



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 page 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.

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(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.

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

Completed references may be sent directly to the department/graduate program, or the applicant may collect the reference and include it in his/her application package.

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 (pages 3 and 4 only) with the check boxes completed by the referee, and a separate letter of reference (see instructions on page 3.)

Mailing Address for References (Please indicate program "X" e.g. MArch)

Address:	Additional Mailing Instructions if applicable:
Jennifer Taillefer	jtaillef@ucalgary.ca
Faculty of Environmental Design – Program "X"	
2500 University Drive NW	
Calgary, AB T2N 1N4	

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.



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:

- 1. Academic ability and record - applicant's general knowledge of the field, or, where appropriate, background preparation in both course work and previous research
2. 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
3. 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.
4. 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.

Form with fields for Student Name, Program, and various checkboxes for relationship (teacher, supervisor, advisor, employer, other), duration of knowledge (years and months), ranking (top % of students), and whether the research proposal was read.



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

Please rank the applicant as a candidate for the degree program to which he/she is applying:
 Highly Recommended Recommended Not Recommended Unable to Judge

Please rank the applicant as a scholarship candidate:
 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
Address	(<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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