

Referee Information and Instructions for the LLM Common Law Program

To the applicant:

- You are welcome to provide this to your referees in advance of their notification through the official online system that a letter of reference has been requested of them.
- ***Please note*** your referees are **only** notified through the system to supply a letter of reference when you pay your application fee and formally submit the application. ***It is your responsibility*** to communicate the deadline for reference letters to your referees and that they have the capacity to submit a letter before the reference deadline on the LLM CL's website for your application.
- It is highly recommended that you use an institution or company email address so your referees can upload directly to UBC's application system. Those with an email account from a free email service (e.g. Gmail, Hotmail, Yahoo, etc.) will not be given the option to submit an e-reference.

To the Referee:

- Thank you for taking the time to provide a reference to an applicant to the above-named program at the Peter A. Allard School of Law. We have created this as reference to assist you in providing a letter of reference.
- You will only receive an automated email when the applicant has submitted their application **and** paid the application fee.
- Your reference letter for the applicant should comment on: your relationship to the applicant; how suitable the program is for the applicant; your assessment of the applicants professional or academic work; and finally your assessment of the characteristics of the applicant that are relevant to the program. Some examples of characteristics to comment on include: work ethic, independence, attention to detail, skills in research, originality, creativity, resilience and/or academic preparation.

We accept three formats for your letter of reference:

- **Electronic reference** (preferred method) provided through the application system. If the applicant has provided your institution or company email with their application, you will receive an email with a link to a secure site to upload or complete the form ***once the application has been officially submitted***.
 - You can submit the electronic reference form, upload a letter of reference, or do both depending on your preference.
 - *Please note: This option is unavailable if you have an email from a free email provider (e.g. Gmail, Hotmail, Yahoo, etc.). You will need to submit a reference by one of the two methods below.*
- **Paper letter of reference** provided on your official letterhead and mailed directly to the program at the address below in **a sealed envelope with your signature across the seal**.
- **Paper reference form** provided by the University of British Columbia for both Academic and Professional references found at the following link: <https://www.grad.ubc.ca/forms/reference-letter-report-applicant-admission-graduate-studies>. These must be mailed directly to the program at the address below in **a sealed envelope with your signature across the seal**.
 - **The academic reference form** is used when you have interacted with the applicant in an academic setting (e.g. you were the professor of a course in which the applicant was enrolled).
 - **The professional reference form** is used when you have interacted with the applicant in a professional setting (e.g. you are/were the applicant's supervisor at work).

**** We are unable to accept letters of reference sent by email, per UBC Policy. ****

Hard copy letters of reference must be **received** by the reference deadline ([found here](#)) in a sealed envelope with your signature signed across the seal to the following address:

ATTN: Kerstin Walter
Peter A. Allard School of Law
University of British Columbia
1822 East Mall
Vancouver, BC Canada V6T 1Z1