

The following instructions are for referees requested to submit documentation on behalf of a prospective student's application for admission to the University of Calgary.

1. This process is typically outlined in an email.

Referees will receive an email once the applicant has electronically submitted an application to the University of Calgary. This email indicates:

- the student's last name;
- url (website) where the referee can locate any supporting documents to be completed on behalf of the prospective student;
- url (website) where the documents can be uploaded.



Please ensure your email software can support HTML formatting.

Important: The file name CANNOT be longer than 30 characters including spaces or symbols. The system will timeout and the documents will not be uploaded otherwise.

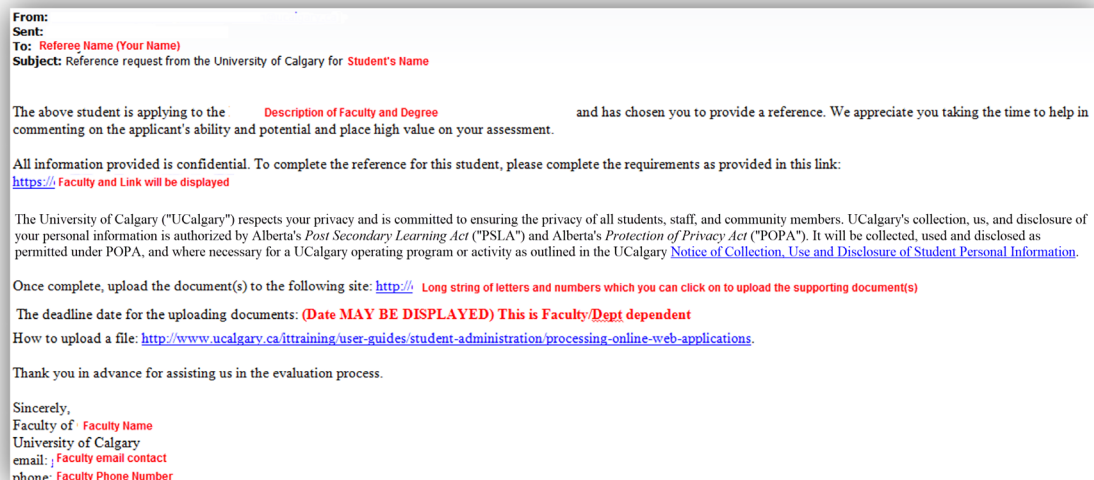
Referees supporting applicants for Graduate Studies please call the Faculty of Graduate Studies at 403-220-4938 or email gradapp@ucalgary.ca

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

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

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.



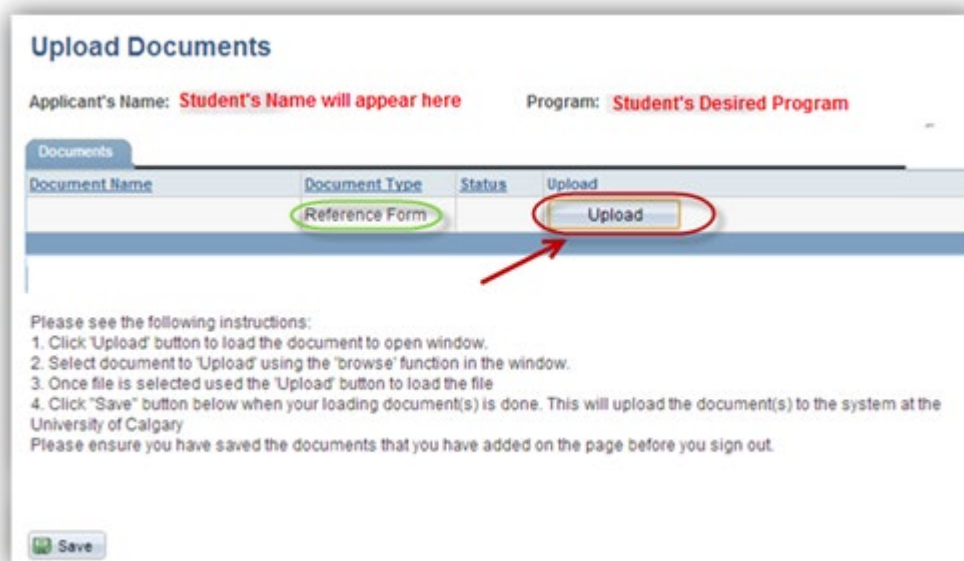
3. Once the referee has clicked on the unique link, they will see this menu inviting them to upload the supporting document(s).



