

## Reference for Admission to Master of Education in Educational Leadership

**1. To the applicant:** Complete this section before forwarding the form to the referee. The referee will send the completed form directly to the university.

Name of Applicant: \_\_\_\_\_

Surname	Given Name(s)	Previous Names (If Applicable)
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**2. To the referee:** Yorkville University appreciates your appraisal of this applicant. This evaluation will be used only for admission purposes and is confidential. **Referees should be professionally related to the applicant, and may not be relatives or friends.**

I have known the applicant as	<input type="checkbox"/> an undergraduate student	for _____ year(s) _____ month(s).
	<input type="checkbox"/> a graduate student	
	<input type="checkbox"/> an employee	
	<input type="checkbox"/> in another capacity (please specify): _____	

**3. Ratings:** Please rank the applicant as follows:  
*0 = Unable to Judge, 1 = Below Average, 2 = Average, 3 = Above Average (Top 20%), 4 = Exceptional (Top 5%)*

Intellectual Capacity _____ Preparedness _____ Originality _____ Initiative _____	Work Ethic _____ Oral Communication _____ Writing Skills _____ <b>Overall</b> _____	With approximately how many others are you comparing this applicant? _____
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**4. Suitability:** Does this applicant demonstrate the ability to engage in graduate level studies in the program to which he/she seeks admission?

Yes-Recommended: **Please attach a typed letter of reference which indicates the applicant's suitability for the program.**

Not Recommended: **Please attach a statement that explains areas of concerns.**

**5. Personal information of referee:**

Referee's Name in Print: _____	Phone: _____
Title: _____	Fax: _____
Work Address: _____	Email: _____
Signature: _____	Date: _____

**To the referee:** Please fax or email the completed reference directly to the university to 1-866-725-2595 or documents@yorkvilleu.ca. **Alternatively, the original can be mailed to:** Yorkville University Admissions Office, Yorkville Landing, Suite 102, 100 Woodside Lane, Fredericton, NB E3C 2R9