

# APPLICATION PORTFOLIO/Certificate in Spiritual Direction

## SPRING HILL COLLEGE GRADUATE CERTIFICATE

**FULL NAME OF APPLICANT:** \_\_\_\_\_

**APPLICATION ITEMS:** first apply online to Spring Hill College, then send the other items by email attachment to Fr. Viscardi <[viscardi@shc.edu](mailto:viscardi@shc.edu)>

- If you are not already a registered student at Spring Hill you must apply for the Graduate Theology Programs (select Certificate in Spiritual Direction, when prompted):  
<https://www2.shc.edu/webform/graduate-studies-application-admission> Request official transcript(s) of your previous college or university work, including all theological courses, and have them sent to the graduate admissions office at Spring Hill College.
- Two Letters of Recommendation: sent directly from the recommender to Fr. Viscardi, by email attachment; from someone who knows you well on a personal and spiritual basis, such as your spiritual director, retreat director, pastor, colleague or supervisor. The letters should be no longer than a page or two. They do not need to follow a special format, but should comment on your potential or suitability as a spiritual director.
- Spiritual Autobiography: In about 5 or 6 (maximum 10) pages give an overview of the highlights or turning points of your journey of faith, including personal, family and professional background; significant experiences of awakening, conversion or growth; whatever experience you may already have in receiving and/or giving spiritual direction; and the reasons for your interest in this program.

**PREREQUISITES:** please indicate which of these you have already completed; they may also be fulfilled as co-requisites, during the course of the CSD program. Return this list, with your responses, by email to Fr. Viscardi.

\_\_\_\_ 30 hours course work in theology (graduate or undergraduate or approved equivalents in non-credit courses, seminars, workshops or personal study): including a) biblical b) moral c) historical. For all credit courses, request an official transcript from the college or university, sent to Graduate Admissions at Spring Hill College, preferably an electronic transcript sent by email. For non-credit work, send appropriate documentation directly to Fr. Viscardi. If you have not completed the equivalent of 30 hours, there are several options for fulfilling the missing hours (see CSD prerequisite guide).

\_\_\_\_ One individually directed silent Ignatian retreat (of at least 5 days) OR the "19th Annotation" retreat in daily life (6-8 months): preferably before beginning the program

\_\_\_\_ A second 5/8 day directed Ignatian retreat OR the 19th Annotation or 30-day retreat, to be taken during the course of the CSD program (not required of students who have already made more than two 5/8 day retreats)

\_\_\_\_ Ongoing spiritual direction (usually once every 4-6 weeks; if you have not yet had regular spiritual direction, you may begin during the course of the program)

\_\_\_\_ List of all silent retreats made for a duration of 5 days or more: include year, place and type of retreat

\_\_\_\_ Personal Interview with program director and/or liaison: to be scheduled after submission of the previous items