

For all applicants

Academic Reference Instruction Form 1



UNIVERSITY OF CAMBRIDGE

Board of Graduate Studies

INSTRUCTIONS FOR A REFEREE SUPPORTING AN APPLICATION FOR ADMISSION, CONTINUATION OR RE-ADMISSION TO A GRADUATE COURSE

(1) To be completed by the applicant

Name (legal)						
	Last (family)		First and other (personal)		Title (Mr/Mrs/Miss/Dr etc)	
Date of birth				Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
	DD	MM	YYYY			
Email				Telephone		
Proposed Study						
	Degree type	Full-time or Part-time	Programme of study or research area		Department	
(if already available) the application number for this application						
Name (print)		Applicant's signature			Date (DD/MM/YYYY)	

(2) To be completed by the referee

Please answer the following questions:

Referee				
	Name		Position	
Institution				
	Name		Faculty	
Address			Telephone	
City			Email	
Country				
How long have you known the applicant?			In what context do you know them?	

This form is not the reference. Please now write your reference or recommendation **in English** on a separate sheet of paper. **The paper should be the letterhead of your institution: if you are not able to use a letterhead, please attach your business card. Please address references to 'The Secretary of the Board of Graduate Studies' and make sure you sign and date the reference.**

Please comment on the applicant's academic fitness and general suitability to undertake the proposed course of research or study, in relation to the qualification sought. Also include any other information which you think is relevant to the application. If the applicant's native language is not English, please state the level of proficiency that the applicant has reached. If the applicant is intending to study part-time, please include a statement about his/her ability to manage different responsibilities simultaneously.

(3) DECLARATION AND DATA PROTECTION

DATA PROTECTION ACT (1998): Please indicate, by ticking one of the boxes below, whether or not you agree to this reference being released to the person in respect of whom it is written, should that person seek its disclosure. If you do not indicate a preference below, we will assume that you do not agree to the disclosure of your reference if the person concerned seeks its disclosure. Please note that there might be circumstances under which the University would be required to make a disclosure irrespective of your wishes. In such a case, your name would not be disclosed. However, the University will treat your reference in strict confidence insofar as the law permits.

I DO NOT agree to the release of this reference if the person concerned seeks disclosure ☐

I agree to the release of this reference if the person concerned seeks disclosure ☐

I confirm that the information given above and on the appended reference letter is accurate to the best of my knowledge and understand that the University of Cambridge may refuse admission if it discovers that any information given has been falsified or is inaccurate.

Referee's signature	Date

(4) To deliver, please:

- 1 Enclose three copies of reference in a SEALED envelope.
- 2 Sign your name across the seal and cover it with clear tape.
- 3 Return the envelope to the applicant. **Please do not send it direct to the University of Cambridge.**

**For applicants for
admission only
(not continuation or
re-admission)**

Academic Reference Instruction Form 2



**UNIVERSITY OF
CAMBRIDGE**

Board of Graduate Studies

INSTRUCTIONS FOR A REFEREE SUPPORTING AN APPLICATION FOR ADMISSION

(1) To be completed by the applicant

Name (legal)						
	Last (family)		First and other (personal)		Title (Mr/Mrs/Miss/Dr etc)	
Date of birth				Sex: Male <input type="checkbox"/>	Female <input type="checkbox"/>	
	DD	MM	YYYY			
Email				Telephone		
Proposed Study						
	Degree type	Full-time or Part-time	Programme of study or research area		Department	
(if already available) the application number for this application						
	Name (print)		Applicant's signature		Date (DD/MM/YYYY)	

(2) To be completed by the referee

Please answer the following questions:

Referee				
	Name		Position	
Institution				
	Name		Faculty	
Address			Telephone	
City			Email	
Country				
How long have you known the applicant?		In what context do you know them?		

This form is not the reference. Please now write your reference or recommendation **in English** on a separate sheet of paper. **The paper should be the letterhead of your institution: if you are not able to use a letterhead, please attach your business card. Please address references to 'The Secretary of the Board of Graduate Studies' and make sure you sign and date the reference.**

Please comment on the applicant's academic fitness and general suitability to undertake the proposed course of research or study, in relation to the qualification sought. Also include any other information which you think is relevant to the application. If the applicant's native language is not English, please state the level of proficiency that the applicant has reached. If the applicant is intending to study part-time, please include a statement about his/her ability to manage different responsibilities simultaneously.

