

Academic Reference Letter

Applicant's Name		※Applicant fill out this part.
Degree Program/Major		

Instructions to the referee:

This individual named above is applying for admission to Torch Trinity Graduate University. Torch Trinity is a professional graduate school that aims to train up and equip men and women for Christian ministry in various capacities. As a confessional seminary with a clear sense of faith, obedience and mission, Torch Trinity seeks candidates with authentic Christian experience, personal character, academic potential, mission heart, and leadership potential. We would be grateful if you would give your honest evaluation of the applicant by responding to the questions listed below. Thank you for your contribution to this important part of the application process.

Notice:

Recommendations written by family members and relatives are not accepted.

Please do not disclose this reference letter to the applicant before or after submission to school.

After completing the reference letter, please send it to Torch Trinity. (Refer to the guide on page 4.)

TO BE COMPLETED BY THE REFEREE:

◆ **Relationship to the Applicant**

- How long have you known the applicant? _____
- How well do you know the applicant?
 Very well Rather well Casually Not well
- Check the context(s) in which you know the applicant
 As a student in my class in undergraduate/graduate school
 As a student engaged in research or independent study under my direction
 As an employee/worker at work
 Other (please specify): _____

◆ **Assessment of Applicant's Abilities**

4. How do you assess the applicant in the following categories as compared to his or her peers?

	Unknown	Poor	Weak	Average	Good	Outstanding
Emotional Stability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership Qualities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self-discipline	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intellectual Ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spiritual Maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creativity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Servant Attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Unknown	Poor	Weak	Average	Good	Outstanding
Commitment to the Local Church	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Problem-solving Ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooperation & Teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Potential	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. How would you rank overall this individual compared to others at the same education level or peer group?

- Below 50% Top 50% Top 40% Top 30% Top 20% Top 10% Can't assess

6. Is the applicant's academic record, as you know it, an accurate reflection of the applicant's abilities?

- Yes Can't assess

No (if no, please explain): _____

◆ Personal Comments on the Applicant (*respond in 100 words, use separate paper if necessary*)

7. How do you assess the applicant's aptitude for the proposed degree program?

8. Does the applicant have an adequate ability to communicate in English verbally and in writing?

9. How do you assess the applicant's ability to relate to others and how do others regard the applicant?

10. Comment on the applicant's emotional stability.

11. Comment on the applicant's character, Christian testimony and consistency between private and public life.

12. Does the applicant possess any gifts and special abilities that you have observed?

13. Does the applicant need improvement in any area?

14. Was the applicant involved with any cult/sectarian organization? Yes No Unsure

If yes, please comment:

15. Would you hire the applicant as your pastor, church staff member or co-worker?

Please comment: Yes No Unsure

16. Ph.D. applicants only: Do you believe the applicant has the dedication, perseverance, intellectual capacity, and energy to complete a Ph.D. degree? Please comment: Yes No Unsure

Summary and Signature

Recommendation for admission to Torch Trinity Graduate University

Highly recommend Recommend Recommend with reservations Do not recommend

I certify that the information given in this reference is accurate to the best of my knowledge.	
Name	
Organization/Church	
Tel/Cell Phone	E-mail
Are you related to the Torch Mission Center or Torch Trinity? <input type="radio"/> Yes <input type="radio"/> No	
If yes, how?	
Date	Signature

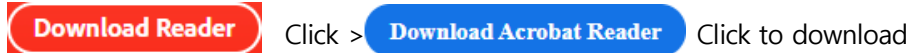
Thank you for your recommendation.

This reference letter is confidential, and the applicant is denied access to it by school regulation. After filling out this reference letter and electronically signing it, please send it to the school by e-mail or post. Torch Trinity reserves the right to contact the referee and to verify the accuracy of information given in this reference.

