



## Reference Letter Form

(Please print)

Reference letter on behalf of (applicant's name): \_\_\_\_\_

Reference's name: \_\_\_\_\_

Position / Employer: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, Country: \_\_\_\_\_

Primary telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Applicants for admission to Catholic Theological Union (CTU) seek references who will evaluate their potential for **graduate theological study** and for **professional ministry**.

1. Please write a letter addressing the following questions:

- How long, and in what capacity, have you known the applicant?
- How would you describe the applicant's character and values?
- How do you view the applicant's understanding and integration of faith and/or religious practice in daily life?
- How would you assess the applicant's intellectual qualities and ability to do graduate work?
- What gifts and strengths would the applicant bring to the service of professional ministry? Include any areas for growth or potential challenges you think this applicant may face. Feel free to reflect on the following topics:

*Working style*

*Interpersonal relationships*

*Approach to conflict*

*Willingness to collaborate*

*Leadership in community*

*Communication skills*

*Sense of call for ministry*

*Interreligious dialogue*

*Theological insights*

*Commitment to justice*

*Sense of self/identity*

*Ability to work with diverse groups*

2. Please indicate your overall support for the applicant's admission to CTU:

- I highly recommend
- I recommend
- I recommend, with reservations explained in my letter
- I do not recommend

3. Please send your letter to CTU's Director of Admissions:

Mailed letter:

Director of Admissions  
Catholic Theological Union  
5401 S. Cornell Ave.  
Chicago, IL 60615

Phone and Fax:

773.371.5445 (p)  
773.371.5452 (f)

E-mailed as an attachment:

[apply@ctu.edu](mailto:apply@ctu.edu)

*A Graduate School of Theology and Ministry*