



## 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 5, 2026).
- Applicant's full name.
- Applicant's current physical 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 or email of Supervisor or Appointed Representative's contact information **(in Alberta)**.
- Supervisor / Appointed Representative must be available for contact by the AIMG Program (June 15 to September 18, 2026).
- 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

- MUST list any significant absences from class or other academic activities (including leaves and vacations)

### **Notes to Applicants:**

- A letter from an academic supervisor or appointed representative is only required if the applicant's transcript does not clearly demonstrate regular in-person attendance in Alberta (e.g., distance education, online coursework, or limited in-person instruction) 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, 2025, and May 18, 2026, should include an explanation.

**All documentation submitted are subject to AIMG Program source verification.**