



Reference request

To the applicant:

Please complete the details below in **BLOCK CAPITALS** and then send the page to your referee.

Applicant's last name: _____

Other names: _____

Course applied for at City
University, School of _____

(full course name)

To the referee:

The person above is applying for admission to a research degree course at City University. We would be most grateful if you would give your opinion of the applicant's ability to pursue such a course, together with any other information you think would be helpful in considering the application. The reference supplied will be treated in the strictest confidence.

As we are unable to process the application fully until we have received references from the applicant's referees, an early response would be much appreciated

Important: Please place the reference in an envelope which should be sealed, signed across the seal and your signature covered with clear tape to ensure confidentiality. The envelope should then be returned to the applicant who will forward it to us together with the application form.

Please do not hesitate to contact us if you have any questions. May we take this opportunity of thanking you in advance for your cooperation.

Yours sincerely

School Office