

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:

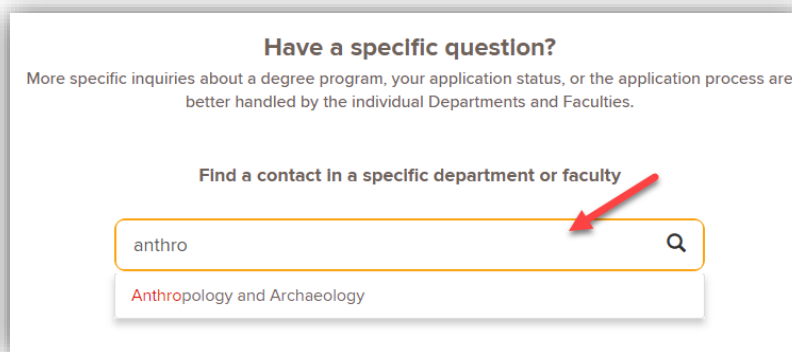
Referees supporting applicants for the Faculty of Law please email law@ucalgary.ca

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

anthro

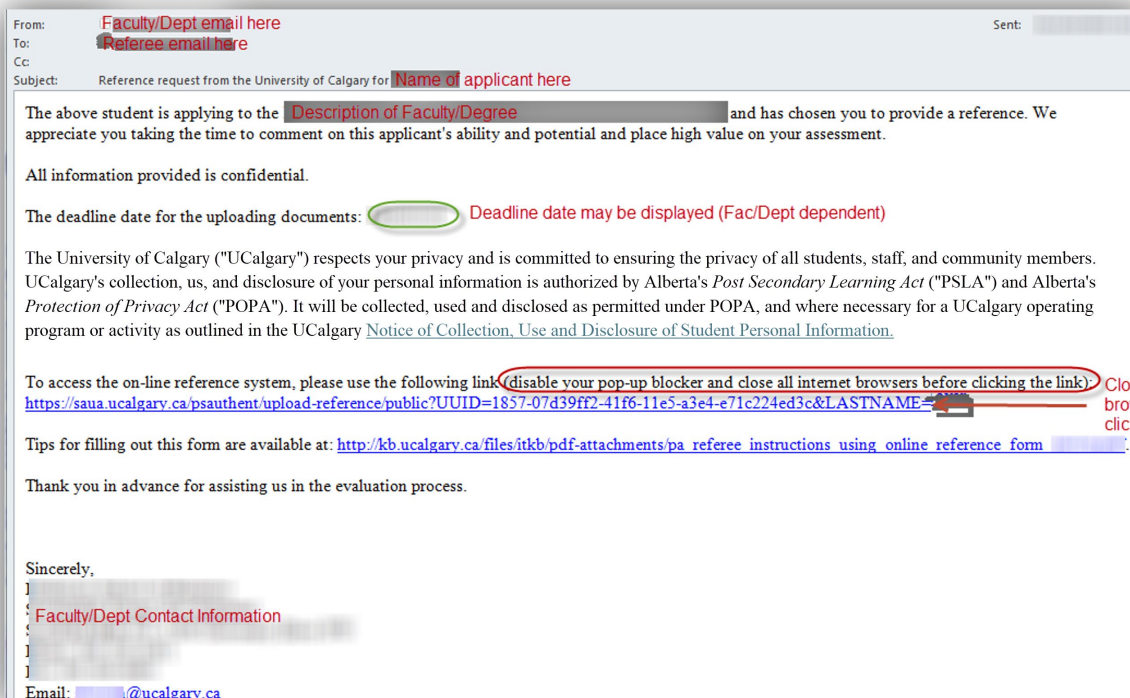
Anthropology and Archaeology

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") some data has been removed throughout this document.



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=Rmp3R1lGbkd3ZlpteUx6RUlKRDFtZz09&UUID=7599-7aa9fa16-0551



From: Faculty/Dept email here
To: Referee email here
Cc:
Subject: Reference request from the University of Calgary for Name of applicant here

The above student is applying to the Description of Faculty/Degree and has chosen you to provide a reference. We appreciate you taking the time to comment on this applicant's ability and potential and place high value on your assessment.

All information provided is confidential.

