

**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. The Referee should then complete and endorse **Section B** with a signature/stamp and return the reference in a sealed envelope.

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

Section A – to be completed by the Applicant
Applicant Details

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

Section B – to be completed by the Referee
Referee Details

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)

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.