



RECTOR RECOMMENDATION LETTER INSTRUCTIONS & GUIDELINES

FOR ND, SMC, HCC APPLICANTS ONLY

Early Application Deadline: December 1 | Regular Application Deadline: January 10

Dear Dorm Rector/Hall Director:

Echo is a program of the McGrath Institute for Church Life at the University of Notre Dame, briefly described below, that holds communal formation as an important dimension of integrative formation. We know how much Notre Dame, St. Mary's, and Holy Cross value community through residence life, and we therefore see it as important to hear from you, someone who has related with our applicants from these three schools in a communal setting (namely, residential dorm life). As a recommender, you will be asked to **complete an online evaluation** of the student and to **write your brief letter of recommendation**.

ONLINE EVALUATION

Once the applicant has entered your name and email into the recommender field on the Graduate School Application, you will receive an automated email from Notre Dame's Graduate School with a link requesting you to complete a brief evaluation of the student and to upload your letter electronically.

LETTER OF RECOMMENDATION

Due to the inherently collaborative and communal dimensions of the Echo Program, the Echo selection committee appreciates your general evaluation of the applicant's worthiness for consideration. Specifically, **we would like to know if the applicant is (or was) in good standing in your residence hall**. *Please note: the applicant is procuring a full personal recommendation letter from someone who knows him/her well in a ministry or communal setting; nevertheless, the selection committee is very interested in your frank appraisal.*

To that end, please prepare a brief letter that answers this simple question:

In relation to the residence hall where the applicant currently lives or has previously lived, I, as Rector, consider the applicant to be the following:

- In Good Standing
- Not in Good Standing
- I would like to speak with someone regarding this applicant

If you would like to comment further on the applicant's standing or general presence relative to your residence hall, please feel free to do so in the letter. If you indicate in your letter that you *would* like to speak with someone regarding this applicant, a member of our staff will contact you.

ECHO PROGRAM DESCRIPTION

Echo is a two-year graduate service program that offers participants the opportunity to earn an M.A. in Theology from the University of Notre Dame's Department of Theology, to serve the Church in parish catechetical leadership or as a theology teacher in a Catholic school, and to live in an intentional faith community while engaging in integrative spiritual and human formation.