

Graduate Studies Confidential Reference Letter

To be completed by an academic referee. Please print carefully.

This section to be completed by the applicant before passing to referee.

Full name of applicant _____

Degree to which you are applying _____ Department/School _____

The following sections are to be completed by the referee.

The information in this document will be treated as strictly confidential. The purpose of the reference is to assess the ability of the Applicant to undertake advanced studies and research. Once completed, return the completed form, signed and sealed in the envelope provided, to the Applicant or send the reference to the department to which the Applicant is applying.

Name of Referee _____ Position/Rank _____

Institution _____ E-Mail _____

Telephone _____ Fax _____

Mailing Address: _____

Knowledge of Applicant

In reply to: what capacity (eg. teacher, supervisor, employer) have you known the Applicant? _____

How long have you known the Applicant (years/months)? _____

To approximately how many students in the past 5 years and at the same level of study are you comparing the applicant? _____

If you have not known the Applicant in an academic or research capacity, please indicate the basis upon which you feel you are able to assess the Applicant's capability for studies at the graduate level:

Specific Abilities

For each category, place a checkmark under the most appropriate column.

	Outstanding (Top 5%)	Superior (5-10%)	Good (10-25%)	Average (25-50%)	Marginal/Poor (Lower 50%)	No basis for judgement
Past academic achievement	☐	☐	☐	☐	☐	☐
Scholarly promise	☐	☐	☐	☐	☐	☐
Independent research/study capability	☐	☐	☐	☐	☐	☐
English Proficiency – Written	☐	☐	☐	☐	☐	☐
English Proficiency – Oral	☐	☐	☐	☐	☐	☐
Creativity	☐	☐	☐	☐	☐	☐
Resourcefulness	☐	☐	☐	☐	☐	☐
Ability to meet deadlines	☐	☐	☐	☐	☐	☐
Overall, I would rate this student as	☐	☐	☐	☐	☐	☐

CONTINUED ON BACK

If an international student, please indicate the applicant's English Language Competency

Is the Applicant's first language English? ☐ Yes ☐ No

If no, please assess your view of the Applicant's competency in English:

Written:	☐ Fluent	☐ Quite Fluent	☐ Working Knowledge	☐ Basic Knowledge	☐ Little or no Knowledge
Read:	☐ Fluent	☐ Quite Fluent	☐ Working Knowledge	☐ Basic Knowledge	☐ Little or no Knowledge
Oral:	☐ Fluent	☐ Quite Fluent	☐ Working Knowledge	☐ Basic Knowledge	☐ Little or no Knowledge

For Academic Referees Only

If this Applicant were applying to a graduate programme at your institution, would you:

☐ Accept without reservations ☐ Accept with reservations* ☐ Accept to a qualifying year only ☐ Reject

* Explain any reservations:

For Non-Academic Referees Only

Would you recommend that the Applicant be accepted into a graduate program? ☐ Yes* ☐ No

* Explain any reservations:

Additional comments on the applicant's: 1) ability to carry on advanced study and research; 2) teaching ability; 3) promise for a successful career in this field; 4) weaknesses, if any; and 5) communication skills (oral and written). Indicate the basis of your general assessment. Please feel free to add an extra page if necessary.

Signature of Referee:

Date:

The Faculty of Graduate Studies (FGS) will attempt to maintain the confidentiality of this letter.

Dalhousie attempts to verify all references for application to Graduate Studies.

Reference letters are to be placed in an envelope, endorsed across the back seal, and returned to the Applicant. Applicants are not to open the envelope. If a Referee is reluctant to follow this procedure, forward the letter in a sealed endorsed envelope to "[name of the department to which the Applicant is applying], Dalhousie University, Halifax, Nova Scotia, Canada, B3H 4R2".