

LETTER OF RECOMMENDATION FORM

TO BE COMPLETED BY THE APPLICANT															
(The following must be your legal names for use on all official University of Northern British Columbia documentation).															
Date	D	D	M	M	Y	Y	UNBC Student Number (if available)								
Last/Family Name							First Name								
Date of Birth							Intended First Semester of Study								

Note to Referee

Your honest assessment of the applicant named above is a necessary part of the application process to the University of Northern British Columbia Master of Business Administration program. We realize that this requires time and effort and we greatly appreciate your assistance. Please print or type your responses.

* A typed letter of reference may be submitted as an alternative to completing this form.

TO BE COMPLETED BY THE REFEREE														
Date	D	D	M	M	Y	Y	Last/Family Name					First Name		
Firm/Institution							Position/Title							
Street Address														
City/Town						Province/State				Postal Code			Country	
Telephone Number							Fax Number							
Email Address														

How long and under what circumstances have you known the applicant?

Using the chart below, please rate the applicant according to the following criteria:

	Poor	Average	Good	Excellent	Outstanding	Unable to Rank
Academic Potential						
Potential for Career Advancement						
Initiative						
Oral Communication						
Written Communication						
Determination						
Leadership Perspective						
Planning Skills						

Please comment on the factors you believe would contribute to the applicant's success in the UNBC Master of Business Administration program. Also state any factors that may reduce the likelihood of success.

_____ Date

_____ Signature

INSTRUCTIONS FOR RETURNING RECOMMENDATION

Please return this recommendation form and/or letter of recommendation in a sealed envelope with your signature across the seal. Please mail it directly to the University of Northern British Columbia at the address below:

University of Northern British Columbia
 Master of Business Administration Program
 3333 University Way
 Prince George, British Columbia
 Canada V2N 4Z9

1-866-960-6125