



## REFERENCE PACKAGE

### Reference Letter Consent Form

To be completed by applicant and given to referee for their records.

**ATTENTION REFEREE:**

**KEEP this REFERENCE LETTER CONSENT FORM as evidence of the student's consent for you to disclose personal information.**

Please do **NOT** return this form to the student or send it to the graduate program to which the student is applying.

I, \_\_\_\_\_ request that

\_\_\_\_\_  
*(name of student)*

\_\_\_\_\_  
*(name of referee)*

write an academic reference or respond to a reference check on my behalf.

I understand that in order to write the reference,

\_\_\_\_\_  
*(name of referee)*

will need to comment on grades and personal characteristics relating to my academic performance and/or employment history.

I agree to the disclosure of my personal information to all requests for references.

\_\_\_\_\_  
*(Student Signature)*

\_\_\_\_\_  
*Date*

This consent will be effective for one year past the signature date.

Please note that this form does not authorize the university to provide the referee with information about the student recorded beyond that which is part of the public record. The applicant must provide the referee with a program summary or transcript, if comments regarding overall performance, e.g., ranking or grade point average, are to be included in the reference.

## Reference Form for Admission



**INSTRUCTIONS FOR APPLICANT**

Complete this section including your mailing address and forward this form to an individual who is well acquainted with your education and abilities.  
  
References from your relatives, friends or colleagues are not acceptable.

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name(s)</b>
<i>Previous Name:</i>		
<b>Program</b>	<b>Proposed Degree</b>	<b>Topic of Study</b>

Please note that some programs at the University of Calgary require that completed references be sent directly to the department/graduate program. Others require the applicant to collect the reference and include it in his/her application package. If questions arise, graduate program/department email addresses and telephone numbers may be found at <http://www.grad.ucalgary.ca/programs>.  
**Applicant:** Following the instructions given by the graduate program/department to which you are applying, indicate below either your complete mailing address or the complete mailing address of the graduate program/department.

**Referee:** Please send the completed reference in a sealed envelope with your signature across the seal to the address below. A completed reference consists of this reference form with the check boxes completed by the referee, and a separate letter of reference (see instructions on page 3.)

**Mailing Address for References**

Address:	Additional Mailing Instructions if applicable:

*This information is collected under the Post Secondary Learning Act. It is required to evaluate the application for admission to a graduate program and for scholarship purposes. Questions about the collection and use of this information may be directed to the Faculty of Graduate Studies, University of Calgary, Calgary, Alberta T2N 1N4, Telephone (403) 220-4932.*



## Reference Form for Admission - *to be completed by Referee*

**Referee:** In addition to completing **this Reference Form for Admission** (Pages 3-4), please assist the selection committee by providing a **separate letter** with your evaluation of the applicant's merits and shortcomings in these general areas:

- Academic ability and record** – applicant's general knowledge of the field, or, where appropriate, background preparation in both course work and previous research
- Research ability and record** – originality and ability to synthesize ideas, analytical thinking, skill at research design, quality of any research, familiarity with techniques or methodologies of the field, ability to discuss critically, ability to express ideas clearly
- Teaching and language ability** – applicant's teaching ability as revealed in any instructional role such as the presentation of reports or seminars, and speaking ability. If English is not the applicant's first language, some comment on his/her proficiency in English would be appreciated.
- Professional experience and skill** (*if relevant*) – pertinent strengths and weaknesses

**NOTE:** Please ensure that each page of the letter of reference has the applicant's name noted on it and is dated and signed.

<b>Student Name:</b>	<b>Program:</b>
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I have known the applicant in my capacity as teacher supervisor advisor employer	
other: please explain	
I have known the applicant for _____ years and _____ months.	
The applicant ranks in the top _____ % of approximately _____ students at the _____ undergraduate Master's	
doctoral level I have encountered in _____ years.	
I have read the applicant's research proposal.	I have <b>not</b> read the applicant's research proposal.

	Outstanding			Above Average		Average	Below Average	Unable to Judge
	upper 2%	upper 5%	upper 10%	upper 20%	upper 30%	upper 50%	lower 50%	
<b>Background preparation</b>								
Originality								
Potential research ability								
Industry/perseverance								
Judgement/critical sense								
Intellectual ability								
Teaching ability								
Oral communication								
Written communication								
Overall evaluation								



GRADUATE | UNIVERSITY OF  
STUDIES | CALGARY

<b>Please rank the applicant as a candidate for the degree program to which he/she is applying:</b>			
Highly Recommended	Recommended	Not Recommended	Unable to Judge
<b>Please rank the applicant as a scholarship candidate:</b>			
Highly Recommended	Recommended	Not Recommended	Unable to Judge
Name of Referee ( <i>Please Print/Type</i> )		E-mail address ( <i>Institutional or Business</i> )	
Position and Department		Institution	
<b>Address</b>		<i>(Institutional or Business)</i> Telephone (    ) Fax Number (    )	
Signature of Referee:		Date	

**Note: All reference letters must be on official letterhead and submitted from an institutional e-mail account or mailed in a sealed envelope along with this completed Reference Form.**

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