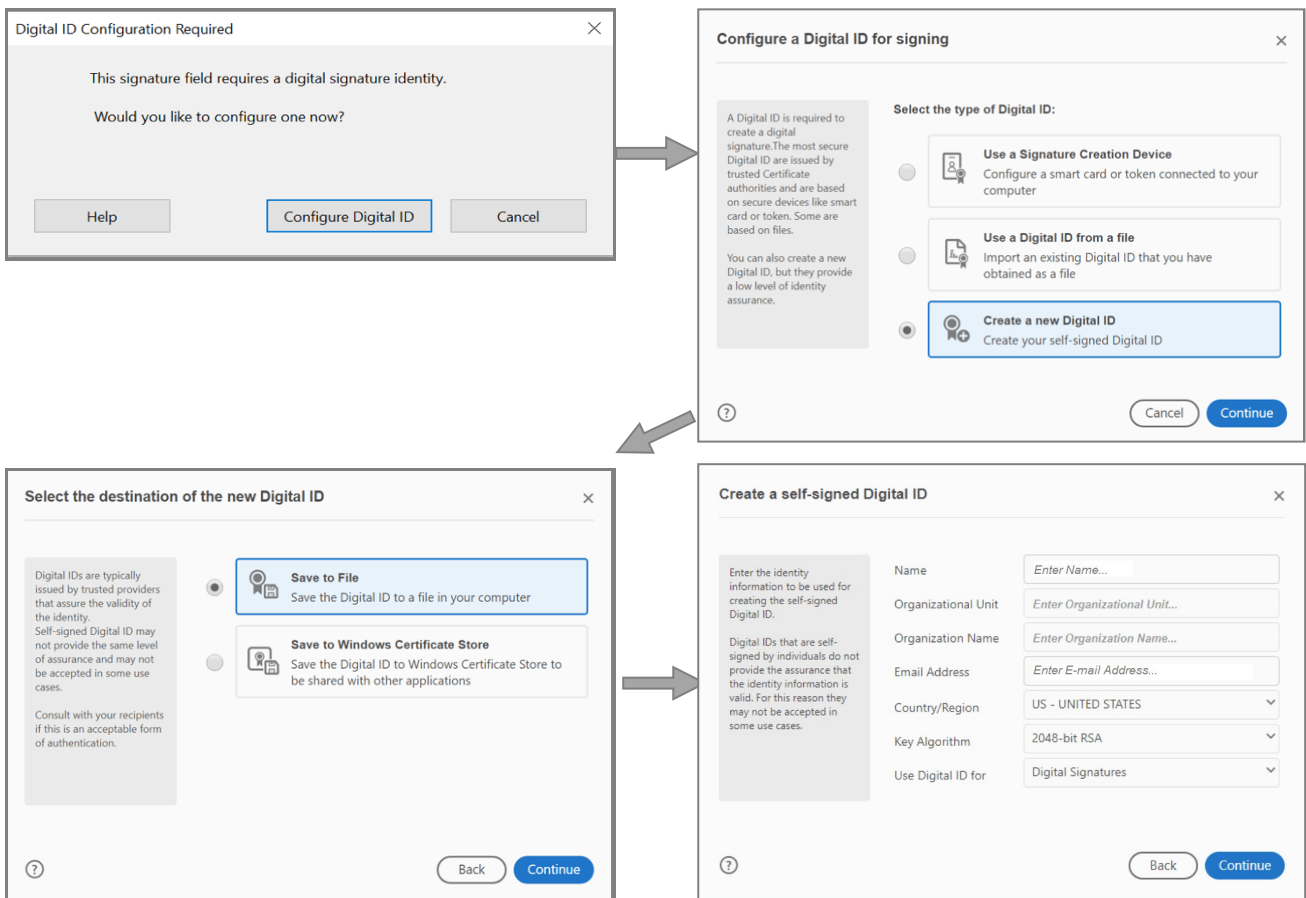
<Digital Signature>

Please fill out the reference letter with Adobe Acrobat Reader and sign it electronically.

Program download: <https://www.adobe.com/acrobat/pdf-reader.html>

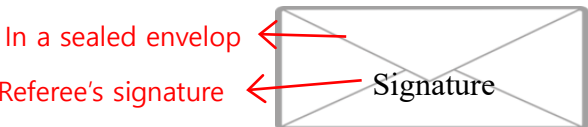


Click the signature field and select "Configure Digital ID."



<Send>

- 1. **By e-mail** admissions@ttgu.ac.kr (Send the e-mail subject as "Reference -applicant name.")
- 2. **or By post** Seal the envelope securely, sign across the seal, and either give it back to the applicant or send it directly to the Admissions Office.



[Address]

Torch Trinity Graduate University
70 Baumero 31-gil, Seocho-gu, Seoul 06752, Korea