Important: Close all browsersand log off any PeopleSoft applications (including My UCalgary Portal and the Faculty Centre) prior to cl icking on the on- line reference url in the email, otherwise this messagemight display:

A deadline date may appear on email (Dept/Faculty dependent) and if the deadline has passed the system will not allow the referee to continue.

3. Once the referee hasclosed all browsers including My UCalgary Portal and clicked on the reference form link url, the Welcome to the U of C Reference System pagedisplays

4.   Completing the Reference Form:

The referee can view the applicant's name, the department/Faculty, program, degree plan and area of study. The referee contact information is also displayed. The referee must comple te all items that are required and   marked with an asterisk *   . If desired, the on-line reference form can be saved* and completed later. To return to the saved form, click the on-line form link url from the

5.   Submitting the Reference Form:

Once the referee has completed the on-line reference form and pressed Submit , the following

7. Printing the Reference Form:

If popups are allowed, the following message indicates the last chance for the referee to print the on-line reference form:

This is the last chance for the referee to print the on-line reference form.

8. Saving the Reference Form:

The .pdf on-line reference form will display allowing the referee to save the submitted form to their computer or print the form for their files.

9. Email Acknowledgement:

   When the referee has successfully completed and submitted the on- line reference form, they will receive an acknowledgement email. The prospective student (applicant) will also be copied on the acknowledgement email.

10. Some Faculties/Departments may include a deadline when reference document(s) are required. When attempting to comp

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

   Faculty of Graduate Studies:
   For questions regarding the referee requirements, deadlines or technical assistance, please contact the graduate program to which the student has applied. The contact information is located at the signature of the email the referees received; or visit our website for program's contact information. http://www.ucalgary.ca/future-students/graduate/contact

   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.

   Undergraduate Admissions to Social Work:
   For questions regarding the undergraduate admissions to Social Work referee requirements, please contact the respective office listed in the email you received.

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