



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 6, 2025)
- ☐ 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 (June 15 – September 15, 2025)
- ☐ 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, 2024, and May 18, 2025, should include an explanation.