



uOttawa

L'Université canadienne
Canada's university

UNIVERSITY OF OTTAWA INTERNATIONAL OFFICE

TABARET HALL
550 CUMBERLAND STREET, ROOM M386
OTTAWA, ON
CANADA K1N 6N5



INTERNATIONAL STUDENT EXCHANGE PROGRAM

ACADEMIC REFERENCE FORM

THIS SECTION TO BE COMPLETED BY THE STUDENT

Applicants must complete the top section and then give this form to a referee.

IMPORTANT NOTE TO APPLICANTS: The personal data requested in this Academic Reference Form are for the purposes of selecting students for the *International Student Exchange Program* at the University of Ottawa. Your consent for the aforesaid use of your personal data is deemed to be granted if you give this form to a faculty member to complete.

(PLEASE PRINT)		RESERVED FOR INTERNATIONAL OFFICE AT THE UNIVERSITY OF OTTAWA		STUDENT NO.)	
TITLE <input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> MISS <input type="checkbox"/> MS. <input type="checkbox"/> OTHER (SPECIFY)		LAST NAME		FIRST NAME	
HOME INSTITUTION		PREFERRED NAME			
UNIVERSITY DEGREE		INTENDED MAJOR			
<i>University of Ottawa (Canada)</i>		STUDY PERIOD AT HOST INSTITUTION		FROM	TO
				YEAR MONTH DAY	YEAR MONTH DAY

THIS SECTION TO BE COMPLETED BY THE REFEREE

The above-named student is applying to participate in an international exchange, which provides the opportunity to attend the University of Ottawa for up to two sessions. The program demands of students not only high academic standards, but also the maturity and self-reliance to adapt to a culture and to an educational experience which is different from studying at the home institution. We would appreciate your comments on the student's suitability for such a program.

On making decisions on the appropriateness of a student's participation in an exchange, the selection committee needs to know about his/her academic skills, motivation, adaptability and those personal qualities such as maturity, initiative, assertiveness, leadership potential, confidence, social skills, open-mindedness, integrity and any other factors which you believe will give the student the ability to benefit fully from an exchange experience.

TITLE		LAST NAME		FIRST NAME	
POSITION					
DEPARTMENT, SCHOOL					
CONTACT TELEPHONE			E-MAIL ADDRESS		

REFEREE FEEDBACK

How well do you know the applicant? (Check the most appropriate response.)

- Extensive contact in a variety of settings
- Well acquainted in classroom or campus environment
- Limited contact in classroom or campus environment
- Other (Please specify) _____

How long have you known the applicant?

- 1 year 2 years 3 years 4 years and more

In comparison with other students you have known at comparable stages of their academic careers, please rate the applicant's ability and academic competence in the following areas. (Check the most appropriate response.)

In my opinion, the applicant's **quality of work** is...

- Outstanding Very Good Good Average Below Average Unable to judge

On recent performance, the applicant's **academic/intellectual potential** is...

- Outstanding Very Good Good Average Below Average Unable to judge

On recent performance, the **applicant's performance** compared with other members of the class is...

- Excellent Above Average Average Below Average Failing

Please indicate the student's **percentile ranking** in the class:

- Top 2% Top 5% Top 10% Top 20% Top 40% Bottom 50%

Motivation - In my opinion, the applicant's motivation and seriousness of purpose for pursuing an international exchange are...

- Outstanding Very Good Good Average Below Average Unable to judge

Personal Suitability - In my opinion, the applicant's maturity, social skills and adaptability for pursuing an international exchange are...

- Outstanding Very Good Good Average Below Average Unable to judge

Foreign language proficiency level (if applicable) - In my opinion, the applicant's language proficiency is at the following level...

- Beginner Intermediate Advanced Average Unable to judge

Based on academic performance and potential, the **degree of support** I give the applicant for participation in the *International Student Exchange Program* is...

- Unreserved Strong Moderate Minimal
- Recommend with reservation Do not recommend Unable to judge

Additional Comments (optional) - Please comment on any area(s) in which the applicant might be relatively strong or weak and on what the applicant would gain from an international exchange experience.

YEAR	MONTH	DAY
------	-------	-----

REFEREE'S SIGNATURE