



uOttawa

Referee Guidelines

OGS QEII-GSST Applications 2026-2027

1

Applicant enters referee information into their online application form.



2

Referee receives an automated email, directing them to the form to complete.



3

Referee downloads the applicant's form, completes the form, and re-submits it.



Financial Aid and Awards Service

loansandawards@uOttawa.ca



1

Applicant

All applicants to the OGS-QEII competitions require two (2) evaluation reports from two distinct referees.

Applicants submit the referee names, email addresses through the Online Scholarship portal. Referees receive an email inviting them to download and complete the applicant’s assessment form. The referee will then upload their document directly to the portal, using a link included in the original email. Applicants will not have access to the referee’s completed assessment report.

The [Academic Assessment Report form is available online](#), both in English [and in French](#). The applicants must complete the Student Information section. The referee will complete the remainder of the form.

Applicants are encouraged to save their pre-filled document with a name that helps the referee identify them. The referee will also have to save the form to their device, before uploading it to the portal.

References: Your referees must complete the Academic Assessment Report (OGS/QEII-GSST) and submit it by the link they will receive by email. Please refer to the "Award" to download the PDF to complete.

Important: Be sure to name your pre-filled document so that your referee can clearly identify you. Example: LastName_GivenName_OGSreport.pdf

Referee

*Name	*E-mail	*Prefilled document	Request status
Referee 1	refaddress@uottawa.ca	Rapp_Report_BESO_OGS_ENG.pdf	Date of deposit by referee: 2023-09-18 12:37:00
Referee 2	refaddress2@uottawa.ca	Rapp_Report_BESO_OGS_ENG.pdf	Date of deposit by referee: 2023-09-15 20:44:16

Applicant’s Form

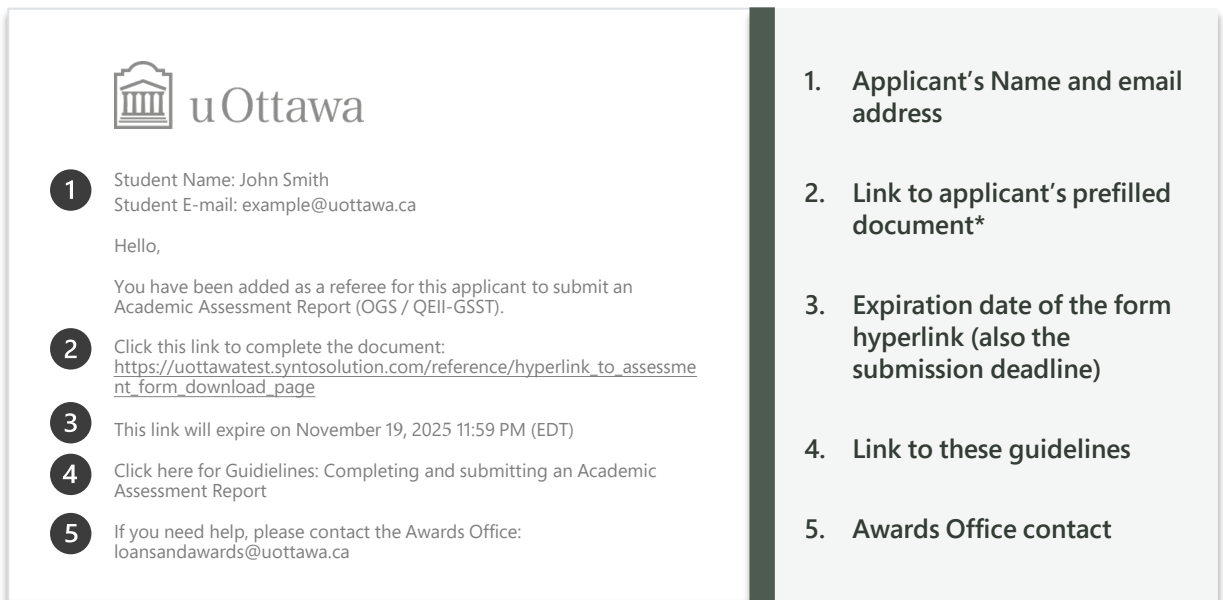
Applicants add their referees’ name, email address, and the assessment report with the “Student Information” section completed.


