



Knox College Reference Letter Request Form

Section 1 – To be Completed by the Referee (please print clearly)

Applicant's Name:
Program to which the Applicant is applying: <input type="checkbox"/> MDiv <input type="checkbox"/> MDiv/MRE <input type="checkbox"/> MRE <input type="checkbox"/> MTS <input type="checkbox"/> MPS

You have been asked by an applicant to a Basic Degree Program at Knox College, to provide a letter of recommendation. The Admissions Committee at Knox College seeks your detailed and confidential assessment of this applicant. They will be making significant decision on the basis of your information. Please treat your response with care.

In your letter, please comment on the following questions. Where possible, include in your comments specific examples of the applicant's demonstration of these skills and values. Your letter is *strictly confidential* and will not be shared with the applicant.

- How long and in what capacity have you known the applicant?
- How would you describe the applicant's ability and willingness to demonstrate the following skills and values?
 - ✓ To conduct one's life in community out of confessed Christian faith
 - ✓ To act with conscientiousness, dependability, honesty and personal integrity
 - ✓ To learn and grow
 - ✓ To listen to others and to act in the best interest of others
 - ✓ To give and take constructive criticism
- Is the applicant able to communicate in oral and written English sufficiently to be consistently understandable?
- If the applicant is not applying directly from an undergraduate degree program, why, in your estimation, are they shifting to a new career or life activity?
- In what ways do you feel the applicant needs to grow? Do you have any concerns about the applicant to share with the Admissions Committee?

Name:	Title:
Email:	
Current Street Address:	
City:	Province / State:
Postal Code / Zip Code:	Country:
Signature:	Date:

1. Please send this form and your letter in a sealed envelope with your signature across the envelope flap.
2. Reference letters hand-delivered by an applicant will not be accepted.
3. Send by mail directly to:
The Recruitment Officer & Admissions Counsellor, Knox College, 59 St. George St., Toronto, ON, M5S 2E6
4. Please note: Your letter must be received by Knox College as per the dates below in order for the applicant to be considered for admission to program studies:
 - ✓ May 31st for September Admission
 - ✓ Oct 31st for January Admission
 - ✓ Feb 15th for Summer Admission

Late letters will render an application file incomplete. Incomplete files will not be reviewed/considered by the Admissions Committee.