

# Reference Letters

## *What You Need to Know!*

### **Who**

A minimum of two referees should submit a reference letter. The maximum is up to four. You could have one reference letter from an instructor, one from a volunteer organization supervisor, and one from a work supervisor (or a combination).

### **What**

Reference letters should be one page in length, in Word or PDF. The referee should write about your academic, leadership, and/or volunteer abilities. Depending on the referee, they may only be able to speak to one or two of the above abilities.

### **Where**

Referees should send their letter directly to UNBC Awards and Financial Aid (AFA) via [awards@unbc.ca](mailto:awards@unbc.ca) on/before the UNBC Award Application deadline.

### **When**

Reference letters for Leadership Awards (new undergraduates) can be sent October 15 – January 15. They will be kept on file for the Annual Awards Competition (Entrance Awards & General Awards).

Reference letters sent for the Annual UNBC Awards Competition (October 15 – April 1), can also be used for the Fall Awards Competition (September 15 – October 14).

### **Why**

New reference letters are required for every Annual UNBC Awards Competition - they are kept on file for one year only. Letters are updated annually as referees may change from year to year depending on a student's experiences as they move through their academic/personal journey.

### **How**

The person would write a glowing letter which speaks to your contributions in the classroom/academics/student society/school, and/or in the community/workplace.

Referees submit their letter once, and then AFA Unit will match it to any awards within the award competitions that require it.

