



FACULTY OF SCIENCE
Department of Biological Sciences
BI 186, 2500 University Drive N.W.
Calgary, AB. T2N 1N4

Reference Letter Request
Required ONLY for referees from Alberta

ATTENTION REFEREE:

- **KEEP** this REFERENCE LETTER REQUEST FORM as confirmation of the request for a reference.
- Do **NOT** return this form to the student or send it to the graduate program to which the student is applying.
- Mail the attached REFERENCE according to the instructions on the first page of the Reference form.

I, _____ request that _____ write a reference
(name of student) (name of referee)
or respond to a reference check on my behalf.

I understand that in order to write the reference or provide a verbal reference,

_____ will need to comment on grades and personal characteristics
(name of referee)

relating to my academic performance and/or employment history.

I agree to the disclosure of my personal information:

Only to the following institutions or potential employers:

1.
2.
3.
4.

Please note that this form does not authorize a university or any other institution to provide the referee with information about the student record 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.

To all requests for references

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

<i>Student Signature</i>	<i>Date</i>
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If this form is not signed and attached to the Reference form, a referee from Alberta will not provide a reference.

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 Access and Privacy Coordinator, Jo-Ann Munn Gafuik, University Legal Services, A 131, 2500 University Dr. N.W., Calgary, AB, T2N 1N4 or fax to: (403) 210-9635.*



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Reference

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

THIS PAGE TO BE COMPLETED BY THE APPLICANT (Please type)

Complete and forward to an individual who is well acquainted with your education and abilities.

For: Application Scholarship

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

MAILING INSTRUCTIONS

Please note that the Department of Biological Sciences accepts faxed or emailed reference forms if sent from an institutional email account address or fax number. Alternately, the applicant can collect the reference letters and forms (in a sealed and signed envelope from the reference writer) and submit them to the Department directly.

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, or fax to 1-403-289-9311, or email to kbarron@ucalgary.ca. **A completed reference consists of this reference form with the check boxes completed by the referee, and a separate letter of reference (see instructions below.)**

Send completed reference to this address: K. Barron, Room 186
 BioSciences Dep't. University of Calgary
 Calgary, AB., Canada T2N-1N4

LETTER OF REFERENCE

Referee: In addition to completing **the Reference Form** (Page Two), 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. Photocopied signatures and forms or letters returned by e-mail attachment are not acceptable.

Page Two – Reference Form to be completed by Referee

Student Name:	Department:
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I have known the applicant in my capacity as teacher supervisor advisor employer
 other: please explain

References from the applicant's relatives, friends or colleagues are not acceptable.

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.

<input type="checkbox"/> I have read the applicant's research proposal.	<input type="checkbox"/> I have not read the applicant's research proposal.
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	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 for 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

<i>Name of Referee (Please Print/Type)</i>	<i>E-mail address</i>
<i>Position and Department</i>	<i>Institution</i>
<i>Address</i>	<i>Telephone</i> () <i>Fax Number</i> ()
<i>Signature of Referee</i>	<i>Date</i>

January 17, 2011

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