Tips for BASc and FRAN Students

References are a CRITICAL component of any application to graduate school and to external awards bodies such as OGS and SSHRC. The following guidelines will help you through the process:

**Choose faculty carefully**
- First approach faculty who have taught you 3rd and 4th year level courses
- Ask whether the faculty member can provide you with a strong letter of reference
- Letters from assistant, associate or full professors are generally preferred at most institutions

**Request references early**
- Ask whether the faculty member wishes paper or electronic documents
- Allow at least 3 weeks for faculty to produce letters

**Information/materials to provide about yourself**
- Remind the professor of the program you are in and the course(s) you have taken with them (include course code and semester)
- Brief summary (1/2 page) of your key strengths/areas that you think should be emphasized; especially note any outstanding accomplishments you may have had in the course(s) taught by this particular faculty member
- Unofficial transcript
- Draft of your statement of interest/plan of study/letter of intent

**Information/materials to provide about the program(s) to which you are applying**
- Name and location of the program
- Brief description of the program and/or link to the program website, if applicable
- Type of reference required (i.e., online, forms, letter, etc.)
- Forms and/or links to the reference forms (Make sure that any required information is on forms, if applicable)
- Deadline/due date for receipt of letter of reference
- Address for the letter of reference, and contact person, if applicable
- You may be asked to provide an addressed envelope in which the faculty member can send the letter of reference

**Confirmation**
- Ask the faculty member to confirm that your letter of reference has been sent

Applicants to FRAN return reference letters to:
Graduate Secretary
Department of Family Relations & Applied Nutrition, MINS 249

WANT MORE INFO ABOUT THE GRADUATE PROGRAMS IN THE DEPARTMENT OF FAMILY RELATIONS & APPLIED NUTRITION?
CONTACT frangs@uoguelph.ca

www.family.uoguelph.ca