

Academic Reference Instruction Form



UNIVERSITY OF CAMBRIDGE

Graduate Admissions Office

INSTRUCTIONS FOR A REFEREE SUPPORTING AN APPLICATION FOR ADMISSION TO A GRADUATE COURSE

(1) To be completed by the applicant

Applicant's Name		Proposed Study	
Last (family)	<input type="text"/>	Degree Type	<input type="text"/> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
First (personal)	<input type="text"/>	Programme of study or research area	<input type="text"/>
Title	<input type="text"/> (Mr/Mrs/Miss/Dr etc)	Department	<input type="text"/>
Contact Details		Application Number (if already available)	<input type="text"/>
Email	<input type="text"/>		
Telephone	<input type="text"/>		
Date of Birth		Applicant's Signature	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DD	MM	YYYY	
Sex		Signature	
<input type="checkbox"/> Male			
<input type="checkbox"/> Female		Date (DD/MM/YYYY)	

(2) To be completed by the referee

Referee's Name		Referee's Contact Details											
Name	<input type="text"/>	Email	<input type="text"/>										
Position	<input type="text"/>	Telephone	<input type="text"/>										
Institution		Address	<input type="text"/>										
Institution Name	<input type="text"/>	City	<input type="text"/>										
Dept/Faculty	<input type="text"/>	Country	<input type="text"/>										
How long have you known the applicant?	<input type="text"/>												
In what context do you know him/her?	<input type="text"/>												
Approximate position in year group (if available)	<input type="text"/>												
In comparison to other postgraduate applicants you have known, how would you rate this applicant?	<table border="1"> <thead> <tr> <th>Tick as appropriate</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Top 1% - Outstanding</td> <td><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Top 5% - Exceptional</td> <td><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Top 10% - Very Strong</td> <td><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Top 25% - Satisfactory</td> <td><input type="text"/></td> </tr> </tbody> </table>			Tick as appropriate	Comments	<input type="checkbox"/> Top 1% - Outstanding	<input type="text"/>	<input type="checkbox"/> Top 5% - Exceptional	<input type="text"/>	<input type="checkbox"/> Top 10% - Very Strong	<input type="text"/>	<input type="checkbox"/> Top 25% - Satisfactory	<input type="text"/>
Tick as appropriate	Comments												
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<input type="checkbox"/> Top 5% - Exceptional	<input type="text"/>												
<input type="checkbox"/> Top 10% - Very Strong	<input type="text"/>												
<input type="checkbox"/> Top 25% - Satisfactory	<input type="text"/>												

This form is not the reference. Please now write your reference or recommendation **in English** on a separate sheet of paper.

The paper should be the letterhead of your institution: if you are not able to use a letterhead, please attach your business card. The reference should also be signed, as we cannot accept electronic or scanned signatures. Please address references to 'The Secretary of the Board of Graduate Studies' and make sure you sign and date the reference.

Please comment on the applicant's academic fitness and general suitability to undertake the proposed course of research or study, in relation to the qualification sought. Also include any other information which you think is relevant to the application. If the applicant's native language is not English, please comment on the applicant's level of fluency and proficiency, particularly in the context of their academic work, if known. If the applicant is intending to study part-time, please include a statement about his/her ability to manage different responsibilities simultaneously.

(3) DECLARATION AND DATA PROTECTION

DATA PROTECTION ACT (1998): Please indicate, by ticking the box below, whether you agree to this reference being released to the person in respect of whom it is written, should that person make a request for disclosure. If you do not wish to give your permission at this time, please note that there might be circumstances, as required by law, under which the University would be required to make a disclosure irrespective of your wishes. However, the University will treat your reference in strict confidence insofar as the law permits.

I agree to the release of this reference if the person concerned seeks disclosure

I confirm that the information given above and on the appended reference letter is accurate to the best of my knowledge and understand that the University of Cambridge may refuse admission if it discovers that any information given has been falsified or is inaccurate.

<input type="text"/>	<input type="text"/>
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Referee's Signature

Date (DD/MM/YYYY)

(4) DELIVERY

To deliver, please:

- 1) Enclose your reference with this form, and a copy of the applicants cover sheet in a SEALED envelope.
- 2) Sign your name across the seal and cover it with clear tape.
- 3) Send the reference to the address below:

Graduate Admissions Office
Academic Division
17 Mill Lane
Cambridge
CB2 1RX