Admissions

Reference Request

To: The Applicant

Please complete this section of the form and pass it to the referees named on your application form requesting

that it be completed and either returned to you or sent directly to us.

Surname/family name

First/given name

Date of birth

University of Birmingham ID number (if known)

Proposed programme of study

To: The Referee

Thank you for agreeing to write a reference for the above applicant. Please write the reference in the space

provided or submit it on official headed paper and attach to this form. It would be helpful if you could include in

your reference the following information:

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Length of time and capacity in which you have known the applicant.

Applicant’s qualifications, level of performance and results (or expected results).

If possible, please indicate the applicant’s overall ranking in class compared to other students following the

same degree programme.

Your assessment of the applicant’s potential or suitability to undertake the programme applied for.

The applicant’s motivation and intellectual capacity.

If the applicant is/was employed by your organisation, their duties and standard of work.

If the applicant’s first language is not English, whether you consider his/her ability to read, write, speak and

comprehend English adequate for the programme applied for.

Any other information you think relevant and which you feel would assist the University in making its

decision.

When you write a reference for an applicant, including those outside the UK, please remember that, under the

Data Protection Act, the applicant can ask for a copy of the reference and any other information that we hold

about them.

Please enclose this completed form together with your reference in a sealed envelope and sign it across the

seal. Return the envelope to the applicant or return directly to:

Admissions

University of Birmingham

Edgbaston

Birmingham B15 2TT

UK

Tel: + 44 (0)121 414 5488

Fax: + 44 (0)121 414 6378

Rail Systems Engineering and Integration (M. Sc. Taught Full-time)

Cahyana

11-07-1978

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Admissions

Statement from Referee:

Number of years that you have known the applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please write your opinion on the academic ability of the applicant and suitability for the programme they have

applied for in the following space:

Name of Referee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation/Institution Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official stamp of

institution or attach a

business card