



Office of Priestly Vocations

# APPLICATION CHECKLIST

- \_\_\_\_\_ **Diocese of Covington Application Completed (Available online at [www.covdio.org/vocations](http://www.covdio.org/vocations) or through contacting Fr. Conor Kunath (859-392-1566))**
  
- \_\_\_\_\_ **Detailed Autobiography (Instructions included in Application)**
  
- \_\_\_\_\_ **2 Recent Photos of Self**
  
- \_\_\_\_\_ **Copy of Driver's License or Passport**
  
- \_\_\_\_\_ **Birth Certificate**
  
- \_\_\_\_\_ **Baptismal or RCIA Certificate Issued from Parish of Baptism Dated within the last 6 months.**
  
- \_\_\_\_\_ **Confirmation Record (if not listed on Baptismal Certificate)**
  
- \_\_\_\_\_ **Marriage Certificate of Parents**
  
- \_\_\_\_\_ **Medical Forms Completed (Physical Exam and Dental Exam)**
  
- \_\_\_\_\_ **Transcripts From All Previous Academic Institutions**
  - **Please request 2 sets of transcripts from each institution. One must be mailed directly to Fr. Kunath and the other must be mailed directly to the seminary.**
  
- \_\_\_\_\_ **Names and Addresses of 4 People to be Contacted for Letters of Recommendation - (1) Pastor, (2) another priest, and (3-4) 2 others who are not immediate family)**
  
- \_\_\_\_\_ **VIRTUS Compliance**
  - \_\_\_\_\_ **Attended Class**
  - \_\_\_\_\_ **Certificate of Completion**
  
- \_\_\_\_\_ **If Previously Married, Certified Divorce Decree and Decree of Freedom to Marry from Tribunal or Death Certificate of Spouse**
  
- \_\_\_\_\_ **If Former Military, Copy of Discharge/Retirement Orders**