The deadline date for the uploading documents: Deadline date may be displayed (Fac/Dept dependent)

The University of Calgary ("UCalgary") respects your privacy and is committed to ensuring the privacy of all students, staff, and community members. UCalgary's collection, use, and disclosure of your personal information is authorized by Alberta's *Post Secondary Learning Act* ("PSLA") and Alberta's *Protection of Privacy Act* ("POPA"). It will be collected, used and disclosed as permitted under POPA, and where necessary for a UCalgary operating program or activity as outlined in the UCalgary [Notice of Collection, Use and Disclosure of Student Personal Information](#).

To access the on-line reference system, please use the following link (disable your pop-up blocker and close all internet browsers before clicking the link): <https://saua.ucalgary.ca/psauthen/upload-reference/public?UUID=1857-07d39ff2-41f6-11e5-a3e4-e71c224ed3c&LASTNAME=XXXXXX>

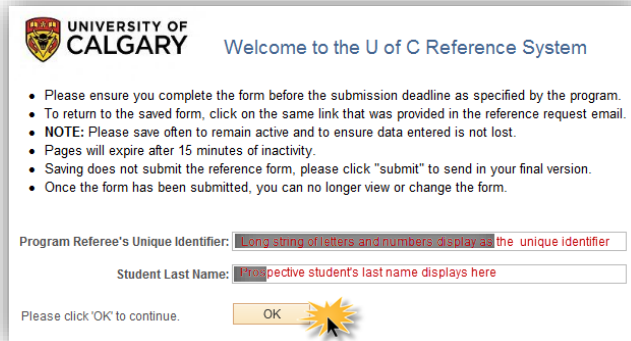
Tips for filling out this form are available at: http://kb.ucalgary.ca/files/itkb/pdf-attachments/pa_referee_instructions_using_online_reference_form.

Thank you in advance for assisting us in the evaluation process.

Sincerely,
Faculty/Dept Contact Information
Email: @ucalgary.ca

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 Crse 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

Last Name: Telephone: Ext:

Email: Mobile:

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**

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

If Other, please explain:

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

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

Page: 1 of: 2 **Previous** **Next** **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:

Source
 










Format Font Size
B **I** **U** **abc**

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.

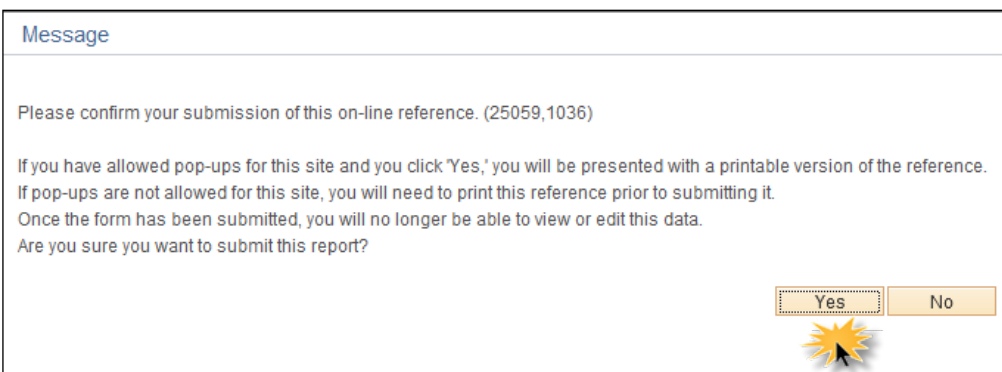
Please note this form is an example only and the form differs for each Faculty/department including the number of pages.

5. **Submitting the Reference Form:**

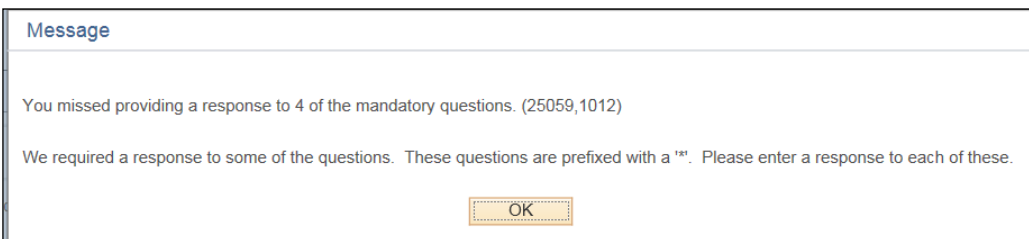
Once the referee has completed the on-line reference form and pressed **Submit**, the following message displays. Popups allow a printing window to prompt and print the document.

