



McGill

Faculty of Law – Undergraduate Program Reference Letter Instructions Form

Reference letter must be postmarked or delivered by email by the appropriate deadline date below:

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|---|--------------------------|
| • University and Mature* | November 8 th |
| • CEGEP and
French Baccalaureate (<i>Collèges Marie de France and Stanislas</i>) | March 7 th |
| • Advanced Standing | January 15 th |
| • Transfer | June 15 th |
| • Visiting | June 15 th |
| • Chambre des notaires/Comité des équivalences (September entrance) | July 1 st |
| • Chambre des notaires/Comité des équivalences (January entrance) | December 1 st |
| • Special Students (September entrance) | August 8 th |
| • Special Students (January entrance) | December 8 th |

*The Admissions Committee will begin reviewing applications from University and Mature applicants at the beginning of November.

The letter of reference must be written (preferably typed) on **official letterhead**. If this is not possible, the reason(s) should be clearly indicated in the letter of reference. It must also indicate your position and full contact information at the institution.

Your letter should specify the complete name and program of the applicant.

Please give an appraisal of the applicant in terms of academic performance, background preparation, work habits, personality, and general suitability for the study of law. Please include all relevant information, as an incomplete evaluation will place the applicant at a disadvantage.

Note: while McGill University is subject to the *Act respecting access to documents held by public bodies and the protection of personal information*, whereby candidates have access to the information in their files, this excludes reference letters.

The letter of reference may be sent electronically via e-mail to undergradadmissions.law@mcgill.ca.

If you choose to send the letter of reference by e-mail, please note the following:

- The e-mail electronic letter must be sent from a valid institutional or corporate e-mail address. Electronic letters sent from public domain addresses such as Hotmail, Gmail, Yahoo Mail or Videotron, etc, cannot be accepted.
- Electronic letters have to be sent as an attachment to the e-mail. The attached file must be saved as a PDF (.pdf) format. File saved in another format will be sent back to the referee.
- The subject line of the e-mail must be REFERENCE LETTER FOR [LASTNAME, FIRSTNAME]
- Please do not send your letter by mail if you opt to send it by e-mail.
- If you have any questions contact us at (514)398-6602.

The letter of reference may be given to the applicant directly or be mailed to the address indicated below.

The letter should be dated, signed and enclosed in an envelope clearly marked "Reference Letter" and the envelope flap should be signed by the referee. This procedure allows us to ensure that the letter has proceeded directly from the referee to the Admissions Office.

Mailing address for reference letter:

Undergraduate Admissions Office, Faculty of Law
McGill University
New Chancellor Day Hall, Room 418
3644 Peel St.
Montreal, Quebec
Canada H3A 1W9

Note: The Admissions Office regrets that it cannot accept references by fax or by telephone.