

## CONFIDENTIAL REFERENCE LETTER

TO BE COMPLETED BY AN ACADEMIC OR PROFESSIONAL REFEREE. PRINT CAREFULLY.

*THE FACULTY OF GRADUATE STUDIES (FGS) WILL ATTEMPT TO MAINTAIN THE CONFIDENTIALITY OF THIS LETTER. PERSONS WHO WRITE LETTERS OF REFERENCE SHOULD KNOW THAT FGS MAY BE REQUIRED TO DISCLOSE THE LETTER TO THE STUDENT UNDER THE FREEDOM OF INFORMATION ACT.*

### 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:		TELEPHONE:	
MAILING ADDRESS:		FAX:	
		E-MAIL:	

### KNOWLEDGE OF APPLICANT

IN 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 FIVE 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:						

**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:

<u>WRITTEN:</u>	<input type="checkbox"/> FLUENT	<input type="checkbox"/> QUITE FLUENT	<input type="checkbox"/> WORKING KNOWLEDGE	<input type="checkbox"/> BASIC KNOWLEDGE	<input type="checkbox"/> LITTLE OR NO KNOWLEDGE
<u>READ:</u>	<input type="checkbox"/> FLUENT	<input type="checkbox"/> QUITE FLUENT	<input type="checkbox"/> WORKING KNOWLEDGE	<input type="checkbox"/> BASIC KNOWLEDGE	<input type="checkbox"/> LITTLE OR NO KNOWLEDGE
<u>ORAL:</u>	<input type="checkbox"/> FLUENT	<input type="checkbox"/> QUITE FLUENT	<input type="checkbox"/> WORKING KNOWLEDGE	<input type="checkbox"/> BASIC KNOWLEDGE	<input type="checkbox"/> 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 SOME 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 PROGRAMME?  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.**

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**SIGNATURE OF REFEREE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_