

GRADUATE PROGRAMS: Letter of Reference Form

PLEASE PRINT CLEARLY.

Last Name of Applicant: _____ First Name: _____

Date:

To the Person Providing the Reference:

The original signed document is required. A faxed copy or email message / attachment are not acceptable as an official document. The letter of Reference form must be placed in a sealed envelope by the referee with the referee's signature written across the sealed envelope flap. The envelope with the enclosed form must be returned to the applicant who submits the sealed envelope containing the form in his/her application package.

Name of Referee: _____ Title/Designation: _____

Place of Employment:

Email Address: _____ Telephone Number: _____

1. How long have you known the applicant?

2. In what capacity do you know the applicant?

3. Ability in the English Language? Please comment on the applicant's ability to comprehend spoken English and to write scholarly reports and papers in English. If English is not the applicant's first language, some comment on her/his proficiency in English would be appreciated.

[illegible]

The information that you supply concerning this applicant will be used in the admission process. No application will be considered complete without this information. Please note that in accordance with the Freedom of Information Privacy and Protection Act of the Province of Alberta, Canada, comments made on this form are NOT considered confidential and may be viewed by the applicant upon request. For further information please contact the Centre for Nursing and Health Studies at 1-800-788-9041 (ext. 6359).

Letter of Reference Form (continued)

Name of Applicant: _____

4. **Ability Rating:** In comparison with others at a similar stage in career development, how would you rate this applicant?

	One of the best I've known in my career (4)	Excellent - top 10% I've known (3)	Good - above average (2)	Average or below (1)		No basis for judgement
Academic preparation						
Ability to manage multiple tasks						
Leadership potential						
Ability to work independently						
Writing skills						
Verbal skills						
Critical thinking						
Analytic ability						
Judgement						
Overall rating						

5. General Appraisal: In reference to #4, please tell us in narrative form why you have rated the applicant in this way. Reference to specific examples or situations may be included.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

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Signature: _____ Date: _____