(3) DECLARATION AND DATA PROTECTION

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I DO NOT agree to the release of this reference if the person concerned seeks disclosure ☐

I agree to the release of this reference if the person concerned seeks disclosure ☐

I confirm that the information given above and on the appended reference letter is accurate to the best of my knowledge and understand that the University of Cambridge may refuse admission if it discovers that any information given has been falsified or is inaccurate.

Referee's signature	Date

(4) To deliver, please:

- 1 Enclose three copies of reference in a SEALED envelope.
- 2 Sign your name across the seal and cover it with clear tape.
- 3 Return the envelope to the applicant. **Please do not send it direct to the University of Cambridge.**

Personal Reference Form



UNIVERSITY OF CAMBRIDGE

Cambridge Trusts

PERSONAL REFERENCE FOR FINANCIAL AID AT THE UNIVERSITY OF CAMBRIDGE (GRADUATE APPLICANTS FOR ADMISSION / CONTINUATION / RE-ADMISSION)

(1) To be completed by the applicant

Name (legal)			
	Last (family)	First and other (personal)	Title (Mr/Mrs/Miss/Dr etc)
Date of birth	DD	MM	YYYY
		Sex: Male <input type="checkbox"/>	Female <input type="checkbox"/>
Email			
	Telephone		
Proposed Study			
	Degree type	Full-time or Part-time	Department
	Programme of study or research area		
	(if already available) the application number for this application		
	Name (print)	Applicant's signature	Date (DD/MM/YYYY)

(2) To be completed by the referee

Please answer the following questions:

Referee		
	Name	Position
Institution		
	Name	
Address		Telephone
City		Email
Country		
	How long have you known the applicant?	In what context do you know them?

(3) Please give below your candid assessment of the applicant's personal and social qualities, achievements, future plans and any other factors relevant to the application for awards from the Trusts. The Trustees are looking for applicants with outstanding academic records but also with personal qualities that mark them out as potential leaders capable of making significant contributions to society. Unqualified praise, without due evidence to support it, is unlikely to help the Trusts identify the best candidates for these awards. The Trustees attach the greatest importance to the personal reference, warmly thank referees in advance for their help and apologise that the number of applications prevents them from acknowledging receipt of this reference.

How highly, by the most stringent worldwide standard, would you rate the applicant for an award from the Cambridge Trusts, bearing in mind the strength of the competition?

	(Tick)	(Comments)
Exceptional		
Strong		
Respectable		
Not strong		

Are the applicant's qualifications appropriate for the course of graduate study or research at Cambridge, and in what ways will the proposed study be relevant to the need of the applicant's country?

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(4) In not more than 300 words, plus a brief summary, please give below your candid assessment of the applicant's academic merit and potential, together with comments on his or her social commitment, achievements and future plans. Leadership potential and a commitment to help society will be as significant as academic merit in identifying and short-listing the best candidates for awards from the Cambridge Trusts.

Please provide below a short summary/précis of your full assessment:

(5) DECLARATION AND DATA PROTECTION

DATA PROTECTION ACT (1998): Please indicate, by ticking one of the boxes below, whether or not you agree to this reference being released to the person in respect of whom it is written, should that person seek its disclosure. If you do not indicate a preference below, we will assume that you do not agree to the disclosure of your reference if the person concerned seeks its disclosure. Please note that there might be circumstances under which the University would be required to make a disclosure irrespective of your wishes. In such a case, your name would not be disclosed. However, the University will treat your reference in strict confidence insofar as the law permits.

I DO NOT agree to the release of this reference if the person concerned seeks disclosure ☐

I agree to the release of this reference if the person concerned seeks disclosure ☐

I confirm that the information given above and on the appended reference letter is accurate to the best of my knowledge and understand that the University of Cambridge may refuse admission if it discovers that any information given has been falsified or is inaccurate.

Referee's signature

Date

(6) To deliver, please:

- 1 Enclose one copy of the personal reference in a SEALED envelope.
- 2 Sign your name across the seal and cover it with clear tape.
- 3 Clearly write "PERSONAL REFERENCE ON BEHALF OF [CANDIDATE'S NAME]" on the front of the envelope.
- 4 Return the envelope to the applicant. **Please do not send it direct to the University of Cambridge.**