

The Postgraduate Admissions Office  
The University of Nottingham  
University Park  
Nottingham NG7 2RD  
UK



## REFERENCE FOR ADMISSION TO POSTGRADUATE STUDY

### **PART I: To be completed by the Applicant**

Please complete Part I at the foot of this form (in block capitals), and send one form to each referee requesting that the reference be sealed in an envelope, signed by your referee across the seal and returned to you. You should then send your two references in the sealed envelopes, with the application form, to the Postgraduate Admissions Office. We will be unable to process your application without your references.

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### **PART II: To be completed by the Referee**

The person named above has applied for admission for postgraduate study at the University of Nottingham. I should be most grateful if you would provide us with a reference on the applicant's academic and general suitability to undertake the proposed course of study by completing Part II on the reverse side of this form or by attaching to the form a written statement on letter headed paper. It would be of great assistance if, in addition to any general statement, you would indicate the following in your reference:

- (a) how long you have known the applicant and in what capacity;
- (b) for applicants whose first language is not English, their standard of proficiency in written and oral English;
- (c) the nature and class of degree already obtained or expected to be obtained;
- (d) how the applicant's achievements compare to those of his/her peers;
- (e) the applicant's suitability for postgraduate study, including any distinct strengths or weaknesses.

*Your reply will be treated in confidence by the University.*

**Please return this form to the applicant in an envelope, signed across the seal to ensure confidentiality.**

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### **PART I - APPLICANT**

YOUR NAME :

YOUR ADDRESS

PROPOSED COURSE:

PROPOSED DATE OF ADMISSION:

NAME OF REFEREE:

**PART II - REFERENCE**

*(Please continue on a separate sheet if necessary)*

NAME OF REFEREE:

TITLE/STATUS:

ADDRESS:

TELEPHONE:

FAX:

E-MAIL ADDRESS:

**SIGNATURE**

**DATE:**

**PLEASE PROVIDE OFFICIAL STAMP OF UNIVERSITY/COLLEGE OR OTHER OFFICIAL STAMP**