*The nomination letter must be completed and signed by the Graduate Coordinator/Chair nominating the candidate (equivalent or designate) and must be on the institution's letterhead. If signed by someone other than the Graduate Coordinator/Chair, his/her name, title and contact information must be visible.*

*The letter should be one to two pages in length using the template below. Be sure to retain the headings when adding content in each section to address the three major points: i) Academic Excellence; ii) Research Ability or Potential; and iii) UTM Research Activities.*

*[Date]*

UTM Committee

UTM International Ph.D. Scholarship

Re: *[Nominee’s full name]*

Dear UTM International Ph.D. Scholarship Selection Committee:

The [*name of* *department*] is delighted to nominate [*nominee’s full name*] for these scholarships at the University of Toronto. …… *Using strong and positive language, describe the nominee while providing information relevant to the field of study, degree or culture of the department (e.g. publishing norms, degree requirements, grading practises, unusual accomplishments) that would otherwise not be known outside the discipline.*

*Evaluation Norm example: In the Department of Statistical Sciences, outstanding admissions applicants to the master’s and doctoral programs rarely have any publications. Instead, the Department’s admissions evaluations are based on the applicants’ transcripts, letters of reference, etc.*

*Clearly explain the following:*

* *What do successful grad students in your unit look like?*
* *What does this student have that makes them outstanding?*
1. **Rationale for the choice of candidate:**

*Highlight the factors used to determine why the student is deserving of the scholarship. Clearly articulate the excellence of the candidate according to the three selection criteria, ensuring that the letter focusses on academic excellence and in what ways the individual is expected to make significant contributions to your department and/or their field of study. In comparison to other applicants to this program, (candidate) is extraordinary because…*

1. **Academic Excellence:**
	1. *Is the nominee’s undergraduate/graduate university highly regarded in his/her proposed field of study and/or nationally/internationally?*
	2. *Nominee’s most notable achievements to date include… which are very impressive for a scholar in this field at such an early stage of his/her academic career*
	3. *Identify any prestigious awards/distinctions received that may not be well-known*
2. **Research Ability or Potential:**
	1. *Quality of research training/output (e.g. previous supervisors/institution, conference presentations, scholarly publications);*
	2. *Feasibility/strength of research proposal if available;*
	3. *His/her former supervisor described his/her work as…*
3. ***UTM Research Activities:***

*Briefly describe the UTM research activities that the nominee will be engaged in. If you have questions and require examples of existing UTM research activities, please contact the Vice-Dean Graduate and Postdoctoral Affairs (**vdgraduate.utm@utoronto.ca*).

Sincerely,

<*signature*>

Name

Title