Letter of Reference
Faculty of Education: Graduate Studies

For the Applicant
Complete the first box with your personal information and then forward this form to 2 individuals who are well acquainted with your education and abilities. Please ask each of your referees’ to email their completed / signed reference letters directly to our office at facultyedgrad@brandonu.ca, and prior to the application deadline. They are not to be returned to the applicant at any time.

Brandon University
Faculty of Education
Graduate Studies Program
270 - 18th Street
Brandon MB R7A 6A9

The annual closing date for applications is February 15th. Applications must be complete before they will be considered.

Full Name ____________________________________________________ Student Number ____________________________________________

Full mailing address

Area of Specialization (check one):

☐ Educational Administration
☐ Guidance and Counselling
☐ Inclusive Education
☐ Curriculum and Pedagogy

For the Referee:
Complete the following 2-page reference form. Once completed, print the letter of reference, date & sign. Then scan and email the document directly to our office at: facultyedgrad@brandonu.ca. All letters of reference are to be received by the Graduate Studies office prior to the annual application deadline. Do not return to the applicant.

If questions arise, please contact the Graduate Studies office at:
Phone (204) 727-7406
Email facultyedgrad@brandonu.ca
1. How long have you known the applicant and in what capacity?

2. Please check appropriate column. Use ‘additional comments’ on page 3 where appropriate.

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<th></th>
<th>Outstanding</th>
<th>Above average</th>
<th>Average</th>
<th>Below average</th>
<th>Unable to Judge</th>
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<tbody>
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<td>Originality &amp; Creativity</td>
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<td>Potential Research Ability</td>
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<td>Self-Directedness</td>
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<td>Perseverance</td>
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<td>Intellectual Ability</td>
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<td>Oral Communication in English</td>
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<td>Written Communication in English</td>
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<td>Interpersonal Skills</td>
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<td><strong>Overall Evaluation</strong></td>
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3. Please comment on the applicant’s ability to succeed in advanced graduate level studies in the declared area of specialization.
   a. Work experience relevant to the declared area of specialization:

   b. Experience / interest in engaging in research activities, such as classroom action research.
c. Personal characteristics and strengths relevant to area of study:

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
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For Counselling applicants only:
d. Please respond specifically to the suitability of the candidate for the Counselling profession:

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

e. Additional Comments:

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Date ___________________________ Signature  x ___________________________

Please complete the section below:

Name ___________________________
Institution ______________________ Position _______________________
Address _________________________
Office phone ______________________ E-mail _________________________

(Rev. October 2019)