



EMORY

CANDLER
SCHOOL OF
THEOLOGY

Application for Admission

Office of Admissions and Financial Aid

Candler School of Theology
1531 Dickey Drive, Suite 301
Atlanta, GA 30322
Telephone: 404.727.6326 *Fax:* 404.727.2915
Email: candleradmissions@emory.edu
Web: www.candler.emory.edu

APPLICATION PROCEDURE

Candler School of Theology welcomes applications from qualified applicants who meet the criteria for admission for graduate theological education. We will provide assistance to all applicants throughout the entire application process. The application procedure includes completing an application form and supporting documents and mailing them directly to the Office of Admissions and Financial Aid. Your letters of recommendation and all official transcripts also can be mailed directly to our office.

Regardless of the application method you choose, keep a copy of all application materials for your record. After your application is processed by our office, you will receive a letter of decision by mail. Applications will not be reviewed until all materials are received and the file is complete.

SELECTION CRITERIA

The criteria we will use in evaluating your file include your academic record, demonstrated and potential leadership skills, theological aptitude, and promise for ministry and related vocations. Your autobiographical statement, academic writing sample, as well as your recommendations, will be heavily considered in the decision-making process. A visit to Candler, talking to an admissions adviser, or communicating with the admissions office via phone and/or email are all great ways for the admissions office to get to know you better.

When all application materials are complete, your file will be reviewed by the Admissions Committee. The committee typically takes two weeks to determine an applicant's admission status (exceptions should be noted for advanced degree programs—ThM and ThD). You will be notified by mail as soon as a decision has been made on your application. If admitted to our program, you will be asked to return a \$100 admissions deposit before May 1 or within two weeks of receiving your acceptance letter or financial aid award.

APPLICATION CHECKLIST

- Application Form. Review this form carefully and complete every item.
- Application Fee. A nonrefundable \$50 application fee is required of all applicants. Make a check or money order payable to Emory University. When submitting a personal check or money order, please print the applicant's name in the note section. International applicants must provide a check or money order drawn on a banking institution in the United States.
- Resume. Submit a well-organized resume that provides a brief account or summary of your educational background, job experience, vocational aspirations, leadership goals and accomplishments, professional affiliations, honors and awards, extracurricular activities, skills, personal qualities, and interests and hobbies.
- Autobiographical Statement. You must write a three- to four-page reflective essay. This required essay is a critical part of the application. Please consider your response carefully, tending to content, style, grammar, and organization.
- Plan of Study Statement. Master of theological studies (MTS) and master of theology (ThM) applicants should provide a concise statement indicating their topic of study and the special interests they propose to study.
- Academic Writing Sample. Applicants seeking a degree must submit a sample of academic writing.
- Official Transcripts. Official transcripts from all previous colleges, universities, graduate schools, and seminaries must be submitted, regardless of when you attended, how many hours were earned, or whether a degree was granted. Official transcripts should be sent directly from these institutions or delivered in a sealed and signed envelope.
- Letters of Recommendation. All applicants must provide letters of recommendation. The number and types of recommendations vary, depending on program interest. Recommendation forms should be provided to the persons you list in the reference section of the admission application. Those completing your recommendations should complete the enclosed recommendation form and attach a letter. All applicants are responsible for ensuring that their recommenders complete both the form and a letter of recommendation.
- ThD Applicants only: Clinical Pastoral Education assessment and Graduate Record Examination (GRE) scores. Note: No other programs require the GRE.
- Test of English as a Foreign Language (TOEFL). Persons whose first language is not English must provide TOEFL scores.
- Letter of Good Standing. All transfer students must submit a letter of good standing from the institution from which they hope to transfer.

ADMISSION APPLICATION DEADLINES

Offers of admission to the MDiv and MTS are made on a rolling basis. Doctor of theology applications must be complete by January 15; master of theology applications must be completed by February 15. Applications for the degree programs are not accepted for the spring or summer terms.

