

Guidelines for Letters of Reference

Undergraduate Awards

You have been asked to write a letter of reference on behalf of a student applying for a scholarship administered through Scholarship Partners Canada. Writing a letter of reference takes time, and is greatly appreciated both by the applicant and by our selection committee.

To assist you in the preparation of this letter, please refer to the scholarship program guidelines and to the information below.

Academic reference letters

If you are providing an academic reference, please state the length of time and the capacity in which you know the applicant. Your letter of reference should concentrate on the potential the applicant has to excel in postsecondary studies.

Volunteer/community service and extracurricular activities reference letters

If you are providing a reference letter related to volunteer/community service or extracurricular activities, please state the length of time and the capacity in which you know the applicant. Describe the applicant's role, their accomplishments and how their service has impacted the organization or community. In addition, please indicate if the applicant demonstrated exceptional leadership, extraordinary effort and ability to overcome adversity.

All letters must be dated, typewritten on letterhead, signed with an original non-electronic signature and include the reference's contact information. Reference letters must be dated within one (1) year of the supporting document deadline. Please note that the person writing the letter of reference cannot be related to the applicant. If two reference letters are required, letters must be written by two different individuals.

The letter should be given directly to the applicant so that it may be included with their application. The applicant would appreciate a prompt response, in order to meet the application deadline. Thank you very much for taking the time to support this applicant and contributing to a fair selection process.