



**CONFIDENTIAL REFERENCE LETTER FORM**

- TO BE COMPLETED BY AN ACADEMIC OR PROFESSIONAL REFEREE (Family member or friend referee is not acceptable).
- PRINT CLEARLY
- REFERENCE LETTERS ARE TO BE PLACED IN AN ENVELOPE, ENDORSED ACROSS THE BACK SEAL, AND RETURNED TO THE APPLICANT BY **JANUARY 15<sup>TH</sup>**. APPLICANTS ARE NOT TO OPEN THE ENVELOPE. IF A REFERENCE IS RELUCTANT TO FOLLOW THIS PROCEDURE, FORWARD THE LETTER IN A SEALED ENDORSED ENVELOPE TO THE: **FACULTY OF ARCHITECTURE: ENVIRONMENTAL DESIGN ARCHITECTURE MASTER PREPARATION OPTION PROGRAM, UNIVERSITY OF MANITOBA, 201 RUSSELL BLDG, WINNIPEG, MB R3T 2N2**

THIS SECTION TO BE COMPLETED BY THE APPLICANT BEFORE PASSING TO REFEREE

FULL NAME OF APPLICANT:

DEGREE TO WHICH YOU ARE APPLYING:

THE FOLLOWING SECTIONS ARE TO BE COMPLETED BY THE REFEREE. PLEASE PROVIDE AN EVALUATION OF THE ABOVE APPLICANT FOR ADMISSION TO THE FACULTY OF ARCHITECTURE: ENVIRONMENTAL DESIGN ARCHITECTURE MASTER PREPARATION OPTION PROGRAM. THE INFORMATION IN THIS DOCUMENT WILL BE TREATED AS STRICTLY CONFIDENTIAL.

NAME OF REFEREE:

PHONE:

E-MAIL:

FAX:

RANK OR TITLE:

**KNOWLEDGE OF APPLICANT**

IN WHAT CAPACITY HAVE YOU KNOWN THE APPLICANT?

HOW LONG HAVE YOU KNOWN THE APPLICANT (YEARS/MONTHS)?

DO YOU HAVE ANY COMMENTS ABOUT THE APPLICANT'S STRENGTHS OR WEAKNESSES?

--YOU MAY USE AN ADDITIONAL SHEET FOR FURTHER COMMENTS--

**SPECIFIC ABILITIES**

FOR EACH CATEGORY, PLACE A CHECK UNDER THE MOST APPROPRIATE COLUMN	OUTSTANDING (Top 5 %)	SUPERIOR (5-10%)	GOOD (10-25%)	AVERAGE (25-50%)	MARGINAL LOWER 50%	UNKNOWN
DESIGN POTENTIAL						
INDEPENDENT RESEARCH/STUDY CAPABILITY						
CREATIVITY						
ABILITY TO MEET DEADLINES						
ABILITY TO COMMUNICATE IDEAS VISUALLY						
SELF-MOTIVATED						
SELF- CRITICAL						
ABILITY TO EXPRESS IDEAS VERBALLY						
RESOURCEFULNESS						
ABILITY TO WORK IN A TEAM						
OVERALL, I WOULD RATE THIS STUDENT AS:						

SIGNATURE OF REFEREE:

DATE:



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