

Undergraduate reference form



The University of
Nottingham

UNITED KINGDOM · CHINA · MALAYSIA

Part 1: To be completed by the applicant

Please complete part 1 at the foot of this form (in BLOCK CAPITALS and black ink).

Send the reference form to your referee requesting that the reference be completed. Once completed, your referee will need to seal the reference in an envelope, sign across the seal on the back of the envelope and return the reference back to you. You should then send your reference in the sealed envelope, along with the application form, to The University of Nottingham Malaysia Campus. **You can submit this application without the reference, but you are required to send the reference letter as soon as you have obtained them.**

Part 2: To be completed by the referee

The person named below has applied to study at The University of Nottingham Malaysia Campus. Could you kindly provide us with a reference on the applicant's academic and general suitability to undertake the proposed course of study by completing part 2 on the reverse side of this form, or by attaching to the form a written statement on letter-headed paper. It would be of great assistance if, in addition to any general statement, you could indicate the following in your reference:

- (a) how long you have known the applicant and in what capacity
- (b) for applicants whose first language is not English, their standard of proficiency in written and oral English
- (c) the qualifications already obtained or expected to be obtained
- (d) how the applicant's achievements compare to those of his/her peers
- (e) the applicant's suitability for further study, including any distinct strengths or weaknesses

Your reply will be treated in confidence by the University.

Please return this form to the applicant in an envelope, signed across the seal to ensure confidentiality.

Part 1: Applicant

Your name (as per NRIC/passport)

Your address

Proposed course and division

Proposed date of admission

Name of referee

Part 2: Reference *(please continue on a separate sheet if necessary)*

Name of referee

Title/status

Address

Telephone

Fax

Email

Signature

Date

Please provide the official stamp of the university/college or other official stamp.

When completed please return to:

Admissions Office

The University of Nottingham Malaysia Campus
Jalan Broga
43500 Semenyih
Selangor Darul Ehsan
Malaysia

t: +6(03) 8924 8000

f: +6(03) 8924 8002

e: admissions@nottingham.edu.my (Malaysian applicants)

int-admissions@nottingham.edu.my (international applicants)

w: www.nottingham.edu.my