Degree	Admission Plan	Completion Deadline	Notification Date	Deposit Deadline
MDiv	Priority	February 1	Mid-February	May 1
MDiv	Rolling	June 15	Upon completion of file	July 1
MTS	Priority	February 1	Mid-February	May 1
MTS	Rolling	June 15	Upon completion of file	July 1
ThM	Regular	February 15	March 15	May 1
ThD	Regular	January 15	Late March	May 1

Special, nondegree applicants must complete the application process by May 1 for summer admission, July 1 for fall admission, and November 1 for spring admission. The final deadline for MDiv and MTS admission is July 1 for the fall. Since scholarship review will begin February 1, applicants are strongly encouraged to complete their applications by the priority deadline. Completion of all parts of the application process by that date will allow applicants to be fully considered for scholarships. Applications received after February 1 will be considered for scholarship as funds remain available.

IMPORTANT SCHOLARSHIP DATES AND DEADLINES

Candler scholarships are based on merit, need, and the availability of funds. Each year Candler offers entering degree-seeking students scholarships ranging from full tuition, fees, and a stipend to one-third tuition.

Only incoming admitted students who will enroll full time are considered for scholarships. Some scholarships require the completion of an application in order to be considered. If your profile does not match the requirements for a particular scholarship, you will be considered automatically for other grants and scholarships, with no additional scholarship application required. Once admitted to a degree program, all U.S. citizens and eligible noncitizens must complete the Free Application for Federal Student Aid (FAFSA) and the CSS/Financial Aid PROFILE, and they must submit copies of their federal tax returns to be considered for Candler grants and scholarships. Once you receive a Candler award, it is renewable each year upon completion of the renewal FAFSA and satisfactory academic progress.

January 1–March 1	FAFSA and CSS/Financial Aid PROFILE applications should be completed online and federal tax returns sent to Emory University Office of Financial Aid, 200 Dowman Drive, Boisfeuillet Jones Suite 300, Atlanta, GA 30322, for scholarship consideration.
February 1	Woodruff Fellowship nominations and applications due for eligible MDiv applicants.
February 1	MTS scholarship review begins (no scholarship application required).
February 15	ThM and ThD scholarship review begins (no scholarship application required).
March 1	United Methodist Scholarship applications due. Scholarship review begins for all other MDiv awards.
March 15 to April 1	Scholarship notifications mailed to accepted applicants who submitted FAFSA, CSS/Financial Aid PROFILE, and federal tax return forms and scholarship applications (if applicable).
May 1	Deadline for admission deposit of \$100 in order to secure scholarship and place in the program.
July 1	Final admission deadline. Note: Applicants who apply by this date are not likely to receive any financial assistance from Candler, but can be considered for employment (work-study), federal loans, and scholarship aid from outside agencies.

An interactive application for scholarships can be downloaded from our website at www.candler.emory.edu.

CAMPUS VISITS

Although formal interviews are not required for admission, prospective students are encouraged to visit Candler by scheduling a campus visit at www.candler.emory.edu/ADMISSIONS/visits.cfm. We encourage you to experience Candler firsthand by visiting our campus in Atlanta. You can meet members of our faculty, attend a class, worship in Cannon Chapel, and share in lunch conversation with current students. Come experience some of Atlanta's artistic, culinary, athletic, musical, theatrical, and other cultural offerings in the largest city in the Southeast. Encounter Candler from the inside out by joining our community for a day of worship, information, and discernment.



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THE FOLLOWING APPLICATION MATERIALS ARE REQUIRED FOR ADMISSION

1. Candler School of Theology application form (typed or printed).
2. \$50 nonrefundable check or money order made payable to Emory University.
3. Resume.
4. Autobiographical Statement.

The three- to four-page typed, double-spaced autobiographical statement is a critical element in the evaluation of your application. Please consider your response carefully, attending to content, style, grammatical correctness, and organization of the essay. The statement is a way to introduce yourself to the Admissions Committee. It also will help faculty advisers guide and evaluate your learning experience in your program. With this in mind, write a reflective essay about your life that addresses the following topics.

MDiv, ThM, and Special Student applicants

- (a) Significant life experiences that have affected your view of self, God, and the world. Include references to family members and significant others, courses, and experiences in college, church, service-related activities, and employment.
- (b) Aspects of your background that inform the unique perspective you would add to the diverse and vibrant community that exists at Candler School of Theology
- (c) Your reasons for applying to Candler School of Theology.
- (d) Your plans following completion of study at Candler School of Theology.

