

DO NOT STAPLE!



CaRMS - Document Centre
105 - 380 Hunt Club Road
Ottawa, ON
K1V 1C1

Instructions for early letters of reference

Note to applicants

To submit an early letter of reference, complete this form and provide it to your referee. The referee must include this form when mailing the reference letter to the CaRMS Document Centre. Once the letter and form are received by the Document Centre, you will be sent a confirmation email with further instructions. Referees must send letter(s), along with this form, to the CaRMS Document Centre PRIOR to the date the CaRMS Online application opens. To find the date the CaRMS Online application opens, please visit carms.ca/en/match-process/match-timelines/.

Applicant information

Last name:	First name:
Email:	
MINC number (if available):	School of graduation:
Please select your match below: <input type="checkbox"/> 2016 R-1 Main Residency Match <input type="checkbox"/> 2016 Family Medicine/Emergency Medicine Match <input type="checkbox"/> 2016 Medicine Subspecialty Match <input type="checkbox"/> 2017 Pediatric Subspecialty Match	

Referee information

Name of referee:	<input type="checkbox"/> Generic letter <input type="checkbox"/> Specific: _____
Email:	
Department:	

Instructions for the referee

Below you will find some recommendations/guidelines to help you construct the reference letter and allow program directors to use it for comparative purposes.

References should be kept confidential, so please state at the beginning of your letter whether or not the applicant has seen or will receive a copy of this letter. The letter should include the type and duration of your contact with the applicant, and comment on their:

- cognitive skills and knowledge
- problem solving and patient management
- behaviour and attitudinal skills
- communication skills and working relationships
- ability to work in a team
- motivation and punctuality
- sense of responsibility
- procedural skills specific to the discipline

If you are unable to comment on any of the above categories, you are asked to indicate that you have not observed or have knowledge of that particular component. You are also encouraged to comment on any special qualities you noted or unique contributions made by the applicant.

Before sending the letter of reference to the CaRMS Document Centre, please ensure:

- The reference letter is an original (not a photocopy), prepared on letterhead
- The reference letter has been signed in BLACK INK and is sent by the referee (not the applicant)