



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 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?
3. What leadership abilities has this applicant exhibited in the past? What potential for leadership do you see in this individual for the future?
4. Describe the applicant as a person; asses his/her strengths, limitations, ways of relating to others, reactions to stress, and means of resolving conflict.

Return directly to: Office of Admissions and Financial Aid
Candler School of Theology
1531 Dickey Drive, Suite 301
Atlanta, GA 30322

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