

The following instructions are for referees who have been asked to submit an on-line reference on behalf of a prospective student's application for admission to the University of Calgary. The link for this process is typically outlined in an email.

1. Referees will receive an email once the applicant has electronically submitted an application to the University of Calgary. The email will indicate:
 - the student's last name;
 - a URL (website) where the referee can locate a reference form to be completed on behalf of the prospective student. This link is unique for this referee.

For additional support:

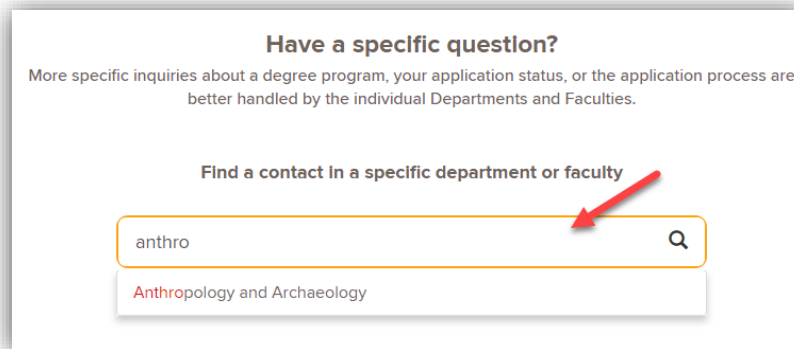
Referees supporting applicants for the Faculty of Law please email law@ucalgary.ca

Referees supporting applicants for Undergraduate Admissions to Social Work please call the respective office listed in the email you received.

Referees supporting applicants for Undergraduate Admissions to Veterinary Medicine please call the respective office listed in the email you received.

Referees supporting applicants for Graduate Studies please contact the graduate program directly. The program's contact information can be found on the signature area of the email they received or visit the Faculty of Graduate Studies for program contact information <http://www.ucalgary.ca/future-students/graduate/contact>

Type in the name of the department you wish to contact in the search bar:



Have a specific question?
More specific inquiries about a degree program, your application status, or the application process are better handled by the individual Departments and Faculties.

