

The following instructions are for referees requested to submit documentation on behalf of a prospective student's application for admission to the University of Calgary.

1. This process is typically outlined in an email.

Referees will receive an email once the applicant has electronically submitted an application to the University of Calgary. This email indicates:

- x the student's last name;
- x url (website) where the referee can locate any supporting documents to be completed on behalf of the prospective student;
- x url (website) where the documents can be uploaded.



Please ensure your email software can support HTML formatting.

Important: The file name CANNOT be longer than 30 characters including spaces or symbols. The system will timeout and the documents will not be uploaded otherwise.

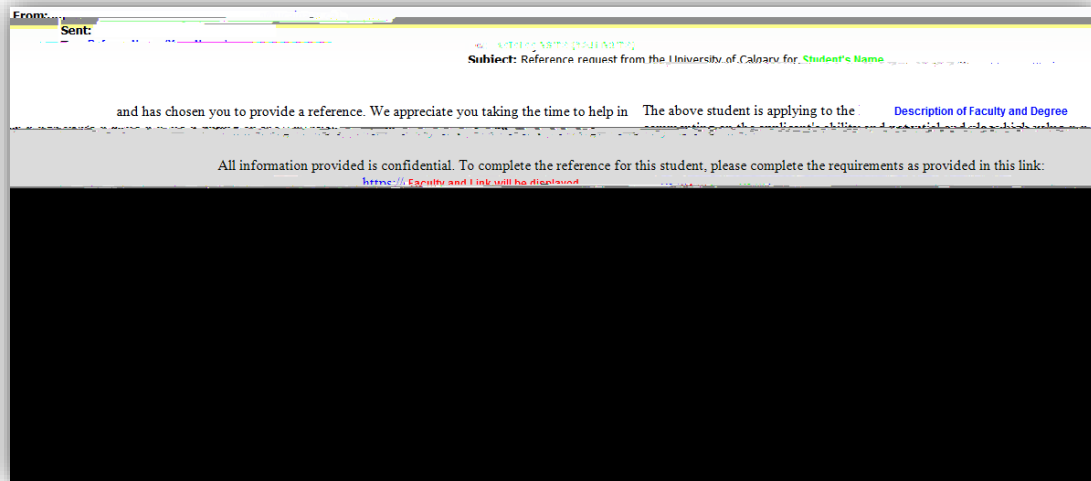
Referees supporting applicants for Graduate Studies please call the Faculty of Graduate Studies at 403-220-4938 or email gradapp@ucalgary.ca

Referees supporting applicants for the Faculty of Law please email law@ucalgary.ca

Referees supporting applicants for Undergraduate Admissions (Diverse Qualifications) please call 403-210-7625.

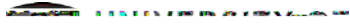
2. This is an example of the email the referee will receive. (Not exactly as shown).

Note: in accordance with the Freedom of Information and Privacy Policy some data has been removed.



3. Once the referee has clicked on the unique link, they will see this menu inviting them to upload the supporting document(s).

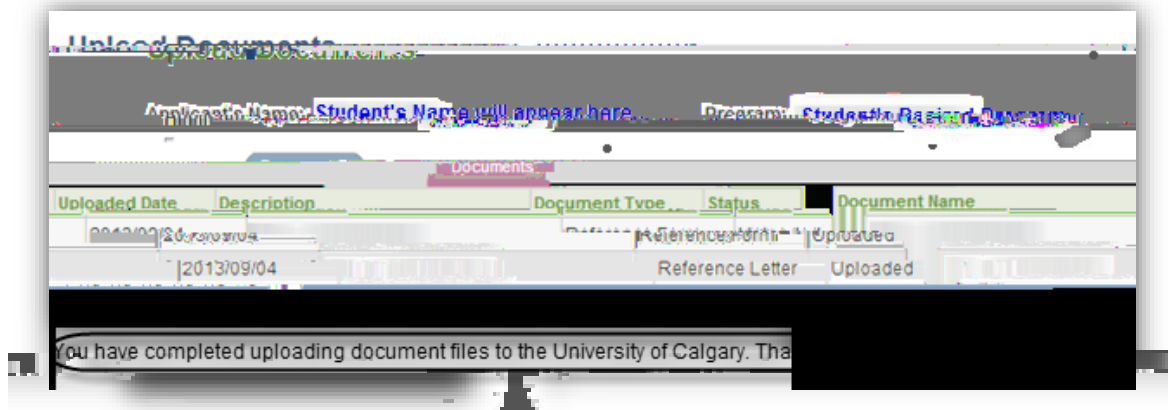
Important: The file name CANNOT be longer than 14nnger than 14nd be l4 2rTN



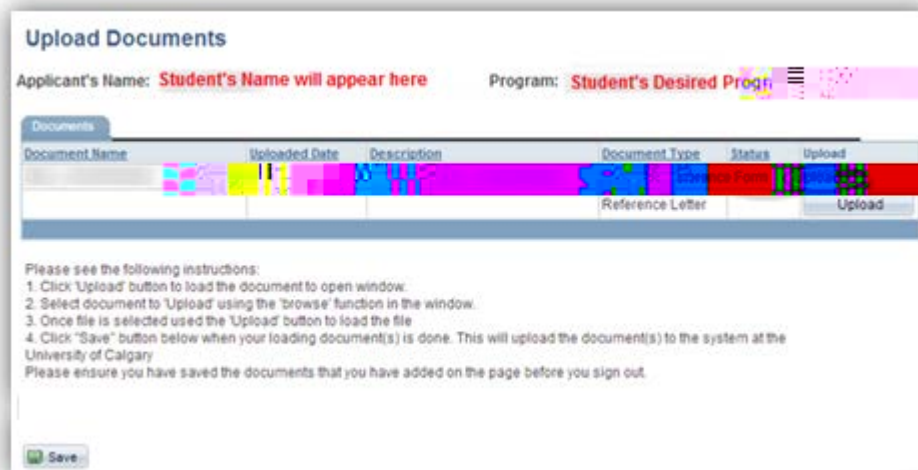
- 5. If the referee is required to submit two documents (i.e. Reference Form and Reference Letter) they can do them consecutively; however once you press save you cannot upload the document again.

Referees may upload one document at a time and can repeat the process by clicking on the link from the email again.

- 6. When the referee has completed uploading the supporting document(s) the status will change to Uploaded and an email will be sent to both the referee and copied to the student indicating the document has been uploaded. No further steps are required from the referee. The message “You have completed uploading document files to the University of Calgary. Thanks.” will appear.



However, if the referee would like to upload or change the Reference Form or Reference Letter and provided they have not pressed save, they can upload a different Reference Form or Letter and it will overwrite the previous file.





7. When referee has successfully uploaded the necessary supporting documents, the referee will receive an email, copied to the applicant, confirming the documents have been received.

9. This completes the referee requirement process. For additional support, please contact:

Faculty of Graduate Studies:

For questions regarding the referee requirements, please contact the department the student is applying to: <http://www.grad.ucalgary.ca/prospective/graduate-programs>

For technical assistance, please contact the Faculty of Graduate Studies at gradapp@ucalgary.ca or (403) 220-4938.

Faculty of Law:

For Faculty of Law referee requirements, please email law@ucalgary.ca

Undergraduate Admissions (Diverse Qualifications):

For questions regarding the referee requirements, please contact Undergraduate Admissions at 403-210-7625.

On behalf of the University of Calgary, thank you very much.