



PROTOCOL FOR PRIESTS ACCEPTED AS STUDENTS WITHIN THE DIOCESE OF SAN JOSE

A priest from another diocese or religious institute who has been accepted as a student at Santa Clara University is not automatically assured a pastoral placement or residence in a parish within the Diocese.

If a student priest wishes to live in a parish in the Diocese or to be involved in any form of ministry while residing in the Diocese, the following requirements must be met before a priest is allowed to exercise priestly ministry within the Diocese.

1. A **formal application** in the form of a written letter to the Bishop of San Jose, requesting permission to live in a parish or religious institution in the diocese.
2. A copy of the **letter from the priest's bishop or religious superior** assigning him to study.
3. A **letter of Suitability for Ministry** from the priest's home diocese or community, stating that the priest in question is of good repute and has no civil or canonical impediments that would preclude him from ministry.
4. A **letter of financial support** attesting to the priest's diocese or religious community's ongoing support of the priest, including, but not limited to, sustenance, health insurance, tuition, fee, books, etc.
5. A **Curriculum Vitae**, listing a history of assignments and any particular skills or language ability (and fluency in English, if English is not the priest's first language).
6. If available, a **list of local references**, including names, addresses, and phone numbers of family members and/or priest friends in the Diocese of San Jose.
7. A **videotape of the priest celebrating Mass** in English.
8. **Celebret and passport-size photograph** of the applicant.

Once given permission to reside in a parish or institution in the Diocese, the student priest must submit to fingerprinting requirements and undergo workshop and training regarding Sexual Misconduct and Safe Environment conducted by the Diocese.

No guarantee is made that there will be housing available in a diocesan parish or institution for all priests who seek it. Given the limitations of the F-1 Student Visa, no student priest will be on a parish or diocesan payroll. Hospitality may be offered in exchange for the celebration of Mass in the parish. It is the policy of the Diocese of San Jose that it will not sponsor student priests for an R-1 (religious worker) visa.

The above requirements are to be submitted to the Vicar for Clergy who will then present the priest's request to the Bishop of San Jose.

Please send all communications to:

**Rev. Wilfredo S. Manrique
Vicar for Clergy, Diocese of San Jose
900 Lafayette St., Suite 301,
Santa Clara, CA 95050**

**Tel (408) 983-0253 Fax (408) 983-0257
Email: manrique@dsj.org**