

General Information

- As part of a student's OGS/QEII-GSST application, two completed Academic Assessment Reports, including signed and dated reference letters are required.
- For simplicity purposes, students who are also applying for a Tri-Agency (CIHR, NSERC, SSHRC or Vanier) scholarship can instruct their referee to copy the content of their tri-agency assessment into the second page of the Academic Assessment Report which is signed and dated. (It is okay if another award name is referred to within the letter.)
- References must be academic. Examples of acceptable referees include:
 - the applicant's current supervisor
 - industrial supervisor
 - previous USRA supervisor
- Choose referees who you feel can give you the strongest letter.
- Applicants should ask a potential referee in advance if they feel they can provide a strong letter.

Section 1: Student Information

- Student must complete this section with their information.

Section 2: Department Graduate Coordinator - information

- Student must complete this section with the information of their "proposed" department graduate coordinator including the preferred method to submit the completed form.
- Student must provide their referees with a deadline no later than the application deadline of either **October 10, 2018** (if applying for the international competition) or **February 1, 2019** (if applying for the domestic competition).
- Student must confirm with correct [department graduate co-ordinator](#) the preferred method of submission, ie. Hardcopy vs. electronically via email (scanned).

Section 3: Referee information

- Student must complete this section with their referees' information.

***** STUDENT MUST FORWARD FORM TO THEIR REFEREE*****

Section 4: Referee declaration, academic assessment, signature and date

- Referee must fully complete this section, including signature and date.

Section 5: Reference letter, signature and date

- Referee must enter their reference letter in the free form box and this must be signed and dated. If submitting electronically via email (scanned) digital signatures are acceptable. If referee has previously written a letter for this applicant for a tri-agency application, the content of that letter can be copied into this section. (It is okay if another award name is referred to within the letter.)
- Referee must submit both pages of the Academic Assessment Report, including letter to the student's proposed Department Graduate Coordinator, by the deadline and method indicated in **Section 2**.