



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 scholarship application.

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

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

January 2021 update

References will now be accepted either through the mail **or** through email. Please carefully read about each option below.

For **mailed** reference letters to be accepted, they must contain:

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

For **emailed** reference letters to be accepted, they must include the following:

- A signature
 - Photocopied, scanned or electronic signatures **are** accepted
- Full contact information
 - Name
 - Email address
 - Phone number

- o Relationship to the applicant
- Come from the individual providing the reference, such as your teacher, guidance counsellor, etc. To be considered, the reference letter **must** be sent from their official school/work email, not a personal email address
- Written on official letterhead from the institution/organization providing the reference. If they cannot access official letterhead, they must give full business contact information, including the name of workplace/school, business phone number, job title, and email
- The period of time the reference has known you and in what capacity.
- Concrete examples of how you embody qualities such as originality, initiative, sincerity, overall good judgment, creativity and leadership skills; your reference should be as thorough and precise as possible

Submission of references:

Following the criteria above, completed references can be **mailed** to the [Student Awards and Financial Aid office](#) or **emailed** to connect@ontariotechu.ca no later than **Thursday, February 25**—the scholarship application deadline.

Mailing Address:

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

Email address:

connect@ontariotechu.ca

If you require this information in an alternative format due to a disability, contact connect@ontariotechu.ca.