



## Confidential Personal Letter of Reference

**To the Applicant:** Please fill out the applicant portion of this form and present it to your personal reference. These references are confidential and are used to help determine your eligibility for admission to Providence College. This information will not be shared with, or provided to, any third party. Your application cannot be processed until we receive these forms back from your references. **NOTE: Relatives cannot fill out letters of reference.**

**Applicant:** Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Prov/State: \_\_\_\_\_  
 Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

**Referee:** Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_  
 Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
 Position: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Note to the Referee:**

Please complete both sides of this reference and return it to Providence College. We appreciate your time and recognize its value; but your evaluation will enable us to better understand the applicant and help us make an admission decision. Please send the form directly to the Providence Admissions Office by fax or mail. **Please do not give the form back to the applicant.** This form will remain confidential. Thank you.

1. How long have you known the applicant and in what capacity? \_\_\_\_\_  
 \_\_\_\_\_
2. How well do you know the applicant?     Very Well                       Well                       Casually
3. Please comment briefly on the applicant's family background. \_\_\_\_\_  
 \_\_\_\_\_
4. Please comment on the applicant's personality and character. \_\_\_\_\_  
 \_\_\_\_\_
5. Please comment on the applicant's social skills and how they will adapt to college life. \_\_\_\_\_  
 \_\_\_\_\_
6. How do you think the applicant will benefit from attending a Christian Liberal Arts college like Providence?  
 \_\_\_\_\_  
 \_\_\_\_\_

7. What challenges might the applicant experience while attending Providence? \_\_\_\_\_

8. Please circle the word / phrase that best describes the applicant.

<b>Desire to Learn</b>	Self Motivated	Positive Attitude	Needs Encouragement	Shows Little Interest	No Opportunity to Observe
<b>Leadership</b>	Excellent Leadership Initiative	Maturing Leadership Skills	Leads When Asked	Makes Little Effort to Lead	No Opportunity to Observe
<b>Co-operation</b>	Works Well with Others	Usually Cooperative	Avoids Group Activities	Causes Friction	No Opportunity to Observe
<b>Respect for Authority</b>	Respects those in Authority	Generally Respectful	Critical of Authority	Disrespectful	No Opportunity to Observe
<b>Concern for Others</b>	Considerate, Caring	Growing Concern	Indifferent	Self Centred	No Opportunity to Observe
<b>Acceptance by Peers</b>	Well Liked, Sought by Others	Well Accepted	Tolerated	Not Accepted	No Opportunity to Observe
<b>Choice of Associates</b>	Consistent Discernment	Maturing Discernment	Questionable Discernment	Careless Choices	No Opportunity to Observe
<b>Emotional Stability</b>	Consistently Stable	Usually Well Adjusted	Sometimes Unstable	Unbalanced, Unstable, Emotional	No Opportunity to Observe
<b>Energy and Initiative</b>	Seeks Additional Tasks	Does More than Expected	Does Assigned Tasks	Needs Prodding	No Opportunity to Observe
<b>Spiritual Motivation / Integrity</b>	Consistent Moral Standards	Maturing Moral Standards	Inconsistent Attitudes and Practice	Not Aware of Spiritual Beliefs	No Opportunity to Observe
<b>Anticipated Achievement in College</b>	Will Excel Academically (A)	Will Achieve Better than Average (B)	Acceptable Performance (C)	May Experience Failure	No Opportunity to Observe

Check one:  I recommend with enthusiasm  I recommend  I do not recommend

I would like to be contacted to provide more information

I recommend with this reservation \_\_\_\_\_

We would also welcome any additional comments that you believe would aid our understanding of the applicant. Please use a separate piece of paper if you wish to include any additional comments.

I would like to receive information about (please check all applicable):

Providence College

Providence Theological Seminary

English Language Institute

**Please return completed form to:**

Admissions Office  
 Providence College  
 10 College Crescent  
 Otterburne, MB R0A 1G0  
 Canada

Toll Free: (800) 668-7768  
 Fax: (204) 433-7158  
 Email: info@prov.ca  
 Web: www.prov.ca