

**PONTIFICAL FOUNDATION**  
**“DOMUS MISSIONALIS”**  
**COLLEGE “MATER ECCLESIAE”**

**Castel Gandolfo – Rome**

**RULES related to the choosing and sending of native nuns to Rome to pursue advanced studies in ecclesiastical disciplines, for the members of the Institutes of Diocesan Right or Pontifical Right which depend on the Congregation for the Evangelization of People.**

- 1.** First of all, please be very careful in the **choice of the nuns** that you intend to send to Rome: you have to consider with absolute reliability and certainty the Candidates' intellectual ability, physical health, spiritual and human qualities. In addition, the Candidate must have a good aptitude for the study so that she can do then a good missionary service in the place where she will be appointed.
- 2.** In order to ensure a widespread support, we would like to inform you that in assessing the various applications, we will favour those which provide **studies that cannot be pursued in the country of origin** or in neighbouring countries.
- 3.** The Major Superiors are requested to submit an evaluation about the character of each nun, by considering the aspects listed above. Under no circumstances you should send a sister with **DELICATE HEALTH**, who needs to follow a special diet or needs constant medical care.
- 4.** The Candidate must have made her **FINAL VOWS** and be aged not more than **35 years**, except in special cases.
- 5.** Scholarships will be granted **only** to sisters **who do not have their General or Provincial house or other houses owned by the Congregation in Rome or in the surrounding areas.**
- 6.** We only accept applications of indigenous nuns, who want to enrol for the PONTIFICAL URBANIANA UNIVERSITY, because it is particularly suitable for studies in the missionary field.

**NOTE:**

*With the frequency of the first cycle of **BACCALAUREATE** lasting 3 years, one can achieve **the degree of Bachelors in Religious Sciences.***

*THEN, AFTER a careful evaluation of the results obtained by each student in terms of spiritual, intellectual and health ,she might be allowed to continue (always after having asked the Major Superior) for other 2 years the second cycle of **SPECIALIZATION in: Catechesis and Missionary Spirituality or Consecrated Life** and so to complete the disciplines necessary to become the person responsible for the ministry in different areas of the missionary activity. At the end of the 2-year degree, the nun will obtain the **degree of Licence in Religious Sciences.***

**PLEASE NOTE:**

***The Specialization** and the other faculties as Missiology, Theology, Canon Law, Philosophy, etc., will be held in the seat of the Urbaniana University in Rome, **this implies the duty of the daily trip by train and by bus (about an hour and a half - one way).***

- 7. The Scholarship includes:** the costs of meals and lodging, ordinary medical and hospital expenses, medicines and school contributions. All other expenses (clothes, books, holidays, soap, etc.) will be charged to the Religious Institute or the Diocese of origin. The required documentation must arrive not later than **31 DECEMBER EVERY YEAR** in “Mater Ecclesiae College” in Castel Gandolfo.  
The applications arriving after this deadline, as well as the requests submitted without the relevant documents, will not be considered. **In addition, remember that each Religious Congregation can profit by a MAXIMUM OF TWO SCHOLARSHIPS FOR YEAR,** (always if places allow so.)
- 8.** The Sisters who will be accepted will have to reach Rome in the **FIRST WEEK OF JUNE**, so that they have enough time to prepare the documents needed to apply for a residency permit in Italy and then to begin, at the decided time, the Italian language course, which starts in the beginning of July.

- 9.** It is also necessary, if possible, that the nuns attend an **ITALIAN LANGUAGE COURSE** before coming to Rome, to facilitate the study at the university which takes place entirely in Italian. In this regard, a basic verification test will be sent to each candidate, before her arrival in the College, to examine the level of Italian language's knowledge.
- 10.** **During the summer**, as the College is closed from the end of June until the beginning of September, it is necessary to look for a place where the sister can stay in peace (religious community or other). This is the responsibility of the Major Superior, who will be in contact with the Director of the College. On this matter, you must remember that the nuns, before leaving the College (during the summer or at other periods of the year) must submit to the Director the authorization issued by the Major superior.

