Return by email to School of Public Health: **felicity.hey@ualberta.ca**

University of Alberta

Edmonton Canada T6G 2E1

**Urgent Deadline Material**

**Letter to Support Application for Professional Certificate in Public Health**

*Applicant should complete this section before submitting to referee:*

|  |  |  |
| --- | --- | --- |
| Applicant’s Surname | First and Middle Name(s) |  |

*To Referee*: The School of Public Health appreciates the time and effort required to complete an appraisal. The School attaches considerable weight to the statements made by the referees the applicant has selected. You will greatly assist the School and the applicant by providing a complete, detailed and thoughtful analysis of the applicant's achievements and scholarly attributes. Reference Letters are collected under the Alberta Freedom of Information and Protection of Privacy Act and the Alberta Universities Act. They are required to evaluate the applicant for admission purposes. Reference letters are considered to be supplied in confidence and will be used only by individuals and committees who evaluate the applicant. If the applicant files an access request, this reference or portions of this reference may become available to the applicant under the provisions of the Act. Complete both sides of this form and return the appraisal to the department indicated.

1. **Knowledge of Applicant:** In what capacity and for how long have you known the applicant (*eg* as teacher, supervisor, employer)?

2. **Specific Abilities:** Compared to others at the same academic or professional level, please evaluate the applicant in the following respects:

**Outstanding Superior Good Average Marginal No opportunity**

(top 5%) (top 15%) (top 25%) (top 50%) (Lower 50%) **to observe**

Intellectual Capacity

Creativity

Capacity for Independent Thinking

Initiative

Verbal Skills

Writing Skills

Professional Expertise

Judgement

Overall Rating

3. **English Language Proficiency**: English is the language of instruction in the School of Public Health. Do you believe that the applicant is sufficiently proficient in the English language to be successful in an academic program?

**Referee**

|  |  |  |
| --- | --- | --- |
| Name of Referee (please print) | Position/Title |  |
| Organization | Address and Postal Code | Telephone Number |
| E-mail Address | Date | Signature of Referee |

4. **General Appraisal**: Please provide a *general appraisal* of the student, including strengths, weaknesses, and any special factors which you feel should be taken into consideration (please use reverse or attach a separate page).