

Duke Divinity School  
Box 90965  
Durham, North Carolina 27708-0965  
Telephone: (919) 660-3436  
(888) GO-2-DUKE Fax: (919) 660-3535  
Web site: www.divinity.duke.edu  
E-mail: admissions@div.duke.edu



## LETTER OF REFERENCE

### To be completed by applicant

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

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

Degree sought (please check one):  M.Div.  M.T.S.  M.A.C.P.  M.A.C.S.  Th.M.  Special

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

Reference Type:  Academic  Church  Character

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.

I waive the right to examine this letter of reference:  Yes  No

\_\_\_\_\_  
(signature of applicant)

\_\_\_\_\_  
(date)

### Written Statement

The Admissions Committee would appreciate a candid statement from you concerning the above named person who has applied for admission to 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 about this applicant's gifts, graces, strengths and weaknesses.** Your perspective/insights on the following points would be especially helpful (please use the reverse side of this sheet for your assessment or attach your assessment to this form):

- (1) Length of time and context in which you have known the applicant.
- (2) Vocational call, clarity and commitment. (Church references only: specifically describe your personal knowledge and interaction with this candidate during the discernment process.)
- (3) Fitness, gifts and promise for ordained or lay ministry
- (4) Areas/abilities for ministry that the applicant may need to strengthen or improve.
- (5) Academic ability and capacity for graduate level work.
- (6) Overall character and personality
- (7) Emotional stability. Please indicate known strengths and weaknesses as related to the tasks of ministry.
- (8) Other issues or information that would assist our assessment of this applicant
- (9) 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.

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

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

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

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

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

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

**Please mail this statement to:**

**Admissions Office**

Duke Divinity School

Box 90965

Durham, North Carolina 27708-0965

Fax: (919) 660-3535

**Please turn over to complete your assessment.**

**Complete your assessment here or on an attached sheet.**