



### DA3 - Request for a Reference

Applicants should pass a copy of this letter to each of their two referees after inserting below their own name and details of their proposed studies.

Dear Sir/Madam

The person named below is applying to this University for admission and has named you as a referee. We should be pleased to receive your confidential letter of reference and it would be helpful if you could include the following information:-

- a) **if you knew the applicant as a student:** details of academic performance, with an indication of whether you consider these details to be a true reflection of the applicant's abilities
- Intellectual qualities, achievements and potential
  - Ability to organize his/her own time
  - Communication skills
  - Motivation and commitment
  - Any other comments you feel may be relevant to the candidates application
- b) **if you are the applicant's present or former employer (including voluntary work):**
- Intellectual qualities, achievements and potential
  - Ability to organize his/her own time
  - Communication skills
  - Motivation and commitment
  - Major work related achievements (paid or unpaid)
  - Potential for development to a senior management role
  - Any other comments you feel may be relevant to the candidates application

Please detach the slip below and attach it to your letter of reference and send to the address given above. Your reference should be supplied on official headed paper. If you are sending it by email, we may wish to contact you for verification.

On behalf of the University may I take this opportunity to thank you for your assistance.

Yours faithfully

Admissions Team Leader

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Applicant's surname ..... Other names .....  
(as it appears on the application form)

Proposed date of admission .....

Level of study:- UG  PG  MBA  Professional Development  Other

Name of course .....

Second choice (if any) .....