

## Reference Letter Form

Letters of reference are confidential and applicants do not have access to them at any time. Hard copy letters of reference must include this completed form as well as a signed full reference letter on institutional/company letterhead. These two documents must come directly from referees to the Daniels Faculty in a signed and sealed envelope.

### Section 1: Identifying Information

Please provide the following information to identify the applicant and yourself.

Applicant Name:

Applicant Number:

Referee Name:

Institution/Company:

Phone Number:

Relationship to Applicant:

### Section 2: Short Answer Evaluation

Please provide a short answer for each question below.

1. Indicate the total number of students considered for your comparisons and assessment of the candidate. If your relationship to the applicant is not academic, please provide information about how many interns/volunteers/employees/etc.
2. How long have you known the applicant?
3. In what capacity, at which department, and in which institution/company have you known the applicant?

4. Please rate the applicant in each category provided. If you are unable to speak to the applicants' ability in any or all categories, please indicate 'unable to assess' and provide more detail in the open letter section of this recommendation.

	Top 2%	Top 5%	Top 10%	Above Average	Average	Below Average	Unable to Assess
Analytical Ability							
Current Research Skill							
Ability to Work Independently							
Judgment / common sense							
Originality and Creativity							
Motivation							
Writing Ability							
Speaking Ability							
Knowledge of Proposed Area of Research							
Research Potential							
Technical Ability							
<b>Overall Assessment of Candidate</b>							

### Section 3: Full Reference Letter

Please elaborate on your assessment by attaching a full reference letter to this form. Hard copy submissions are due no later than the supporting documents deadline stated on our admissions page.

<https://www.daniels.utoronto.ca/admissions/graduate>

**Mailing address:**

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