



ST. JAMES INSTITUTE

Bolivia

ST. JAMES INSTITUTE

Application for Admission and Initial Evaluation

Santa Cruz de la Sierra - Bolivia

Applicant's full name: _____	
Application date: _____	
Referring institution or home (if applicable): _____	
Referring person: _____	Reference phone: _____

"Brothers and sisters, I do not consider that I have already attained it. But one thing I do: forgetting what lies behind and reaching forward to what lies ahead, I press on toward the goal to obtain the prize of the upward call of God in Christ Jesus."

Cf. Philippians 3:13-14

Before completing this application

About the Institution: Centro Instituto St. James is a social and educational initiative that accompanies young people, especially those in situations of vulnerability, so they may continue their technical, university, and human formation. This form helps us understand the applicant's history, needs, goals, responsibilities, and disposition.

Completion instructions: Answer each question truthfully, clearly, and responsibly. If a question does not apply to your situation, write: "Not applicable." The Center may request interviews, personal or institutional references, additional documents, a home visit, and/or an adaptation period before confirming final admission.

Truthfulness of information: The applicant must complete this form truthfully and with his or her own information. No other person may answer on the applicant's behalf, and artificial intelligence may not be used to generate or alter the answers. Any falsehood, alteration, or intentional omission will be considered a serious violation and may result in the rejection of the application or review of the admission decision.

Notice of non-discrimination: St. James Institute does not discriminate against applicants on the basis of ethnic origin, race, color, nationality, social or economic condition, disability, sexual orientation, gender identity, religious creed, or any other condition protected by current Bolivian law. Every admission process will be carried out in accordance with the program's own criteria, in a responsible and respectful manner, and with the applicant's integral well-being in mind.

Important: The mere submission of this application does not guarantee admission to the Center. Admission will depend on an integral evaluation, the availability of spaces, the program's resources, the applicant's situation of vulnerability and real need, conduct, commitment to study, and willingness to live according to the Center's rules and objectives.



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1. Applicant's personal information

Instructions: Complete the information available to you.

Full name: _____	Personal phone number: _____
Date of birth and age: _____	Place of birth: _____
Nationality: _____	ID No. (C.I.) or Passport No.: _____
Email address: _____	Current address: _____
Do you have children or dependents? If so, how many? _____	Marital status: _____
Religion or faith community, if any: _____	Sacraments received, if applicable: _____

How would you describe your faith, values, or spiritual life at present?

Do you have any important family or community responsibilities? Briefly explain.



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2. Family information and main references

Instructions: Complete the available information. If you do not have a father, mother, or guardian, indicate the adult person or institution that can best provide a reference for you. If you do not know information about either parent, write "I do not know."

2.1 Father's information

Father's name: _____	Father's phone: _____
Age: _____	Marital status: _____
Occupation: _____	Place of work: _____
Approximate monthly income: _____	Home address: _____
Religion or professed faith, if applicable: _____	

2.2 Mother's information

Mother's name: _____	Mother's phone: _____
Age: _____	Marital status: _____
Occupation: _____	Place of work: _____
Approximate monthly income: _____	Home address: _____
Religion or professed faith, if applicable: _____	

2.3 Guardian's information

Guardian's or reference's name: _____	Relationship to applicant: _____
Phone: _____	Address: _____
Occupation: _____	Institution or place of work: _____
Religion, if applicable: _____	Length of relationship with applicant: _____

2.4 Siblings or other close relatives

Name	Age	Relationship (e.g., sibling)	Current occupation	Contact phone



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3. Current situation, foster home, orphanage, or referring institution

Do you come from a foster home/orphanage? [Yes / No]	Name of the institution, if applicable: _____
Name of the director or person in charge: _____	Reference phone: _____
Approximate date of entry into the home: _____	Expected exit or departure date: _____
Currently lives with: _____	Time in current housing: _____

3.1. Briefly describe your current housing situation and family or institutional support.

3.2. Why do you believe you need the support of St. James Center at this time?

3.3. What risks, difficulties, or urgent needs should be known in order to help you better?



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4. School information and prior education

Name of the school attended: _____	Type of school: [Public / Private / Agreement] _____
Year of high school graduation: _____	Last grade/year completed: _____
Average grades in 6th year of secondary school: _____	Subjects that are easy for you: _____
Subjects that are most difficult for you: _____	Did you complete military service? [Yes / No] Year: _____
Technical courses completed: _____	Certificates obtained: _____

4.1. Mention your main achievements, difficulties, or changes during your school years.

4.2. What study habits do you currently have? What do you need to improve?



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5. Work experience and financial situation

Are you currently working? _____	Current workplace: _____
Position or activity: _____	Schedule: _____
Approximate monthly income: _____	Length of time working there: _____
Previous job: _____	Reason for leaving previous job: _____
Financial contributions received from your work: _____	Important debts or obligations: _____

5.1. Describe your most important work experiences and what you learned from them.

5.2. Are you willing to work responsibly to cover expenses not covered by the program? Explain.



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6. Health, well-being, and support

This section helps anticipate the applicant's health care needs. The information provided will be treated with respect and confidentiality.

