

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 on/before the UNBC Award Application deadline.

When

Reference letters for can be sent for the In-Course Undergraduate Awards (>17 credits) and General Awards which are part of the Annual UNBC Awards Competition between October 15 – April 1. They will be kept on file for one year.

Reference letters sent for the Annual UNBC Awards Competition, 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.

