



## ACADEMIC REFERENCE FORM

\_\_\_\_\_  
(NAME OF APPLICANT)

is applying for admission to the **ThM/DMin/PhD in Peace Studies** program of the International Graduate School of Leadership (IGSL). He/she has given your name as one who knows him/her well enough to give information about his/her academic qualifications. Because this program is training men and women for leadership, biblical conflict resolution, and how to train others in these skills, it needs to take utmost care in selecting applicants.

*Please answer as fully and accurately as possible.* Please type up the answers to the questions below. If you do not know the applicant well enough to answer a question, please tell us that. All information will be treated as strictly confidential.

If you have any significant questions or concerns about this person's suitability as someone who can help resolve conflict biblically, please take the time to talk with him/her directly, privately and humbly (Matthew 7:3-5; 18:15-20). The Lord may use your loving concern and insights to help this person grow in significant ways and be better prepared to serve Him as a peacemaker.

Please send this form directly to the **Admissions Office, International Graduate School of Leadership**. It needs to arrive before **Nov 15, 2018**. You can also scan and email a digital version. Thank you! Please note the following authorization by the applicant:

- I hereby *wave* my right to examine this completed reference form, and authorize the person listed below to provide a candid evaluation and all relevant information to the International Graduate School of Leadership.
- I *do not wave* my right to examine this completed reference form. I do, however, authorize the person listed below to provide a candid evaluation and all relevant information to the International Graduate School of Leadership.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### To Be Completed by the Academic Reference *(not the Applicant)*

Name of Reference \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

Current Address \_\_\_\_\_

Current Occupation \_\_\_\_\_ Position/Title \_\_\_\_\_

In what capacity have you known the applicant? (check/tick ones that apply)

- Academic course instructor     Academic adviser     Academic peer during studies     Academic leader

**How well do you know his/her academic ability?**     Not very well     Average     Well     Very Well

**How well do you know his/her personal character?**     Not very well     Average     Well     Very Well

*On separate paper, please answer each of the following to the best of your knowledge. Give details.*

1. At which school/institution (name, location) did you know the applicant? When was this (years)?
2. What was your role in that school/institution at the time? If an instructor, what courses did you teach at the school?
3. Please describe in detail your relationship with the applicant. If you were the applicant's instructor, which courses did the applicant have with you?
4. What are your general impressions of the applicant as a student, both in character/relationships and in study/discipline? What was his/her reputation inside and outside the school at the time? Compare him/her to other students you have taught.
5. How would you assess the applicant's academic motivation, ability, strengths, and weaknesses?
6. Do you believe the applicant can do academic work toward a ThM, DMin, or PhD degree? (We realize you may have known the applicant several years ago so it is difficult to comment on his/her *current* abilities. But reflect on this as best you can.)
7. If there are additional facts that you feel are important for us to know, please include them as well.

Please give the name and address of another person who knows the applicant's academic ability:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Contact number (email, phone, fax, beeper, etc.) \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

*Please, as soon as possible, complete and send this form (with additional pages) directly to the:*

ADMISSIONS OFFICE  
ThM/DMin/PhD in Peace Studies  
INTERNATIONAL GRADUATE SCHOOL OF LEADERSHIP (IGSL)  
QCCPO Box 1495  
Quezon City, MM 1100 PHILIPPINES

*If you are running late, you may also first scan and email the forms to Karl Dortzbach (Program Director) at [KDortzbach@igsl.asia](mailto:KDortzbach@igsl.asia) (with a copy to Helen Ramos [HRamos@igsl.asia](mailto:HRamos@igsl.asia))*

After receiving confirmation we have received the scanned reference form by email,  
please send the hard copy by postal mail. Thank you!

*Thank you. Reference forms received after **November 15, 2018** may prohibit admission to the program for the 2019 cohort.*