

**Applicant:** Send a link for the reference form to your referee by e-mail and include your full name, date of birth, phone number and UFV application number or student number in the e-mail. Your references should be provided by individuals who can provide an objective and professional assessment of your suitability for a career in education and have directly observed your interactions with school-aged children in educational or community settings, such as a certified BC K-12 public school teacher that you have worked or volunteered with. Referees should not be relatives, friends, or anyone unable to speak to your professional or volunteer experience with children or youth in an educational or community settings. To learn if your reference forms have been received by UFV Admissions, check your UFV Applicant Portal. If you have questions, contact UFV Admissions at [admissions@ufv.ca](mailto:admissions@ufv.ca) including your name and UFV application number or student number.

**Referee:** This applicant is seeking admission to the Inclusive Education Assistant (IEA) certificate at the University of the Fraser Valley. Applicants to the IEA are required to have two letters of reference submitted before they will be considered for admission. (1) Save form by clicking on File – Save As... on the menu bar; (2) Ensure that you are saving the file in PDF format; (3) Specify where you would like to save the file, e.g. Desktop; (4) Complete the entire form and save the file; (5) Attach it in an email from your work email address to [admissions@ufv.ca](mailto:admissions@ufv.ca) by January 31st at 4PM PT.

It is the policy of UFV to **treat as confidential** any reference reports or letters of reference which UFV receives as part of an applicant's admission documents. We protect the privacy and maintain the confidentiality of personal information.

Section 1: Applicant Information		
Name of applicant		UFV Student Number or Application ID:
Date of Birth:		Phone number (with area code):
Day:	Month:	Year:
Section 2: Referee Information		
Last Name:	First Name:	Honorific/Title:
Employer/School:	Role:	
Address:	Phone:	
Institutional email address:		
Section 3: Referee Report		
1. In what capacity and for how long have you known the applicant?		
2. Describe the nature of the work or volunteer role you observed the applicant perform and indicate how long the applicant worked in this capacity and in what setting (school, community organization, etc.).		

<b>3. What major strengths of the applicant will be most helpful as a future education assistant?</b>			
<b>4. Describe opportunities the applicant has had to work with diverse student groups.</b>			
<b>5. What feedback did you provide to the applicant during this time?</b>			
<b>6. Is there anything else you think is important for us to know about this applicant as they seek to embark upon a career as an inclusive education assistant?</b>			
<b>7. Please provide any information as to why this applicant should <u>not</u> become an inclusive education assistant.</b>			
<b>8. Please rank the applicant on their suitability as a future education assistant.</b> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>Excellent</span> <span>Very good</span> <span>Good</span> <span>OK</span> <span>Poor</span> </div>			
<b>Section 4: Declaration, Signature and Submission of Form</b>			
I certify that the information contained in this form is complete and correct to the best of my knowledge. I understand that the School of Education will verify documents submitted in support of an IEA application and that the submission of falsified documents is considered a serious offence. I have read and agree with the above declaration.			
<b>Last Name:</b>	<b>First Name:</b>	<b>Title/Role:</b>	<b>Date:</b>

References need to be e-mailed to [admissions@ufv.ca](mailto:admissions@ufv.ca) by January 31.  
 References need to be received directly from the referee from an identifiable e-mail address.