

Name _____ Date __/__/__

LETTERS OF RECOMMENDATION FORM

Applicants: Please give one form to all persons writing a recommendation on your behalf.

❖ **DEGREE PROGRAM RECOMMENDATION LETTERS**

Students applying must submit 3 letters of recommendation:

- 2 academic letters from professors familiar with the student's academic work
- 1 ministerial letter from a pastor or pastoral staff person familiar with the student's work in their church and/or community.

❖ **CERTIFICATE & ENRICHMENT PROGRAM LETTERS**

Students applying must submit 1 letter of recommendation:

- 1 ministerial letter from a pastor or pastoral staff person familiar with the student's work in their church and/or community.

ALL RECOMMENDERS are asked to submit a typewritten 1-page academic and/or ministerial letter of recommendation that addresses the following:

- How long and in what capacity have you known applicant?
- How would the applicant benefit from participating in his or her selected program?
- In what ways will the Institute benefit from the applicant's participation in the program?

ACADEMIC RECOMMENDERS

Please evaluate the student based on the following criteria:

- Intellectual Ability
- General Knowledge
- Ability in Oral Expression
- Ability in Written Expression
- Fortitude or Perseverance (i.e., .ability to continue working under stress)
- Imagination and Creativity
- Potential as a Teacher
- Potential as an Ecclesial Minister
- Motivation for the Proposed Program of Study

PLEASE SEND ALL RECOMMENDATIONS DIRECTLY TO:

**XAVIER UNIVERSITY OF LOUISIANA
Institute for Black Catholic Studies
1 Drexel Drive - Box 49
New Orleans, Louisiana 70125**