Important: The file name CANNOT be longer than 30 characters including spaces or symbols. The system will timeout and the documents will not be uploaded otherwise.

Depending on the Faculty/Department requirements referees may have to upload a Reference Form, Reference Letter or both Reference Form and Letter.

*This is an example of the menu inviting you to upload a **Reference Form**:*



Upload Documents

Applicant's Name: **Student's Name will appear here** Program: **Student's Desired Program**

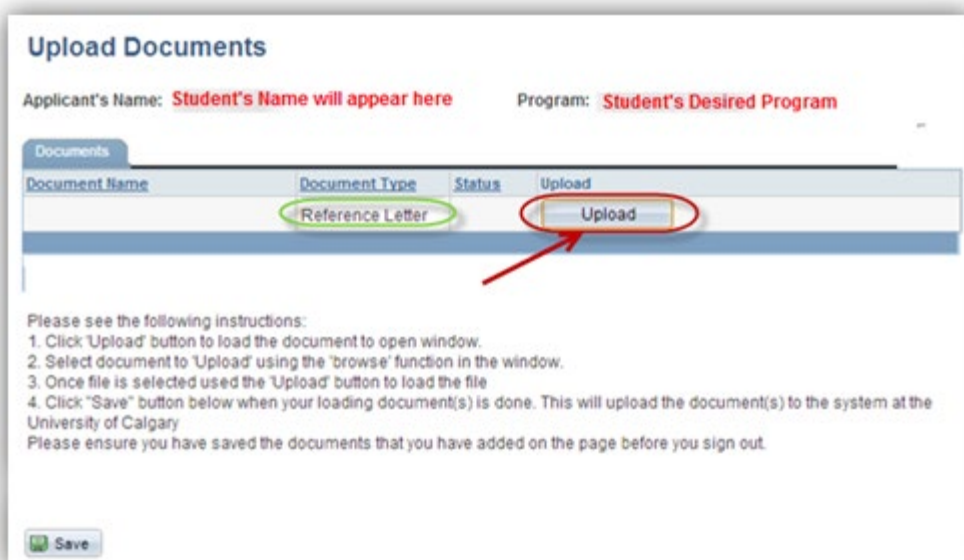
Document Name	Document Type	Status	Upload
	Reference Form		Upload

Please see the following instructions:

1. Click 'Upload' button to load the document to open window.
2. Select document to 'Upload' using the 'browse' function in the window.
3. Once file is selected used the 'Upload' button to load the file
4. Click "Save" button below when your loading document(s) is done. This will upload the document(s) to the system at the University of Calgary

Please ensure you have saved the documents that you have added on the page before you sign out.

*This is an example of the menu inviting you to upload a **Reference Letter**:*



Upload Documents

Applicant's Name: **Student's Name will appear here** Program: **Student's Desired Program**

