

## Entrance

### Step Two – Steps to the Entrance Interview in Candidacy

Following a positive Initial Interview with a member of the Candidacy Committee, meet with a panel of Candidacy Committee members at a Candidacy Committee meeting (meetings are generally scheduled quarterly -- in January, April, July, and November timeframes). It is our strong recommendation that the Entrance Interview take place prior to the start of Seminary, though we understand this is not always realistic.

### Entrance Interview Components

1. Once we have the Initial Interview report, we require an **Application Fee of \$1000** to move ahead in the process. This fee covers the cost of the Psychological Evaluation and the Background Check. The check is issued to the Sierra Pacific Synod (with Candidacy noted on the memo line) and mailed to the attention of Candidacy at the Office of the Bishop (address below);
2. Once the Application Fee is received, take the steps outlined in our **Next Steps to the Entrance Interview**, a letter that will be sent in which you will be directed to complete a background check and a psychological evaluation (*from ELCA approved psychological sources*);
3. Send us a copy of the **Letter of Acceptance** received from your Seminary;
4. Arrange for official (sealed mailings or encrypted emails sent directly to our office from the institution) **Academic Transcripts** of undergraduate (or graduate level) work sent directly to Office of the Bishop;
5. Provide any **other transcripts, licenses, certificates of completion for continuing education**;
6. Produce a **Personal Financial Worksheet**, found at [www.elca.org/en/resources/candidacy](http://www.elca.org/en/resources/candidacy)
7. Arrange for **Letters of Reference** from a non-family member and from a member of your worshipping community;
8. If participating in Seminary life prior to Candidacy, review and complete a copy of the **FERPA Form**. This form is required by our Candidacy Committee at Entrance when the Candidate is a participant in Seminary life, (and will be requested again at Endorsement and Approval Interviews). The FERPA Form is found at [http://download.elca.org/ELCA%20Resource%20Repository/Candidate\\_FERPA.pdf](http://download.elca.org/ELCA%20Resource%20Repository/Candidate_FERPA.pdf)
9. Upon Entrance, work with the Candidate Contact to complete the **Candidate Plan** found at [http://download.elca.org/ELCA%20Resource%20Repository/Candidate\\_Plan.pdf](http://download.elca.org/ELCA%20Resource%20Repository/Candidate_Plan.pdf) with copies of the plan issued to the Synod Office.

*For more details about the Entrance Interview process, please visit:*

<https://www.elca.org/Resources/Candidacy> for a current version of the Candidacy Manual.

**Send Entrance materials** (*submit material three weeks prior to the Entrance Interview date in order to secure the interview spot*) to:

Office of the Bishop, Bay Area,  
500 Airport Blvd, Suite 442,  
Burlingame CA 94010  
or email [Laurie@spselca.org](mailto:Laurie@spselca.org)  
650.590.0980