Health insurance / medical center: _____	Emergency contact: _____
Emergency phone: _____	Relationship to applicant: _____
Known allergies: _____	Regular medications: _____
Dietary restrictions: _____	Special learning or mobility needs: _____

() Has received psychological counseling () Has received vocational guidance () Would like to speak with a counselor () Not applicable

6.1. How would you describe your current emotional state and the way you handle stress? Tell us about an example of a problem you had and how you handled it.

6.2. Is there anything important about your health, rest, diet, or well-being that the Center should know? This is for the purpose of helping you.



7. Personality, values, and spiritual life

7.1. How would you describe your personality? Mention strengths and areas you need to improve.

7.2. What are the three most important values in your life? Explain why.

7.3. What difficult experiences have you been able to face? What did you learn from them?

7.4. What positive experiences have given you the most joy or hope? What did you learn?

7.5. Mention two important achievements in your life and explain why they are important.

7.6. Explain your willingness to serve others. Have you had any service experiences?

7.7. What does gratitude mean to you? How do you show that you are a grateful person?



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8. Knowledge of St. James Center and commitment to community life

8.1. What do you understand about the mission of St. James Center?

8.2. What specific opportunities do you believe St. James Center can offer you?

8.3. Have you read or heard the general community living rules? Are you willing to follow them? Explain.

8.4. How do you show discipline, responsibility, and respect toward your peers and the team?

8.5. How would you resolve a conflict with another person in the house or program?

8.6. If you were accepted and later had to leave the program by your own decision or by decision of the Center, what should your attitude be?



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9. Vocation and life project

A vocation may be understood as a call to build a meaningful life, integrating desires, talents, knowledge, responsibility, and service.

9.1. What do you believe is your vocation or life path? Describe your desires, talents, and knowledge.

9.2. Intellectual or academic goals for the next 6 years.

9.3. Emotional and personal growth goals for the next 6 years.

9.4. Physical, health, and personal habit goals for the next 6 years.

9.5. Spiritual, faith, values, or life-purpose goals for the next 6 years.

9.6. Explain whether you have the willingness to sacrifice, persevere, and change your attitude in order to achieve your goals.



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10. Academic program information

Career or program you want to study: _____	University / institute / technical center: _____
Admission method: _____	Program duration: _____
Expected schedule: _____	Approximate monthly cost: _____
Tuition / registration cost: _____	Necessary materials: _____
Do you have a scholarship? _____	Scholarship percentage or type: _____
Exam or registration date: _____	Start date of classes: _____

10.1. Explain what motivated you to choose this career or program.

10.2. Do you know the program's curriculum? Describe what you know.

10.3. How are you preparing to enter or remain in the program?

10.4. What study plans did you have before requesting support from St. James Center?

10.5. Do you have a real possibility of achieving your goals without the Center's help? Explain why or why not.



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11. Support requested from St. James Center

Mark the support you are requesting. Approval will depend on case evaluation, program availability, and fulfillment of commitments.

- ☐ Housing ☐ Basic meals ☐ Academic reinforcement
☐ Scholarship support ☐ Vocational guidance ☐ Study materials ☐ Transportation
☐ Practicum / internships ☐ Support finding employment ☐ Other: _____

11.1. Clearly explain what support you need and why.

11.2. What do you commit to giving back or contributing to St. James Center and the community?

12. Required attached documents

Instructions: You must attach the following required documents to this application. Mark the documents you are submitting as attachments to this application.

- ☐ Photocopy of identity card or another equivalent identity document (e.g., passport).
☐ Photocopy of birth certificate, if available.
☐ Photocopy of school report cards from third to sixth year of secondary school, if applicable.
☐ Photocopy of high school diploma or proof of studies, if applicable.
☐ Photocopy of relevant technical training certificates, if applicable.
☐ Two letters of recommendation or references. The letters may be issued by a responsible person who knows the applicant. This person may be, for example, a director, godfather, godmother, guardian, educator, priest, religious brother or sister, teacher, or another appropriate person.
☐ Personal commitment letter to complete studies and participate responsibly in the program.
☐ Information about scholarships, registration, program costs, or educational institution, if already available.
☐ Other: _____



13. Declaration, commitments, and authorizations

Instructions: Read carefully before signing.

