

Information for Referees **(First-Year Applications)**

References are provided solely through the Online Reference Form, accessed through the unique link in your email. As of the Fall 2016 admission cycle, references can no longer be mailed, emailed, or hand-delivered to UCalgary Law.

Space is provided within the online reference form to provide additional comments. No additional reference letter will be accepted.

Reference Submission Deadline

March 1, 2018, 11:59 p.m. MST

NOTE: While the deadline is set as above, it is to the applicant's advantage if you submit your reference ASAP after you receive the email with your unique link. **Rolling admissions for applicants for the Fall 2018 first-year class begin in November 2017, as soon as applications become complete.**

If you wait until closer to the March 1 deadline, the applicant may be at a disadvantage, as many offers will have already been made. **Applications cannot be assessed until they are complete, including references.**

Have You Submitted a Reference to UCalgary Law in the Past Three Years?

To give referees the option of providing an updated reference, all referees will now receive an auto-generated email to provide a reference through the Online Reference Form, even if they have already provided a reference for that re-applicant in the past three years.

If you have provided a reference to UCalgary Law in the past three admission cycles and would prefer to use your previous reference, please send an email to law@ucalgary.ca and include both your name and the applicant's name. We will then verify that we have the reference on-file and send you a confirmation email.

Tips for Submitting Your Reference

- Your link to the Online Reference Form is unique to both you and a specific applicant
 - If you have agreed to act as a referee for multiple applicants, please be very careful and ensure that you are providing a reference for the correct applicant
 - Since each link is unique, please do not forward your link to the applicant's other referee, or you will not be able to submit your own reference
- The Online Reference Form is submitted through PeopleSoft, also known as Campus Solutions
 - If your organization also uses PeopleSoft or Campus Solutions, please sign out and close all browser windows (e.g. Internet Explorer, Firefox, Chrome, Safari) *before* clicking on the link in your email
 - If you do not first sign out of PeopleSoft, you will get an error message when you click on the link
- The Online Reference Form is short and should not take up too much of your time, but in case you



**UNIVERSITY OF
CALGARY**

FACULTY OF LAW
Law Admissions, MFH 2380
2500 University Drive NW
Calgary, AB, Canada T2N 1N4
law.ucalgary.ca

are interrupted, please ensure you save before 15 minutes of inactivity elapses, so you do not lose your progress

- Please ensure that you click “submit” when you have completed the Online Reference Form
 - Once the form has been submitted, you will no longer be able to view or edit your reference
- You will receive an email confirmation after you have successfully submitted the form; the applicant will also be copied on the confirmation email

Consent to Provide a Reference

You have received this email because the applicant named in the email listed you as a referee in their application to the JD program at UCalgary Law.

Applicants are asked to obtain your consent before providing your name and contact information to us. If you did not provide your consent and cannot provide a reference on behalf of the applicant, you may let us know by emailing law@ucalgary.ca.

Notice to Referees

Please note that the applicant will be provided with a copy of this reference upon submission of a written request.