

How to Request a Faculty Reference Form

Some Scholarships and Bursaries require a faculty reference form. This guide will provide a step-by-step process on how to request a faculty reference form.

1. Login to your myCambrian account, click the student tab and refer to the "Financing My Education Icon. Click the link "Request a Bursary Faculty Reference Form"



2. Select a faculty member from the drop down menu and click submit to request the form. Note: Ensure to choose a faculty member that will give you a good reference, you may want to discuss with the faculty prior to requesting the reference.



Please select a faculty member from the list below and click "Submit" to request a reference form.

TEST2,STAFF V Submit

3. After you click submit, you will see confirmation that the reference form request was sent



Request a Bursary Faculty Reference Form

You have successfully sent a request for a bursary faculty reference form on November 12, 2018.

4. Faculty will receive an email notification stating that you have requested a reference form to be filled out



5. You will not be able to request another letter, instead you will see the status of your request



This completes the guide for requesting a faculty reference form. Please contact <u>awards@cambriancollege.ca</u> if you have any questions or concerns.