



**CITY UNIVERSITY
LONDON**

Reference form for application to a postgraduate course

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Course of study:

Applicant's name:

Instructions for the applicant and referees

To the applicant: Please forward this reference form to your referee. Upon receipt of the completed, sealed references please forward them on to the relevant admissions office in a clearly marked envelope.

To the referee: The above named person has applied to be admitted to a postgraduate course at City University London and has given your name as a referee. We would be most grateful if you would provide us with a reference on the applicant's academic and general ability to undertake the proposed course of study named above. Please complete the questions on this form or attach a written statement of reference on letter headed paper. Your reply will be treated in confidence by the University.

Important: Please place the reference in an envelope which should be sealed, signed across the seal and the signature covered with clear tape to ensure confidentiality. The envelope should then be returned to the applicant who will forward it to the University.

1. How long have you known the applicant and in what capacity?

2. What do you consider to be the applicant's main strengths and weaknesses?

3. Bearing in mind the specialism chosen, what is your opinion of the applicant's suitability for this course?

4. Is there any information which you feel is relevant? (e.g. expected examination results, if appropriate). Please continue on a separate sheet if necessary.

5. Please rate the applicant with respect to the following categories:

		Outstanding (top 5%)	Above average	Average	Below average	No of students in group
Academic potential						
Analytical ability						
Originality						
Capacity for fluent and logical communication	Oral					
	Written					
Diligence						
Overall rating						

Name

Job title

Address

Tel/Fax

Email

Institute stamp (if available, please provide a compliment slip or sample of headed paper)

Referee's signature

Date