

**CONFIDENTIAL**
**REFERENCE FORM**
**To be completed by Applicant:**

<b>Name of Applicant</b>	
<b>Programme/Research degree applied for:</b>	

The above named Applicant is applying for postgraduate studies at The Management & Science University (MSU) and has named you as a referee. Please complete this form and *either* return it directly to the University at the address shown as below, *or* place it in a sealed envelope, sign across the seal and return it to the applicant for forwarding to us.

**To be completed by Referee:**

<b>1</b>	<b>How long have you known the applicant and what is your relationship with him/her.</b> Number of Years Know: _____ Relationship: _____ (i.e Lecturer, Former Employer & etc)																									
<b>2</b>	<b>How do you rate his/ her academic ability?</b> <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/> Very Poor																									
<b>3</b>	<b>If the applicant is about to take further studies, what results do you think he/ she can achieve?</b> <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor <input type="checkbox"/> Very Poor																									
<b>4</b>	<b>Taking overall view, what is the applicant's major talents and most significant weakness?</b>																									
<b>5</b>	<b>In which category, would you place the applicant in relation to the group?</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Ability</th> <th style="width: 12.5%;">Excellent</th> <th style="width: 12.5%;">Average</th> <th style="width: 12.5%;">Poor</th> <th style="width: 12.5%;">Unable to access</th> </tr> </thead> <tbody> <tr> <td>Responsibility</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Hardworking</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Trustworthiness</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Leadership skills</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Ability	Excellent	Average	Poor	Unable to access	Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hardworking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trustworthiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leadership skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Leadership skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																						
<b>6</b>	<b>Any further comment which you feel will be helpful?</b>																									

<b>7</b>	<b>How strong do you support this application</b>  <input type="checkbox"/> Strong Recommended  <input type="checkbox"/> Recommended  <input type="checkbox"/> Recommended with reservations  <input type="checkbox"/> Do not Recommend
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<b>Name of the Referee</b>										
<b>Position</b>										
<b>Organisation Name &amp; Address</b>	Name of Institute/ Organisation:  Address:   City: _____  State: _____  Postcode: _____  Country: _____									
<b>Contact Number &amp; Fax</b>										
<b>Email</b>										
<b>Referee's Signature:</b>	<b>If applicable, please use Institution/University/ Organisation official stamp</b>									
<b>Date:</b> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 20px; height: 20px; text-align: center;">-</td> <td style="width: 20px; height: 20px; text-align: center;">M</td> <td style="width: 20px; height: 20px; text-align: center;">M</td> <td style="width: 20px; height: 20px; text-align: center;">-</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> </tr> </table>				D	D	-	M	M	-	Y
D	D	-	M	M	-	Y	Y	Y	Y	

**Thank you for your time and co-operation in completing this reference form.  
Please return the completed form to:**

**Graduate Management Centre (GMC)**  
**Management & Science University (MSU)**  
*(Formerly known as University College of Technology & Management Malaysia, KUTPM)*  
 Level 4, West Wing Stesen Sentral Kuala Lumpur  
 50470 Kuala Lumpur. Malaysia.  
 Tel: 60- 3 – 2273 6410 Fax: 60- 3 – 2273 6417  
 Email: [gmc@msu.edu.my](mailto:gmc@msu.edu.my) Website: <http://www.msu.edu.my>