



UNIVERSITY OF  
CALGARY

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**Please provide the following document(s):**

Competed Reference Form for Admission

Reference Letter

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: The reference letters must be on official letterhead, must be accompanied by the Reference Form for Admission, be sent as PDF attachments and MUST be sent from an institutional e-mail account.**

Please upload the reference form and reference letter to the link provided as pdf files.



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

Student Name:		Program:	
Name of Referee (Please Print/Type)		E-mail address (Institutional or Business)	
Position and Department		Institution	
Address		(Institutional or Business) Telephone (     ) Fax Number (     )	

*NOTE: Applicants/Students who submit a formal request for access may be given copies of their Reference Forms.*

<p><b>I have known the applicant in my capacity as:</b></p> <p><input type="checkbox"/> instructor   <input type="checkbox"/> supervisor   <input type="checkbox"/> advisor   <input type="checkbox"/> employer</p> <p><input type="checkbox"/> Other: please explain</p>																																															
<p><b>I have known the applicant for:</b></p> <p><input type="checkbox"/> Less than 1 year</p> <p><input type="checkbox"/> 1-3 years</p> <p><input type="checkbox"/> 3-5 years</p> <p><input type="checkbox"/> More than 5 years</p>																																															
<p><b>Please evaluate the applicant in the following areas:</b></p> <table border="1"> <thead> <tr> <th></th> <th>Outstanding</th> <th>Excellent</th> <th>Good</th> <th>Average</th> <th></th> </tr> </thead> <tbody> <tr> <td>Background preparation</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Potential research ability</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Intellectual ability</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Capacity to work well with others</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Work ethic</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td></td> </tr> <tr> <td><b>How would this applicant rank for admission at your institution?</b></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>							Outstanding	Excellent	Good	Average		Background preparation	<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"/>		Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Capacity to work well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Work ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>How would this applicant rank for admission at your institution?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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<p><b>Is the degree comparable at your institution?</b></p> <p>Yes <input type="checkbox"/>                  No <input type="checkbox"/></p>																																															
<p><b>I have read the applicant's research proposal.</b></p> <p>Yes <input type="checkbox"/>                  No <input type="checkbox"/></p>																																															
<p><b>I understand that this reference may be used for scholarship purposes.</b></p> <p>Yes <input type="checkbox"/>                  No <input type="checkbox"/></p>																																															

Since the above ratings do not provide a complete description of an applicant's potential, please expand on your assessment by describing the applicants' merits and shortcomings in these general areas together with an overall recommendation.

1. **Academic background and training** – applicant's general knowledge of the field, preparation in the field and additional skills or experience that might help them complete their degree.

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. **Communication and language ability** - applicant's communication ability as revealed in any 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. **Reliability and Personal Aptitude** - applicant's interpersonal skills and temperament for graduate work. You may enter your comments here.

Signature of Referee:	Date:
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