



EMORY

CANDLER  
SCHOOL OF  
THEOLOGY**Letter of Recommendation**

Candler School of Theology

1531 Dickey Drive, Suite 301 • Atlanta, GA 30322

Telephone: 404.727.6326

Email: [candleradmissions@emory.edu](mailto:candleradmissions@emory.edu)Web: [www.candler.emory.edu](http://www.candler.emory.edu)**TO THE APPLICANT**

NAME (LAST, FIRST, MIDDLE)

(        )

TELEPHONE (HOME)

EMAIL ADDRESS

(        )

(CELL)

**DEGREE SOUGHT**

MDiv  
 MARL

MTS  
 MRPL

ThM  
 DMin

**TYPE OF RECOMMENDATION** Academic Pastoral Professional

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 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 the recommendation form is dated and signed by the applicant.

**TO THE PERSON NAMED AS A RECOMMENDER**

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 next page)

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:

	EXCEPTIONAL	OUTSTANDING	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	UNABLE TO ASSESS
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?	<input type="checkbox"/> 0-1 years	<input type="checkbox"/> 1-3 years	<input type="checkbox"/> 3-5 years	<input type="checkbox"/> More than 5 years
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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 their 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; assess 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; assess 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

or

[candleradmissions@emory.edu](mailto:candleradmissions@emory.edu)