



# 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"/> CTS (PL) Therefore, I am providing a Reference as: <input type="checkbox"/> The Applicant's Pastor <input type="checkbox"/> The Applicant's Professor / Employer <input type="checkbox"/> Other: _____	<input type="checkbox"/> MPS <input type="checkbox"/> MTS <input type="checkbox"/> CTS (TF) Therefore, I am providing a Reference as: <input type="checkbox"/> The Applicant's Spiritual Director / Mentor <input type="checkbox"/> The Applicant's Professor / Employer <input type="checkbox"/> Other: _____

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 a significant decision on the basis of your information. Please treat your response with care.

Please write a letter of recommendation, using the following questions as a guideline. 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
- If the applicant's first language is not English, 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?

Referee's Name:	Title:
Email:	
Signature:	Date:

1. Please send this form and your letter in a sealed envelope with your signature across the envelop flap.
2. Reference letters hand-delivered by an applicant will not be accepted, unless the letter is submitted in a sealed envelope with the Referee's signature across the envelope flap.
3. Send signed PDF by email to [megan.shin@utoronto.ca](mailto:megan.shin@utoronto.ca) or by regular mail to:  
Recruitment Officer & Admissions Counsellor, Knox College, 59 St George St, Toronto, ON, M5S 2E6
4. Late letters will render an application file incomplete. Incomplete files will not be reviewed / considered by the Admissions Committee.