

# REFERENCE FORM (APPLICATION PROCESS)

## Graduate Programs in Christian Studies



### To the Applicant:

Please complete the following before distributing the form.

Name of applicant: \_\_\_\_\_  
LAST FIRST MIDDLE

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Application for semester: \_\_\_\_\_ Degree:  MAYM  MATM  
MO. DAY YEAR

NOTE: This form is to be filled out by someone who is not a member of your family.

Name of reference: \_\_\_\_\_

Pastoral reference  Academic reference  Ministry reference

To the applicant: I understand that this letter of evaluation is to be received and maintained in confidence by Howard Payne University for admission and consideration for graduate status. I hereby waive any and all rights I have of access to this evaluation under the Family Education Rights and Privacy Acts of 1974 and any/or all other laws, regulations and policies. I understand the rights I am waiving to include, but are not limited to, the right to inspect and review the letter; the right to have a copy of this letter made for my use; and the right to request an amendment of this letter.

I agree to waive access to this statement. I do not agree to waive access to this statement.

Signature of applicant: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
MO. DAY YEAR

Please mail or give this form to your recommender along with a stamped, addressed envelope.

### Instructions to the Recommender

The student named above has applied for admission to the Graduate Programs in the School of Christian Studies at Howard Payne University and has requested that you give an evaluation. We would be grateful if you would give your frank evaluation of the applicant by responding to the questions listed below.

Howard Payne University was founded in 1889 for the purpose of educating and training men and women who feel called to vocational Christian ministry. Each applicant is evaluated from several perspectives before final admission is granted. Among the criteria which are evaluated are Christian experience, personal character, previous record, academic potential and ministerial promise.

Mail or deliver this completed form in the envelope provided. We ask that you notify the applicant after you have returned this form to us. To avoid delays in processing the application, please promptly respond and mail the form to:

Graduate Programs, School of Christian Studies o Howard Payne University o 1000 Fisk Street o Brownwood, TX 76801

### Assessment of Applicant's Abilities

Please check which of the following descriptions apply to the candidate. Check "Unknown" if you are unable to judge.

	Inadequate	Adequate	Strong	Outstanding	Unknown
Leadership Qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation/Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Demeanor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Appropriateness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Inadequate	Adequate	Strong	Outstanding	Unknown
Articulateness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Ministerial Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creative Instinct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical Thinking Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spiritual Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Church Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If there is any aspect of the candidate's qualifications that you would like to highlight, or if you would like to express a concern to our admissions committee, please enclose this on a separate sheet and return with this form.

### ***Personal Evaluation of the Applicant***

- How long have you known the applicant? \_\_\_\_\_
- In what capacity? \_\_\_\_\_
- How would you rate this applicant's potential success in Christian ministry?  
 Exceptionally good     Very good     Good     Fair     Poor
- If this candidate is admitted to Howard Payne University, his/her chief need(s) for personal development or improvement will be:  
  
\_\_\_\_\_
- What are the student's gifts/talents/competencies for graduate study and ministry?  
  
\_\_\_\_\_

As representatives of Jesus Christ, students are responsible to demonstrate a lifestyle consistent with His character and are expected to be men and women of high moral character and whose sexual conduct is consistent with the standards of Scripture. This includes abstaining from any pattern of addiction and from homosexual, premarital, and extramarital sexual conduct.

Do you believe the applicant is living by the standards of conduct as stated above?  Yes     No

If not, please explain: \_\_\_\_\_

### ***Recommendation***

Please check one of the following:  Recommend with enthusiasm for admission     Recommend for admission  
 Recommend with reservation     Do not recommend for admission

Name of recommender (please print or type): \_\_\_\_\_

Position or title: \_\_\_\_\_ Name of institution (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Office ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ - \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MO. DAY YEAR