Find a contact in a specific department or faculty

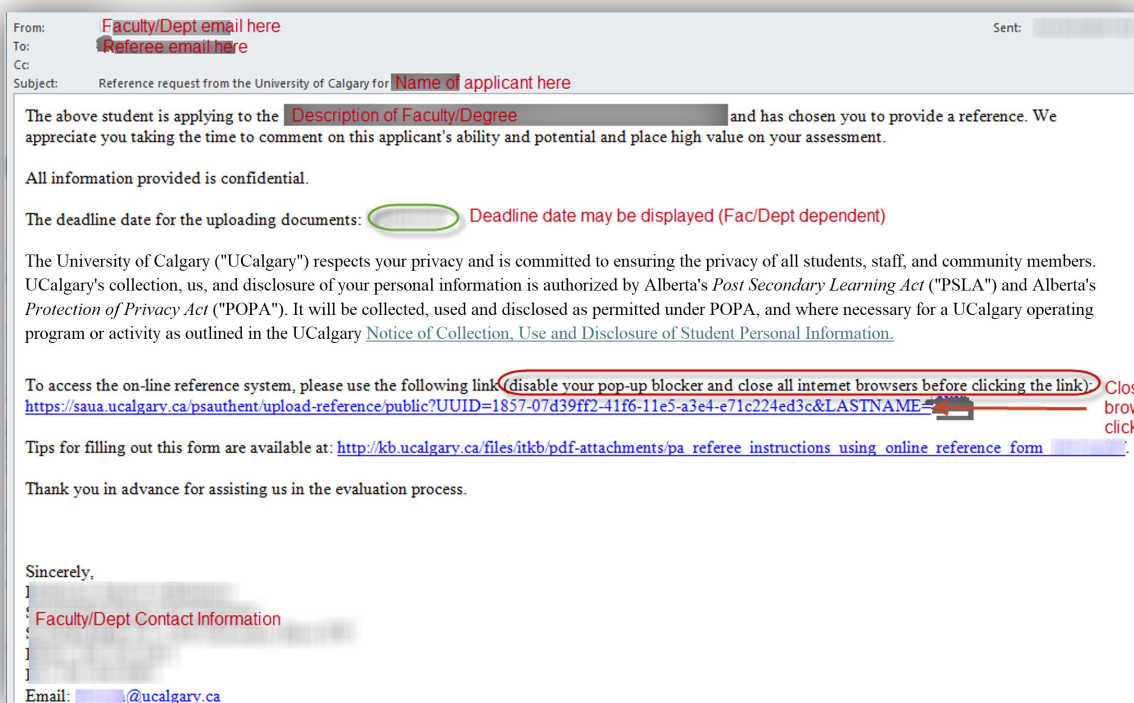
Anthropology and Archaeology

2. This is an example of the email the referee will receive. (**Not exactly as shown**)
Note: in accordance with *Alberta's Protection of Privacy Act* ("POPA") and *Access to information Act* ("AITA") content in the sample images have been purposely redacted.



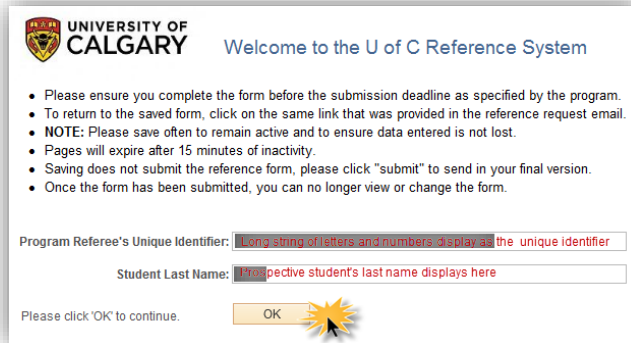
Important: Close all browsers and log off any PeopleSoft applications (including My UCalgary Portal and the Faculty Centre) prior to clicking on the on-line reference url in the email, otherwise this message might display:

You are not authorized for this page. https://saua.ucalgary.ca/psc/csua/STUDENT/CAMPUS/c/UC_SS_MENU.UCAD_ATCH_PUB.GBL?Page=UCAD_ATCH_PUB&Action=E&STRING_TEXT=&AUTH=Rmp3R11Gbkd3ZlpteUx6RUIKRDFtZz09&UUID=7599-7aa9fa16-0551



A deadline date may appear on email (Dept/Faculty dependent) and if the deadline has passed the system will not allow the referee to continue.

- Once the referee has **closed all browsers including My UCalgary Portal** and clicked on the reference form link url, the Welcome to the U of C Reference System page displays. Included on the page are instructions on how to complete, save and print the form. To begin the form or to continue working on a form, click **OK**.



UNIVERSITY OF
CALGARY

Welcome to the U of C Reference System

- Please ensure you complete the form before the submission deadline as specified by the program.
- To return to the saved form, click on the same link that was provided in the reference request email.
- **NOTE:** Please save often to remain active and to ensure data entered is not lost.
- Pages will expire after 15 minutes of inactivity.
- Saving does not submit the reference form, please click "submit" to send in your final version.
- Once the form has been submitted, you can no longer view or change the form.

Program Referee's Unique Identifier:

Student Last Name:


Please click 'OK' to continue.

4. Completing the Reference Form:

The referee can view the applicant's name, the department/Faculty, program, degree plan and area of study. The referee contact information is also displayed. **The referee must complete all items that are required and marked with an asterisk ***. If desired, the on-line reference form can be **saved*** and completed later. To return to the saved form, click the on-line form link url from the original email and continue to complete the form.



***WARNING:** Each page will expire after 15 minutes of inactivity. Please click **Save** periodically to ensure data entered is not lost.

