



The John XXIII Theological Institute

CREDIT ASSESSMENT FORM  
For Applying External Credits

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*Please read the instructions carefully, and attach your documentation accordingly.*

**Printed Materials:**

- Enclosed is a copy of a Book or Books I have published.
- Enclosed is a copy of a magazine or newspaper article/s I have published.
- Enclosed is a copy of an Internet article/s I have published (please include URL).
- Enclosed are copies of essays I have composed.
- Enclosed are copies of letters I have written.

**Media:**

- Enclosed is a tape/DVD/CD of a TV show/interview/presentation I have given.
- Enclosed is a tape/CD of a Radio show/interview/presentation I have given.
- Enclosed is a video/DVD I wish to present.
- Enclosed is an audio tape/CD I wish to present.

**Practical Experience:**

- Enclosed is a summary of my pastoral experience. Complete with dates, locations, and details of responsibilities.
- Enclosed are reference letters attesting to pastoral experiences.
- Enclosed are newspaper articles attesting to my pastoral experiences.
- Enclosed are church newsletters/bulletins attesting to my pastoral experiences.
- Enclosed are community references.

**3. Address:**

*Street*

*City State*

*Zip*

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**External Credits:**

- Enclosed are transcripts from former credits achieved.
- Enclosed are Achievement Certificates.
- Enclosed are Awards Certificates.
- Enclosed are documents that I think may qualify for external credits.

*I affirm that I have honestly presented this form and that the attached documentation is true and authentic. The documentation I hereby submit will be kept in the archives of The John XXIII Theological Institute.*

*I realize that incomplete documentation (based on the above-indicated requirements) and those that are illegible or bad copies will not be considered when my credential review is conducted. Once my Credential Review is completed, I will receive a written Credential Review Report, which is final.*

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*Signature*

*Date*

**Mail to: The Office of the Registrar  
6613 Haydown Court  
Frederick, MD 21703**