

### TO BE COMPLETED BY THE APPLICANT

To \_\_\_\_\_

I, \_\_\_\_\_, am seeking acceptance into Methodist Theological School in Ohio and have given your name as a reference. After considering my qualifications for graduate study in preparation for lay or ordained ministry, please complete the checklist and elaborate on any or all of the categories in your written statement.

I have identified you to MTSO as someone who can write the following type of reference on my behalf (check one):

- Academic  Professional  Personal

My expected term of enrollment is:  Fall  January  Spring  Summer of the year \_\_\_\_\_

My intended program is:

- Master of Divinity  Master of Arts in Practical Theology  
 Master of Arts in Counseling Ministries  Master of Theological Studies

Applicant signature \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

This reference will be used *only* for admissions purposes and will be purged from your records before your file is transferred to the registrar. MTSO does not provide copies of references to applicants or students.

### TO BE COMPLETED BY THE REFERENCE PROVIDER

**Thank you for your efforts in this important part of MTSO's application process.** In the best interest of the prospective student, please make your assessment both candid and substantive. Your evaluation will be of value in judging the applicant's qualifications for admission as well as planning an education program responsive to both professional and personal expectations.

<b>Personal qualifications</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>Don't know</b>
Teachability, openness to learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest in theological and spiritual matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-awareness and clarity of self-concept	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Command of English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Reference provider's written statement

We ask that you attach to this form a written statement evaluating the applicant's qualifications and potential.

**We request that your statement be written and signed on the official letterhead of your school, church or other institution if applicable.**

In your statement, please give an overall evaluation of the applicant's qualities and gifts as they apply to graduate theological education and his or her chosen form of ministry. As you write, please consider the following questions:

- How long, how closely and in what capacity have you known the applicant?
- What leadership abilities has this applicant exhibited?
- What is his/her potential for leadership in the future?
- How would you describe the applicant's awareness of and response to social concerns and the church's role in the world?
- Describe the applicant as a person — strengths, limitations, ways of relating to others, means of coping with stress and conflict, etc.

**If you are providing an academic reference**, please also describe your evaluation of the applicant's academic abilities, including writing skills, classroom performance and participation, ability to process new ideas, etc.

**MTSO does not provide copies of reference forms or written statements to applicants.**

Reference provider's signature \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

When you have completed this form and your reference letter, please mail them to:

Admissions Office  
Methodist Theological School in Ohio  
3081 Columbus Pike  
Delaware, OH 43015

**You are providing a service that is vital to our admissions process. Thank you.**