 UNIVERSITY OF CALGARY On-Line Reference

Applicant's Name: **Student's Full Name Displays**
Program: Graduate Studies Master's Cree Degree Plan: Area of Study:

Department / Faculty Information
Name: Faculty/Dept Contact Information is displayed
Location: Phone:
Email: Fax:

Referee Information
First Name: Your Referee Contact Information is displayed Telephone: Ext:
Last Name: Mobile:
Email:
Title:
Org Name:

Applicants/Students who submit a formal request for access may be given copies of their Reference Forms.

NOTE: Please save often to remain active and to ensure data entered is not lost. Pages will expire after 15 minutes of inactivity and log you out without prior warning.

*I have known the applicant in my capacity as: **Drop Down Menu Options**
If Other, please explain:

- a. Instructor
- b. Supervisor
- c. Advisor
- d. Employer
- e. Other

All * items are required to complete

*I have known the applicant for:

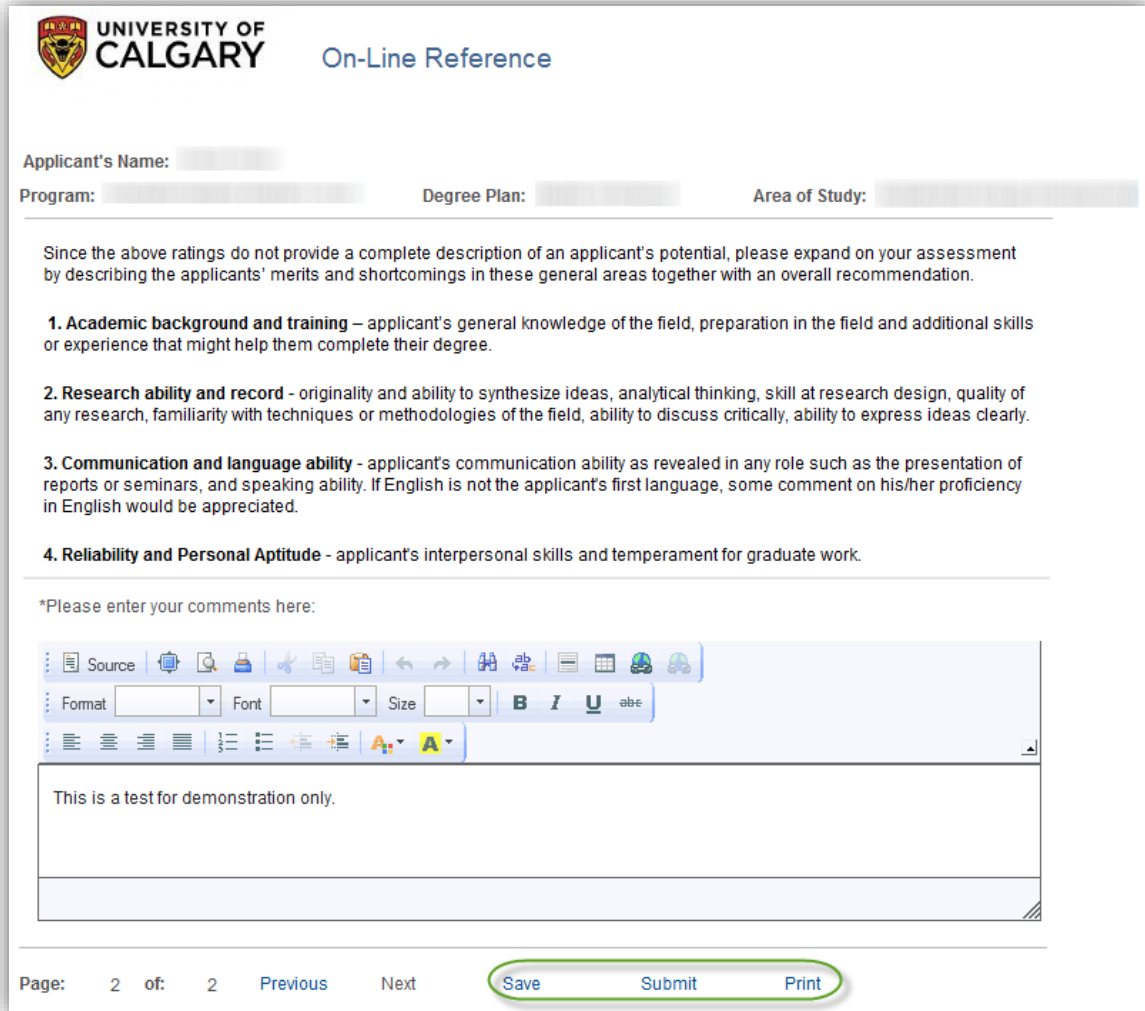
Please evaluate the applicant in the following areas:

