. Medical History and Physician's Report

3. Psychological Evaluation

4. Academic Transcripts -Originals (School/College)

5. Three Letters of Recommendation from

- a) Pastor
- b) School/College Principle
- c) Reliable Family Member/Employer

6. Criminal History Records from the Authorized Person

7. Military Discharge (if applicable)

8. Confidential Information Release Form Signed