

Knox College
59 St. George St.
Toronto, ON M5S 2E6

Recommendation Letter
Application for Basic Degree Program

Please return letter
by May 31st – September Admission
by Oct. 31st - January Admission
by Feb. 15th – Summer Admission

You have been asked by _____, an applicant to a Basic Degree Program at Knox College, to provide a letter of recommendation. The Admission Committee at Knox seeks your detailed and confidential assessment of this applicant. We are making significant decisions on the basis of your information; please treat your response with care.

In your letter, please comment on the following questions. Where possible, include in your comments *specific examples* of the applicant's demonstration of these skills and values.

- **How long and in what capacity have you known the applicant?**
- **How would you describe the applicant's ability and willingness to demonstrate these skills and values: to conduct one's life in community out of confessed Christian faith; to act with conscientiousness, dependability, honesty and personal integrity; to learn and grow; to listen to others and to act in the best interest of others; to give and take constructive criticism?**
- **Is the applicant able to communicate in oral and written English sufficiently to be consistently understandable?**
- **If the applicant is not applying directly from an undergraduate degree program, why, in your estimation, are they shifting to a new career or life activity?**
- **In what ways do you feel the applicant needs to grow? Do you have any concerns about the applicant to share with the Admissions Committee?**

This recommendation letter is *strictly confidential* and will not be shared with the applicant.

Please sign and date this form below and return it with your letter.

Signature

Date

Print name, title and address:
(include phone and email)

Please send this form and your letter in a sealed envelope with your signature across the envelope flap. **Send it by mail directly to: The Registrar, Knox College, 59 St. George St., Toronto, ON, M5S 2E6.** In order to assure confidentiality, references hand-delivered by an applicant or sent by fax or email are not acceptable. Thank you for your assistance in this important matter.