



For office use only
OSS Ref

--	--	--	--	--	--

Referee Report Form for Graduate Study

To the applicant:

Please bring the attention of your referee to the requirements that follow, allowing good time for them to complete and return the form by the application deadline in which you wish to apply. Fill in your name and the programme for which you are applying.

NAME OF APPLICANT:

PROGRAMME OF STUDY:

To the referee:

You have been asked to supply a reference on behalf of the applicant named above to a programme of graduate study at the University of Oxford. We would be most grateful for your evaluation. This form should be used as part of your reference. Your reference will be treated as confidential, subject to the provisions of the Data Protection Act of 1998. If the applicant requests to see the reference, we may need to provide a copy.

1. How long have you known the applicant and in what capacity?

2. Please indicate the applicant's relative academic standing in comparison with the other students on the same course at the same institution:

- a) Top 5% Top 10% Top 25% Top 50% Bottom 50%

Please specify the basis for the ranking indicated above:

- Official class rank
 Personal assessment

How many students in total are in the applicant's year group on their programme of study, i.e. how many students is the candidate being compared with?

- b) Not applicable - State reason (e.g. professional references, etc.):

3. Please provide (in an attached signed letter on institutional paper) an evaluation of this applicant's academic ability and general suitability for their proposed programme of study, and any other information you consider to be relevant to this application. If you have knowledge of the applicant's recent study it would be helpful if you could indicate the standard achieved.

Signature: Date:

Referee's name:

Institution:

E-mail address:

Please submit your reference by post, fax, or email to Graduate Admissions and Funding, University Offices, Wellington Square, Oxford OX1 2JD, United Kingdom, graduate.admissions@admin.ox.ac.uk, fax + 44 (0)1865 270049

If your reference is given to the applicant for submission with his/her application this must be in a sealed envelope. Please sign across the seal and cover your signature with clear adhesive tape.