

**Applicant:** Send a link for the reference form to your referee by email and include your full name, date of birth, phone number, and UFV application or student number (if known) in the email. These references should be provided by individuals who have seen you work with children/adolescents in an educational context, such as a certified BC K-12 public school teacher that you have worked or volunteered with. 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 Bachelor of Education (BEd) at the University of the Fraser Valley. Applicants to the BEd are required to have two reference reports submitted prior to being considered for admission. (1) Save the 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 that 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 Application or Student Number:
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 (volunteer) work you observed the applicant perform and indicate how long the applicant engaged in this position.		

3. Describe the opportunities the applicant has had to interact with diverse student groups.

4. What feedback did you provide to the applicant during their time with you?

5. What four major strengths of the applicant will be most helpful to them as a future teacher?

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 a teacher?

7. Please provide any information as to why this applicant should not become a teacher.

8. Please rank the applicant on their suitability as a future teacher.

☐ Excellent      ☐ Very Good      ☐ Good      ☐ OK      ☐ Poor

#### Section 4: Declaration, Signature, and Submission of Form

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 a BEd application and that the submission of falsified documents is considered a serious offence.

I have read and agree with the above declaration. ☐

Last Name:

First Name:

Title/Role:

Date:

References need to be emailed to [admissions@ufv.ca](mailto:admissions@ufv.ca) by January 31 at 4pm PT.  
References need to be received directly from the referee from an identifiable work email address.

Updated: August 2025