- *Background preparation
- *Potential research ability
- *Intellectual ability
- *Capacity to work well with others
- *Work ethic
- *How would this applicant rank for admission at your institution?
- *Is the degree comparable at your institution? No Yes
- *I have read the applicant's research proposal: No Yes
- *I understand that this reference may be used for scholarship purposes No Yes

EXAMPLE OF FORM

The number of pages in the form may differ for each program

Page: 1 of: 2 Previous Save Submit Print



UNIVERSITY OF CALGARY On-Line Reference

Applicant's Name:

Program: Degree Plan: Area of Study:

Since the above ratings do not provide a complete description of an applicant's potential, please expand on your assessment by describing the applicants' merits and shortcomings in these general areas together with an overall recommendation.

- 1. Academic background and training** – applicant's general knowledge of the field, preparation in the field and additional skills or experience that might help them complete their degree.
- 2. Research ability and record** - originality and ability to synthesize ideas, analytical thinking, skill at research design, quality of any research, familiarity with techniques or methodologies of the field, ability to discuss critically, ability to express ideas clearly.
- 3. Communication and language ability** - applicant's communication ability as revealed in any role such as the presentation of reports or seminars, and speaking ability. If English is not the applicant's first language, some comment on his/her proficiency in English would be appreciated.
- 4. Reliability and Personal Aptitude** - applicant's interpersonal skills and temperament for graduate work.

*Please enter your comments here:

This is a test for demonstration only.

Page: 2 of 2 [Previous](#) [Next](#) [Save](#) [Submit](#) [Print](#)

The referee can print this form at any time. If there are required areas not completed, the referee will receive an error message when attempting to submit the form.

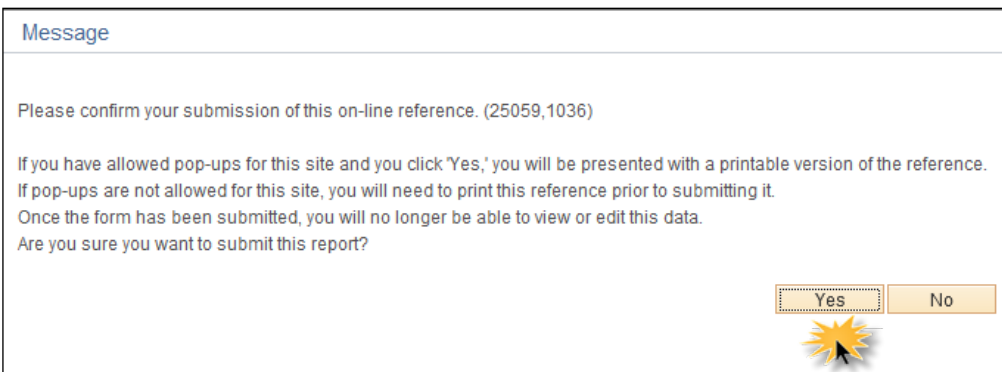
Please note this form is an example only and the form differs for each Faculty/department including the number of pages.

5. **Submitting the Reference Form:**

Once the referee has completed the on-line reference form and pressed **Submit**, the following message displays. Popups allow a printing window to prompt and print the document.