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.

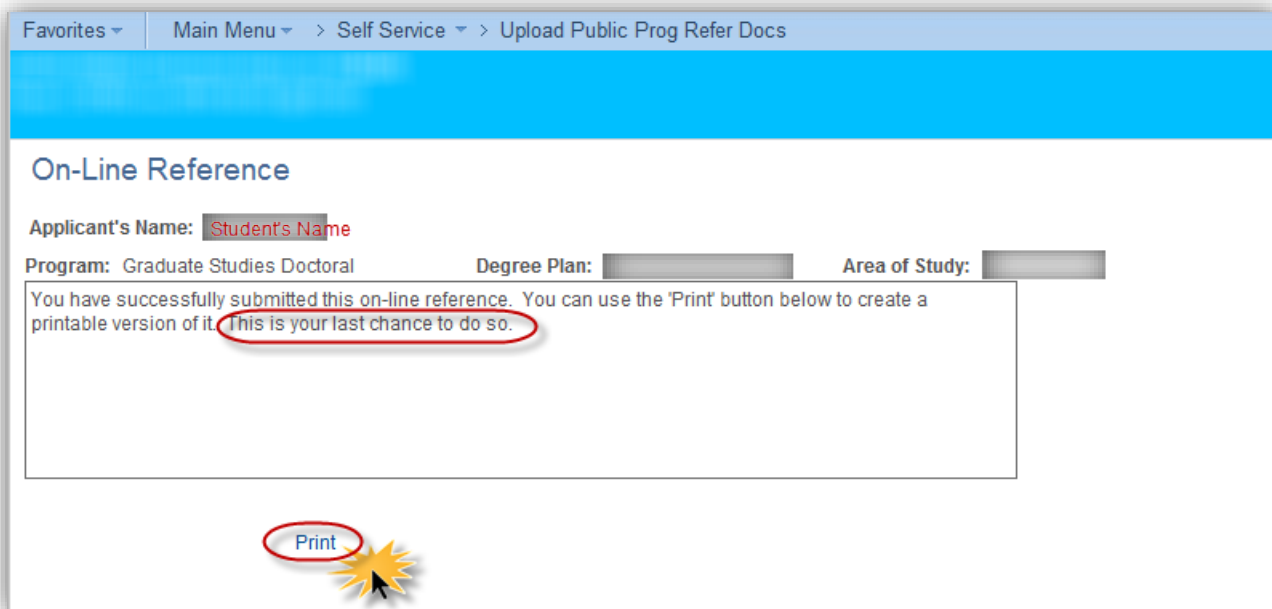


6. If the referee presses the submit button and is missing some required items marked with an asterisk *, the following message displays:



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:



The screenshot shows a web browser window with the following elements:

