

PLEASE DO NOT USE STAPLES

Admissions Tel: +44 (0) 1234 754171
Cranfield University, Cranfield Fax: +44 (0) 1234 752462
Bedfordshire MK43 OAL Email: registry@cranfield.ac.uk



Application for Post-graduate Study: Reference Request

Student Number:

(Office use only)

To the Applicant

Please arrange for two referees to provide a reference, preferably typewritten on letterhead paper. Select at least one referee who can comment on your recent academic ability or employment experience. Please complete the section below.

YOUR FAMILY NAME/SURNAME FIRST NAMES

Programme and Subject of Study applied for at Cranfield University

Proposed Start Date

To the Referee

Thank you for your co-operation in completing this reference request. The person named above has applied for post-graduate study at Cranfield University. Please comment on the applicant's suitability to undertake such studies. Where possible, please try to cover the following points in your reference:

- In what capacity you have known the applicant and for how long
- If the applicant is still studying, the likely result he or she will obtain
- The applicant's ability to work alone and in a team
- The applicant's general character
- Any particular strengths or weaknesses
- How the applicant's achievements compare to those of his or her peers
- The applicant's skill in the use of English where English is not his or her first language

Your reply will be treated in confidence.

Please attach this form to the reference, and return both to Post-graduate Admissions, Cranfield University, Cranfield, Bedfordshire, MK43 OAL

Thank you for your assistance.

Name of Referee:

Title/Post Held

Name and address of Organisation