General Information

- A complete OGS/QEII-GSST application includes two academic assessments.
- Applicants will email a blank OGS/QEII-GSST academic assessment report to each referee along with the Academic Assessment Report Instructions. Applicants will 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
- It is recommended that referees use Adobe software (e.g. Adobe Reader) to complete the Academic Assessment Report to avoid known compatibility issues.

Section 1: Applicant information

- Referees should enter the Waterloo Student ID (obtained from the applicant by email) and the first and last name of the applicant.

Section 2: Referee information

- Referees should complete this section.

Section 3: Referee declaration and academic assessment

- Referees should complete this section.

Section 4: Reference letter

- Referees should use the space provided on page 2 (section 4) for their reference letter; Separate letters cannot be attached.
- If applicable, referees are welcome to 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 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 should email the Academic Assessment Report to the applicant’s department graduate co-ordinator by the deadline provided by the applicant.