



REFERENCE LETTER INSTRUCTIONS

BC Excellence Scholarship Application (2025/26)

Instructions for students

You must submit two reference letters as part of your application for the BC Excellence scholarship. The individuals who write your reference letters should know you well, but they cannot be an immediate family member or another student.

1. School reference: please provide one reference letter from a school staff member, such as a teacher, counsellor, school principal, or vice-principal.
2. Community reference: please provide one reference letter from a community member, such as a community leader, coach, instructor, volunteer supervisor, or employer.

Reminder: you must secure these letters in time to submit them with your application by the deadline of 3:00 pm PST on Tuesday, February 17, 2026.

Please share the instructions below with your referees.

Instructions for referees (due to the student **before** Tuesday February 17, 2026)

You have been asked to write a reference letter on behalf of a student applying for the 2026 BC Excellence scholarship. Students must submit reference letters as part of their application. Reference letters are reviewed by the Ministry of Education scholarships committee for the purpose of assessing submissions and determining recipients.

Please prepare your letter on your organization's letterhead and describe the following about the applicant:

- their role in serving your community or school group;
- their demonstrated leadership abilities or service; and,
- their aptitude for and commitment to their chosen career path.

Please also provide the following information about yourself:

- your role (e.g., within the organization);
- your relationship with the applicant; and,
- your contact information.

Please send the student a signed copy of your letter **before** February 17, 2026 (4 MB maximum file size).

Information about the BC Excellence scholarship is available online:

www.gov.bc.ca/bcexcellencescholarship

Questions? Please contact the Provincial Scholarships Program Team: scholarships@gov.bc.ca