

# ACADEMIC REFERENCE LETTER

## UBC MEL MHLP PROFESSIONAL LEADERSHIP MASTER DEGREES

A letter of reference may be submitted in lieu of this form. ***For this report or a reference letter to be considered official, the report or reference letter and the envelope's seal must be signed by the referee.***

Please send to: UBC MEL MHLP Professional Leadership Master Degrees, Faculty of Applied Science,  
c/o Campus Mailing Services 2329 West Mall, Vancouver, BC V6T 1Z4, Canada

APPLICANT INFORMATION	
First Name:	Last Name:
Professional Master's Degree: (MHLP or MEL)	Speciality:

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

**If this applicant took a course(s) from you, what was his/her rank in the class?**

Course Name	Course Number	Rank in Class

**Please rank the applicant in the following qualities and make brief remarks to support your ranking.**

*Ranking: 0 = Poor, 1 = Fair, 2 = Good, 3 = Very Good, 4 = Excellent, 5 = Outstanding*

Quality	Rank	Remark
Academic Preparation		
Originality		
Work Ethic		
Intellectual Capacity		
Interpersonal Skills		
All-round Ability		

**Please indicate whether the applicant has sufficient competence in English to:**

Understand lectures conducted in English and participate in class	
Read widely in English	
Express themselves in written English	

**Please comment on the applicant's current technical knowledge and ability will help them complete a Professional Master's degree.**

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<b>REFEREE'S CONTACT INFORMATION</b>	
<b>First Name:</b>	<b>Last Name:</b>
<b>Current Position:</b>	<b>Institution:</b>
<b>Mailing Address:</b>	
<b>Telephone:</b>	<b>Email:</b>

This Confidential Report must be both prepared by and signed by the referee named above. Evidence to the contrary will lead to the cancellation of any offer of admission (whether or not accepted), or withdrawal of the student from the University. It is the policy of the University to treat as confidential letters of reference which it receives. It can, however, be required under Freedom of Information legislation to disclose the substance of any letter of reference but only where that can be done without disclosing the identity of the writer.

<b>Referee's Signature:</b>	
<b>Referee's Name (Print):</b>	<b>Date (yyyy/mm/dd):</b> <i>Date.</i>