



Sending References to the UBC MHA program

A confidential letter of reference¹ is required for application to the MHA program. For referees who do not have an institutional email (e.x., Gmail, Outlook), references can submit a paper reference letter to our office. Please note that reference letters received by mail must be in a sealed envelope with the referee's signature over the seal. Whenever possible, letters should be on official letterhead.

Please mail reference documents to:

Master of Administration Program
School of Population and Public Health
173 – 2206 East Mall
Vancouver, BC V6T 1Z3

What should be included in a reference letter?

We ask that referees provide comments that offer a picture of the applicant's abilities and potential to succeed in a managerial role. Specifically, please identify the applicant's:

- Demonstrated managerial potential
- Main strengths and talents
- Abilities and achievements as compared to their peers
- Factors that would influence your decision to hire or not hire the applicant for a managerial position in your department

If possible, please provide examples for your assessment of the applicant on these criteria. It is also useful to provide information on the context in which you have gotten to know the applicant (e.g., work environment, applicant's role and responsibilities). The admissions committee finds it helpful if the referee can compare the applicant to other staff in a quantitative way, i.e. *this applicant is in the top 10% of people I have supervised in the past number of years.*

If you have any questions, please contact the MHA program office at 604-822-5405 or send an email to mha.program@ubc.ca.

¹ This Confidential Report must be both prepared by and signed by the referee named above. Evidence to the contrary will lead to the cancellation of any offer of admission (whether or not accepted), or withdrawal of the student from the University. It is the policy of the University to treat as confidential letters or reference which it receives. It can, however, be required under Freedom of Information legislation to disclose the substance of any letter of reference but only where that can be done without disclosing the identity of the writer.