



Sending References to the UBC MPH Program

A confidential letter of reference¹ or paper reference form may be submitted in lieu of an electronic reference. If you do not have an institutional email (e.x., Gmail, Outlook), you must mail your letter and/or [reference form](#) to our office. Please note that reference documents mailed to us must be sealed in an envelope with your signature over the seal. Ideally, letters should be on official letterhead whenever possible.

You can mail reference documents to:

Master of Public Health program
School of Population and Public Health
171 – 2206 East Mall
Vancouver, BC V6T 1Z3

What should I include in a reference letter?

We ask that referees provide comments that offer a picture of the applicant's abilities and potential to succeed as a graduate student, public health professional and/or researcher. Specifically, we seek input on the applicant's:

- Academic ability and initiative
- Quantitative, analytical and reasoning skills
- Critical thinking and complex problem solving skills
- Ability to interpret and communicate data clearly and effectively
- Demonstrated compassion, professionalism, integrity, and sense of social justice

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 or the educational/course setting). The admissions committee finds it helpful if the referee can compare the applicant to other students or staff in a quantitative way, i.e. *this student is in the top 10% of students I have previously taught or supervised in the past number of years.*

If you have any questions, please contact the MPH program office at 604-822-9207 or send an email to mph@spph.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.