



R E F E R E N C E P A C K A G E

Consent Form

To be completed by applicant and given to referee for their records

Referee retains consent form as evidence of student's consent to disclose personal information

Do not return this form to student or submit to the graduate program to which the student is applying

I, _____ request that _____
(name of student) (name of referee)

write an academic reference or respond to a reference check on my behalf.

I understand that in order to write the reference _____
(name of referee)

will need to comment on grades and personal characteristics relating to my academic performance and/or employment history.

I agree to the disclosure of my personal information to all requests for references.

Student's Name Printed

Student's Signature

Date

This consent will be effective for one year past the signature date.

Please note that this form does not authorize the university to provide the referee with information about the student record beyond that which is part of the public record. The applicant must provide the referee with a program summary or transcript, if comments regarding overall performance, e.g., ranking or grade point average, are to be included in the reference.

REFERENCE FORM FOR ADMISSION OR SCHOLARSHIP

INSTRUCTIONS FOR APPLICANT

Applicant **MUST** complete the first section below.

Applicant sends form to an individual who is well acquainted with their education/abilities to complete the remainder of the form.

NOTE: One reference **MUST** be from your Supervisor if you were enrolled in a MSc or PhD degree. References from your relatives, friends or colleagues are **NOT** acceptable.

Last Name	First Name	Middle Name(s)
Previous Name		
Program: Mathematics and Statistics	Proposed Degree	Topic of Study

INSTRUCTIONS FOR REFEREE

This page, "Reference Form" on next page and mandatory separate letter of reference (on your University/ College/Institute letterhead) **with signature on form and letter**, must be received in this graduate program office in sealed envelopes with a signature of the referee over the sealed section of the envelope. **Referees may either:**

*Mail the sealed and signed envelope directly to this office (address below), OR

*Return sealed and signed envelope to applicant for them to submit to this office, OR

*Send by email (address below) as a pdf attachment **WITH FORM AND LETTER SIGNED** and your email address must clearly identify an academic institution (yahoo/gmail/hotmail NOT acceptable), OR

*Send by fax (number below). Your cover sheet and fax number must clearly identify an academic institution.

Mail or Email Address/Fax Number for References

Department of Mathematics and Statistics
 Graduate Studies Office, MS 462
 University of Calgary
 2500 University Drive N.W.
 Calgary, Alberta, T2N 1N4, Canada
 Phone: (403) 220-6299
 Fax: (403) 282-5150
 Email: gradapps@math.ucalgary.ca

This information is collected under the Post Secondary Learning Act. It is required to evaluate the application for admission to a graduate program and for scholarship purposes. Questions about the collection and use of this information may be directed to the Faculty of Graduate Studies, University of Calgary, Calgary, Alberta T2N 1N4, Telephone (403) 220-4938.

Please rank the applicant as a candidate for the degree program to which he/she is applying:	
<input type="checkbox"/> Highly Recommended	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Unable to Judge
Please rank the applicant as a scholarship candidate:	
<input type="checkbox"/> Highly Recommended	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Unable to Judge
Name of Referee (<i>Please Print/Type</i>)	E-mail address (<i>Institutional or Business</i>)
Position and Department	Institution
Address	(<i>Institutional or Business</i>) Telephone () Fax Number ()
Signature of Referee	Date

**ALL REFERENCE LETTERS MUST BE SIGNED AND ON OFFICIAL
UNIVERSITY/COLLEGE/INSTITUTE LETTERHEAD**