

Academic Supervisor/Appointed Representative Letter Guidelines

Please ensure that your letter in support of the applicant's AIMG Program application contains all the following:

- Date the letter was prepared
- Applicant's name
- Applicant's address
- Applicant's education status? (e.g. full-time, part-time, casual, on-call)
- Applicant's educational schedule for in-class or online studies
- Date of program (must have start and end date)
- Daytime phone number of Supervisor or Appointed Representative's contact information
(in Alberta)
- Must be available for contact by the AIMG Program (July 31 – September 30, 2020)
- Signature of Supervisor or Appointed Representative
- Printed on organization's letterhead, including mailing address and full official name of the organization

MODIFICATIONS TO ACADEMIC SUPERVISOR LETTER

Any significant absences from class or other academic activities

Notes to Applicants:

- A letter from an Academic Supervisor or Appointed Representative will only be required for those programs that included distance education, online classwork, or in cases where a Transcript does not prove by itself physical presence in Alberta for at least 8 months per academic year, for 2 or more years.
- Any notable absences from class or other academic activities should include an explanation.