



Professional Reference Form

Application Information

This reference is provided for:

Name (First)	Name (Last)
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Referee Information

Name (First)	Name (Last)	Title/Position
Institution/Organization	Institutional/Organizational Email	Phone Number

This confidential report must be prepared by the referee named above. Evidence to the contrary will lead to the cancellation of any offer of admission or withdrawal of the student from the University. It is the policy of the College of Graduate Studies at UBC Okanagan to treat any references as confidential. The College of Graduate Studies may be required to disclose the substance of a reference under the Freedom of Information and Protection of Privacy Act, but only when that can be done without disclosing the identity of the author.

What is your highest academic credential?

What is your area of expertise?

What is your position and title in the organization? For how many years have you been in this position?



Are/were you the employment supervisor of the applicant? Yes No

Referee Report

1. In what capacity, how well and how long have you known the applicant?

2. Please rank the applicant’s abilities, if known, using the scale below. In our letter of reference, please be sure to comment on the basis for your rankings.

	Excellent	Very Good	Good	Fair	Poor	No Basis for Judgement
Practice Competence						
Creativity						
Working Relationships						
Work Ethic						
Critical Thinking						
Skill at Research						
Intellectual Capacity						
Teaching Ability (if known)						
All-around Ability						

3. Please indicate if the applicant has sufficient competence in English to:

Understand lectures

Read widely

Write clearly

Speak clearly



Letter of Reference

Please use the space below to comment on the applicant's academic strengths and potential for completing a graduate program. This field accepts pasted text. Alternatively, you may choose to attach a letter to this form.

Declaration and Signature

I understand that the Dean, College of Graduate Studies, reserves the right to revoke any offer of admission resulting, where necessary, in the need for a student to withdraw from his/her degree program if any of the information in this reference is found to be untrue, or if evidence of fraudulent submission of documentation is found. Please save and email this form to gradadmissions.ok@ubc.ca or mail the form to:

College of Graduate Studies
Okanagan Campus
EME2121 - 1137 Alumni Ave
Kelowna, BC Canada V1V 1V7

I have read and agree with the declaration.

Signature: