

## REFERENCE REPORT FORM FOR ADMISSION TO GRADUATE PROGRAMMES

### APPLICANT'S NAME (please print):

**A**

Surname

First Name

Mailing Address

Programme Applied For

First Choice Stream

Second Choice Stream

Signature

Date

### INSTRUCTIONS FOR THE APPLICANT

**B**

**a) If you have been a BUAN student during the past five years:**

Complete the information requested in the box above (A). Give this form and a self-addressed envelope to a member of the academic staff you have chosen to be your referee. The referee will complete Questions 3 and 4 to provide a reference based on your previous performance at BUAN and return the reference to you, sealed, in the envelope you provided. When you receive the sealed envelope include it with the other application material, unopened. Additional references are not required, but you may provide them if you wish.

**b) If you have not been a BUAN student during the past five years:**

Complete the information requested in the box above (A). Give a form and stamped, self-addressed envelope to each of three individuals who will provide you with a reference. When you receive the sealed envelope include it with the other application material, unopened.

**Important: Do not open the Reference Report when you receive it from your referee. If the seal on the envelope has been broken, your application will not be considered.**

### INSTRUCTIONS FOR THE REFEREE

**C**

Please provide the information requested. If you need more space, please staple your additional pages to this form. Your comments will be held completely confidential.

**Referees for applicants who have been BUAN students during the past five years: please complete only questions 3 and 4.**

**Q1**

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

Q2

2. In comparison with other graduate students you have worked with how would you rank this applicant? Please evaluate the applicant as objectively as you can in each of the categories below by placing an "x" in the appropriate box.

	Poor	Fair	Good	Very good	Excellent
Intellectual ability					
Maturity					
Leadership Potential					
Initiative					
Oral communication skills					
Written communication skills					
Acceptance of constructive feedback					
Personal discipline					

Q3

3. We would appreciate your comments regarding The applicant's aptitude for graduate study

a. What do you consider to be the applicant's major strengths and weaknesses?

---



---



---

b. Do you think the applicant could, if admitted, benefit from a graduate programme? Please elaborate.

---



---



---

Q4

4. Summary Evaluation

- I do not recommend this applicant for admission to your graduate programme.
- I believe the applicant's qualifications are marginal, but the applicant has potential and would benefit from study in your graduate programme.
- I recommend this applicant for admission and believe his/her performance should be comparable to that of most graduate students.
- I strongly recommend this applicant for admission and believe that he/she has the capacity to perform at a superior level.

Evaluator's name (please print):

Phone:  Fax:

e-mail:

Signature:

Date: 

	D	D	M	M	Y	Y

Thank you for providing this confidential information