REPORT ON APPLICANT FOR ADMISSION TO GRADUATE STUDIES

Master of GIS Applications (MGISA) – Vancouver Island University

TO THE APPLICANT: Complete the boxed area below before sending this form to your referee. Completed reports or reference letters must be sent by the referee directly to the VIU Registration Office. For this report or a reference letter to be considered official, the report or reference letter and the envelope’s seal must be signed by the referee.

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| --- |
| Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Family Name Given Names  I hereby waive my right to view this report and/or reference letter.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Date |

TO THE REFEREE: A letter of reference may be submitted in lieu of this form. Please ensure that you sign your reference letter or form and the envelope’s seal to be considered official.

In what capacity, how well, and how long have you known the applicant?

Please rank the applicant based on the following criteria relative to his/her peers:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Criterion | Poor  (lower 50%) | Fair  (top 50%) | Good  (top 20%) | Very Good  (top 5%) | Excellent  (top 1%) | Not able to comment |
| Academic preparation | □ | □ | □ | □ | □ | □ |
| Intellectual capacity | □ | □ | □ | □ | □ | □ |
| Research skills | □ | □ | □ | □ | □ | □ |
| Originality | □ | □ | □ | □ | □ | □ |
| Motivation | □ | □ | □ | □ | □ | □ |
| Ability to work independently | □ | □ | □ | □ | □ | □ |
| Written expression | □ | □ | □ | □ | □ | □ |

Please comment on the applicant’s academic strengths and potential for completing a graduate program.

Please indicate any concerns you may have with respect to the applicant’s ability to excel in a graduate program.

|  |  |
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| Referee’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Referee’s affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Referee’s address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Referee’s e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Referee’s tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Referee’s signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please email or mail this letter directly to: Darlene Norby, [darlene.norby@viu.ca](mailto:darlene.norby@viu.ca), Vancouver Island University - Registration Centre, Building 200 - MGISA Admissions - 900 Fifth Street - Nanaimo BC V9R 5S5 – Canada