



### ***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 (written between May 1 and June 7, 2024)
- 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 (i.e. frequency of in-person meetings)
- Date of program (must have start and end date)
- Daytime phone number of Supervisor or Appointed Representative's contact information **(in Alberta)**
- Supervisor / Appointed Representative must be available for contact by the AIMG Program (July 15 – October 18, 2024)
- 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. **If an applicant believes they should be exempt from submitting an academic supervisor letter, they must apply for an administrative exception.**
- Any notable absences from class or other academic activities over the period between December 1, 2023, and May 18, 2024, should include an explanation.