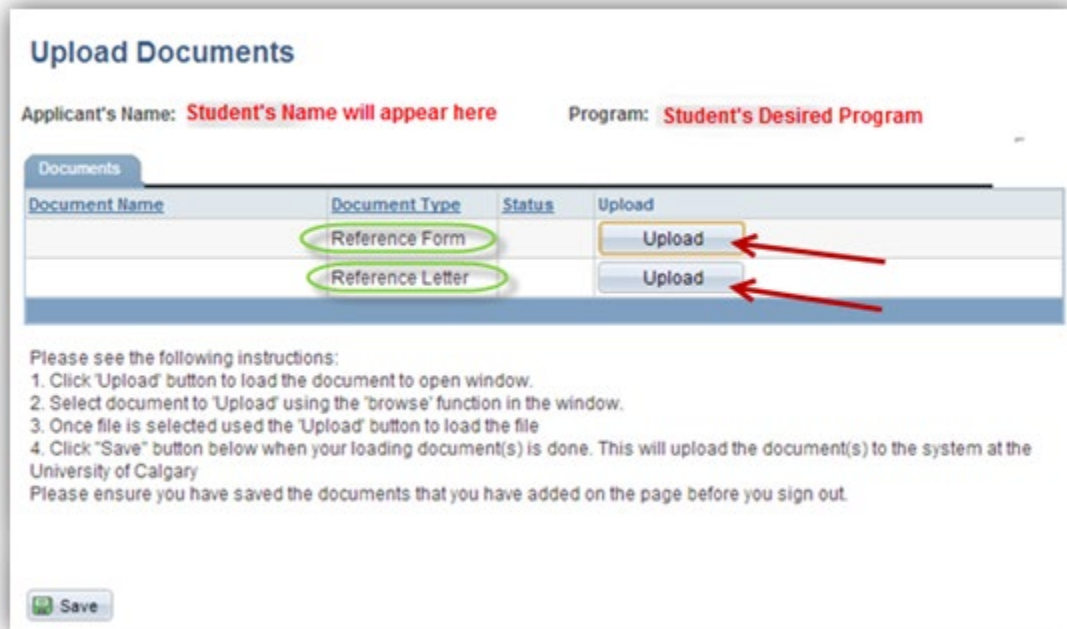
Document Name	Document Type	Status	Upload
	Reference Letter		Upload

Please see the following instructions:

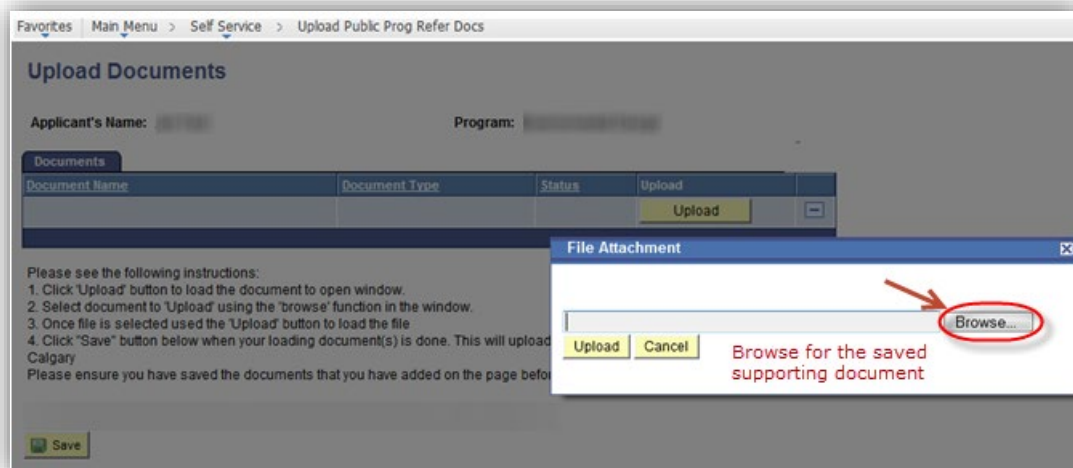
1. Click 'Upload' button to load the document to open window.
2. Select document to 'Upload' using the 'browse' function in the window.
3. Once file is selected used the 'Upload' button to load the file
4. Click "Save" button below when your loading document(s) is done. This will upload the document(s) to the system at the University of Calgary

Please ensure you have saved the documents that you have added on the page before you sign out.

