

## Confidential Letter of Reference – Renewal Application

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### 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 **2** references 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.

Candidates who are in year 3 or more of their studies are expected to include a home country reference that informs the selection committee as to the value attached to the candidate's qualifications on return both in relation to their careers and their academic departments.

**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 references sent by email or postal mail.**

### General Information

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

## Applicant Rating

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

	<b>Below Average</b>	<b>Average</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>
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 performance over the past year taking into account her academic progress, maturity and the challenge of the context. You should also comment on the availability of other sources of financial support for which the applicant is eligible within the university - for instance financial aid, research grants, teaching and laboratory positions.

Please note that grant renewal is not automatic and therefore the quality of your reference will have a significant impact on the success of the candidate. 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 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.

**ACADEMIC MILESTONES:**

List of papers published over last twelve months, if any:

List of papers presented at conferences over last twelve months, if any:

List of conferences attended over last twelve months, if any:

<b>Printed Name:</b>	<b>Date:</b>
<b>Institutional Affiliation or Business Firm, if applicable:</b>	<b>Title:</b>