



## **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 Shea Gilliland, [sgilliland@catholicextension.org](mailto:sgilliland@catholicextension.org) / 312-795-5127.

### **Stage 1:**

The Diocesan Bishop submits a **Letter of Interest by February 21, 2025**. Please email the original letter or a copy of the letter to Shea Gilliland, [sgilliland@catholicextension.org](mailto:sgilliland@catholicextension.org). All letters should include the following information:

- Number of M.Div. scholarships your diocese anticipates requesting for Fall 2025
- 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 2025

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

**After Catholic Extension Society has reviewed and discussed your candidate(s), we will notify your diocese regarding the number of scholarships we are able to offer for 2025 and whether to proceed with the application process at Mundelein Seminary. Please remember: Catholic Extension Society'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 Shea Gilliland at Catholic Extension Society
- 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 Society) with required attachments.

Catholic Extension Society will then take the following action:

- Review your funding request and approve a four-year funding commitment in writing to the diocese, of a \$15,000 scholarship per year (\$7,500 per year from Catholic Extension Society.) Please refer to the attached partnership agreement for details and clarification.
- Make the first scholarship payment to the diocese in the Fall of 2025.