**REFERENCE LETTERS – The Who, What & How**

Normally reference letters should be 1 page in length, and in MS Word or PDF version. The referee should write about your academic, leadership, and/or volunteer abilities. Depending on the referee of course, they may only be able to speak to one or two of the above abilities.

A minimum of two (2) referees should submit a reference letter. The maximum is up to four (4). You could have one reference letter from an instructor, one from a volunteer organization supervisor, and one from a work supervisor (or a combination).

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

Referees should send their letter directly to UNBC Awards & Financial Aid (AFA) Unit via [awards@unbc.ca](mailto:awards@unbc.ca) on/before the UNBC Award Application & Supporting Documents deadline (for 2022 – April 1st/22).

References sent for the main Annual UNBC Awards Competition (Oct 15th to Apr 1st), can also be used for the Fall UNBC Awards Competition (will open Sep 15th and close on Oct 14th).

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

NOTE: New reference letters are required for every main Annual UNBC Awards Competition as they are kept on file for only one year.