Lutheran Theological Seminary at Gettysburg

Office of Admissions
61 Seminary Ridge
Gettysburg, PA 17325

Tel. 717-334-6286
Fax 717-334-3469
www.Ltsg.edu

Instructions Concerning Letters of Recommendation

Applicant Name: _____ **Program of Study:** _____

I have applied for admission to Lutheran Theological Seminary at Gettysburg. Will you kindly send them a letter of recommendation as outlined above? Thank you. I have ___ have not ___ waived my rights of access to this recommendation. ***(Please check one.)***

_____
Applicant Signature

Dear Friend,

You have been asked to write a letter of recommendation on behalf of an applicant to the Lutheran Theological Seminary at Gettysburg. Thank you for your assessment of this person's potential for graduate professional study and church leadership. Please include your name, title, address, email address and phone number(s) in your letter of recommendation. We appreciate your candor as you address the following questions and include your additional comments as desired. Please send your letter of reference in a timely manner to the LTSG Admissions Office.

For *all* those offering a recommendation please answer the following general questions and then see below for a specific question applicable to your recommendation:

- How long and in what capacity have you known the applicant?

- How would you summarize this person's strengths and weaknesses? Do the weaknesses outweigh the strengths, constituting a barrier to the person successfully learning and serving in seminary, church and world?

Pastoral Recommendation (home pastor and, if applicable, campus pastor) please include your reflection on the following:

- Based on your knowledge and experience of the applicant, please assess the applicant's personal faith and spirituality, personality and moral character, emotional stability, intelligence and common sense, leadership potential, and theological maturity.

Academic Recommendation (university or college faculty) or, in cases where an academic recommendation is not possible, a professional recommendation (employers or supervisors) please include your reflection on the following:

- Based on your knowledge and experience of the applicant, please assess the applicant's ability to do graduate-level work, make plans and follow through on them, and her or his ambition and motivation, intelligence and common sense, leadership potential, and ability to interact with others in class.

Leadership Recommendation (non-relative lay person) please include your reflection on the following:

- Based on your knowledge and experience of the applicant, please assess the applicant's personality and character, ability to accept responsibility, intelligence and common sense, leadership potential, maturity level and ability to collaborate with others.

****In order for your recommendation to be complete this form must accompany your letter!****