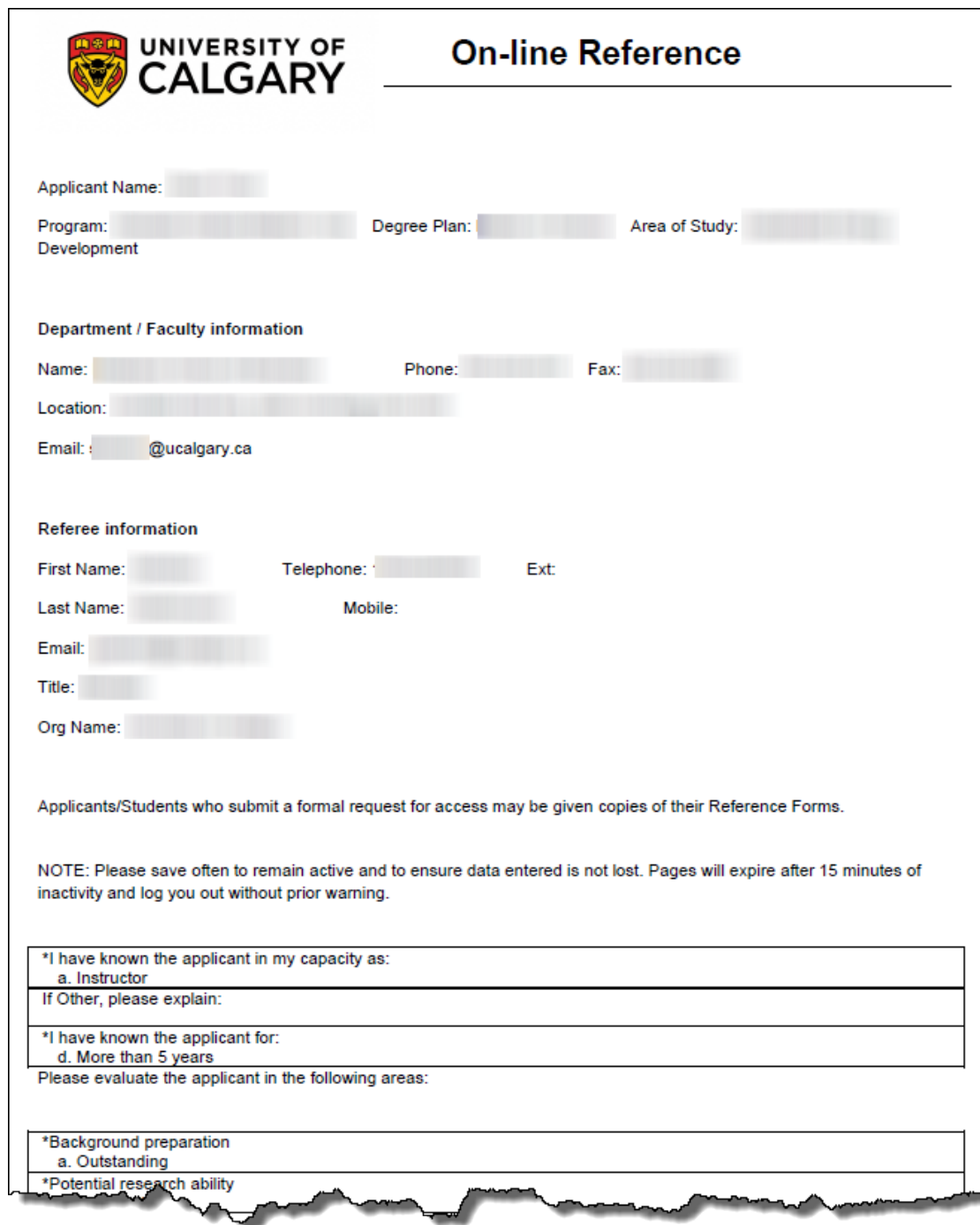
- Navigation bar: Favorites ▾ Main Menu ▾ > Self Service ▾ > Upload Public Prog Refer Docs
- Section header: On-Line Reference
- Form fields:
 - Applicant's Name: Student's Name
 - Program: Graduate Studies Doctoral
 - Degree Plan: [Empty field]
 - Area of Study: [Empty field]
- Message box:

You have successfully submitted this on-line reference. You can use the 'Print' button below to create a printable version of it. **this is your last chance to do so.**
- Print button: A button labeled "Print" with a red circle around it and a yellow starburst icon pointing to it.

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.



The screenshot shows the 'On-line Reference' form for the University of Calgary. The form is titled 'On-line Reference' and includes the university's logo. It contains several sections for data entry:

- Applicant Information:** Fields for Applicant Name, Program, Degree Plan, and Area of Study.
- Department / Faculty information:** Fields for Name, Phone, Fax, Location, and Email (with a pre-filled @ucalgary.ca domain).
- Referee information:** Fields for First Name, Last Name, Telephone, Mobile, Ext., Email, Title, and Org Name.
- Notes and Evaluation:** A section for applicants/students to provide a formal request for access, followed by a note about session expiration. Below this are two evaluation sections: one for 'I have known the applicant in my capacity as:' (with options 'a. Instructor' and 'd. More than 5 years') and another for 'I have known the applicant for:' (with options 'a. Outstanding' and '*Potential research ability').

The bottom of the form has a decorative, torn-edge effect.

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: Dept/Faculty 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,

Department/Faculty 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.

OK

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)

OK



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.

On behalf of the University of Calgary, thank you very much.