

## ACCEPTABLE REFERENCE FORMATS TO ACCOMPANY SCHOOL RECOMMENDATIONS

1. Current University study application Referee form can be used - as long as the actual body of the reference is no more than **two A4 pages** in length (excluding any pre-typed front page) and the student's name is clearly visible on the form. The form must be typewritten.
2. The Faculty's own Referee form is acceptable as long as the actual body of the reference is no more than **two A4 pages** in length (excluding any pre-typed front page) and the student's name is clearly visible on the form. The form must be typewritten.
3. Photocopied email references are acceptable as long as the email is from the referee's institution/employer, with the address line of the email being provided. The actual body of the reference should be no more than **two A4 pages** and the student's name should be clearly visible and legible on the reference (this can be hand written on the top of the email print out).
4. References can be on letter headed paper as long as the actual body of the reference is no more than **two A4 pages** in length and the student's name is clearly visible and legible on the letter. The letter must be typewritten.



SAMPLE

NOT COUNTED AS BODY TEXT OF REFERENCE

**REFEREE'S REPORT**

**Confidential Reference for an Applicant for admission to study an Undergraduate, Postgraduate Taught or Research course at the University of Leeds.**

Please note, the Applicant must complete **Section A** before forwarding the report to the Referee.

To: (Applicant to complete School details) ..... University of Leeds, Leeds, England, LS2 9JT

**Section A – to be completed by the Applicant**

**Section B – to be completed by the Referee**

**Applicant Details**

**Referee Details**

Family Name	
Other Name(s)	
Title	
Programme of Study applied for	
School/Department applied to	

Family Name	
Other Name(s)	
Title	
How long have you known the Applicant?	
In what capacity do you know the Applicant?	
If this is an academic reference, please state the academic institution in which you are/were employed	
E-mail/telephone number	

The Applicant named above has applied to study at the University of Leeds and has named you as a Referee. We would be most grateful if you could let us know confidentially whether in your opinion the Applicant possesses the necessary academic and personal qualities to undertake such a course.

In addition, it would be helpful if you could provide us with the following information, in as far as you are able:

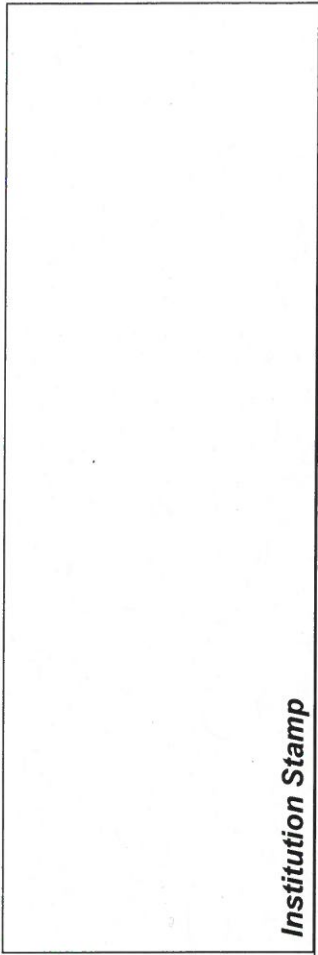
- The standard, actual or anticipated, of the applicant's current/previous academic work
- Your opinion and expectations of the applicant's ability in research and writing
- Your opinion of the suitability of the proposed field of study/research area for the applicant

In order to assist the Applicant in receiving a prompt decision about their application we would be grateful if you could return the reference **within 10 working days**.

**REFERENCE**

ACADEMIC/CHARACTER (please delete as appropriate)

THIS PAGE + ONE FURTHER A4 PAGE OF  
BODY TEXT PERMITTED



**Institution Stamp**

**Please continue on a separate sheet if necessary**

**Signed** ..... **Date** .....

**(Referee)**

Please return the completed reference to the relevant Admissions Office in the School or Faculty in which the Applicant wishes to undertake study.