

## University of Suffolk Reference Form

<b>PART 1 – TO BE COMPLETED BY THE APPLICANT</b>			
Please complete Part 1 in block capitals then send the form to your referee for completion			
<b>TITLE</b>		<b>FAMILY NAME</b>	
<b>FORENAME(S)</b>			
<b>COURSE</b>			
<b>NAME OF REFEREE</b>			
<b>RELATIONSHIP</b>			

<b>PART 2 – TO BE COMPLETED BY THE REFEREE</b>	
Please complete Part 1 in block capitals then send the form to your referee for completion	
<b>NAME OF REFEREE</b>	
<b>JOB TITLE/STATUS</b>	
<b>WORK ADDRESS</b>	
<b>TELEPHONE</b>	
<b>E-MAIL ADDRESS</b>	

*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](mailto: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**