

# Letter to Support Application for Graduate Admission, Award, and Appointment

Last Name of Applicant	First and Middle Name(s)	
Department	Degree applying for	Area of Specialization

The personal information requested on this form is collected under the authority of section 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act* and the Alberta Universities Act. Reference letters are required to evaluate the applicant for admission to a graduate program and for scholarship and financial aid purposes. Reference letters are considered to be supplied in confidence and will be used only by individuals and committees who evaluate the applicant. If the applicant files an access request, this reference or portions of this reference may become available to the applicant under the provisions of the Act.

**To the Referee:** We are particularly interested in the applicant's ability to carry on advanced study and research, teaching ability, potential for successful study in the applicant's field, and weaknesses, if any. We would appreciate knowing the basis for your statements.

**1. General Appraisal**

(use reverse side if necessary)

**2. Knowledge of Applicant:** In what capacity and for how long have you known the applicant? (eg, as teacher, supervisor, employer.)

I was the applicant's \_\_\_\_\_ for \_\_\_\_\_ years and/or \_\_\_\_\_ months between the years \_\_\_\_\_ and \_\_\_\_\_.

In my opinion, of the \_\_\_\_\_ (number) students in this category I have supervised/dealt with in the last five years, I would rank this student in the upper \_\_\_\_\_ percent.

**3. Ability in the English Language:** Please comment on the applicant's ability to comprehend spoken English, to teach in English, and to pursue a research problem and write a scholarly report or thesis in English.

(use reverse side if necessary)

**4. Specific Abilities:** For each category, check the most appropriate box.

	Outstanding (top 5%)	Superior (top 15%)	Good (top 25%)	Average (top 50%)	Marginal (Lower 50%)	Inadequate opportunity to observe
Academic Achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scholarly Promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Potential/Promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industriousness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5. Referee**

Name of Referee (please print)	Academic Rank/Position	Department
Institution	Address and Postal Code	Telephone Number
E-mail Address	Date	Signature of Referee