

Individual International Programs Reference Guide

Students applying for an Exchange, Internship, or Research program through the University of Calgary International (UCI) will require **1 academic letter of reference, from a professor or instructor that has taught the student in a class/classes offered by the University of Calgary.**

This letter may be sent to one of our partner universities, and can be used for any university or individual program the student is accepted to for the upcoming year. *Group Study Programs may have their own requirements.*

References should:

1. Be on letterhead, with contact details provided if further follow-up is required.
2. Be addressed "To Whom It May Concern", with **no mention of any specific university or country.**
3. Address all of the following:
 - A: How long and in what capacity have you known the applicant?
 - B: Applicant's academic suitability for study at a foreign institution (oral & written expression, participation, teamwork, etc.)?
 - C: Applicant's personal suitability for participation (maturity, adaptability, independence, curiosity, motivation, etc.)?
 - D: How this student compares to other students you have taught at the same level.
 - E: Any other factors which you believe might affect a successful experience.
 - F: Any additional comments you might wish to make.
4. Include a signature at the bottom, which has either:
 - been scanned from an original signature in blue/black ink and then inserted into the letter.
 - letter been signed in hardcopy with blue or black ink and then scanned.
5. Attached in .pdf format and emailed to study.abroad@ucalgary.ca with the subject: "**Exchange Reference – UCID #XXXXXXXX**"
 - the UCID allows us to match the reference to the student's application.

Note: please save a copy of this reference! In some cases, we may contact you for a hardcopy of your reference as certain programs may require it. This should be mailed directly to us (see address top right), or be picked up by the student in a signed, sealed envelope for confidentiality.

Note: Students should follow up with their referee to ensure their reference has been submitted, to complete their application.

- Thank you for supporting our students and the University of Calgary's International goals from the "Eyes High" vision -