



Reference request

CONFIDENTIAL

Name of applicant

Course

The person named above has applied for admission to the Institute of Education and has named you as a referee. This confidential report is an essential part of the selection process and I should be grateful if you would provide information under the headings shown.

To be completed by the applicant

Using BLOCK CAPITALS throughout, write your name and the course that you are applying for in the space above and then complete the sections **on this page only**.

To be completed by your referee

Your referee should complete all sections **overleaf only** and then return the completed form to the Institute of Education.

1 Name of referee

Position (if applicable)

Address

Date report form sent to referee

Once you have completed this side of the form please send it to your referee for them to fill in their section of the form overleaf

For completion by the referee

1. How long and in what capacity have you known the applicant?
2. Please give your opinion of the applicant's academic and/or professional achievements.
3. Please give a description of the applicant as s/he is known to you with particular reference to qualities of character, personality and suitability for the course of study.

Signature of referee

Position

Date

Please return this form to

**Recruitment and Admissions
Institute of Education
University of London
20 Bedford Way
London WC1H 0AL**