# Reference Request for Postgraduate Study at Loughborough University

You have been nominated as a referee in support of an application for postgraduate study at
Loughborough University, from the following applicant:

**To be completed by the applicant:**

|  |  |
| --- | --- |
| **Applicant Forename(s):** | **Applicant Surname:** |
|  |  |
| **Application Reference Number** | **Applicant Date of Birth:** |
|  |  |

We would be grateful if you would provide us with a reference on the applicant's academic and general suitability to undertake the proposed course of study. The reference is an important part of the selection process, and will help guide Admissions Staff in making their decision. It would help if you would include
the following information in your reference:

* In what capacity do you know the applicant (personal tutor, dissertation tutor, course leader, employer).
* How long you have known the applicant.
* The applicant’s motivation and aptitude for postgraduate study, including any specific strengths or weaknesses.
* If the applicant’s first language is not English, please indicate their standard of spoken and written English.

# How to submit the reference:

References should be printed on official letter-headed paper, signed and, where possible, stamped with an authenticating stamp. References can then be submitted in the following ways:

* Passed to the applicant to upload onto their online application.
* Scanned & emailed to pgtaught@lboro.ac.uk
* Posted to:
 Postgraduate Taught Admissions
 Rutland Building

 Loughborough University
 Loughborough, LE11 3TU

Alternatively we will accept an email reference, provided it is from your institutional email address (eg, XXX.ac.uk). These should be emailed to pgtaught@lboro.ac.uk.

The University may seek to verify references if there is any doubt as to their authenticity.

Please be aware that under the provisions of the Data Protection Act 1998, we may be required to make the contents of our applicant records (including any references) available to the individual concerned.



**Student Recruitment, Marketing and Admissions**

Loughborough University, Leicestershire, LE11 3TU

T: +44 (0)1509 222496

E: pgtaught@lboro.ac.uk

W:www.lboro.ac.uk