MTS applicants:

- (a) Significant life experiences that have affected your view of self, God, and the world. Include references to family members and significant others, courses, and experiences in college, church, service-related activities, and employment.
- (b) Academic and other interests that motivate you to engage in theological studies.
- (c) Ways the MTS program at Candler School of Theology fits your interests.
- (d) Your plans following completion of study at Candler School of Theology.

ThD applicants (Note: Statement is to be five to ten pages in length.)

- (a) Sense of pastoral identity and reflection on pastoral experience in ministry or significant history of service to the church.
- (b) Formation through Clinical Pastoral Education or other clinical experience.
- (c) Your understanding of pastoral counseling as a vocation and academic discipline.
- (d) Your topic of research or special interests that you plan to pursue in dissertation research.
- (e) Academic and clinical interests that motivate you to pursue advanced studies.
- (f) Your plans following completion of study at Candler School of Theology.

5. *MTS and ThM applicants*

- Write a two- to three-page statement detailing your proposed discipline of study, topic of research, and special interests that you plan to develop.
- ThM applicants should explain how the proposed topic of research in the area of Bible, preaching and worship, pastoral care, theology, ethics, or religious education is best suited to Candler's offerings in one of those areas.

6. *MDiv, MTS, and ThM applicants*

Sample of recent academic writing, preferably in the humanities. The academic paper is four to seven pages in length and provides sufficient evidence of writing skills, the ability to engage texts, and the ability to form clear arguments or theses. Applicants who have been out of college for more than five years and/or cannot provide a recent academic writing sample are required to complete a written assignment on a text provided by the Admissions Committee (candleradmissions@emory.edu for further instructions).

7. Official transcripts from all previous colleges, universities, graduate schools, and seminaries must be submitted, regardless of when you attended, how many hours were earned, or whether a degree was granted. Official transcripts should be sent directly from these institutions or delivered in a sealed and signed envelope. If you are currently enrolled at an institution, please send an official transcript of your work to date and ask that a transcript be sent promptly following the completion of the term and/or conferral of a degree.
8. Letters of recommendation from persons who are not family members attached to forms provided below.

MDiv applicants

- (a) Pastoral reference, provided by a pastor, campus minister, or other clergy person who has known you in a pastoral capacity.

- (b) Two academic references, provided by college or graduate school professors who have had you in a class. Transfer students must submit at least one academic recommendation from a professor at their previous institution. (If you have been out of college for more than five years and are unable to secure an academic reference, submit additional professional references.)
- (c) Professional reference, provided by a work or volunteer supervisor or a person who has known you for three or more years. In addition, Episcopal students who wish to participate in the Anglican Studies Program must submit a letter from their bishop stating that they are postulants or requesting their participation in the program.

MTS applicants

- (a) Two academic references, provided by college or graduate school professors who have had you in a class. Transfer students must submit at least one academic recommendation from a professor at their previous institution. (If you have been out of college for more than five years and are unable to secure an academic reference, submit additional professional references.)
- (b) Professional reference, provided by a work or volunteer supervisor or a person who has known you for three or more years.

ThM applicants

- (a) Two academic references, provided by college or graduate school professors who have had you in a class.
- (b) Professional reference, provided by a work or volunteer supervisor or a person who has known you for three or more years.
- (c) Ecclesiastical reference, provided by a bishop, district superintendent, or denominational executive.

Special student applicants

- (a) Pastoral reference, provided by a pastor, campus minister, or other clergy person who has known you in a pastoral capacity.
- (b) Academic reference, provided by a college or graduate school professor who has had you in a class. (If you have been out of college for more than five years and are unable to secure an academic reference, submit a professional reference.)

ThD applicants

- (a) One academic reference provided by a graduate school professor. (If you have been out of college for more than five years and are unable to secure an academic reference, submit additional professional references.)
- (b) Ecclesiastical or pastoral reference provided by a denominational executive or pastor.
- (c) Professional reference provided by a work supervisor or by a layperson who has known you for three or more years.

