Confidential: Academic Reference Form

**This portion is to be completed by the applicant:**

**Name of Applicant:**
______________________________________________________________________________________________

**Name of Referent:**
______________________________________________________________________________________________

The purpose for which this confidential reference form is being obtained is admissions to The Moody Bible Institute of Chicago (“Moody Bible Institute”). It will be received and maintained in confidence. If you are admitted and enrolled, and if Moody Bible Institute retains this confidential reference form, you may inspect this reference form and any attachments pursuant to The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), unless you have voluntarily waived this right by signing the following statement: **WAIVER OF RIGHT TO ACCESS:** I, the undersigned, hereby expressly and voluntarily waive any and all access rights I might have to this confidential reference form under The Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), any state law, or any other laws, regulations, or policies. I understand that the observations made shall remain confidential between the writer and the Moody Bible Institute. I acknowledge and represent that I am over the age of 18, have carefully read and understand this Waiver of Right to Access, and I have signed it knowingly and voluntarily.

**Signature of Applicant:**
__________________________________________________________________

**Date:**
_____________________

(The signing of this waiver is voluntary. It is not required as a condition for admission.)

**INSTRUCTIONS TO THE REFERENT:** Thank you for taking the time to fill out this application. We realize your time is valuable and we appreciate your willingness to help us. The clearer and more factual you can be enables us to serve the applicant in the best way possible. The person named above is applying for admission to Moody Bible Institute, a Christian institution whose purpose is to train persons for vocations in full-time ministry. Please be frank, fair, and accurate in your remarks and estimation. Please note the FERPA provisory as shown above. Although the applicant may voluntarily waive the right to review this reference, it is hoped that a spirit of openness and candor will exist between the applicant and the referent regarding this reference. After completing this form, please email it to apply@moody.edu or mail in the envelope provided by the student.

1. **How long have you known the applicant?** ________ years ________ months

   **In what capacity?**
   ____________________________________________________________________________________________________

2. **Please describe the applicant's home life.**
   ____________________________________________________________________________________________________

3. **Please give what information you can regarding the applicant's spiritual, social, and business life.**
   ____________________________________________________________________________________________________

4. **Does the applicant respond well to authority?**
   ____________________________________________________________________________________________________

5. **Does the applicant work well with others?**
   ____________________________________________________________________________________________________

6. **What are the applicant's significant talents or special abilities?**
   ____________________________________________________________________________________________________

   **Please explain:**
   ____________________________________________________________________________________________________

7. **Do you sense in the applicant a desire to pursue full-time Christian ministry?**
   □ Yes □ No □ Unsure

   **Please explain:**
   ____________________________________________________________________________________________________

8. **Have you noted any particular personality weaknesses?**
   □ Yes □ No

   **Please explain:**
   ____________________________________________________________________________________________________

9. **Have you noted any physical weaknesses or emotional problems that would hinder the applicant in an intensive academic environment?**
   □ Yes □ No

   **If yes, please explain:**
   ____________________________________________________________________________________________________

10. **Are you aware of any criminal or social problems?**
    □ Yes □ No

    **If yes, please explain:**
    ____________________________________________________________________________________________________

11. **Do you have any reservations in recommending this person?**
    □ Yes □ No

    **If yes, please explain:**
    ____________________________________________________________________________________________________
Circle the traits that best describe the applicant. (Please select only one for each trait.)

**PERSONALITY TRAITS**

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<tbody>
<tr>
<td>No interest in spiritual growth</td>
<td>Aimless; no evident goals</td>
<td>Rigid, argumentative</td>
<td>Frequently causes friction</td>
<td>Gives up easily or is easily discouraged</td>
<td>Indifferent to how others feel</td>
<td>Makes no effort to lead</td>
<td>Downhearted, blue, depressed</td>
<td>Does only what is assigned</td>
<td>Very careless</td>
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<tr>
<td>Small evidence of spiritual growth</td>
<td>Vaciating in purpose</td>
<td>Highly opinionated</td>
<td>Prefers to work alone</td>
<td>Needs encouragement to persevere</td>
<td>Slow to sense how others feel</td>
<td>Tries, but lacks ability</td>
<td>Tense, fearful, worried</td>
<td>Starts but does not finish</td>
<td>Needs much improvement</td>
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<tr>
<td>Average</td>
<td>Average</td>
<td>Open minded</td>
<td>Usually cooperative</td>
<td>Performs assigned tasks</td>
<td>Reasonably responsive</td>
<td>Has some leadership promise</td>
<td>Easily angered, easily frustrated</td>
<td>Meets average expectations</td>
<td>Could improve a little</td>
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<td>Shows growth and separated living</td>
<td>Self-directed</td>
<td>Willing to receive instruction</td>
<td>Able to work with those of different personality or temperament</td>
<td>Persists in most circumstances</td>
<td>Understanding and thoughtful</td>
<td>Good leadership ability</td>
<td>Maintains balance, self-controlled</td>
<td>Resourceful and effective</td>
<td>Takes good care of self</td>
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<tr>
<td>Consistent: mature</td>
<td>Strives to realize well-formed goals</td>
<td>Eager to receive instruction</td>
<td>Most effective in teamwork</td>
<td>Persists even under adversity</td>
<td>Responds with unusual insight and consideration</td>
<td>Unusual ability to lead</td>
<td>Emotionally healthy, secure, self-confident</td>
<td>Superior creative ability</td>
<td>Well-groomed</td>
</tr>
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</table>

Would you recommend that we accept this applicant? [ ] No [ ] Questionable [ ] Yes [ ] Strongly so

Please add any further comments you wish about the applicant’s spirituality, cooperativeness, tactfulness, good judgment, and honesty.

If you can compare the applicant with others who have attended the school or who are applying for admission, we would welcome such a comparison.

Attach another document if necessary.