

Name \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

## **LETTERS OF RECOMMENDATION FORM**

### **APPLICATION DEADLINES**

**Early Registration: January 17- March 15, 2012**

**Regular Registration: March 16 – April 16, 2012**

**Late Registration: April 17 – June 21, 2012**

**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**