9. *ThD applicants*

- Sample of recent academic writing and a personal interview with the ThD committee of the Atlanta Theological Association and the Candler representative. (Strong applicants who complete the application by January 15 will be invited to interview at the discretion of the ThD committee.)
- Copy of Clinical Pastoral Education (CPE) Assessment.
- Official scores on the verbal, quantitative, and analytical reading portions of the Graduate Record Examination (GRE). Educational Testing Services (ETS) administers the GRE and will forward the scores directly to the Office of Admissions at Candler (students should not send their own score reports directly to Candler but should instruct ETS to forward official score reports). In completing their registration with ETS to take the GRE, applicants indicate the institution(s) to which they want their scores forwarded by providing a code for each institution. **The institution code for Candler is R5158.** Applicants who have taken the GRE within the last five years are not required to take the GRE again if they do not desire to do so. They may simply contact ETS directly and request that those scores be forwarded. Applicants should supply any scores received on the GRE within the last five calendar years to Candler. Scores older than five years will not be accepted, and students will need to complete the GRE again.

10. Persons whose first language is not English must furnish with the application recent evidence of the Test of English as a Foreign Language (TOEFL). Scores should be at least 600 (paper-based total), 250 (computer-based total), or 95 (Internet-based total) with a minimum score of 21 or higher in each of the four sub-areas. Those people living in the United States or other English-speaking countries for significant periods of time, people who have received significant formal education in English, and others may request to be exempt from taking the TOEFL. Detailed requests to waive the TOEFL requirement should be made directly to the Office of Admissions (candleradmissions@emory.edu).

11. Transfer students must submit a letter of good standing from the institution from which they hope to transfer.

INTERNATIONAL STUDENTS

In addition to the above documents, applicants who are not citizens or permanent residents of the United States must supply the following additional documents:

12. Upon admission and before an I-20 will be prepared, international students must complete the Emory University Financial Certificate documenting financial resources to cover tuition, travel, and living expenses. (The certificate and supporting documents must be received by July 1 for the fall semester.)

The above materials should be mailed to the Office of Admissions and Financial Aid, Candler School of Theology, 1531 Dickey Drive, Suite 301, Atlanta, Georgia 30322. (It is suggested that applicants retain a copy of all application materials sent to the school.)

ADMISSIONS DEPOSIT

To secure a place in the program, a nonrefundable admissions deposit of \$100 payable to Emory University is required following admission. The admissions deposit will be posted as a credit to the student's Emory University account. Students who pay the deposit but fail to enroll will forfeit the deposit.



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I AM APPLYING FOR THE

- MDiv, MDiv/JD, MTS, MTS/JD, ThM, MDiv/MBA, ThD, Special student status

I AM APPLYING FOR ADMISSION IN

- Fall 20, Spring 20 (Special students only), Summer 20 (Special students only)

PERSONAL INFORMATION

NAME (LAST, FIRST, MIDDLE), SOCIAL SECURITY NUMBER, UNDER WHAT OTHER LAST NAME(S) MIGHT DOCUMENTS BE RECEIVED?, PREFERRED FIRST NAME, HAVE YOU APPLIED TO EMORY UNIVERSITY FOR ANY PREVIOUS PROGRAM?, IF YES, WHEN?, CURRENT MAILING ADDRESS (STREET, CITY, STATE, ZIP), EFFECTIVE UNTIL, TELEPHONE (HOME), (WORK), EMAIL ADDRESS, PERMANENT MAILING ADDRESS (STREET, CITY, STATE, ZIP), PERMANENT TELEPHONE, DATE OF BIRTH (MONTH/DAY/YEAR), PLACE OF BIRTH (CITY, STATE, COUNTRY), COUNTRY OF CITIZENSHIP, IF U.S. CITIZEN, LEGAL RESIDENT OF WHAT STATE?, IF NOT A U.S. CITIZEN BUT RESIDING IN THE U.S., LIST RESIDENT ALIEN REGISTRATION NUMBER/CURRENT VISA TYPE, WHAT IS YOUR FIRST OR NATIVE LANGUAGE? (INDICATE THE PRIMARY LANGUAGE OF YOUR CHILDHOOD HOME)

The following information is voluntary and refusal to provide it will not result in any adverse treatment. The information requested will be kept confidential and used in accordance with Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964.

