General Information

- A complete OGS/QEII-GSST application includes two academic assessments.
- Applicants must email a blank OGS/QEII-GSST academic assessment report to each referee along with the Academic Assessment Report Instructions [this document]. Applicants must provide the following information to their referees:
  - Waterloo Student ID
  - First and last name of “proposed” Department Graduate Co-ordinator
  - Email of “proposed” Department Graduate Co-ordinator
  - Submission deadline
- Referees are advised to only use Adobe software (e.g. Adobe Reader) to complete the Academic Assessment Report. The use of Mac Preview software is strongly discouraged in order to avoid compatibility issues.
- Referees must complete the form and use the space provided on page 2 (section 4) for their reference letter; Separate letters must not be attached.
- If applicable, referees may reuse the content of their Tri-Agency (CIHR, NSERC, SSHRC or Vanier) reference letter for the applicant by pasting it in the space provided on page 2 (section 4); It is permissible for letters to refer to another award name in this case.

Section 1: Applicant information

- Referee must enter the Waterloo Student ID (obtained from the applicant by email) as well as the first and last name of the applicant.

Section 2: Referee information

- Referee must complete this section with their information.

Section 3: Referee declaration and academic assessment

- Referee must fully complete this section.

Section 4: Reference letter

- Referees must use the space provided for their reference letter; Separate letters must not be attached.
- If applicable, referees may reuse the content of their 2021-2022 Tri-Agency (CIHR, NSERC, SSHRC or Vanier) reference letter for the applicant by pasting it in the space provided; It is permissible for letters to refer to another award name in this case.

Section 5: Referee signature

- Referees should sign and date the form, if possible. Digital signatures are acceptable. If unable to sign, the referee may attest to its authenticity when submitting via email using an official institutional email address.
- Referees must email the Academic Assessment Report to the applicant’s department graduate co-ordinator by the deadline provided by the applicant.