

# Reference for Postgraduate Admission



The University of  
**Nottingham**

Malaysia Campus

## **Part I:** To be completed by the applicant

Please complete Part I at the foot of this form (in BLOCK CAPITALS & BLACK INK). Two reference forms are required for application for postgraduate study.

Send the reference form(s) to your referee(s) requesting that the reference(s) be completed and then sealed in an envelope, signed by your referee(s) across the seal and returned to you. You should then send your reference(s) in the sealed envelope(s), with the application form, to The University of Nottingham Malaysia Campus. **We are unable to process your application without your reference(s).**

## **Part II:** To be completed by the referee

The person named below has applied to study at The University of Nottingham Malaysia Campus. Could you kindly provide us with a reference on the applicant's academic and general suitability to undertake the proposed course of study by completing Part II on the reverse side 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 could 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 qualifications already obtained or expected to be obtained;
- (d) how the applicant's achievements compare to those of his/her peers;
- (e) the applicant's suitability for further 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 I: Applicant**

Your Name (as per NRIC/Passport)

Your Address

Proposed Course and Division

Proposed Date of Admission

Name of Referee

**Part II: Reference** *(Please continue on a separate sheet if necessary)*

Large empty rectangular area for writing the reference text.

Name of Referee

Title/Status

Address

Telephone

Fax

E-mail Address

Signature

Date

**Please provide official stamp of University/College or other official stamp.**