SEX Male Female MARITAL STATUS Single Married Divorced

PREDOMINANT RACIAL/ETHNIC BACKGROUND

- American Indian, Black/African American, Latino, White/Non-Hispanic, Asian/Pacific Islander, Hispanic, Native Hawaiian/Other Pacific Islander, Other

RELIGIOUS AFFILIATION

DENOMINATION, IF UNITED METHODIST, ANNUAL CONFERENCE AND DISTRICT, LOCAL CHURCH NAME, PASTOR'S NAME, LOCAL CHURCH ADDRESS, LOCAL CHURCH TELEPHONE, MINISTERIAL STATUS (ORDAINED, CANDIDATE, DEACON, ETC.), VOCATIONAL INTENT (PARISH MINISTRY, CAMPUS MINISTRY, CHAPLAINCY, ETC.)

EDUCATION

List chronologically all colleges, universities, and seminaries attended, using a separate sheet if necessary (official transcripts from all schools are required for admission):

SCHOOL	DATES ATTENDED	DEGREE/DATE GRANTED
SCHOOL	DATES ATTENDED	DEGREE/DATE GRANTED
SCHOOL	DATES ATTENDED	DEGREE/DATE GRANTED

ADDITIONAL INFORMATION

TO WHICH OTHER THEOLOGICAL SCHOOLS, SEMINARIES, OR UNIVERSITIES ARE YOU APPLYING?

Have you been refused admission, dismissed by a seminary, or been placed on academic probation, suspended, or involuntarily withdrawn from any institution of higher education? Yes No. If yes, attach a separate statement of explanation.

Have you had any court convictions or any legal action against you that is pending, other than traffic violations? Yes No. If yes, attach a separate statement of explanation.

Please provide any additional information that you would like to share with the Admissions Committee about your background, employment history, and leadership to the church/community or academic setting that has not been mentioned in other parts of your application. Attach a separate statement, if needed.

TYPE OR PRINT NEATLY THE NAMES OF YOUR REFERENCES (WHO ARE NOT FAMILY MEMBERS)

MDiv applicants

Two academic, one professional reference, and one pastoral reference.

MTS applicants

Two academic and one professional reference.

ThM applicants

Two academic, one professional, and one ecclesiastical reference.

ThD applicants

One academic, one professional, and one ecclesiastical reference.

Special student applicants

One academic and one pastoral reference.

NAME	REFERENCE TYPE
NAME	REFERENCE TYPE
NAME	REFERENCE TYPE
NAME	REFERENCE TYPE

STATEMENT OF ETHICS AND INTEGRITY

By the submission of this application, I certify that the information provided in this application is complete and accurate. I acknowledge and agree that misrepresentation of credentials, including submission of inaccurate, falsified, or plagiarized information is sufficient cause for terminating my application, revocation of all offers of admission and financial assistance and/or termination of enrollment. Furthermore, I authorize the persons or entities to provide any relevant information to Emory University for use in evaluating my application for admission and waive any required notice to me. I understand and agree that all submitted application materials are the property of Emory University and will not be returned and that the application fee is not refundable under any circumstances. During such time as I may be enrolled as a student, I will abide by the Honor Code and Code of Conduct and all relevant rules, regulations, practices, and policies of Emory University as they may be at the time of admission or as they may be changed during my continuance as a student.

SIGNATURE DATE

Emory University is committed to a policy of nondiscrimination on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, or veteran's status.



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Letter of Recommendation

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TO THE APPLICANT

NAME (LAST, FIRST, MIDDLE) EMAIL ADDRESS
TELEPHONE (HOME) (CELL)

DEGREE SOUGHT

MDiv ThD MTS Special Student Status ThM Other (please specify)

TYPE OF RECOMMENDATION

Academic reference Pastoral reference Professional reference

The Family Education and Privacy Act of 1974 gives you the right to inspect letters of recommendation written in support of applications for admission. The act also permits you to waive your right to see letters of recommendation.

I do waive my right to inspect this letter. I do not waive my right to inspect this letter.

SIGNATURE OF APPLICANT DATE
Please note: This recommendation will not be considered unless recommendation form is dated and signed by the applicant.

