

Instructions for early reference submission



Note to applicants

To submit an early reference request, complete this form and provide it to your referee. The referee must include this form when emailing the reference to CaRMS. Once the reference and form are received by CaRMS, you will be sent a confirmation email with further instructions. Referees must send references in PDF format, along with this form, to CaRMS prior to the date the CaRMS Online application opens. To find the date the CaRMS Online application opens, please visit carms.ca/timelines/.

NOTE: Family Medicine, Emergency Medicine, Orthopedic Surgery, Physical Medicine and Rehabilitation and Psychiatry programs will no longer accept narrative letters of reference. These programs will only accept a structured reference letter. The structured reference letter can only be requested in CaRMS Online once the match opens.

Applicant information

Last name:	First name:
Email:	
Please select your match below: ☐ R-1 Main Residency Match ☐ Medicine Subspecialty Match ☐ Pediatric Subspecialty Match	

Referee information

Name of referee:	What discipline is the reference in support of?
Email:	☐ Generic ☐ Specific: _____

Instructions for the referee

Applicant support forms: Applicant support forms are provided to you by the applicant. Simply complete the document and email it to CaRMS with this form.

Reference letters: Below you will find some guidelines to help you construct a reference letter and allow program directors to use it for comparative purposes. Reference letters should be prepared on letterhead.

The letter should include the type and duration of your contact with the applicant, and comment on their:

- cognitive skills and knowledge
- problem solving and patient management
- behaviour and attitudinal skills
- communication skills and working relationships
- ability to work in a team
- motivation and punctuality
- sense of responsibility
- procedural skills specific to the discipline

If you are unable to comment on any of the above categories, you are asked to indicate that you have not observed or have knowledge of that particular component. You are also encouraged to comment on any special qualities you noted or unique contributions made by the applicant.

Email the completed reference, along with this form, to documents@carms.ca with the subject line "Early reference submission". Please ensure the document is a PDF (not a JPEG or Word document).