

University of Suffolk Reference Form

PART 1 – TO BE COMPLETED BY THE APPLICANT

Please complete Part 1 in block capitals then send the form to your referee for completion

TITLE		FAMILY NAME	
FORENAME(S)			
COURSE			
NAME OF REFEREE			
RELATIONSHIP			

PART 2 – TO BE COMPLETED BY THE REFEREE

Please complete Part 1 in block capitals then send the form to your referee for completion

NAME OF REFEREE	
JOB TITLE/STATUS	
WORK ADDRESS	
TELEPHONE	
E-MAIL ADDRESS	

In order that the University of Suffolk can assess the above named applicants' suitability for their chosen course we would be grateful if you could provide a reference on their academic, fitness and general suitability, taking into consideration the following points:

Communication

Motivation and Commitment to study at higher education level

Integrity and honesty

Sociability

Ability to work as part of a team

Reliability and Health/Attendance record

How long you have known the applicant and in what capacity

Returning the reference

References should be sent directly to admissions@uos.ac.uk from your professional email address. Should you wish to return the reference by post it should be accompanied by a covering letter on institution/organisation headed paper.

REFERENCE	
SIGNED	DATE