

Duke Divinity School
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Web site: www.divinity.duke.edu
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LETTER OF REFERENCE

Doctor of Ministry



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) Written Statement

The Admissions Office would appreciate a candid statement from you concerning the above named person who has applied for admission to the Doctor of Ministry program at Duke Divinity School. The D.Min. degree is structured on a cohort model that organizes learning around short-term intensive residential seminars in conjunction with ongoing group interaction facilitated by online tools. 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 doctoral level work.
- (3) Demonstrated leadership ability and potential.
- (4) Ability to think creatively, deeply, and synthetically.
- (5) Overall character and personality.
- (6) Emotional stability. Please indicate known strengths and weaknesses as related to the tasks of ministry.
- (7) Other issues or information that would assist our assessment of this applicant.
- (8) Constructive member or participant in a cooperative and/or team setting.

B) 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: _____

E-mail Address: _____

Please use an attached sheet for your written statement.