

Confidential Letter of Reference - New Application

Reference Instructions

Remember, this is just a sample form to help you prepare your on-line application. In order to avoid confusion do NOT send this form to your referees.

Applicants are required to provide 3 references (2 are mandatory) from their supervisor commenting on the status of their progress toward academic goals. The referee should complete and submit this form ON-LINE **by November 30, 2009**.

Once you **submit** your online application, your referees will receive an automatic email with a username and password to access this site and write a reference letter on your behalf. Remember you have the responsibility to ensure that your referees submit reference letters in time (**by November, 30 at latest**).

Any on-line reference arriving after this date will not be taken into consideration and the applicant's file will be removed from the selection process.

Note: It is mandatory to completely fill in all the sections before submitting the reference. The reference should be submitted on line. We do NOT accept reference sent by email or postal mail.

General Information

Name of Applicant for whom you are acting as referee:		
How long have you known the applicant?		
In what capacity have you known the applicant?		
Name of Person writing this reference letter:		
Job Title		
Email address:		Current telephone:
Fax:		
Postal address to which we may mail documents:		

Applicant Rating

In the rating chart below, please evaluate the applicant by placing an "X" in the appropriate spaces.

	Below Average	Average	Good	Very Good	Excellent
Intellectual ability					
Motivation to pursue Graduate Study					
Seriousness of Purpose					
Teaching Potential					
Leadership Qualities					
Resourcefulness and Initiative					
Work Habits					
Knowledge of Field					

Please check the box that, in your judgment, best describes the applicant's chances of achieving her proposed academic goals.

Below Average

Average

Good

Very Good

Excellent

NARRATIVE REFERENCE:

Please provide a candid evaluation of the applicant's past performance, along with his/her personal and intellectual qualifications as they affect his/her academic capability, character, adaptability, emotional stability, and seriousness of purpose. You may also add comments about the applicant's ability to pursue and successfully complete his/her proposed university/college program.

Your statement will be given serious consideration by the selection committee reviewing this student's renewal application and, should, therefore, be as insightful and detailed as possible. Your comments may continue onto an additional sheet of paper if necessary and will be kept in the strictest of confidence.

If you are a candidate's home country referee please include a statement indicating the expected impact of her PhD or Post-Doc on her home department and what difference this qualification will make to her career potential and actual progress.

Printed Name:	Date:
Institutional Affiliation [if applicable]:	Title: