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**PAYNE**  
THEOLOGICAL SEMINARY

## *Recommendation Form*

**Two recommendations total: One should be from your pastor and/or denominational official and the other from a colleague, a former professor, or other professional.**

**This section is to be completed by applicant:**

- ☐ I waive the right to access this reference form. This reply will be kept confidential.
- ☐ I do not waive the right to access this reference form. I may request to view the material.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

tel: \_\_\_\_\_ email: \_\_\_\_\_

**This section is to be completed by remitter:**

\_\_\_\_\_ has applied for admission to Payne Theological Seminary, a graduate professional school affiliated with the African Methodist Episcopal Church (A.M.E.) and has indicated that you could provide us with a recommendation. Your honest evaluation of this individual's capabilities for graduate studies and work within the church would be greatly appreciated. Your response is one of several that will be utilized in making the decision regarding admission to Payne. Where there are options, please check only one (1) box. Thank you for your input.

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

\_\_\_\_\_  
\_\_\_\_\_

In your estimation, what is the applicant's greatest strength?

\_\_\_\_\_  
\_\_\_\_\_

What do you feel are areas of opportunity/growth for the applicant?

\_\_\_\_\_  
\_\_\_\_\_

How are the applicant's people skills?

- ☐ Relates very well with others. Is thoughtful and considerate.
- ☐ Is polite and amicable. Usually demonstrates concern for others.
- ☐ There is reason to believe that the applicant has difficulties relating to others.
- ☐ This person has difficulty accepting people who have different views.

Please comment on the applicant's ability to communicate with people of different ages and backgrounds.

\_\_\_\_\_  
\_\_\_\_\_

## Recommendation Form Cont.

### Page 2

How well does this person deal with authority, whether in a position of leadership or not?

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In your estimation, how emotionally mature is the applicant?

- ☐ Mature and emotionally stable. One can count on individual.
- ☐ Usually mature; usually stable.
- ☐ There is reason to believe the individual may not be able to handle moderate stress.
- ☐ Applicant seems to have serious emotional problems.

How is the applicant's faith made manifest? *(Check all that apply)*

- ☐ Patterns life after the teaching of the church.
- ☐ Peacemaker
- ☐ Seeks to build bridges of hope and trust.
- ☐ Has a desire to help others.
- ☐ Enjoys discussing issues of faith.
- ☐ Respects the belief of others.
- ☐ Attends church regularly.
- ☐ Interested in learning more about own religious tradition.
- ☐ Can sometimes be abrasive or offensive in attempting to communicate beliefs.
- ☐ Uncomfortable with those who believe differently.
- ☐ Self-centered

What evidence in the applicant's life leads you to believe that this person is deeply committed to the church?

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In your estimation, how will this person handle the academic requirements of a graduate school?

- ☐ Mature and emotionally stable. One can count on individual.
- ☐ Will exert more effort than in past and will probably do very good work.
- ☐ Will provide adequate work.
- ☐ May have some difficulty in graduate work.
- ☐ May not be able to handle graduate work.

Overall Evaluation

- ☐ I recommend this applicant without reservation as an excellent prospect for graduate theological education. Applicant demonstrates excellent promise as a church leader.
- ☐ Overall, I would recommend this individual as a good prospect for graduate theological education and church leadership.
- ☐ I have some reservations, but I feel the applicant has a reasonable chance for achievement in graduate school and as a church leader.
- ☐ I have substantial doubts about this applicant.
- ☐ I have additional comments that I would like to communicate with the Admissions Director/Academic Dean confidentially. I would like to request a phone conversation.

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E-Mail Address

Thank you for legibly and completely filling out this form. Return form to:  
Payne Theological Seminary ■ ATTN: Office of Admissions ■ P.O. Box 474 ■  
1230 Wilberforce-Clifton Road, Wilberforce, OH 45384-0474  
Tel: 937-376-2946 Fax: 937-250-7957 Email: [admissions@payneseminary.edu](mailto:admissions@payneseminary.edu)