

IMPORTANT: A COPY OF THESE GUIDELINES IS TO BE GIVEN TO THE PERSON WHO WILL WRITE YOUR LETTER OF REFERENCE.

Dear Referee:

You have been asked to write a letter of reference on behalf of a student applying for the Concordia University of Edmonton (CUE) Scholarships. **You will receive a system generated email with a link to a form.** Please enter your comments in the form and submit by the deadline noted below. To assist you in the preparation of this letter, please refer to the instructions and information below.

General qualifications for CUE Scholarships may include leadership, volunteer/community service and/or extracurricular activities, academic achievement, professional promise, enrolment in a degree program, financial need and personal character qualities. Referees include current or former teachers/professors, volunteer supervisors, coaches, religious leaders, employers, etc. The referee cannot be related to the applicant.

When you are providing a reference letter, please state the length of time and the capacity in which you know the applicant. Describe their role, their activities and 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 and describe how their qualities will help them to excel in future endeavors. Using specific examples, explain how the applicant's qualities and attributes demonstrate worthiness for award consideration. If, in the past, you have written a letter of reference for this applicant, your current reference must be up to date with new information.

You will receive a system generated email with the link. Please enter your comments in the form and submit by the deadline noted below. Should you have any difficulties submitting your reference through the online form or in the event that you do not receive a system generated email and you were asked to be a referee, please contact finaid@concordia.ab.ca or call the Financial Aid and Awards Office at 780-479-9219.

Thank you very much for taking the time to support a CUE Scholarships candidate and contributing to a fair selection process.

Submit the Letter of Reference form by 11:59 PM on January 22nd.