

## Educational Institution/Instructor's 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
- Name of educational institution
- Course Name(s) applicant attended
- Start date of each course applicant attended
- End date of each course applicant attended
- Frequency of classes (eg. 4 days per week for 10 weeks)
- Street address where the course was held
- Daytime phone number of the instructor/registrar. (Must be available for contact by the AIMG Program (June 7 – July 31, 2019).
- Original signature of the instructor/registrar
- Printed on organization's letterhead, including mailing address and full official name of the organization

\*NOTE: The letter need only confirm the courses taken between December 1, 2018 and May 18, 2019.