

For Office Use Only: Date rec: _____ Approved by: _____ Date approved: _____

Ack: _____ Interview Date: _____ Interview time: _____

Offer Date: _____ Reply Date: _____ Acceptance Date: _____



**PONTIFICAL UNIVERSITY
NATIONAL CENTRE FOR LITURGY
St Patrick's College, Maynooth, Co. Kildare**

Application Form

If you are, or have been registered at St Patrick's College Maynooth prior to this application, please write your student number in the space provided:

Please tick the course for which you are applying

Diploma in Pastoral Liturgy **Higher Diploma in Pastoral Liturgy**

Please complete this form in **BLOCK LETTERS** using **BLACK** ink. Please read carefully the notes on the last page of the form, and ensure that you submit, or arrange to have submitted, supporting documentation as specified in these notes.

1. **Surname** (as on birth certificate): _____

2. **Alternative surname** (if applicable): _____

3. **First names** (as on birth certificate): _____

4. **Title:** Miss Ms Mr Revd Sr Other _____

5. **Date of birth:** ____/____/____ **6. Nationality:** _____
Day Month Year

7. **Place of birth:** _____ **8. Country of birth:** _____

9. **Sex:** (tick as appropriate) Male Female

10. **Home address:**

_____ **Tel: (h)** _____
Tel: (m) _____
Email: _____

11. **Ecclesiastical status. Tick appropriate box**

Lay person

Diocesan priest Name of diocese: _____

Religious priest

Religious brother

Religious sister Name of order, congregation etc. _____

Other

Secular Institute Name of institute: _____

12. Have you previously applied for admission to the University?: Yes No

If yes, please give details of the year of application, the course to which admission was sought and the University's decision:

13. Third-level education – primary degree

(see note (a) on page 5)

Institution attended: _____

Period of attendance: From: _____ To: _____

Course Title: _____

Subjects studied in each year: _____
(e.g. Theology; English; History etc)

Length of course: _____

Full-time or part-time: _____

Level/class of award: _____
(e.g. pass, second-class honours, merit, distinction, etc.)

Name of awarding body: _____

Date of award: _____

14. Third-level education – other qualifications

(see note (a) on page 5)

Institution attended: _____

Period of attendance: From: _____ To: _____

Course Title: _____

Subjects studied in each year: _____
(e.g. Theology; English; History etc)

Length of course: _____

Full-time or part-time: _____

Level/class of award: _____
(e.g. pass, second-class honours, merit, distinction, etc)

Name of awarding body: _____

Date of award: _____

15. Other courses, programmes, activities, events, undertaken for the purposes of Continuous Professional Development in knowledge and skills:

16. Professional experience:

(Please provide details in reverse chronological order, and include the nature and duration of the work, the level of responsibility and the full names and addresses of employers. If there is insufficient room, attach details on an additional sheet.)

17. If you have any background in Pastoral Liturgy, other than above, please provide details below:

18. Please indicate where you first heard about the Higher Diploma/Diploma in Pastoral Liturgy:

19. Language

Is your first language English? Yes No

Were you taught in English at school/university? Yes No

If yes, for how many years: _____

If English is not your first language, have you taken an English Language Examination? Yes No

If yes please give details:

Date	Name of Testing System	Overall Score
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20. Fee Status

In order for us to assess your fee status, please provide the following information:

Country of permanent residence: _____

In which country are you currently living: _____

If you are an EU national or have the right to live in an EU country, but have lived outside of the EU for any period over the last five years (other than holidays), please list your periods of residence outside the EU and the purpose of stay [e.g. work, education]

From:	To:	Country	Purpose

21. Funding (for applicants residing outside the EU):

It is entirely necessary now under Irish Government regulations to have all fees paid prior to submitting one's application for a study visa to any Irish Embassy abroad. However, if it is the case that an Irish agency or missionary society are remitting fees on a student's behalf, the University will accept a written assurance from them which should enable visa application to proceed satisfactorily.

Please tell us how you are planning to fund your tuition fees and living expenses for the duration of your study by indicating which of the following sources will be providing the majority of your funds (tick as appropriate):

- Your own means
- Your family
- Your employer
- Your Diocese or Provincial
- A Grant-awarding Body (please specify) _____
- Other (please specify) _____

22. Recommendations

a. Academic Referee:

Name: _____ Tel. _____

Address: _____

Job Title: _____

b. Local Parish Priest:

Name: _____ Tel. _____

Address: _____

c. Other Pastoral Ministry Referee (as relevant, e.g. if you are involved in voluntary work)

Name: _____ Tel. _____

Address: _____

Job Title/Role: _____

25. Write a short account of why you wish to undertake the course in Pastoral Liturgy – Attach this to your Application Form.

The University reserves the right not to consider applications, and to cancel any offers of places, where requested information has not been supplied or where falsified or misleading information has been supplied.

If I have a criminal conviction(s) I have complied with the requirements as set out in the University's policy for applicants with criminal convictions at: <http://www.maynoothcollege.ie/prospective/convictions.shtml>

You must tick the box to agree:

Signature of applicant: _____ Date: _____

The following documents must be submitted to complete the application:

- a. **Certified copies of official transcripts of results for all qualifications listed to be sent along with the application form (not applicable to graduates of Faculty of Theology, Pontifical University, St Patrick's College, Maynooth).**
- b. **A recommendation from an academic referee, a local parish priest and a pastoral referee (if relevant) to be sent by the referees directly to the Admissions Office, on or before the application deadline.**
- c. **In the case of Roman Catholic priests and religious, a letter of recommendation from the Bishop or Religious Superior, on or before the application deadline.**
- d. **In the case of international applicants, a copy of the passport identification page**
- e. **Please submit your complete application (ie application form plus documents).**

All correspondence to be sent to: admissions@spcm.ie

Please note that an interview will form part of the application process



Notes in relation to the application process

Application Process:

There are two stages in the application process for a place on the Pastoral Liturgy programme

Stage 1:

Application form

Applicants must complete the application form and return it to the Admissions Office, admissions@spcm.ie

Stage 2:

Interview

All applicants are interviewed by members of the Faculty. Applicants who are successful at the interview stage of the application process will be notified.

Where an applicant has to wait for primary degree results an offer may be made pending these results.