## Letter of Reference Form

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| Applicant’s Last Name: |  |
| Applicant’s First Name: |  |
| City, Region & Country in which Applicant lives: | , |

Please assist us in evaluating the applicant listed above for admission to graduate studies at Concordia University. Your comments should be directed to the topics indicated below. You may either use the form provided, or if you prefer, you may submit a typed letter. Thank you for your assistance in this process.

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| In what capacity do you know this student? |  |
| What special traits does he or she exhibit as a leader? |  |
| Describe how this person will be an effective candidate at the graduate school level. |  |
| Please include any final thoughts you have about the applicant, including any information you feel would help us understand this person as a potential candidate for our graduate program. |  |

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| Your Name: | First Name Last Name |
| Title or Position: |  |
| Organization: |  |
| Work Phone: | (       )       -       x |
| Email Address: |  |

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| --- | --- |
| Date: | DD/MM/YYYY |
| Signature: (Type in Name if Electronically submitting application) |  |

**Please have these letters faxed, emailed or mailed directly to:**

Fax: (408) 608-0318  
Email: admissions@concordiaonline.net  
Address: ????, ???