

# Middlesex University Reference Submission Form



Middlesex  
University

OFFICE USE ONLY

MISIS Student Number:

## Applicant Details

Family Name:

First Name(s):

Date of Birth:

Programme(s) Applied For:

## Referee Details

Full Name:

Post/Occupation:

Relationship To Applicant:

Duration Known:

Company Name

Address:

Postcode:

Tel no:

Fax no:

Email:

Please submit two references. The first reference should be academic and the second character reference can be from an employer or other source. If for any reason you are unable to obtain an academic reference please contact an admissions office for guidance.

## **Notes For Guidance**

The referee's report is an integral and important part of the admission and selection process. Information you provide may be critical in assisting the admissions team with making their decisions.

However please remember that in accordance with the Data Protection Act the applicant can formally request copies of this reference and any other information held about them.

To assist us in evaluating an applicants suitability and academic capacity your reference should if possible cover:

- 1) Suitability for the course(s) applied for.
- 2) The applicants intellectual qualities including:
  - a) Their development to date and previous examination performance with special reference to any factors which may in your opinion have adversely influenced the result.
  - b) Present performance.
  - c) Potential, including an assessment of the probable results of any pending examinations.
- 3) Personal qualities
- 4) Career aspirations
- 5) Health and other personal circumstances relevant to the application
- 6) Athletic, social and other interests

**Mature Applicants** – Referees may have difficulty on commenting on the academic abilities of mature applicants who may not have any recent academic experience. In such circumstances referees may wish to confine their comments to the topics listed under points; 1, 2c, 3, 4, 5, 6 above.

Please complete the reference on a separate sheet and firmly attach it to these cover pages. In all cases please ensure that references are signed and where appropriate, submitted either on letter headed paper or otherwise officially endorsed.

**To ensure the authenticity of your reference please return the documents in a sealed envelope, signing over the seal and covering your signature with clear tape.**

## **PLEASE RETURN THIS COMPLETED FORM & REFERENCE TO**

### **For UK/EU Applicants**

UK/EU Admissions Office  
Middlesex University  
The Burroughs  
Hendon  
London, NW4 4BT

Tel: +44 (0)20 8411 5555  
Fax: +44 (0)20 8411 5649  
Email: [processing@mdx.ac.uk](mailto:processing@mdx.ac.uk)

### **For International Applicants**

International Admissions Office  
Middlesex University  
The Burroughs  
Hendon  
London, NW4 4BT, United Kingdom

Tel: +44 (0)20 8411 4700  
Fax: +44 (0)20 8411 5650  
Email: [intadmissions@mdx.ac.uk](mailto:intadmissions@mdx.ac.uk)