

**MASTER OF DIVINITY PROGRAM  
LETTER OF REFERENCE  
ATLANTIC SCHOOL OF THEOLOGY**

Applicant's Name: \_\_\_\_\_  
Last First

Referee's name: \_\_\_\_\_

Position or Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

The applicant has applied for admission to the Master of Divinity Program at Atlantic School of Theology. The applicant has given your name as a reference. AST appreciates the assistance you provide our Admissions Committee by submitting your letter of reference for the applicant.

*All information you provide in this letter of reference will be treated confidentially.*

Please complete the following letter of reference form by hand or electronically (the form provided is a fillable PDF).

Instructions to Complete the Letter of Reference as a fillable PDF:

You will need the latest version of Adobe Reader - <http://get.adobe.com/reader/>. Before filling in any information you will need to save the letter of reference form (PDF format) to a location on your computer by right clicking and selecting "Save As". Once you have saved the letter of reference form to your computer as a PDF, you are ready to complete the letter. Complete the various sections by tabbing through the letter. After you have completed the letter, save a final version to your computer. Print the letter and sign it. *A paper copy of the letter of reference must be submitted for the MDiv application process.*

Place an original, signed paper copy of your letter of reference in an envelope addressed as follows:

CONFIDENTIAL  
Registrar  
Atlantic School of Theology

Seal the envelope and sign the back of the sealed envelope.

**Return your signed, sealed envelope to the applicant in an envelope addressed to the applicant. The applicant will submit your letter of reference in its original, sealed envelope addressed to the Registrar at AST with their application form.**

1. In what capacity, and for how long, have you been acquainted with the applicant?

2. Please describe the applicant's research and writing abilities.

3. What qualities of mind, spirit, character and leadership do you discern in the applicant?

4. Is the applicant dependable and faithful in carrying out responsibilities? Please provide an example.

5. In what areas does the applicant give evidence of a need for growth or development to prepare for ministry?

6. Is there any other information you wish to share with AST that will assist in making an admission decision?

Date: \_\_\_\_\_

Signature: \_\_\_\_\_