This is an example of the menu inviting you to upload both a **Reference Form** and **Reference Letter**:



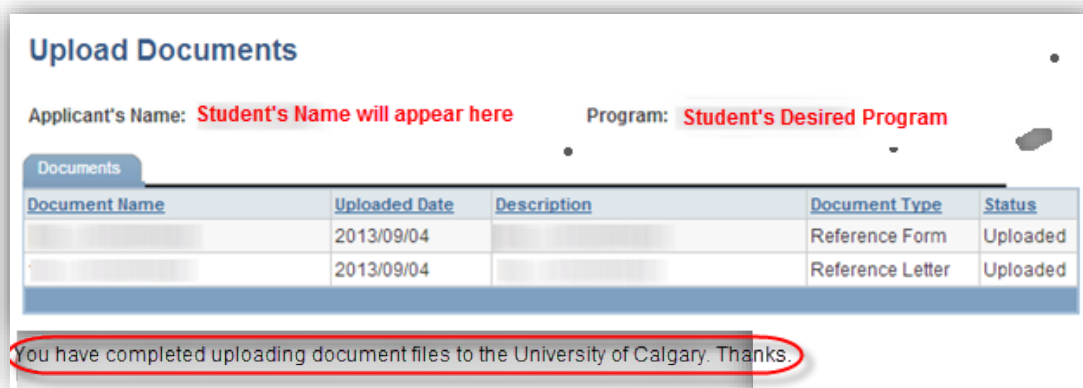
4. The referee should browse and upload the supporting documents. Supporting documents formats can be a word document, a .pdf file (preferred) or any universal electronic file. **The file name CANNOT be longer than 30 characters including spaces or symbols.**



5. If the referee is required to submit two documents (i.e. Reference Form and Reference Letter) they can do them consecutively; **however once you press save you cannot upload the document again.**

Referees may upload one document at a time and can repeat the process by clicking on the link from the email again.

6. When the referee has completed uploading the supporting document(s) the status will change to **Uploaded** and an email will be sent to both the referee and copied to the student indicating the document has been uploaded. No further steps are required from the referee. The message **“You have completed uploading document files to the University of Calgary. Thanks.”** will appear.



Upload Documents

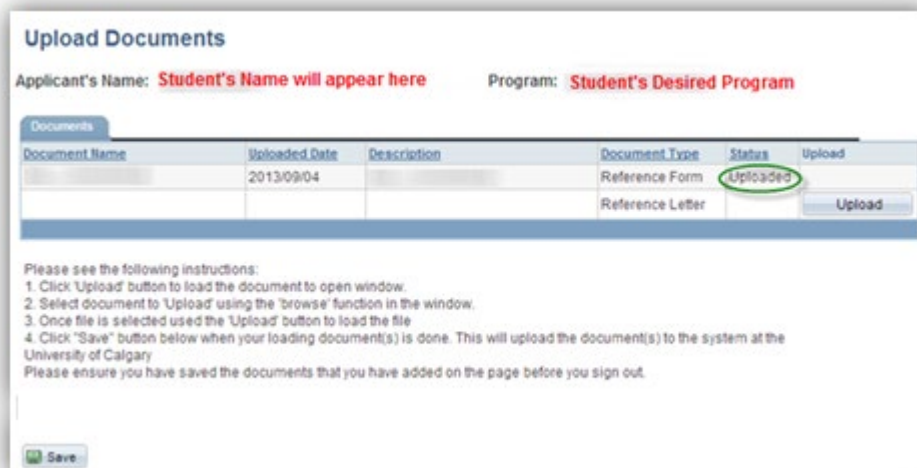
Applicant's Name: **Student's Name will appear here** Program: **Student's Desired Program**

Documents

Document Name	Uploaded Date	Description	Document Type	Status
	2013/09/04		Reference Form	Uploaded
	2013/09/04		Reference Letter	Uploaded

You have completed uploading document files to the University of Calgary. Thanks.

However, if the referee would like to upload or change the Reference Form or Reference Letter and **provided they have not pressed save**, they can upload a different Reference Form or Letter and it will overwrite the previous file.



