



**Canadian Federation of University Women
Fédération Canadienne des Femmes Diplômées des Universités**

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www.cfuw.org

**CFUW FELLOWSHIP AND AWARD COMPETITION
FOR ACADEMIC YEAR 2011-2012**

GUIDELINES FOR REFEREES

Reference Letters relating to an application for a CFUW Fellowship or Award must be provided on letterhead of the university, agency or business.

Referees are requested to include the following details:

- Length of time you have known the applicant;
- Your position title and department;
- Significance of the candidate's academic accomplishments and/or performance;
- Value and future potential of the candidate's research;
- Capacity to be a leader in chosen field of study.
- Your signature on all three (3) copies of the letter.

Letters of reference should not exceed 500 words and may be written in either English or French.

Each letter must be sent **in triplicate** for each CFUW Fellowship or Award.

All three (3) copies can be sent in **ONE sealed envelope** with the **signature** of the **referee** across the back flap. Letters of reference are NOT to be given to the applicant for mailing.

The deadline for letters of reference is **postmarked by November 1, 2010**. Please mail letters of reference to:

**Chair, CFUW Fellowships Committee
CFUW National Office
251 Bank Street, Suite 305
Ottawa, Ontario, K2P 1X3, Canada**