

Women of the ELCA Scholarships  
Academic Reference Form

*Reference information is shared only with the scholarship committee*

**Evaluator's Information**

Please provide preferred contact information—  
phone and email address in case committee needs clarification.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution name: \_\_\_\_\_

City and state: \_\_\_\_\_

Phone number: day \_\_\_\_\_ evening \_\_\_\_\_

Email address: \_\_\_\_\_

**Applicant's Information:**

Name: \_\_\_\_\_

Program or course of study: \_\_\_\_\_

Expected completion date: \_\_\_\_\_

Currently your student:  Yes  No If no date of last class taken \_\_\_\_\_

**Written Response**

As a consideration to our scholarship committee, please type your responses in a separate letter of reference addressing the following questions, giving your frank evaluation of the scholarship applicant using a common font, such as Times New Roman, no smaller than 11 point. Also, please limit your response to one page total.

1. What is the length of time you have known the applicant?
2. What courses has the applicant taken from you?
3. What three or four words would you use to describe the applicant?
4. Briefly describe the applicant's participation in class, such as discussion groups, class preparation, attendance, and completion of assignments.

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

**The scholarship committee thanks you for your careful assessment of the applicant.**

Email all application materials to:  
Women of the ELCA Scholarship Program  
Women.ELCA@elca.org  
Subject line: Scholarship (Name of Applicant)

Mailing address: 8765 W. Higgins Road, Chicago, IL 60631-4101

**Applications and supporting documents must be emailed or mailed (with postmark) to Women of the ELCA no later than Feb. 15, 2020. There are no exceptions.**

*Women of the ELCA provides financial assistance to ELCA women who meet certain criteria. Being a United States citizen and a member of the Evangelical Lutheran Church in America are eligibility criteria for all. Awards are based on the Fund Eligibility Guidelines and Scholarship Committee Considerations.*