

**Confidential Reference Form – BCom/JD Application**

**Return to:**

Aimee Burtch  
 Recruitment & Admissions Manager  
 Queen's Faculty of Law  
 Macdonald Hall, Room 301  
[a.burtch@queensu.ca](mailto:a.burtch@queensu.ca)  
 (613) 533-6000 x 79005

**Applicant Name:**

**Referee Information**

Name	
Position	
Department	
E-mail Address	

**To the Referee**

1. Complete and sign the section below. Submit a separate letter of reference along with this form.
2. Forward this reference form and accompanying letter directly to Recruitment & Admissions Manager, Aimee Burtch, via e-mail at [a.burtch@queensu.ca](mailto:a.burtch@queensu.ca) or internal mail, Room 301 Macdonald Hall. Complete this form in confidence and do not make it available to the applicant. The applicant will not have access to this completed form once you submit it to Queen's Law.
3. Queen's Law is interested in students who will excel in the study of law and who have the potential to make a meaningful contribution to the law school, the legal profession and the broader community. Factors that may be considered include:
  - Work experience
  - Extracurricular involvement
  - Community involvement
  - Personal accomplishments
  - Career objectives
  - Personal considerations
  - Proficiency in written and oral communication

**Return this reference and accompanying letter to Queen's Law by November 1**

Please comment about any of these considerations, as appropriate, in your letter of reference.

**Complete this section, sign and date.**

I have known the applicant for \_\_\_\_\_ year(s) in the capacity of \_\_\_\_\_  
 (e.g. supervisor)

Referee's Signature \_\_\_\_\_ Date \_\_\_\_\_

*\* By typing my name above, I am electronically signing this form.*