



Applicant Reference Form

University of Sussex

Applicant

Either print off a copy of this two page reference form for each of your referees or download the form as a Word document and complete Section A by using the tab key to move from one field to another. Send a copy of the two page reference form to each of your referees. Ask them to complete and return both pages of the form direct to you in a **signed and sealed envelope**. Once the references have been returned please include them with your application and send your completed application to the following address:

University of Sussex
Postgraduate Office
Sussex House
Falmer
Brighton BN1 9RH

Referee

The applicant named below has applied to the University of Sussex for admission as a postgraduate student and has named you as one of his/her referees. References play an important part in the selection process and we would be very grateful if you could supply a reference in English on the academic suitability of the applicant to study for the programme as listed in Section A below. Please use this form for your reference, unless you would prefer to write a separate letter on headed paper.

In your reference, please provide an evaluation of the applicant's intellectual abilities. If possible please indicate the results he/she has obtained in degree examinations to date. If the applicant has not yet graduated please give a predication of the likely degree result. If the applicant's first language is not English please indicate whether his/her English is adequate for postgraduate study.

Please sign your reference and place it inside an envelope. Sign across the seal of the envelope and cover your signature with clear tape. Return the sealed and signed envelope to the address given by the applicant below as soon as possible as the applicant cannot submit an application without references.

SECTION A (to be completed by the applicant)

Full name of applicant

Address of applicant (to which reference should be sent)

Programme and qualification applied for

Academic year for which application is being made

Current qualifications (including class of degree)

SECTION B (to be completed by referee)

How long have you known the applicant?:

In what capacity?:

Are you able to confirm the applicant's qualifications as given above? YES NO

Is the applicant's English adequate for postgraduate study? YES NO

Please provide your reference below. In your reference, provide an evaluation of the applicant's intellectual abilities. If possible indicate the results he/she has obtained in degree examinations to date. If the applicant has not yet graduated please give a prediction of the likely degree result. If the applicant's first language is not English please indicate whether his/her English is adequate for postgraduate study.

Please return this reference to the applicant at the above address in a signed and sealed envelope.

Name:

Signature:

Position:

Institution:

Date: