



**OFFICE OF THE ACADEMIC REGISTRAR (GRADUATE STUDIES)**

**REFEREE’S LETTER OF RECOMMENDATION FOR ADMISSION TO A GRADUATE PROGRAMME**

This is a referee’s form in respect of the applicant below who wishes to be admitted to a graduate programme in this University. You are kindly requested to complete the form and return it to my office not later than **the deadline of the current advert**. I sincerely appreciate your corporation and support.

**SECTION A: (To be filled by the Applicant)**

Full Name of Applicant:.....

Programme applied for.....

Name of Referee.....

**SECTION B: (To be filled by the Referee)**

Please be very precise and objective about the candidate as you comment about his/her capacities and motivation to take on graduate studies. Extra sheet of paper may be used if need arises.

1. I have known the applicant for a period of .....years, in my capacity as .....

.....

2. In my opinion, the applicant’s qualifications and potential for the advanced study in the specified field is *(tick as applicable)*

Excellent	Very Good	Good	Fair	Poor

3. How do you rate the candidate on the following attributes? *(Tick as applicable)*

Attributes	Below 50%	50-59%	60-79%	80 & above
a) Maturity				
b) Academic ability				
c) Intellectual Potential				
d) Creativity and Originality				
e) Motivation for Graduate Study				
f) Writing Skills				
g) Inter-personal relations				
h) Critical thinking and Analysis				

4. Do you recommend this applicant? (*Tick as applicable*)

Highly recommend	Recommend	Recommend with reservation	Do not recommend

Briefly explain why.....  
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5. Please use the space below for additional information, if any, which you believe would be helpful in assessing the candidate's application for graduate study.

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6. **Referee's Details**

Name.....

Address.....

Position.....

Signature..... Date.....