

Duke Divinity School  
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## LETTER OF REFERENCE

# Doctor of Theology



### To be completed by applicant

Applicant Name (print) \_\_\_\_\_  
*Last* *First* *Middle*

Proposed Term and Year of Enrollment: August 20\_\_

Reference Name: \_\_\_\_\_  
*Last* *First* *Middle*

Under the Family Educational Rights and Privacy Act of 1974, students enrolled at Duke University have access to their reference educational records, including letters of evaluation. However, students may waive their right to see letters of reference, in which case the letters will be held in confidence. If the applicant has not signed a waiver, he or she may request to see the letter after enrolling in the Divinity School.

If you wish to waive your right to examine the evaluation submitted by the person to whom this form is being given, please sign here:

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

**A) Please rank the applicant in the categories below by placing an “X” on the scale in the appropriate area.**  
 Please identify the group to which the applicant is being compared:

\_\_\_\_\_  
 e.g. current or recent students in your school or department

USE AN ATTACHED SHEET FOR WRITTEN STATEMENT	Highest 1-2%	Highest 10%	Next Highest 10%	Next Highest 30%	Lowest 50%
Knowledge in subject of proposed study					
Ability to learn					
Originality, intellectual creativity					
Analytical ability					
Written expression					
Oral expression					
Perseverance toward goals					
Potential as a teacher					
Potential as a leader					
Theological insight					

## B) Written Statement

The Admissions Office would appreciate a candid statement from you concerning the above named person who has applied for admission to the Th.D. program at Duke Divinity School. Your candor will assist us in making a fair appraisal and decision regarding the applicant. **Your letter is very important. Please take time to write fully your perspective/insights on the following points.**

- (1) Length of time and context in which you have known the applicant.
- (2) General academic ability and capacity for graduate level work.
- (3) Interest in and knowledge of the ministries and practices of Christian communities.
- (4) Ability to think creatively, deeply, and synthetically.
- (5) Overall character and personality.
- (6) Other issues or information that would assist our assessment of this applicant.

## C) General Recommendation

Please check one of the following statements

- I recommend this applicant enthusiastically.  
 I recommend this applicant with confidence.  
 I recommend this applicant.  
 I recommend this applicant with reservation.  
 I do not recommend this applicant.

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Position and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please use an attached sheet for your written statement.**

**Please return this statement to the applicant in an envelope signed on the seal.**