
Reference 1

You must obtain two references in support of your application. If you are currently studying/have recently studied, both your referees must be familiar with your academic work, preferably from the institution at which you have recently studied/currently study. If you are in employment, you may if you wish include a relevant work reference as your second reference. If your circumstances are different, please contact the relevant King's Admissions Office for further advice before applying. Please complete the details below before passing this instruction sheet to your referee.

Referee Name	Applicant's full name
Institution/Company	Proposed programme
Position	Date of Birth
Relationship to you	Gender
Email	Nationality

Referee instructions

What is the process?

The applicant named above is applying to a programme at King's College London. They have listed you as a referee and we would be very grateful to receive your opinion of the candidate's qualities and suitability to the programme proposed. The applicant details and potential programme are listed above. If you have any questions regarding giving this reference, please contact the relevant King's Admissions Officer. Please supply your reference on your organisation's official headed paper using the headings given below. Your reference should be returned to the candidate, not to King's College London. Please include your reference in an envelope, and sign across the seal with your signature to ensure confidentiality.

What to include in the reference

1 Predicted final marks/classification

If you are submitting an academic reference on behalf of an applicant who is yet to complete their current qualifications, please give a prediction of the overall final mark or classification, e.g. upper second class honours or GPA of 3.5

2 Your relationship to the applicant

- Please state the length of time and the capacity in which the applicant has been known to you.
- Has the applicant discussed his/her motivation for the proposed programme of study with you?

3 Academic abilities (if applicable)

- How well do you know the applicant's academic work?
- Can you comment on the applicants' present performance and future potential
- If available, please provide the student's ranking in class
- Do you consider the applicant's degree result a true reflection of his/her abilities? – please comment on any forecast of examination results
- Please comment on any research experience the candidate has, if applying to undertake research at King's or a taught programme with a significant research component

4 Employment

- If you are the applicant's present or former employer, please include an outline of responsibilities and an appraisal of competence and initiative.
- Was this work experience directly relevant to this application?

5 Suitability for chosen programme in terms of:

- Personal factors – application, independence of mind, creative ability
- Motivation

6 Powers of expression

- Please comment on the candidate's ability to express himself/herself orally and in writing

7 Interests

- Please refer to the candidate's contribution to the life of the community of your organisation.

8 Other information

- Any further information you feel is relevant to the candidate's application.

Thank you for your assistance.