

**SFU Graduate Program
Faculty of Applied Science
School of Interactive Arts & Technology**

Graduate Admissions - LETTERS OF REFERENCE

Referee Guidelines

As part of the application to SFU all applicants to the PhD Program must submit three reference forms or letters of reference; applicants to the Master's program must provide two. These are to be written by individuals who can report fairly on your academic ability and qualifications.

We greatly prefer receiving academic references, that is, letters and forms supplied by university professors or course instructors. If you had a supervisor or supervisors for your university studies or for a thesis, we would like at least one reference to be supplied by this person or persons. If you graduated from university several years ago, we realize that it may be difficult to obtain academic references. In this case, you may substitute references from your employers or co-workers who have close knowledge of your research and conceptual abilities. We usually give references assessing your academic abilities more weight than those that speak to your personality or employment. Letters of reference must be no more than six months old.

Instructions for referees are on the attached form.

References are to be kept confidential from the applicant and must be submitted directly by the referee. We cannot accept a reference letter that the applicant has had access to the contents of.

References should be sent directly to:

Simon Fraser University Surrey
School of Interactive Arts and Technology
Graduate Admissions
250 - 13450 – 102 Avenue
Surrey, BC V3T 0A3

**Confidential Report on Applicant for Admission to
SFU Surrey - School of Interactive Arts & Technology Graduate Program**

The purpose for collecting personal information about the applicant is to assist the Admissions Committee in assessing the applicant's potential for graduate study. The information is subject to the guidelines governing the British Columbia Freedom of Information and Protection of Privacy Act.

Name of Applicant: _____

Proposed Program of Study: _____

Instructions to the Referee:

Thank you for taking the time to complete this report. Your comments are valued by the Graduate Admissions Committee and are kept confidential. Once completed, please return the form with your signature across the seal of the envelope to the attention of:

School of Interactive Arts and Technology, Graduate Admissions
Simon Fraser University Surrey
250 -13450 – 102 Avenue
Surrey, BC, Canada, V3T 0A3
fax: 778-782-7478
e-mail: siatgrad-admissions@sfu.ca

We cannot accept completed letters from the applicant due to the confidential nature of the information. For expediency purposes we will accept an interim fax or e-mail copy of your referee letter (sent by yourself) followed up by the original signed hard copy of your reference letter.

Please complete the following information:

I have known the applicant for _____ years and _____ months.

I have known the applicant as:

- An undergraduate student
 - A graduate student
 - Co-worker/employee/supervisor
 - In another capacity (please specify)
- _____

If this applicant took a course or courses from you, how did he/she perform in them?

Course name/number _____ Course level _____

Course name/number _____ Course level _____

If English is not the applicant's first language, please indicate if she/he has sufficient competence to:
(select as many as apply)

- Understand oral presentations
- Read professional and technical literature extensively
- Communicate orally in a professional or research setting
- Express ideas and abstractions in clear, written English
- Contribute constructively to academic discussions and class/team projects

Continued...

**Please compare this applicant to others with the same academic level,
experience or training by checking off the appropriate descriptor**

	Outstanding	Excellent	Above Average	Average	Below Average	Unable to Judge
Academic Preparedness						
Background Preparation						
Motivation						
Initiative						
Reliability						
Creativity and Originality						
Industry/Perseverance						
Independent Thinking						
Research Ability/Skills						
Judgment/Critical Sense						
Intellectual Ability/Capacity						
Verbal Communication						
Written Communication						
Seriousness of Purpose						
Teaching Potential						
Professional Expertise						

Overall Rating of Applicant

Compared to other graduate students I know, I would rank this applicant in the:

Top 5%

Top 10%

Top 20%

Below the top 20%

Please provide any additional comments on the applicant's character, academic strengths and potential to handle this program of study (use back of page or add pages as needed).

Name of Referee _____ (please print)
Title or Position: _____
Institution/Company: _____
Contact Information: Phone: _____ E-mail: _____
Signature of Referee _____ Date: _____