

Claremont School of Theology

1325 North College Avenue, Claremont, CA 91711
Toll Free: 866-274-6500 Fax: 909-626-7062

Telephone: 909-447-2507
Email: admission@cst.edu Web: www.cst.edu

Recommendation for Admission

TO THE APPLICANT

Please complete the section below and give this form to the person whom you have asked to write a letter on your behalf. The completed and signed form and recommendation should be sent directly to the Office of Admission.

NAME (LAST, FIRST MIDDLE) SOCIAL SECURITY NUMBER

CURRENT MAILING ADDRESS (STREET ADDRESS)

(CITY, STATE, ZIP) TELEPHONE (HOME)

E-MAIL ADDRESS (THIS IS IMPORTANT FOR ALL APPLICANTS, PARTICULARLY INTERNATIONAL STUDENTS)

DEGREE SOUGHT

- M.Div. M.A.T.S. M.A.R. M.A.R.E. Joint M.Div. with ETSC
 D.Min. Non-degree. Ph.D. Pastoral Care Ph.D. Religious Education

TYPE OF RECOMMENDATION

- Academic reference Pastoral reference Ecclesiastical reference Work or character reference

PRIVACY

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 letter will not be considered unless dated and signed by the applicant.

TO THE REFEREE

The Admission Committee appreciates receiving your Letter of Recommendation for the applicant named above. 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 needs.

NAME

ADDRESS (STREET, CITY, STATE, ZIP)

OCCUPATION

WORK TELEPHONE

HOME TELEPHONE

SIGNATURE OF REFEREE

DATE

INSTRUCTIONS FOR THE REFEREE

In your recommendation please respond to the questions below according to the type of reference you are providing. Please send this form along with your signed letter of recommendation to the Office of Admission.

Questions for response by an **academic reference** (a college or graduate school professor). If an applicant has been out of college for several years and is unable to secure an academic reference, submit an additional work reference:

- How long and in what type of academic setting have you known the applicant?
- 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.
- Indicate the applicant's strengths and limitations.
- How open and flexible is the applicant to differing viewpoints and perspectives on religious, social, and intellectual issues?

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

- What is the applicant's formal relationship and involvement with the church/denomination?
- How long, how closely, and under what circumstances have you known the applicant?
- What leadership abilities has this applicant exhibited? What is his/her potential for church leadership in the future?
- How would you describe the applicant's awareness and response to social concerns and the church's role in the world?
- Describe the applicant as a person; strengths, limitations, usual way of relating to others, and ability to cope with stress and conflict.
- How would you evaluate the applicant's ability to succeed in a graduate academic environment?

Questions for response by a **work or character reference** (a work supervisor or person who has known the applicant for at least three years):

- How long, how closely, and under what circumstances have you known the applicant?
- What can you tell us about the applicant's religious experience, the maturity of his/her spiritual development, and needs for spiritual growth?
- What leadership abilities has this applicant exhibited? What is his/her potential for church leadership in the future?
- Describe the applicant as a person; strengths, limitations, usual way of relating to others, and ability to cope with stress and conflict.

M.Div. applicants Three recommendations (one must be a pastoral or ecclesiastical reference).
M.A. applicants Three recommendations (one must be an academic reference).

D.Min. applicants Four recommendations (a denominational supervisor, an academic reference, a ministerial colleague, and a member of the applicant's congregation or other constituency group).

Ph.D. applicants Five recommendations (three must be academic references).

Non-degree applicants No recommendations are required.

Return this form with your signed letter of recommendation to:

Office of Admission
Claremont School of Theology
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