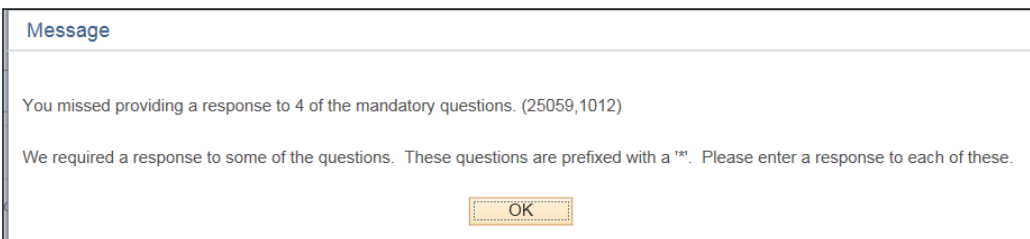
Popups can be disabled in most browsers and this will allow the printing “pop-up” window to display.

Note: Once the form has been submitted, the referee will no longer be able to view or edit this data.



A screenshot of a web browser message box. The title bar says "Message". The text inside reads: "Please confirm your submission of this on-line reference. (25059,1036)". Below this, it says: "If you have allowed pop-ups for this site and you click 'Yes,' you will be presented with a printable version of the reference. If pop-ups are not allowed for this site, you will need to print this reference prior to submitting it. Once the form has been submitted, you will no longer be able to view or edit this data. Are you sure you want to submit this report?". At the bottom right, there are two buttons: "Yes" and "No". A mouse cursor is pointing at the "Yes" button.

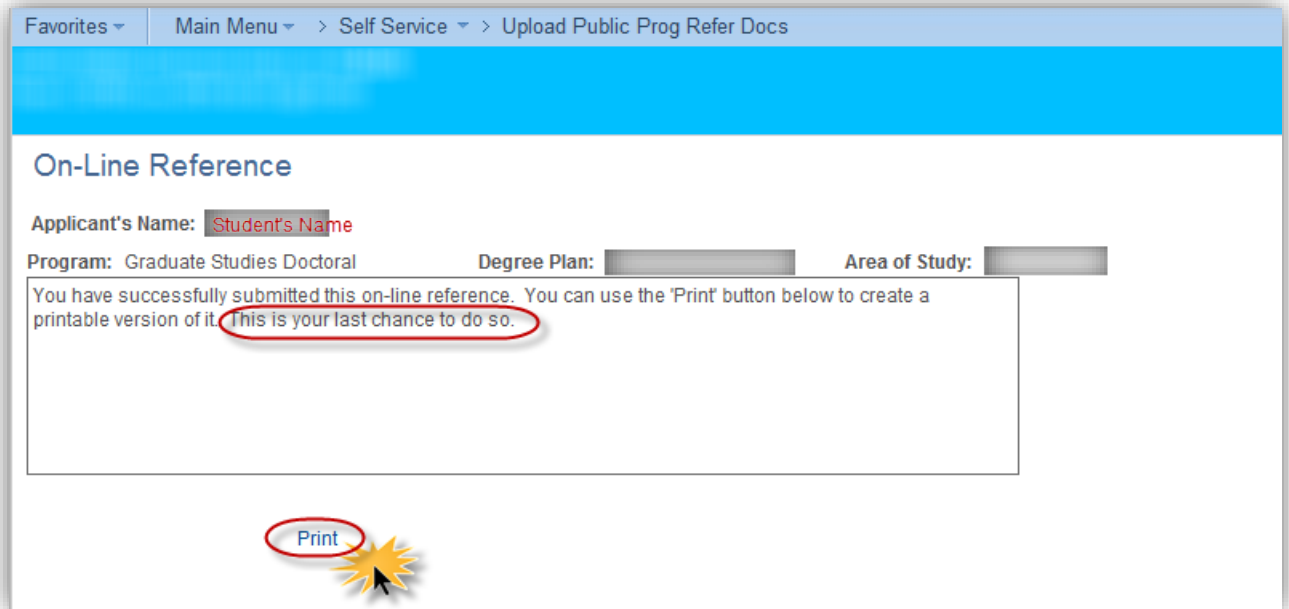
6. If the referee presses the submit button and is missing some required items marked with an asterisk *, the following message displays:



A screenshot of a web browser message box. The title bar says "Message". The text inside reads: "You missed providing a response to 4 of the mandatory questions. (25059,1012)". Below this, it says: "We required a response to some of the questions. These questions are prefixed with a '*'. Please enter a response to each of these.". At the bottom center, there is an "OK" button.

