

INSTRUCTIONS FOR A REFEREE SUPPORTING AN APPLICATION FOR ADMISSION TO A RESEARCH DEGREE

1. To be completed by the applicant

Name (legal)	Last (family)	First and other (personal)	Title (Mr/Mrs/Dr etc)
Date of birth	DD	MM	YYY
	Gender: Male <input type="checkbox"/>		Female <input type="checkbox"/>
Email	Telephone		
Proposed study	PhD/MTh	FT/PT	Research area
			OT/NT/Theology
	Name (print)	Applicant's signature	Date (DD/MM/YYYY)

2. To be completed by the referee

Please answer the following questions:

Referee	Name	Position
Institution	Name	Faculty
Address	Telephone	
City	Email	
Country		
How long have you known the applicant?		In what capacity do you know them?

This form is not the reference. Please now write your reference or recommendation **in English** on a separate sheet of paper. **The paper should be the letterhead of your institution: if you are not able to use a letterhead, please attach your business card. Please address references to 'The Registrar, Moore College' and make sure you sign and date the reference.**

Please comment on the applicant's academic fitness and general suitability to undertake the proposed course of research, in relation to the proposed qualification sought. Also include any other information which you think is relevant to the application. If the applicant's native language is not English, please state the level of proficiency the applicant has reached. If the applicant is proposing to study part-time, please include a statement about his/her ability to manage different responsibilities simultaneously.

3. Declaration and Privacy

Privacy Act 1988: Please indicate, by ticking one of the boxes below, whether or not you agree to this reference being released to the person in respect of whom it is written, should that person seek its disclosure. If you do not indicate a preference below, we will assume that you do not agree to the disclosure of your reference if the person concerned seeks its disclosure. Please note that there might be circumstance under which Moore College would be required to make a disclosure irrespective of your wishes. In such a case your name would not be disclosed. However, the College will treat your reference in strict confidence so far as the law permits.

- I DO NOT agree to the release of this reference if the person concerned seeks disclosure
- I agree to the release of this reference if the person concerned seeks disclosure

I confirm that the information given above and on the appended reference letter is accurate to the best of my knowledge and understand that Moore College may refuse admission if it discovers that any of the information given has been falsified or is inaccurate.

Referee's signature	Date
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4. To deliver, please:

1. Enclose the reference and this form in a SEALED envelope.
2. Sign your name across the seal and cover it with a clear tape.
3. Return the envelope to the applicant. **Please do not send it directly to Moore College.**