

## Professional/Academic Reference Form

### INSTRUCTIONS TO THE APPLICANT

Please provide **THREE** references with at least one referee addressing your most recent **academic** experience/potential, and at least one from a supervisor addressing the demonstrated skills and abilities in your most recent related **work** experience. All letters **MUST** be on this official reference form. **Upon completion, your referee must electronically submit this form to admissions@ufv.ca.**

### INSTRUCTIONS TO THE REFEREE

As an applicant to a Graduate program at the University of the Fraser Valley, this individual is requesting a confidential statement from you regarding their suitability for advanced practice in their selected field. **Upon completion, please submit this for electronically to admissions@ufv.ca.**

Name of the Graduate Program (e.g., MA CRIM, MSW, MEd)	In the School/Department of (e.g., School of Business)
Applicant Name	How long have you known the applicant?
Referee Name	Referee Position Title
Referee's Employer	In what capacity do you know the applicant?
In evaluating this applicant, with which reference group are you making comparisons: Other students                  Other employees                  Other group – please specify:	

<b>SPECIFIC ABILITIES:</b> Keeping in mind your reference group, please check the rating that best indicates your evaluation of the applicant.		<b>EXEMPLARY</b> (TOP 10%)	<b>EXCELLENT</b> (11-25%)	<b>GOOD</b> (26-50%)	<b>BELOW</b> 50%	<b>UNABLE TO ASSESS</b>
Intellectual ability	Past academic achievements					
	Scholarly potential					
Communication Skills	Verbal					
	Written					
Ability to analyze problems from a critical perspective						
Leadership potential and organizational abilities						
Ability to work collaboratively						
Creativity and capacity for independent thought						
Ability to respect differences in other people						
Potential for advanced practice						
Potential for research						
Overall rating						
How does this applicant rank compared to the skills and abilities of other students/employees?				TOP	%	OR
				BOTTOM	%	

**REFERENCES ARE A DETERMINING FACTOR IN THE SELECTION PROCESS.** Please comment on the following attributes of the applicant:

**Suitability for the Field:**

**Capabilities and Strengths:**

**Limitations and Areas for Improvement:**

**Personal/Professional Ethics and Integrity:**

**Other Comments/Concerns:**

<b>Recommendation for admission to Graduate Studies</b>	
Recommended      Recommended with reservations (please state reasons)      Not recommended (please state reasons)	
Referee Name	Telephone number
Referee Signature	Date

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY NOTICE**

The BC Freedom of Information and Protection of Privacy Act allows an applicant to have access to the information contained in his/her letters of reference where that can be done without disclosing the identities of the referees who supply a reference in confidence. It is understood between UFV and yourself that the letter of reference is supplied in confidence, unless you state otherwise.

The information on this form is collected under authority of the University Act (R.S.B.C. 2927, c. 419). The information is needed to evaluate applications for a Graduate program at UFV. If you have any questions about the collection and use of this information, please write to the Associate Vice President, Research, Engagement, & Graduate Studies, University of the Fraser Valley, 33844 King Road, Abbotsford, BC V2S 7M8 Canada