



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

(1) To be completed by the applicant

Applicant's Name

Last (family)

First (personal)

Title (Mr/Mrs/Miss/Dr etc)

Proposed Study

Degree Type Full Time Part Time

Programme of study or research area

Department

Application Number (if already available)

Contact Details

Email

Telephone

Date of Birth

DD MM YYYY

Sex

Male
 Female

Applicant's Signature

Signature Date (DD/MM/YYYY)

(2) To be completed by the referee

Referee's Name

Name

Position

Referee's Contact Details

Email

Telephone

Institution

Institution Name

Dept/Faculty

Address

City

Country

What is your relationship to the applicant?
How long have you known the applicant?

What is the applicant's approximate position in year group (if available)?

out of

What is this ranking based on?

If you cannot give a ranking, please provide a reason why.

Please give your assessment of the applicant's academic fitness and general suitability to undertake the proposed course of research or study, in relation to the qualification sought.

<input type="checkbox"/> Exceptionally suitable	<input type="checkbox"/> Very suitable	<input type="checkbox"/> Moderately suitable	<input type="checkbox"/> Unsuitable
<input type="checkbox"/> Other (please give further details below)			

THIS FORM IS NOT THE REFERENCE. Please now write your reference or recommendation in English on a separate sheet of headed 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.

In your reference please comment on:

- The applicant's academic results to date
- The applicant's academic fitness and general suitability to undertake the proposed course of research or study, in relation to the qualification sought
- A justification of any difference between the applicant's academic ranking and your estimate of their suitability for the course
- If the applicant's native language is not English, their level of fluency and proficiency in English, particularly in the context of their academic work
- If the applicant is intending to study part-time, their ability to manage different responsibilities simultaneously
- Any other information which you think is relevant to the application (e.g. research experience, ability to work independently, key strengths/weaknesses)

(3) Declaration and Data Protection

I understand that the University will treat the reference securely and in confidence as described at <https://www.graduate.study.cam.ac.uk/referee-faq>

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.

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Referee's Signature

Date (DD/MM/YYYY)

(4) Delivery

To deliver by post, please:

- 1) Enclose your reference with this form 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
Student Services Centre
Bene't Street
New Museums Site
Cambridge CB2 3PT

Or by email, please send form and the reference (as pdf files) to grad.reference@admin.cam.ac.uk.