

### **Instructions for the applicant**

Fill in your name, student ID number and program choice on the first section of the reference form and give it to your referee.

If you are a current or former student at Concordia, you will have an 8-digit student ID number. For new students, an ID number is generated when an application is submitted and finalized and will be sent to you via e-mail.

If you haven't submitted or finalized your application, please provide your application number, which is generated when an application is started.

**Relatives or friends are not suitable referees.**

### **Instructions for the referee**

The candidate indicated on the reference form is seeking to study in the Teaching English as a Second Language (TESL) and/or Early Childhood and Elementary Education (ECEE) program(s) at Concordia University. We would very much appreciate your **assessment** of the applicant, indicating **both strengths and weaknesses** and commenting on their potential as a teacher and suitability for the profession. If you do not know the applicant well, please feel free to say so. The time and care given to this document will be greatly appreciated.

Letters of recommendation must be submitted electronically to:

**[application.support@concordia.ca](mailto:application.support@concordia.ca)**

Upon completion of this recommendation, it is extremely important that this document be submitted in time to meet the **March 1<sup>st</sup> deadline**. Please include the student's full name and program choice in the subject of your correspondence.

**Please note: there are 4 pages to this form.**

**Academic/Work Reference Form**

Applicant Information (to be completed by applicant)

First name:

Last name:

Student ID:

I am applying to (check all that apply):

B.Ed Specialization in TESL

Certificate in TESL

B.A. Specialization in ECEE

Please rank this applicant to other students or other employees/volunteers.  
 (Please indicate your response with a checkmark only.)

	Outstanding Highest 5%	Very Good Next 10%	Good Upper 25%	Average Upper 50%	Below Average	Unable to Judge
Communication skills (Verbal)						
Communication skills (Written)						
Organizational Skills						
Seriousness of Academic intent						
Ability to take criticism						
Judgment						
Academic Achievement						
Teaching potential						
Ability to work with others						
Leadership potential						
Reliability						
Punctuality						

Overall recommendation for admission to the Teaching English as a Second Language (TESL) or Early Childhood and Elementary Education (ECEE) program(s):

- I would strongly recommend**
- I would recommend**
- I would recommend with reservations**
- I would not recommend**

Name of referee \_\_\_\_\_

Title or Occupation \_\_\_\_\_

Institution or Company \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

What is your relationship to the applicant? \_\_\_\_\_

Signature of Referee \_\_\_\_\_

Date \_\_\_\_\_

Referees are advised that according to the Quebec Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information students have access to letters of reference about them. Such letters are therefore not confidential.

We would appreciate your evaluation of the candidate's academic ability as well as his/her potential as a teacher. We are particularly interested in evidence as to the candidate's intellectual promise, motivation, maturity, independence, leadership potential and enthusiasm. We welcome information that will help us to differentiate this student from others. (Attach separate letter, if desired.)