TO THE PERSON NAMED AS A REFERENCE

Please Complete:

- This evaluation form, front and back, including the chart below
A written evaluation on a separate sheet, attached to this form (details on back)

The person named above has applied for admission to Candler School of Theology. The information you are providing is an important part of the application process, and your time and thoughtfulness in furnishing this information are greatly appreciated. In the best interest of the prospective student as well as the school, we urge you to make candid and substantive comments. If the applicant gains admission, your comments will also help us work with the student to shape his or her educational program in light of professional goals and issues of personal growth.

NAME (PLEASE TYPE OR PRINT) DATE

SIGNATURE OCCUPATION

TELEPHONE EMAIL

Please evaluate the applicant in the following areas by placing a check on one box per row:

Table with 7 columns: Exceptional, Outstanding, Above Average, Average, Below Average, Unable to Assess. Rows include Intellectual Ability, Maturity, Ability to Work with Others, Written Communication, Analytic Ability, Integrity, Motivation/Initiative, Oral Communication, Leadership/Managerial Potential, Judgment.

(over)

How long have you known the applicant?

0–1 years

1–3 years

3–5 years

more than 5 years

Overall Recommendation:

I strongly recommend this applicant.

I recommend this applicant.

I recommend this applicant with reservations. (These reservations are noted in the attached letter.)

I do not recommend this applicant.

After reviewing the questions below, please provide your written evaluation of this applicant and attach to this recommendation form.

Questions for response by pastoral or ecclesiastical reference (a pastor from the applicant's local church or campus ministry who is not a family member):

1. What is the applicant's formal relationship with the local congregation and his/her denomination, if any?
2. How long, how closely, and under what circumstances have you known the applicant?
3. What can you tell us about the applicant's religious experiences, spiritual maturity, and need for spiritual growth?
4. What leadership abilities has this applicant exhibited in the past? What potential for leadership do you see in this individual for the future?
5. Describe the applicant as a person; asses his/her strengths, limitations, ways of relating to others, reactions to stress, and means of resolving conflict.

Questions for response by academic reference (a college or graduate school professor who is not a family member):

1. How long, how well, and in what type of academic setting have you known the applicant?
2. Evaluate the applicant's academic capacity and past academic performance as well as the individual's potential for success in graduate and professional studies. Assess the applicant's strengths and weaknesses, leadership abilities, reaction to stress, and usual means of resolving conflict.

Questions for response by professional reference (a work supervisor or person who has known the applicant for at least three years and who is not a family member):

1. How long, how closely, and under what circumstances have you known the applicant?
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Candler School of Theology, Emory University, does not discriminate in admissions, educational programs, or employment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran/Reserve/National Guard status and prohibits such discrimination by its students, faculty, and staff. Students, faculty, and staff are assured of participation in University programs and in use of facilities without such discrimination. The University also complies with all applicable federal and Georgia statutes and regulations prohibiting unlawful discrimination. All members of the student body, faculty, and staff are expected to assist in making this policy valid in fact. Any inquiries regarding this policy should be directed to the Emory University Office of Equal Opportunity Programs, 101 Administration Building, Atlanta GA 30322. Telephone 404.727.6016 (V/TTY).



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TELEPHONE (HOME) (CELL)

DEGREE SOUGHT

MDiv ThD MTS Special Student Status ThM Other (please specify)

TYPE OF RECOMMENDATION

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1–3 years

3–5 years

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5. Describe the applicant as a person; asses his/her strengths, limitations, ways of relating to others, reactions to stress, and means of resolving conflict.

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1. How long, how well, and in what type of academic setting have you known the applicant?
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1. How long, how closely, and under what circumstances have you known the applicant?
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TO THE APPLICANT

NAME (LAST, FIRST, MIDDLE) EMAIL ADDRESS
TELEPHONE (HOME) (CELL)

DEGREE SOUGHT

MDiv ThD MTS Special Student Status ThM Other (please specify)

TYPE OF RECOMMENDATION

Academic reference Pastoral reference Professional reference

The Family Education and Privacy Act of 1974 gives you the right to inspect letters of recommendation written in support of applications for admission. The act also permits you to waive your right to see letters of recommendation.

I do waive my right to inspect this letter. I do not waive my right to inspect this letter.

SIGNATURE OF APPLICANT DATE
Please note: This recommendation will not be considered unless recommendation form is dated and signed by the applicant.

