


**Confidential Reference on an Applicant
 for Admission to Postgraduate Studies**
Applicant

Print off a copy of this two page reference form for each of your referees. Complete Section A below and forward a copy of the two page reference form to each referee. Ask them to complete and return both pages of the form direct to you in a **signed and sealed envelope**. Once the references have been returned please include them with your application and send your completed application to the University of Sussex.

Referee

The person named on the attached form is applying to this University for admission as a postgraduate student and has been asked to pass this form to you as one of the referees named in the application. I should be grateful if you would comment on the suitability of the candidate to read for the degree/diploma indicated in Section A below. Please use the attached form for your reference, unless you would prefer to write a separate letter on headed paper.

Please sign your reference and place it inside an envelope. Sign across the seal of the envelope and cover your signature with clear tape. Return the sealed and signed envelope to the address given by the candidate as soon as possible as the candidate cannot submit an application without references.

The following brief notes may be of assistance to you.

Degrees of Master of Arts, Master of Research or Master of Science

These are taught course-work degrees, undertaken full-time in one year or part-time over two years.

Degrees of Master of Philosophy and Doctor of Philosophy

These are research degrees requiring, as a minimum, full-time study for one year for the MPhil or two years for the DPhil, or part-time study for two years for the MPhil or three years for the DPhil.

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SECTION A (to be completed by the applicant)

Full name of candidate:

(Please underline surname, family or principal name)

Address of candidate (to which reference should be sent):

Programme and qualification for which application is being made:

Current qualifications (including class of degree):

Academic year for which application is being made:

SECTION B (to be completed by referee)

How long have you known the candidate?:

In what capacity?:

Are you able to confirm the candidate's qualifications as given above? YES NO

Is the candidate's English adequate for postgraduate study? YES NO

Please comment below on the suitability of the candidate for admission to the degree/diploma course for which application has been made, giving an evaluation of the candidate's intellectual abilities and qualities of initiative, application and independence. If the candidate is taking a first degree, please include a prediction of the likely result.

Please return this reference to the applicant at the above address in a signed and sealed envelope.

Name	
Signature
Position	
Institution	
Date	