



**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"/>

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)			
<input type="text"/>			

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
Academic Division
17 Mill Lane
Cambridge, UK
CB2 1RX

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