Reference for an Applicant for admission to study an Undergraduate or Taught Postgraduate course at Leeds Beckett University.

**Section A – Applicant to complete before sending to the Referee.** Please contact your referee(s) and ask them to provide a reference in support of your application. Your referee should then return the form directly to us at the details below.

If this reference template is returned by yourself, please ensure either:

1. It is signed and stamped confirming it is from the named Referee.
2. the email chain showing the referee has completed it is attached

If your reference is not on the template, please ensure it is on headed paper, signed and stamped by your referee.

**Applicant Details**

|  |  |
| --- | --- |
| Surname/Family Name: |  |
| Name(s): |  |
| Email address on application: |  |
| Applicant ID (if you have submitted your application): |  |
| Programme of Study applied for: |  |
| Distance Learning or on campus: |  |

**Section B – to be completed by the Referee**

Dear Referee,

The person named above has applied to study at Leeds Beckett University and has named you as a Referee. We would be very grateful if you would let us have, either by completing the form overleaf or in a separate letter, your opinion of the applicant and their suitability, in terms of academic ability and/or personal qualities, for the award they have applied to study. Once you have completed this please return this form and any supplementary information as soon as possible by email:

For Postgraduate, Part time Undergraduate or Distance Learning applications [directadmissions@leedsbeckett.ac.uk](mailto:directadmissions@leedsbeckett.ac.uk)

For International Applicants who have applied for an on campus course [international@leedsbeckett.ac.uk](mailto:international@leedsbeckett.ac.uk)

**Referee Details**

|  |  |
| --- | --- |
| Surname/Family Name: |  |
| Name(s): |  |
| E-mail/telephone number: |  |
| Relationship to the Applicant: |  |
| How long have you known the applicant: |  |
| Date of Reference: |  |

It would be helpful if you could comment on the following aspects with regards to the Applicant:

* Motivation, commitment, reliability and attendance
* Intellectual qualities including present and potential performance
* Personal qualities, including self-discipline and working with others
* Ability to organise their own time
* Communication skills – oral and written

Please add below any further comments that you feel would be relevant to the candidate’s application, please attach a further sheet if required:

|  |
| --- |
|  |

Please accept our thanks in advance.

Yours faithfully

Admissions