**NOTE:**

**APPLICATIONS NOT ACCEPTED** cannot be considered valid for the future. But the possibility of making a new request later remains open.

## **REQUESTED DOCUMENTS**

### **1. REQUEST FOR SCHOLARSHIP**

- a) **Request and recommendation of the Bishop** if the Congregation is of Diocesan Right.
- b) **Request of the Superior General** in which, besides the clear reasons for the request, it should also be well specified for **which discipline of study the Sister is being sent to Rome**.
- c) **Presentation and recommendation of the Candidate** by the Superior General.

### **2. PROFILE OF CANDIDATE**

- a) **Surname and Name** (*as in the Passport*)
- b) **Religious name**
- c) **Date of birth**
- d) **Date of Perpetual Profession**
- e) **Curriculum Vitae**.

### **3. GENERAL INFORMATION**

- a) **Brief historical note about the Congregation** and about its current status and development.
- b) **Official name of the Religious Institute**.
- c) **Specify whether the Religious Institute is of Diocesan or Pontifical Right**.
- d) If it is Diocesan Right by which **DIOCESE** it is approved.
- e) **Correct Address** (*phone number, fax and e-mail address*) of the **Generalate** of the Congregation.
- f) **Correct Address** (*phone number, fax and e-mail address*) of the **any Houses or Communities in Italy**.

### **4. PERSONAL DOCUMENTS**

- a) Birth, Baptism or Confirmation certificate
- b) Photocopy of Passport (*only the page with the photo and personal information*).
- c) **8 colour photographs, passport size, with white background**.
- d) **HIGHER EDUCATION QUALIFICATION** and Certificates of previously completed studies (***NOT COURSES***), with subjects pursued and the respective grades obtained.
- e) **A STATEMENT OF VALIDITY FOR THE STUDIES COMPLETED BY THE SISTER**, issued by the **Italian Embassy or Consulate** in her country, stating that the studies completed allow University admission in the respective place.

f) **MEDICAL CERTIFICATES OR EXAMS IN ORIGINALS**

- **Chest x-Ray** *with the report*
- **Ultrasound** *with related X-Rays:*
  - Mammary;
  - Pelvic (uterus, ovaries);
  - Abdominal (liver and spleen)
- **Blood Analysis:**
  - HIV;
  - HDL (cholesterol);
  - Glycemia;
  - Hemochrome;
  - GOT; GPT;
  - Blood Protein Level;
  - Creatinine.
  - HBS Ag (Hepatitis B);
  - Screening HCV (Hepatitis C)
- **Test for Rheumatism.**
- **Urine Analysis.**
- **Fecal Analysis: parasites.**
- **Specialist Visits:**
  - Electrocardiogram.
  - Dentist visit (teeth).
  - Visit to Ophthalmologist (eyes).

**NOTE:**

*For nations as China, Vietnam, Korea such medical documents must all be translated into English or French or Spanish or Italian.*

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| <b>5. DECLARATIONS</b> |
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- a) A **statement by the candidate** signed by the candidate, in which she accepts to respect the regulations of the College's community life, specified in the Rules.
- b) A **declaration of the Mother General** of the Religious Institute:
- about her willingness to follow the Candidate during her stay in Rome, and to keep regular contacts with the Director of the College, informing her about the nature of work and the place where the sister will be placed during her vacations
  - will to accept that the Sister is going to commute every day from Castel Gandolfo to Rome, in case she is to be enrolled in the Rome campus of the Pontificia Università Urbaniana, **as specified in paragraph 6 of the Rules.**

**NOTE:**

*All information must be typed or written in capital letters and the various documents must be clearly legible.*

**All applications must be sent to the following address:**

**Collegio "Mater Ecclesiae"  
Piazzale della Pace, 1  
00073 Castel Gandolfo (Rm) ITALIA**

**E mail:** [direttrice.materecclesiae@domusmissionalis.va](mailto:direttrice.materecclesiae@domusmissionalis.va)

**Sito web:** [www.collegiomaterecclesiae.org](http://www.collegiomaterecclesiae.org)

**Tel.** (0039/06) 6988 7815