



Tips for an Effective Reference

Student Awards and Financial Aid
Ontario Tech University
2000 Simcoe Street North, Oshawa, ON L1G 0C5 Canada

905.721.3190
ontariotechu.ca

Letters of reference are used as an important means for determining the quality of your Major Entrance Scholarship application.

A **community reference** should be written by someone who is not a family member or close friend, who has observed the applicant in their public life, and who is aware of their character, talents, achievements and involvement in the community. The reference needs to be written on official letterhead if possible.

A **school reference** should be written by a teacher, counsellor or principal who is familiar with the applicant, and is aware of their academic performance, character, extracurricular activities, achievements and educational goals. The reference **must** be written on official letterhead.

For a reference letter to be accepted, it must contain:

- An original signature
 - Photocopied, scanned or electronic signatures will not be accepted.
- Full contact information
 - Name
 - Email address
 - Phone number
- The period of time the reference has known the applicant and in what capacity.
- Concrete examples of how the applicant embodies qualities such as originality, initiative, sincerity, overall good judgment, creativity and leadership skills; be as thorough and precise as possible.

Completed references must be received by the [Student Awards and Financial Aid office](#) either in person, or via mail, no later than **Friday, February 28**.

Mailing Address:

Office of the Registrar – Student Awards and Financial Aid
Ontario Tech University
2000 Simcoe Street North
Oshawa, Ontario, Canada
L1G 0C5

If you require this information in an alternative format, please email connect@uoit.ca