



Recommendation

PORTION TO BE COMPLETED BY THE APPLICANT

Name _____
First Middle Last or Family name Religious order & abbreviation

I am applying for admission to the Master of Arts Degree in Pastoral Ministries at Santa Clara University.

APPLICANT'S WAIVER

I understand that this completed recommendation will be used only for admission purposes. Therefore, I hereby

waive do not waive

my right of access under the provisions of the "Family Rights and Privacy Act" of 1974.

Applicant's signature _____ Date _____

Applicant's Phone Numbers: Home _____ Mobile Phone _____

Last four digits of Social Security Number _____ E-mail address _____

RECOMMENDER PORTION

Name _____ Degree _____

Position/ Title _____ Institution _____

Address _____

E-mail _____ Phone number _____

Please mail completed document to:

Graduate Program in Pastoral Ministries
Santa Clara University
Kenna Hall, 3rd Floor, 323
500 El Camino Real
Santa Clara, CA 95053-0337

(PLEASE COMPLETE OTHER SIDE)

Thank you for your willingness to write a letter of recommendation for the applicant named above who is applying to the Graduate Program in Pastoral Ministries at Santa Clara University. The Committee on Graduate Admissions attaches importance to the personal as well as the academic qualifications of an applicant. In order to attain a complete picture of the applicant, we ask for your responses to the following questions. (If more space is needed, please attach extra sheets.)

1. How long and in what capacity have you known the applicant?

2. What do you consider his or her most outstanding talents or characteristics that will benefit the applicant in this program?

3. What are some weak areas, or areas of growth, that the applicant may need to work on?

4. Please use the following scale to rate the applicant in relation to his or her peers.

	Exceptional	Excellent	Good	Average	Questionable	N/A
Communication Skills: Oral						
Communication Skills: Written						
Leadership Qualities						
Ability to Work Effectively with Others						
Work Discipline						
Intelligence						
Intellectual Initiative and Creativity						
Clarity of Goals						
Judgment and Maturity						
Emotional Stability						

5. Please check one:

- I strongly recommend this applicant for admission.
- I recommend this applicant for admission.
- I recommend this applicant for admission with some reservation.*
- I do not recommend this applicant for admission.*

*Please provide an explanation. (If more space is needed, please attach additional sheets)

Signature _____ Date _____