7. Printing the Reference Form:

If popups are allowed, the following message indicates the last chance for the referee to print the on-line reference form:



This is the last chance for the referee to print the on-line reference form.

8. Saving the Reference Form:

The .pdf on-line reference form will display allowing the referee to save the submitted form to their computer or print the form for their files.



 **UNIVERSITY OF
CALGARY** **On-line Reference**

Applicant Name: _____

Program: _____ Degree Plan: _____ Area of Study: _____
Development

Department / Faculty information

Name: _____ Phone: _____ Fax: _____

Location: _____

Email: _____@ucalgary.ca

Referee information

First Name: _____ Telephone: _____ Ext: _____

Last Name: _____ Mobile: _____

Email: _____

Title: _____

Org Name: _____

Applicants/Students who submit a formal request for access may be given copies of their Reference Forms.

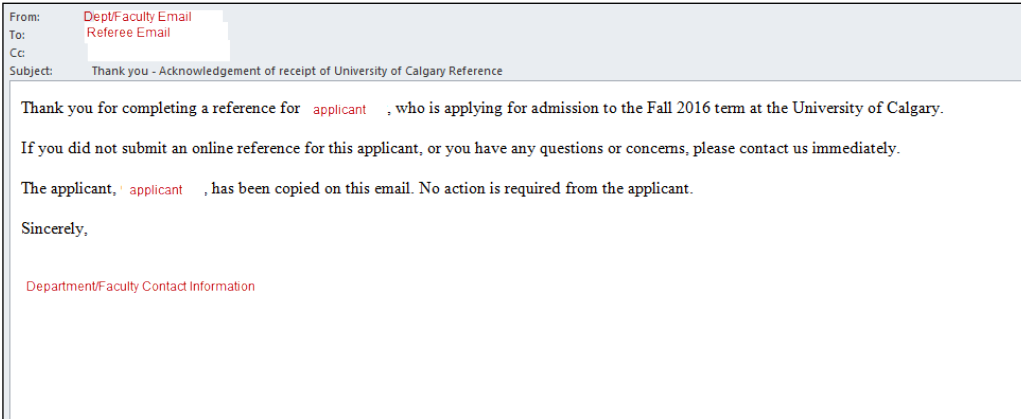
NOTE: Please save often to remain active and to ensure data entered is not lost. Pages will expire after 15 minutes of inactivity and log you out without prior warning.

*I have known the applicant in my capacity as: a. Instructor
If Other, please explain:
*I have known the applicant for: d. More than 5 years
Please evaluate the applicant in the following areas:

*Background preparation a. Outstanding
*Potential research ability

9. Email Acknowledgement:

When the referee has successfully completed and submitted the on-line reference form, they will receive an acknowledgement email. The prospective student (applicant) will also be copied on the acknowledgement email.



From: DeptFaculty Email
To: Referee Email
Cc:
Subject: Thank you - Acknowledgement of receipt of University of Calgary Reference

Thank you for completing a reference for applicant , who is applying for admission to the Fall 2016 term at the University of Calgary.

