



The  
University  
Of  
Sheffield.

## Reference Form for Postgraduate Study.

Confidential

*Please photocopy this form as necessary.*

*Section 1 of this form should be completed by the applicant. The form should then be passed to the referee who is asked to complete the remainder of the form and return it.*

### Section 1: To be completed by the applicant

It is important that you provide these details as they are shown in your passport, if you have one.

- |   |   |
|---|---|
| 1. Family Name: _____   | 2. Title: Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> |
| 3. Forename(s): _____   | 4. Date of Birth: DD / MM / YYYY  |
| 5. Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> | 6. Marital Status: Married <input type="checkbox"/> Single <input type="checkbox"/>   |
| 7. Nationality: _____   |   |
| 8. Department in which you wish to study: _____                       |   |
| 9. Proposed programme of study: _____                                 |   |

*Please complete the name of the department to which you are applying in the return address below:*

Postgraduate Admissions Secretary

Department of \_\_\_\_\_  
The University of Sheffield  
Sheffield  
S10 2TN  
United Kingdom

### Section 2: To be completed by the referee

*The above-named candidate is applying for graduate study at the University of Sheffield and has named you as a referee. We would be grateful if you could provide us with a reference on the academic and general suitability of the applicant to undertake a programme of postgraduate study, either by completing the form overleaf or by submitting a letter of reference. If you choose to submit a letter, please use headed paper and attach it to this form.*

*Please complete this form as soon as possible, and return it in a sealed envelope, endorsed with your signature over the seal, either to the applicant for return with the application form by mail or, to the return address given in Section 1 above.*

*Thank you for your assistance.*

Name: _____	Tel. No. _____
Title: Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>	Email: _____
Relationship to applicant: _____	Length of time known: _____

### Section 3: Additional Information

Please give your personal opinion on the applicant's ability and suitability to undertake postgraduate study in particular his/her previous academic achievements, particularly in comparison to those of his/her peers, as well as any distinct strengths and weaknesses (e.g. motivation, commitment, independence, ability to work under sustained pressure). Where the applicant's first language is not English, please give your opinion on his/her standard of proficiency in written and oral English.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Please mark with an official stamp of your university, college or organisation.

Additional copies of this form are available from [www.sheffield.ac.uk/apply](http://www.sheffield.ac.uk/apply) or you are welcome to photocopy it.