

Harvard Divinity School Diversity and Explorations Program

14 Divinity Avenue, Cambridge, Massachusetts 02138
617.495.5796 · admissions@hds.harvard.edu · www.hds.harvard.edu

Letter of Nomination

To be completed by the applicant:

IMPORTANT: *This section must be completed before giving the form to your recommender.*

1. Name of Applicant _____
First Middle Last or Family Name

2. This recommendation is: Academic Ministerial Other

3. Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right, if you enroll at Harvard Divinity School, to review your educational records, including letters of recommendation for admission. Please indicate whether or not you wish to waive this right by checking the appropriate phrase and signing your name below.

I waive I do not waive any right of access that I may have to this letter of recommendation.

4. Signature _____ Date _____

To be completed by the recommender:

1. How long have you known the applicant? _____

2. In what capacity have you known the applicant? _____

3. If applicable, please give the applicant's relative standing in your academic department (e.g., 7th in 89, top 5%, etc.). _____

4. Based on your knowledge of the applicant, please assess the applicant in the following areas:

▪ Academic Ability

- | | | | | | |
|--|---|---|--|---|--|
| <input type="checkbox"/> Equal to the best in any department /organization | <input type="checkbox"/> Will perform at a superior level wherever admitted | <input type="checkbox"/> Performance should be up to average of most students | <input type="checkbox"/> Qualifications marginal, but warrants consideration | <input type="checkbox"/> Questionable whether selection to program is warranted | <input type="checkbox"/> Not able to judge |
|--|---|---|--|---|--|

▪ Leadership ability and potential (including working in collaboration with others in academic, community, or other settings)

- | | | | | | |
|---|---|---|--|--|--|
| <input type="checkbox"/> Exceptional leadership abilities | <input type="checkbox"/> Outstanding leadership abilities | <input type="checkbox"/> Good leadership abilities and much potential | <input type="checkbox"/> Average leadership abilities, but has potential | <input type="checkbox"/> Has not demonstrated leadership abilities | <input type="checkbox"/> Not able to judge |
|---|---|---|--|--|--|

5. The Divinity School would appreciate a statement from you concerning the applicant named above. Please feel free to write your responses on the back of the form or attach a separate page. The following questions suggest the type of information that we find helpful:

- What do you consider to be the applicant's talents or strengths? What do you consider to be the applicant's weaknesses?
- How well-suited do you think the applicant is for the professional direction he or she is considering?
- Reference to the following is especially desired: intellectual ability, achievements, social sensitivity, and character. If possible, we would welcome comparison of this applicant with other students, employees, or others you have taught, supervised, or mentored.
- Please describe how the candidate has contributed to your community (i.e., college/university, faith community, nonprofit organization, etc.)

**We ask that you return the nomination form to the applicant in an envelope that you seal and sign across the flap.
The applicant will forward the unopened envelope with the other application materials to this office.
You may also mail the form directly to the Office of Admissions and Financial Aid.
APPLICATION DEADLINE IS SEPTEMBER 18, 2009**

6. Signature _____ Date _____

Name (printed) _____

Position & Institution _____

Address _____

Telephone Number () _____ Email _____