

Student of the Year Award LETTER OF REFERENCE INSTRUCTIONS

These instructions are to be given to the person who will write your confidential letter of reference.

You have been asked to write a confidential letter of reference on behalf of a student applying for the Student of the Year Award (see award criteria below). The applicant has been asked to submit two letters of reference written by individuals (faculty member, staff member, and/or a current or former student) in support of their leadership and impact on student life at Concordia. The referee cannot be related to the applicant. To assist you in the preparation of this letter, please refer to the instructions and information below.

Three \$1,000 awards to an undergraduate student (one each to a Faculty of Arts, a Faculty of Science, and a Faculty of Management student) who demonstrates outstanding leadership in extra-curricular campus activities (e.g. CSA, athletics, clubs and associations, drama, residence etc.). The recipient demonstrates integrity, respect, and a servant's heart in their interactions with fellow students, faculty and staff. The recipient has also made a significant positive impact on student life through their entire career at Concordia. The recipient must be registered full-time in Fall and Winter of the current academic year and convocate in May. Concordia Students' Association executives are not eligible to receive this award. Donor: Concordia Students' Association

Instructions:

In your letter, please state the length of time and the capacity in which you know the applicant. Using specific examples, describe how the applicant has demonstrated outstanding leadership in extra-curricular campus activities and how their service has had a significant positive impact on student life at Concordia (e.g. CSA, athletics, clubs and associations, drama, residence life, etc.) Please give examples of how the applicant has demonstrated integrity, respect, and a servant's heart in their interactions with fellow students, faculty and staff and how their qualities and attributes demonstrate worthiness for award consideration.

Please ensure the letter is typewritten on letterhead (if applicable), signed, and includes your contact information. To ensure confidentiality, we would prefer that you email or mail the *Letter of Reference* directly to the address below. The Financial Aid and Awards Office will not accept letters of reference that are not confidential and sent in this manner.

The applicant would appreciate a prompt response as the deadline for letters of reference is **MARCH 29**.

Thank you very much for taking the time to support a Student of the Year applicant and contributing to a fair selection process.

Submit your letter by March 29th using one of the following methods:

By Email: finaid@concordia.ab.ca

By Mail:

Financial Aid and Award Office, HA120
Concordia University of Edmonton
7128 Ada Blvd NW
Edmonton, AB T5B 4E4