

Postgraduate Reference Request

Please complete in black ink using **BLOCK CAPITAL LETTERS**.

Section A To the applicant

Title (Mr/Mrs/Miss/Ms)

Surname/family name

Forenames (in full)

Date of birth

Title of course applied for (e.g. MA Marketing):

Please enter your details above and pass a copy of this form to both of your referees. You should ask for the reference to be returned to you in a sealed envelope. Please forward both envelopes (unopened) to Academic Registry **with your application**. If you have already submitted your application please send the reference to International Office, University of Portsmouth, First Floor, Nuffield Centre, St Michael's Road, Portsmouth PO1 2ED, United Kingdom.

Section B To the referee

The person named above has submitted an application for postgraduate study at the University of Portsmouth and has named you as a referee. We should be grateful if you could enter your details below and provide us with a reference on the applicant's suitability to undertake the proposed programme of study.

Name of referee

Position

Address

Telephone number

Email address

Signature

Date

It would be of great assistance if you could include the following information in your reference:

- Length of time that you have known the applicant and in what capacity.
- The applicant's motivation and aptitude for postgraduate study.
- The applicant's intellectual and academic ability, including any distinct strengths or weaknesses.
- The applicant's ability to work both independently and as a team member.
- Details of relevant work experience.
- If the applicant's first language is not English, please indicate their standard of written and spoken English.

Please supply your reference on your company's/institution's official headed paper. If your organisation has an official stamp or seal please use it to authenticate the reference. Once you have completed your reference please attached it securely to this form, place it in an envelope and seal it. Please pass this envelope to the applicant who will forward your reference to the University.

Please be aware that under the provisions of the Data Protection Act 1998, we may be required to make the contents of our applicant files (including any references) available for inspection by the individual concerned.