



# Reference Form

This is a request for a reference for the applicant named below. Newman University understands that you have agreed to be a referee and would be grateful if you could supply your opinion on the applicant's academic suitability for the course they have applied for.

This form should be completed in block capitals/typescript using black ink. All sections must be completed as failure to do so may result in a delay in processing. Please return the reference in a sealed envelope marked 'confidential' to the applicant.

## 1. Applicant's Details

Name:

Course applied for:

## 2. Referee Details

Name:

Position:

Relationship to applicant:

Length of time you have known the applicant:

Organisation Name:

Address:

Postcode:

Tel:

Fax:

Mobile:

Email:

## 3. Declaration

I confirm that the information given on this form is true, complete and accurate. I understand that in accordance with the Data Protection Act my information will be held electronically. I understand that any offer of a place to a student will be based on the information given in this form and that if I am found to have supplied false information, any such offer will be withdrawn.

Signature:

Date:

**4. Referee Statement - please comment on the applicant's character, quality of previous work, personal strengths, weaknesses, and potential (continue on a separate sheet if necessary).**