Correspondence language is determined by the applicant.

For changes (*Français* or English), please contact them directly.

2 Email Notification

Referees will receive an email from the Online Scholarships portal, informing them of the assessment report to complete. The message, sent by bourses-awards@uottawa.ca, will include the following details:



 uOttawa

- 1 Student Name: John Smith
Student E-mail: example@uottawa.ca
Hello,
You have been added as a referee for this applicant to submit an Academic Assessment Report (OGS / QEII-GSST).
- 2 Click this link to complete the document:
https://uottawatest.syntosolution.com/reference/hyperlink_to_assessment_form_download_page
- 3 This link will expire on November 19, 2025 11:59 PM (EDT)
- 4 Click here for Guidelines: Completing and submitting an Academic Assessment Report
- 5 If you need help, please contact the Awards Office:
loansandawards@uottawa.ca

1. Applicant's Name and email address
2. Link to applicant's prefilled document*
3. Expiration date of the form hyperlink (also the submission deadline)
4. Link to these guidelines
5. Awards Office contact

*If the hyperlink does not appear as a clickable link: make sure to identify the email address as "not junk/not spam". You can also highlight the URL in the email address, copy it and paste it in your browser to access the file.

For security reasons, the link to access the report will expire at the same time as the applicant's submission deadline.

IMPORTANT

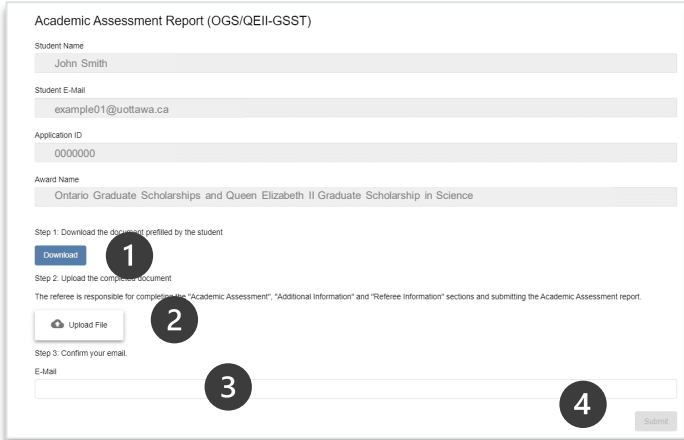
To submit their application, the applicant must have received both referee assessment reports through the portal.

The application deadline is November 19, 2025, at 11:59 p.m. ET.

You must therefore submit your report before then, and also allow enough time for the applicant to submit their application.

3 Complete and Submit Form

From the email hyperlink, the referee is directed to the applicant's Form page. Here they can access the pre-filled document, complete the assessment report, and resubmit it.



The screenshot shows a web form titled "Academic Assessment Report (OGS/QEII-GSST)". It contains several input fields: "Student Name" (John Smith), "Student E-Mail" (example01@uottawa.ca), "Application ID" (0000000), and "Award Name" (Ontario Graduate Scholarships and Queen Elizabeth II Graduate Scholarship in Science). Below these fields are three numbered steps: Step 1: "Download the document prefilled by the student" with a "Download" button; Step 2: "Upload the completed document" with an "Upload File" button; and Step 3: "Confirm your email" with an "E-Mail" input field. A "Submit" button is located at the bottom right. Step 4 is indicated by a circle around the "Submit" button.

1. Download the applicant's pre-filled document.
2. Upload your completed assessment report from your device.
3. Confirm your email address (for security purposes).
4. Click 'Submit' (the button will unlock once steps 1-3 are completed)

If you are submitting assessment reports for multiple applicants, please make sure that the correct document is attached to the correct applicant.

If the document is properly submitted, you will be redirected to the Online Scholarships landing page, with a confirmation message.

IMPORTANT

The form must be completed using Adobe Acrobat Reader or Adobe Acrobat Pro. Other PDF viewers or editors may result in submission errors, including blank or incomplete forms.

Please download and use the latest version of Adobe Acrobat Reader (free) or Adobe Acrobat Pro before completing the form.