



LETTER OF REFERENCE FORM/ MASTER DEGREE PROGRAM

Iloff School of Theology, 2201 S. University Blvd, Denver, CO 80210 Telephone: 303-765-3117 Toll Free: 800-678-3360 ext. 117 Fax: 303-765-1141 Email: admissions@iliff.edu Web: www.iliff.edu

Page 1: To be completed by the applicant

Name: \_\_\_\_\_
Legal family name (surname) First Middle

Current Address: \_\_\_\_\_
Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I plan to begin at Iliff in the \_\_\_\_\_ (Quarter) \_\_\_\_\_ (Year)

I am applying for the following degree program at The Iliff School of Theology:

- Master of Divinity (Check only if it applies)
Journey Master of Divinity® Flexible Residency
Anglican MDiv Concentration
Master of Arts ((Check one Concentration)
Theology and Philosophy of Religion
History of Christianity
Biblical Studies
Pastoral Care
Ethics and Social Change
Interdisciplinary/Other
Master of Arts in Social Change (MASC)
Master of Arts in Pastoral and Spiritual Care (MAPSC)
Master of Theological Studies

In accordance with the provisions of the Federal Education Rights and Privacy Act of 1974, you have the right, if you enroll in a master's program at The Iliff School of Theology, to see your letters of recommendation unless you have explicitly waived that right.

I waive my right of access to this recommendation. I do not waive my right of access to this recommendation.

I understand that this form will be used only for admission purposes and will not become a part of my permanent record should I enroll at Iliff.

Signature of Applicant

Date

## Page 2: To be completed by the referee

Thank you for agreeing to serve as a referee. This recommendation will be used in evaluating the applicant for admission to the degree program indicated above and to evaluate the applicant for scholarships and other forms of financial aid. **Please type your reference as a separate letter to this form.**

- In your recommendation letter please respond to the questions below according to the type of reference you are providing.
- Send this form along with your signed letter of recommendation directly to the Office of Admissions.
- The information you provide is considered an important part of the application process. In the best interest of the prospective student as well as the school, we urge you to make your comments both candid and substantial. Your insights will be of value in judging the applicant's qualification for admission as well as assisting him/her to plan an educational program responsive to both professional and personal growth.

### **TYPE OF RECOMMENDATION**

Academic reference     Religious reference     Work/Employment reference     Personal or Character reference

### **RECOMMENDATION**

I recommend this applicant without hesitation     I recommend this applicant with some reservation     I do not recommend this applicant

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Referee's name & title

Phone

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Institution (if applicable) & Address

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Signature

Date

### **Questions for response by an academic reference (a college or graduate school professor)**

Please type your reference as a separate letter to this form.

1. How long 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 ability to engage in graduate and/or professional studies. How does this candidate compare with other students you have taught?
3. How open and flexible is the applicant to differing viewpoints and perspectives on religious, social, and intellectual issues?
4. Describe the applicant as a person; strengths, limitations, character.

### **Questions for response by a pastoral/religious reference or community leader**

Please type your reference as a separate letter to this form.

1. How long, how closely, and under what circumstances have you known the applicant?
2. What leadership or pastoral care abilities has this applicant exhibited?
3. How would you describe the applicant's awareness and response to social concerns and the church's role in the world?
4. Describe the applicant as a person; strengths, limitations, usual way of relating to others, and ability to cope with stress and conflict.
5. In your opinion, is this candidate prepared to succeed in a graduate academic environment?

### **Questions for response by an employment or character reference**

Please type your reference as a separate letter to this form.

1. How long, how closely, and under what circumstances have you known the applicant?
2. What leadership abilities has this applicant exhibited?
3. Describe the applicant as a person; strengths, limitations, usual way of relating to others, and ability to cope with stress and conflict.
4. In your opinion, is this candidate prepared to succeed in a graduate academic environment?



## REFERENCE REQUIREMENTS

### Instructions for the student

1. Four (4) references are required to complete your application, based on the guidelines listed below.
2. Please be sure to obtain the type of reference needed for the degree program in which you are applying.
3. Complete the top section of the reference forms before submitting them to the persons who will serve as your referees, and list their names and phone numbers on the application form.
4. Ask your references to respond promptly since your application will not be processed until all your references are received.

### Choose your references based on the following guidelines:

#### Master of Divinity (MDIV) and Master of Arts in Pastoral and Spiritual Care (MAPSC)

1. Religious leader or Field of interest reference
2. Academic or Professional reference\*
3. Academic or Professional reference\*
4. Personal/Character reference

\* **Academic References:** If an applicant has been out of college for more than 5 years and is unable to secure academic references, other professional references may be substituted. Academic references may be substituted for other professional references, religious references, or employment references. Persons qualified to evaluate intellectual and academic ability are preferred.

#### Master of Arts in Social Change (MASC)

1. Community leader or Religious leader or Field of interest reference
2. Academic or Professional reference\*
3. Academic or Professional reference\*
4. Personal/Character reference

\* **Academic References:** If an applicant has been out of college for more than 5 years and is unable to secure academic references, other professional references may be substituted. Academic references may be substituted for other professional references, religious references, or employment references. Persons qualified to evaluate intellectual and academic ability are preferred.

#### Master of Theological Studies

1. Academic or Community leader or Religious leader reference
2. Academic reference or Professional reference\*
3. Academic reference or Professional reference\*
4. Personal/Character reference

\* **Academic References:** If an applicant has been out of college for more than 5 years and is unable to secure academic references, other professional references may be substituted. Academic references may be substituted for other professional references, religious references, or employment references. Persons qualified to evaluate intellectual and academic ability are preferred.

#### Master of Arts

1. Academic or Community leader or Religious leader reference
2. Academic reference\*
3. Academic reference\*
4. Personal/Character reference

\***Master of Arts applicants** must provide at least two academic references. If the applicant is unable to supply such references, contact the Admissions Office for an alternative assessment.

## REFERENCE DEFINITIONS:

**Religious Leader:** Pastor, Priest, Chaplain, or Spiritual Director that the candidate has known within that context. References should be able to comment on the candidate's character, leadership, and abilities for the vocation of ministry.

**Field of Interest:** Holds a leadership position within the field of study the candidate wishes to pursue. Reference should be able to comment on the candidate's leadership and character and why this particular field of interest is well suited for the candidate.

**Community Leader:** Holds a leadership position within the community and has observed the candidate as a volunteer or an employee. References should be able to comment on the candidate's leadership and character.

**Academic:** A college or university professor from which the candidate has taken classes. The professor should be able to comment on the academic ability of the candidate.

**Character:** Co-workers, employment supervisors, friends that can comment on the candidate's character and ethics. Family members are not accepted as references.

**Professional :** Employment references from supervisors or managers of the candidate's employment (past or present).

**Personal:** Friends or co-workers. Family members are not accepted as references.