

Use this form to:

- Complete an academic assessment report for a student applying for OGS/QEII-GSST at the University of Waterloo.

Instructions for the student:

1. Student completes sections 1-3.
2. Student forwards form to referee for completion and submission.

Instructions for the referee:

3. Complete sections 4 and 5 including signature(s) and date. If submitting electronically via email (scanned) digital signatures are acceptable. **Note:** *If you have completed a letter for this student for a 2019-2020 tri-agency award application and have saved the content, you may choose to copy the content of that letter in section 5.*
4. Submit this form (signed), including reference letter (signed) to the department graduate coordinator, by the deadline and method indicated in section 2.

Students and referees are encouraged to review the [Academic Assessment Report Instructions](#) prior to completing this form

Section 1: Student information

University of Waterloo student identification number _____

Last name(s) _____ First name(s) _____

Email _____ Program level: master's doctoral

Proposed Faculty (e.g. Arts) _____ Proposed Department or School (e.g. History) _____

Section 2: Proposed department graduate co-ordinator information

Deadline for submission of assessment and reference letter (mm/dd/yy) _____

Last name(s) _____ First name(s) _____

Co-ordinators preferred submission method: hardcopy electronic via email (scanned)

Mailing address _____

Email _____

Section 3: Referee information

Last name(s) _____ First name(s) _____

Email _____ Affiliated institution _____

Department _____ Position title _____

Section 4: Referee declaration, academic assessment and signature

Referee Declaration

I have known the candidate in my capacity as (e.g. supervisor) _____

during the period of (mm/yy) _____ to (mm/yy) _____

Academic AssessmentAcademic excellence: top 2% top 5% top 10% top 25% below top 25% unable to assessResearch ability and potential in Program of Study: top 2% top 5% top 10% top 25% below top 25%
 unable to assessCommunication and leadership abilities: top 2% top 5% top 10% top 25% below top 25%
 unable to assess

Referee Signature _____ Date (mm/dd/yy) _____

Section 5: Reference letter

This letter should elaborate on the rankings made in Section 4 - Academic Excellence, Research Ability and Potential in Program of Study, and Communication and Leadership Abilities. **Note:** *If you have completed a letter for this student for a 2019-2020 tri-agency award application and have saved the content, you may choose to copy the content of that letter here.* **This letter must be signed.** If submitting electronically via email (scanned) digital signatures are acceptable.

Referee Signature _____ Date (mm/dd/yy) _____