

Applicant Guidance Notes

As the applicant, you must complete Section 1 (Applicant Details) before passing this sheet to your referee.

The person you choose as referee should be someone who knows you well enough to indicate your suitability for the course you are applying for. A suitable referee might be a senior work colleague, careers officer or other professional person. If you are currently in education, or have only left recently, you should ask a teacher, tutor or lecturer. We cannot accept references from relatives or friends.

You should check with your referee whether they will return this form to you or send it directly to the University.

1 APPLICANT DETAILS

Full name:

Date of birth (dd/mm/yyyy):/...../.....

Full course title applied for (eg MA Computer Animation/LLM Criminal Law):

Second course choice (if any) (eg MSc Petroleum Technology):

REFEREE GUIDANCE NOTES

The person named above has applied to study at the University of Teesside. Your assistance is requested to help us assess their suitability for this course.

Please complete Sections 2, 3 and 4. You should let the applicant know whether you will return this form to them in a sealed envelope to be submitted with their application form, or whether you will send it directly to the University.

Please note that the reference must be printed, signed and posted; we cannot accept electronic submission of references.

If you would prefer to type your reference, please ensure that you include full details of the applicant as in Section 1 above.

2 REFEREE DETAILS

Full name:

Position:

Company/organisation:

Telephone:

Email address:

3 REPORT ON THE APPLICANT

a) How long and in what capacity have you known the applicant?

b) In your opinion, is the applicant likely to complete successfully and benefit from the course for which they are applying?

c) If English is not the applicant's first language, please comment on their level of English competence.

d) Please give any additional comments you think appropriate, for example academic abilities or personal qualities.
Continue on a separate sheet if necessary.

4 REFEREE DECLARATION

I confirm that, to the best of my knowledge, the information provided in this reference is correct and complete.

Signed: Date (dd/mm/yyyy):

Thank you for your time and co-operation in completing this form.

Official Stamp (if applicable)

If you are returning this form directly to the University, please post it to:

Postgraduate Admissions
Academic Registry
University of Teesside
Middlesbrough
Tees Valley
TS1 3BA
UK