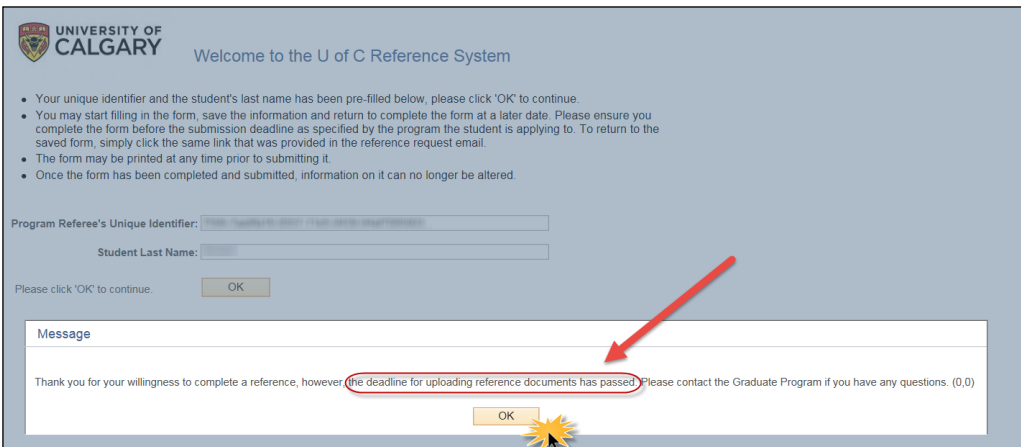
If you did not submit an online reference for this applicant, or you have any questions or concerns, please contact us immediately.

The applicant, applicant , has been copied on this email. No action is required from the applicant.

Sincerely,

DepartmentFaculty Contact Information

10. Some Faculties/Departments may include a deadline when reference document(s) are required. When attempting to complete an on-line reference form past the deadline date, referees will see the following message.



UNIVERSITY OF
CALGARY Welcome to the U of C Reference System

- Your unique identifier and the student's last name has been pre-filled below, please click 'OK' to continue.
- You may start filling in the form, save the information and return to complete the form at a later date. Please ensure you complete the form before the submission deadline as specified by the program the student is applying to. To return to the saved form, simply click the same link that was provided in the reference request email.
- The form may be printed at any time prior to submitting it.
- Once the form has been completed and submitted, information on it can no longer be altered.

Program Referee's Unique Identifier:

Student Last Name:

Please click 'OK' to continue.

Message

Thank you for your willingness to complete a reference, however the deadline for uploading reference documents has passed. Please contact the Graduate Program if you have any questions. (0,0)

11. This completes the referee requirement process. For additional support, please contact:

Faculty of Graduate Studies:

For questions regarding the referee requirements, deadlines or technical assistance, please contact the graduate program to which the student has applied. The contact information is located at the signature of the email the referees received; or visit our website for program's contact information. <http://www.ucalgary.ca/future-students/graduate/contact>

Faculty of Law:

For Faculty of Law referee requirements, please email law@ucalgary.ca

Undergraduate Admissions to Social Work:

For questions regarding the undergraduate admissions to Social Work referee requirements, please contact the respective office listed in the email you received.

Undergraduate Admissions to Veterinary Medicine please call the respective office listed in the email you received.

Please note that the following personal information is defined as forming part of a student's public record and may be disclosed without consent under the UCalgary [Privacy Policy](#): your name, dates of registration and convocation, faculty/department or program of registration, degree/diploma awarded, and attendance at or participation in a public event or activity related to UCalgary (e.g., graduation, sporting or cultural events). All other personal information is considered confidential and will be used and disclosed only in accordance with POPA and UCalgary's [Privacy Policy](#).

Information you provide within the reference letter will be used by UCalgary for the purpose of assessing the individual's application for admission, administration of the academic program and for scholarship purposes.

Reference letters will be stored by the University of Calgary in a secure environment with reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction. Reference letters are considered confidential and access will be restricted to a limited number of designated individuals who require access for the above stated purposes. Please note that access to reference letters may be provided to the individual they are about if required by law and/or upon submission of a written Access to Information request from the individual.

If you have any questions about the collection, use or disclosure of your personal information, please contact the office listed in the reference invitation email, or the UCalgary Access and Privacy office at:

Access and Privacy Office, UCalgary Legal Services
Administration Building, ADM 111
2500 UCalgary Drive NW, Calgary, AB, T2N 1N4
Email: accessandprivacy@ucalgary.ca