

Alberta Educational Institution: Guidelines for letter from Instructor or Supervisor

The letter from an educational Institution in support of the applicant’s AIMG Program application must contain all the following:

If your Educational Institute is issuing a letter indicating your participation in a UNDERGRADUATE DEGREE, COLLEGE DIPLOMA OR APPRENTICESHIP PROGRAM:	If your Educational Institute is issuing a letter indicating your participation in GRADUATE STUDIES
<ul style="list-style-type: none"> • Printed on organization’s letterhead, including mailing address and full official name of the organization • Date the letter was prepared (completed after the course is completed OR if still underway, between May 3 and June 4, 2021) • Applicant’s name and address • Course Name(s) applicant attended • Start and end date of each course that the applicant attended • Frequency and type of classes (e.g. in-person; 4 days per week for 10 weeks from January 15 to April 1, 2021¹) (see NOTE 1 below) • Street address where the course was held • Includes note of any absences from course work between December 1, 2020 - May 18, 2021 • Original signature of the instructor(s) • Daytime phone number of the signatory. (Must be available for contact by the AIMG Program (June 7 – October 1, 2021). 	<ul style="list-style-type: none"> • Printed on organization’s letterhead, including mailing address and full official name of the organization • Date the letter was prepared (letter written between May 3 and June 4, 2021) • Applicant’s name and address • Name of graduate degree in progress • Start and end date of graduate studies • Frequency of in-person meetings and/or other departmental activities for the period between December 1, 2020 and May 18, 2021 (e.g. weekly update meetings or TA sessions) • Street address where the course was held • Includes note of any absences from December 1, 2020 - May 18, 2021 • Original signature of supervisor or appointed representative • Daytime phone number of the signatory. (Must be available for contact by the AIMG Program (June 7 – October 1, 2021).

The letter need only confirm the courses taken between December 1, 2020 and May 18, 2021.

NOTE 1: Because this example does not cover the period from December 1, 2020 to January 15, 2021, or April 2 to May 18, 2021, the applicant would be required to provide additional proof (i.e. another letter from the institution or from an employer or guarantor)

NOTE 2: Institution must be in Alberta

***All proofs provided are subject to AIMG Program source verification.**