- () I declare that the information provided in this application is true to the best of my knowledge, that I have not allowed another person to answer this form on my behalf, and that I have not used artificial intelligence tools to generate, invent, alter, or artificially improve my answers.
- () I understand that admission to St. James Center is not automatic and depends on evaluation, available spaces, resources, and approval by the leadership.
- () I agree to participate in interviews, orientation, follow-up meetings, and necessary accompaniment processes.
- () I commit to respecting the community living rules, schedules, responsibilities, house property, and the dignity of all persons.
- () I understand that the support of St. James Center is intended to help me grow in responsibility, autonomy, academic formation, sense of service, and community life.
- () I authorize St. James Center to communicate with my references, educational institutions, referring homes or institutions, or responsible persons to verify information necessary for the evaluation.
- () I authorize the confidential use of my data for internal purposes of admission, accompaniment, follow-up, and protection of the program.
- () I understand that any financial support, scholarship, housing, meals, or benefit will depend on availability and may be reviewed periodically.

14. Signatures

Applicant's signature	Signature of parent/guardian/reference:
Signature: _____	Signature: _____
Full name: _____	Full name: _____
ID/Passport: _____	ID/Passport: _____
Date: _____	Date: _____



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15. Internal use by St. James Center

This section must be completed by the St. James Center team.

Date of initial interview: _____	Interviewer: _____
Referring institution: _____	Level of urgency: _____
Recommended type of support: _____	Pending documents: _____
Preliminary result: _____	Review date: _____

15.1. Interview summary, observed strengths, and areas requiring attention.

15.2. Initial accompaniment plan, admission conditions, or next steps.

() Approved () Approved with conditions () Under observation () Waiting list () Not approved at this time



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Appendix: Personal commitment letter to complete studies and participate responsibly in the program

I, _____, request to be considered for participation in St. James Institute.

I declare that I understand that St. James Institute offers me an opportunity for accompaniment, formation, and support to continue my technical, university, and integral human formation studies. I recognize that this opportunity involves a serious responsibility on my part and must not be taken lightly.

I declare that I understand that my continued participation in St. James Institute and any support or benefits granted to me as a student, such as housing, meals, scholarships, materials, transportation, accompaniment, or other benefits, are not automatic or indefinite. I understand that such support may be reviewed periodically, taking into account my academic performance, fulfillment of work or community responsibilities, participation in formative activities, conduct, personal responsibility, compliance with the Center's rules, and the actual availability of spaces, funds, and program resources.

Likewise, I declare that I understand that St. James Institute is a social initiative that depends on the availability of human, material, financial, institutional, and donor resources. Therefore, I understand that the support offered by the Center is subject to the actual sustainability of the program and does not constitute a permanent, lifelong, or indefinite obligation.

I understand and accept that, if there are justified causes, serious failure to fulfill my commitments, unjustified poor performance, abandonment of studies, lack of responsible participation, misconduct, lack of financial resources, reduction of funds, institutional changes, or partial or total closure of the program, St. James Center may review, modify, suspend, or conclude my participation and/or the support granted to me, seeking to communicate the decision to me in a timely manner and to provide guidance insofar as possible.

By means of this letter, I commit to making my studies a priority. I commit to responsibly beginning, continuing, and completing the career, technical program, course, or formation that, together with St. James Center, is defined as part of my life project.

I commit to making a constant effort, attending classes, completing my assignments, taking my evaluations, maintaining responsible conduct, and seeking help in a timely manner when I have academic, personal, or family difficulties that may affect my formation.

Likewise, I commit to following the rules, schedules, responsibilities, and guidance of Centro Instituto St. James. I agree to participate responsibly in the community life of the program, respecting my companions, the responsible team, and the people who collaborate with the Center.

I also commit to caring for the spaces, furniture, materials, equipment, and property placed at my disposal, understanding that they are resources intended for the common good and for the support of other young people.

I understand that being part of St. James does not mean only receiving help, but also responding with gratitude, respect, responsibility, work, effort, and goodwill. I commit to participating in the formative, community, spiritual, work-related, service, or accompaniment activities that are part of the program, in accordance with the Center's rules and objectives.

I acknowledge that serious failure to fulfill my commitments, unjustified abandonment of my studies, disrespect for the community living rules, misconduct, or lack of willingness to participate responsibly in the program may be grounds for a warning, review of my continued participation, or separation from the Center, depending on the seriousness of the case.

If I face serious difficulties or force majeure situations that affect my academic, personal, or family situation, I commit to informing the Center in a timely manner and speaking with the responsible team before abandoning, changing, or suspending my studies for any reason.

Finally, I declare that I wish to take advantage of this opportunity with seriousness and maturity, committing myself to work for my formation, my personal growth, and the building of a dignified and responsible future in service to others.

Signature: _____

Full name: _____

ID No.: _____

Date: _____