

Academic Reference for Master of Theology (ThM) Program Admission to Fall 2023

Dear Academic Referee,

The Master of Theology (ThM) program is intended for advanced and specialized theological study beyond the basic degree level. The student works in a collegial and collaborative context, while also developing skills and resources for independent study. Although general program requirements and a few specific requirements of program areas are defined, the student has considerable latitude to design their own program in consultation with their faculty advisor.

As an academic referee you must have taught the applicant in the institution from which they received their undergraduate (or second-entry undergraduate) degree. The GCTS does not provide a letter of reference form but asks that referees write a letter in which they comment candidly on the applicant's qualifications to pursue and complete graduate studies. Character references alone are not enough. Letters must address academic skills, be written on the letterhead of an academic institution, and be signed by the referee. References should address reading and writing ability, language skills, capacity for analysis and critical thinking, capacity to engage in a community of learning. References issued to students or photocopies will not be accepted. To ensure your reference is matched to the applicant, please include the following in your letter of reference:

- the legal name of the applicant
- Indicate that you are providing an Academic Letter of Reference
- your name, position, and institution with which you are affiliated
- sign and date your letter

Please send your reference by one of the following methods to be received the GCTS Office by the application deadline of **12 noon (EST), December 01, 2022**, for first round consideration or **12 noon (EST), February 16, 2023**, for second round consideration.

Mail your reference by regular postal mail directly to:

Applicant Reference - Confidential
Admissions Committee
c/o Graduate Centre for Theological Study
Toronto School of Theology
47 Queen's Park Crescent East
Toronto, ON M5S 2C3
Canada

OR

Email a scan of the original letter, as an attachment, sent **directly from your institutional email account** to GCTS.Office@utoronto.ca with the applicant's name and type of reference in the subject line e.g., "ThM Academic Reference – Jane Smith".

References issued to applicants or photocopies will not be accepted. Your letter is considered a confidential document and will not be shared with the applicant.

Thank you.