



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"/> MRE 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 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.

In your letter, please comment on but do not limit yourself to 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?

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 or by regular mail to:
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 31 for September Admission (Fall Semester)
 - ✓ September 30 for International students seeking January Admission (Winter Semester)
 - ✓ October 31 for Domestic students seeking January Admission (Winter Semester)
 - ✓ February 15 for May Admission (Summer Semester)
 Late letters will render an application file incomplete. Incomplete files will not be reviewed / considered by the Admissions Committee.