

Personal Reference Form



UNIVERSITY OF CAMBRIDGE

Board of Graduate Studies

(1) To be completed by the applicant

Applicant's Name

Last (family)		
First (personal)		
Title		(Mr/Mrs/Miss/Dr etc)

Contact Details

Email	
Telephone	

Proposed Study

Degree Type		<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
Programme of study or research area			
Department			
Application Number (if already available)			

Date of Birth

DD	MM	YYYY

Sex

Male
 Female

Applicant's Signature

Signature	Date (DD/MM/YYYY)

(2) To be completed by the referee

Referee's Name

Name	
Position	

Referee's Contact Details

Email	
Telephone	
Address	
City	
Country	

Institution

Institution Name	
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How long have you known the applicant?

In what context do you know him/her?

(3) Assessment

Please give below your candid assessment of the applicant's personal and social qualities, achievements, future plans and any other factors relevant to the application for awards from the Trusts. The Trustees are looking for applicants with outstanding academic records but also with personal qualities that mark them out as potential leaders capable of making significant contributions to society. The Trustees attach the greatest importance to the personal reference, warmly thank referees in advance for their help and apologise that the number of applications prevents them from acknowledging receipt of this reference.

How highly, by the most stringent worldwide standard, would you rate the applicant for an award from the Cambridge Trusts, bearing in mind the strength of the competition?

Tick as appropriate	Comments
<input type="checkbox"/> Exceptional	
<input type="checkbox"/> Strong	
<input type="checkbox"/> Respectable	
<input type="checkbox"/> Not Strong	

Are the applicant's qualifications appropriate for the course of graduate study or research at Cambridge, and in what ways will the proposed study be relevant to the need of the applicant's country?

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(4) Reference

Please give below your assessment of the applicant's leadership potential and commitment to improving the lives of others. Please attach a separate letter if necessary.

(5) DECLARATION AND DATA PROTECTION

DATA PROTECTION ACT (1998): Please indicate, by ticking one of the boxes below, whether or not you agree to this reference being released to the person in respect of whom it is written, should that person seek its disclosure. If you do not indicate a preference below, we will assume that you do not agree to the disclosure of your reference if the person concerned seeks its disclosure. Please note that there might be circumstances under which the University would be required to make a disclosure irrespective of your wishes. In such a case, your name would not be disclosed. However, the University will treat your reference in strict confidence insofar as the law permits.

- I DO NOT agree to the release of this reference if the person concerned seeks disclosure
- I agree to the release of this reference if the person concerned seeks disclosure

I confirm that the information given above and on the appended reference letter is accurate to the best of my knowledge and understand that the University of Cambridge may refuse admission if it discovers that any information given has been falsified or is inaccurate.

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Referee's Signature

Date (DD/MM/YYYY)

(6) DELIVERY:

To deliver, please:

- 1) Enclose one copy of the personal reference in a SEALED envelope.
- 2) Sign your name across the seal and cover it with clear tape.
- 3) Clearly write "PERSONAL REFERENCE ON BEHALF OF [CANDIDATE'S NAME]" on the front of the envelope.
- 4) Return the envelope to the applicant. **Please do not send it direct to the University of Cambridge.**