Upload Documents

Applicant's Name: **Student's Name will appear here** Program: **Student's Desired Program**

Documents

Document Name	Uploaded Date	Description	Document Type	Status	Upload
	2013/09/04		Reference Form	Uploaded	
			Reference Letter		Upload

Please see the following instructions:

1. Click 'Upload' button to load the document to open window.
2. Select document to 'Upload' using the 'browse' function in the window.
3. Once file is selected used the 'Upload' button to load the file
4. Click 'Save' button below when your loading document(s) is done. This will upload the document(s) to the system at the University of Calgary

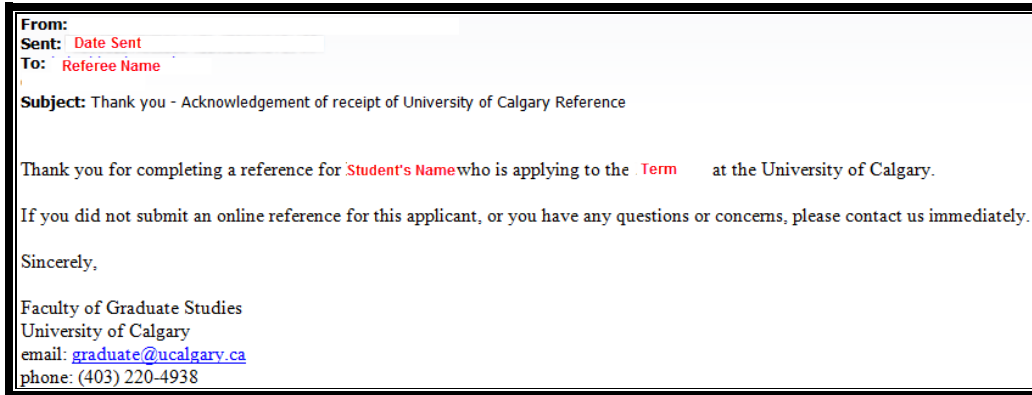
Please ensure you have saved the documents that you have added on the page before you sign out.

Save

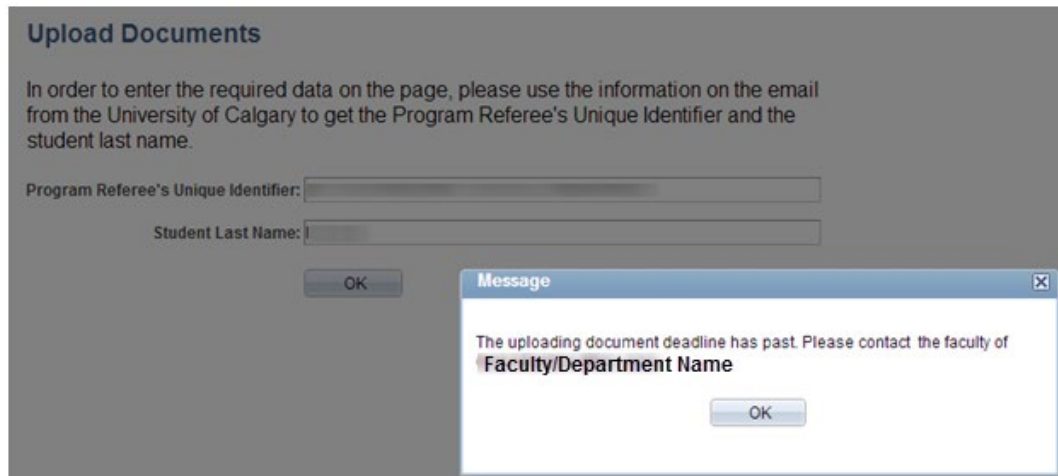


- When referee has successfully uploaded the necessary supporting documents, the referee will receive an email, copied to the applicant, confirming the documents have been received.

*This is an example of the confirmation email for when the **Reference Form and/or Letter** has been uploaded:*



- Some Faculties/Departments may include a deadline when reference document(s) are required. When attempting to upload a reference document past the deadline date referees will see the following message.



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

Faculty of Graduate Studies:

For questions regarding the referee requirements, please contact the department the student is applying to: <http://www.grad.ucalgary.ca/prospective/graduate-programs>

For technical assistance, please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938.

Faculty of Law:

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

Veterinary Medicine:

For 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