

**M.Div. Scholarships at Mundelein Seminary
INSTRUCTIONS FOR COMPLETING A FUNDING REQUEST**

To request funding for the M.Div. Scholarship, please follow our simple, two-stage process. For questions, please contact Grace Leon, gleon@catholicextension.org / 312-795-5127.

Stage 1:

The Diocesan Bishop submits a **Letter of Interest by Tuesday, April 21st**. Please send the original letter or copy of the letter to Grace Leon by email (gleon@catholicextension.org) or mail to:

Catholic Extension
Attn: Grace Leon
150 S. Wacker, Suite 2000
Chicago, IL 60606

All letters should include the following information:

- Number of M.Div. scholarships your diocese anticipates requesting for Fall 2020
- Name and contact information of diocesan Vocations Director

If the seminarians have been identified, then the following information also should be included:*

- Names of seminarian candidates
- Confirm that seminarian candidates would be entering their first year of Theology in Fall 2020

*(*Note: If the diocese is not able to provide Catholic Extension with the names of the seminarians at this point, then they must do so prior to moving on to step b.)*

After Catholic Extension has reviewed and discussed your candidate(s), we will notify your diocese regarding the number of scholarships we are able to offer for 2020 and whether to proceed with the application process at Mundelein Seminary. Please remember: Catholic Extension's funding commitment is contingent on Mundelein Seminary's acceptance of the candidate.

Stage 2:

Once Mundelein Seminary has accepted the seminarian candidate, please:

- Notify Grace Leon at Catholic Extension
- Complete an **Online Funding Request Form** on behalf of the seminarian (at that time, the link to the form will be sent to you by Catholic Extension) with required attachments.

Catholic Extension will then take the following action:

- Review your funding request and approve a four-year funding commitment in writing to the diocese, of a \$10,000 scholarship per year (\$5,000 per year from Catholic Extension.) Please refer to the attached partnership agreement for details and clarification.
- Make the first grant payment to the diocese in the Fall of 2020.