**Reference Form**

**1. Applicant Details (To be completed by the applicant)**

|  |
| --- |
| Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year applying for \_\_\_\_\_\_\_\_\_\_\_Present Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Code \_\_\_\_\_\_\_\_\_\_\_\_\_ Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**2. Referee Details (To be completed by the referee)**

|  |
| --- |
| Title \_\_\_\_\_\_\_\_\_\_\_\_ Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Recommenders are requested to write a statement. Precision in setting out the candidate’s strong and weak points would be more helpful than broad-brush statements. Information in this letter will be kept confidential. Thank you for your cooperation.

Please rate the applicant in comparison with others of his/her age and position whom you have known within the past five years. If possible indicate the number of students or employees with whom you are comparing him/her:

……………………………………………………………………………………………………………….

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Outstanding (top 3%) | Excellent (top 10%) | Very Good(top 25%) | Good (top 40%) | Average | Below Average | No Basis for Judgement |
| Academic Performance |  |  |  |  |  |  |  |
| Intellectual Ability |  |  |  |  |  |  |  |
| Motivation |  |  |  |  |  |  |  |
| Leadership |  |  |  |  |  |  |  |

Potential as a Teaching Assistant

High Adequate Inadequate No basis for judgement

How long have you known the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what capacity?

Undergraduate Graduate Research Assistant Teaching Assistant/Employee Other\*\*

\*\* If other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How would you rate the applicant in comparison with others that you may have recommended to our program?

**Reference Letter**

Please attach your letter on official letterhead. Please sign and date the letter.