

Reference for Admission to Undergraduate Programmes

PART 1: 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 Taught Courses team (Undergraduate). We will be unable to process your application without your references.

PART 2: To be completed by the Referee

The person named above has applied for admission to our undergraduate programme at the University of Nottingham. Please would you provide us with a reference on the applicant's academic and general suitability to undertake the proposed course of study by completing Part II 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 result from any previous programme of study;
- (d) how the applicant's achievements compare to those of his/her peers;
- (e) the applicant's suitability for the chosen programme of 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.

Part 1 – Applicant

Name	
Address	
Postcode	
Proposed date of admission	Proposed course
Name of referee	

Part 2 – Reference

--

Referee's name, title/status	
Address	
Postcode	
Telephone	Fax
Email	

Signature.....Date.....