TO THE PERSON NAMED AS A REFERENCE

Please Complete:

- This evaluation form, front and back, including the chart below
A written evaluation on a separate sheet, attached to this form (details on back)

The person named above has applied for admission to Candler School of Theology. The information you are providing is an important part of the application process, and your time and thoughtfulness in furnishing this information are greatly appreciated. In the best interest of the prospective student as well as the school, we urge you to make candid and substantive comments. If the applicant gains admission, your comments will also help us work with the student to shape his or her educational program in light of professional goals and issues of personal growth.

NAME (PLEASE TYPE OR PRINT) DATE

SIGNATURE OCCUPATION

TELEPHONE EMAIL

Please evaluate the applicant in the following areas by placing a check on one box per row:

Table with 7 columns: Exceptional, Outstanding, Above Average, Average, Below Average, Unable to Assess. Rows include Intellectual Ability, Maturity, Ability to Work with Others, Written Communication, Analytic Ability, Integrity, Motivation/Initiative, Oral Communication, Leadership/Managerial Potential, Judgment.

(over)

How long have you known the applicant?

0–1 years

1–3 years

3–5 years

more than 5 years

Overall Recommendation:

I strongly recommend this applicant.

I recommend this applicant.

I recommend this applicant with reservations. (These reservations are noted in the attached letter.)

I do not recommend this applicant.

After reviewing the questions below, please provide your written evaluation of this applicant and attach to this recommendation form.

Questions for response by pastoral or ecclesiastical reference (a pastor from the applicant's local church or campus ministry who is not a family member):

1. What is the applicant's formal relationship with the local congregation and his/her denomination, if any?
2. How long, how closely, and under what circumstances have you known the applicant?
3. What can you tell us about the applicant's religious experiences, spiritual maturity, and need for spiritual growth?
4. What leadership abilities has this applicant exhibited in the past? What potential for leadership do you see in this individual for the future?
5. Describe the applicant as a person; asses his/her strengths, limitations, ways of relating to others, reactions to stress, and means of resolving conflict.

Questions for response by academic reference (a college or graduate school professor who is not a family member):

1. How long, how well, and in what type of academic setting have you known the applicant?
2. Evaluate the applicant's academic capacity and past academic performance as well as the individual's potential for success in graduate and professional studies. Assess the applicant's strengths and weaknesses, leadership abilities, reaction to stress, and usual means of resolving conflict.

Questions for response by professional reference (a work supervisor or person who has known the applicant for at least three years and who is not a family member):

1. How long, how closely, and under what circumstances have you known the applicant?
2. What can you tell us about the applicant's religious experiences, spiritual maturity, and need for spiritual growth?
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Return directly to: Office of Admissions and Financial Aid
Candler School of Theology
1531 Dickey Drive, Suite 301
Atlanta, GA 30322

Candler School of Theology, Emory University, does not discriminate in admissions, educational programs, or employment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran/Reserve/National Guard status and prohibits such discrimination by its students, faculty, and staff. Students, faculty, and staff are assured of participation in University programs and in use of facilities without such discrimination. The University also complies with all applicable federal and Georgia statutes and regulations prohibiting unlawful discrimination. All members of the student body, faculty, and staff are expected to assist in making this policy valid in fact. Any inquiries regarding this policy should be directed to the Emory University Office of Equal Opportunity Programs, 101 Administration Building, Atlanta GA 30322. Telephone 404.727.6016 (V/TTY).



EMORY

CANDLER SCHOOL OF THEOLOGY

Letter of Recommendation

Candler School of Theology
1531 Dickey Drive, Suite 301
Atlanta, GA 30322
Telephone: 404.727.6326 Fax: 404.727.2915
Email: candleradmissions@emory.edu
Web: www.candler.emory.edu

TO THE APPLICANT

NAME (LAST, FIRST, MIDDLE) EMAIL ADDRESS
TELEPHONE (HOME) (CELL)

DEGREE SOUGHT

MDiv MTS ThM
ThD Special Student Status Other (please specify)

TYPE OF RECOMMENDATION

Academic reference Pastoral reference Professional reference

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*Inspiring Minds,
Empowering Ministry.*