**Confidential Reference Letter**

**International Visiting Fellowship**

* Reference letters must be provided in confidence to the Ocean Frontier Institute (OFI) for purposes of determining an applicant’s suitability for awarding of an [International Visiting Fellowship](https://www.ofi.ca/programs/visiting-fellowship) (VF).
* This template must be filled out by an academic referee.
* Reference letters are to be submitted by the referee directly to the OFI (ofi@dal.ca) with the subject “VF Reference Letter for (FIRST NAME LAST NAME)” and should not be shared with the applicant.

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| **Contact Information** |
| Name of Referee: | Position/Rank: |
| Institution: |
| Phone: | E-mail: |
| Mailing Address: |

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| **Knowledge of Applicant** |
| In what capacity (e.g., teacher, supervisor, employer, colleague, etc.) have you known the applicant? |
| How long have you known the applicant (years/months)? |
| If the applicant is a graduate student, recent graduate, or postdoctoral fellow, in what percentile do you rank the applicant to their peers (e.g., top 25%)? |
| If you have not known the applicant in an academic or research capacity, please indicate the basis upon which you feel you are able to assess the applicant’s capability for collaborative, international research. |

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| **Special Abilities** |
| For each category, place a checkmark under the most appropriate column. | Outstanding | Superior | Good | Average | Below Average | No Basis for Judgement |
| Past Academic Achievements: | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Scholarly Promise: | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Independent Research Capability: | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| English Proficiency - Oral: | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| English Proficiency - Written: | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Creativity: | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Resourcefulness: | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Organizational Skills: | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Collaboration Capacity: | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Technical Aptitude: | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

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| **General Assessment** |
| Would you recommend that the applicant be awarded an International [Visiting Fellowship](https://www.ofi.ca/programs/visiting-fellowship)? | ☐ Yes | ☐ No |
| Do you have any reservations? | ☐ Yes\* | ☐ No |
| \*Explain any reservations: |
| Additional comments on the applicant’s: 1) ability to carry on advanced study and research; 2) teaching ability; 3) promise for a successful career in this field; 4) weaknesses, if any; and 5) communication skills (oral and written)? Any additional comments (**200 words or less**) |

Please submit this reference to **ofi@dal.ca**by the deadline indicated on the [Visiting Fellowship webpage](https://www.ofi.ca/programs/visiting-fellowship)