



Instructions for the applicant

Print your name on the first section of the reference form and give it to your referee.

Relatives or friends should NOT complete this form.

Letters of recommendation must be signed, placed in a sealed envelope, **signed across the flap**, and either:

a) mailed to the following address:

*Concordia University Undergraduate Admissions Application Centre
P.O. Box 2900
Montreal, Quebec, Canada
H3G 2S2*

b) or dropped off in-person at:

*Birks Student Service Centre Room LB-185,
J.W. McConnell Building
1400 De Maisonneuve Blvd. W. Montreal, Quebec*

Instructions for the referee

The candidate indicated on the reference form is seeking to study in the Teaching English as a Second Language (TESL) program 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.

Upon completion of this recommendation, seal it and sign across the flap. It is extremely important that this document be ready for collection by the applicant in time to meet the **March 1st deadline**.

Please note: there are 4 pages to this form.



Work-related Reference Form

Applicant Information

Last name

First name

Program: B.Ed. Specialization in TESL ☐

Certificate in TESL ☐

For how long and in what capacity have you known the applicant?

Please rank this applicant in comparison to other people at a similar professional level.

(Please indicate your response with a checkmark only)

	Outstanding Highest 5%	Very good Next 10%	Good Upper 25%	Average Upper 50%	Below average	N/A
Communication skills (verbal)						
Communication skills (written)						
Organizational skills						
Seriousness of academic intent						
Ability to take criticism						
Judgment						
Academic achievement						
Teaching potential						



Overall recommendation for admission to the Teaching English as a Second Language program:

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

Name of referee _____

Position _____

Institution _____

Telephone _____

Email _____

Date _____

Signature _____

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 an English as a Second Language 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.)