

Reference Writing Guidelines

References are an integral part of selection process in many universities when you apply for admission in paid or scholarships. You must supply the names of two referees or more when you submit your application.

Who can be a referee?

Please select your referees carefully; they should be people who can comment on your general suitability to receive a tuition fee paying admission or scholarship. Referees should be known to you, either in an academic or professional capacity. They should not be a relative or close personal friend.

When approaching your referees, please direct them to the guidance section below as it contains important information about what they should include in their reference. We also recommend that you ask them to be a referee as early as possible in order to ensure that they have enough time to complete their reference.

Instructions for referees

Since references will be reviewed by the university /high commission/embassy during the stages of the selection process, it is important to provide as much relevant detail as possible to support the applicant.

References must be written in English. Your reference should cover the following:

1. How long have you known the applicant?
2. In what capacity do you know the applicant? (e.g. professional, educational, supervisory, voluntary, religious, etc...)
3. When did you last have regular contact with the applicant?
4. A brief overall endorsement of the applicant, including their:
 - Skills in leadership and networking.
 - Personal, intellectual, and interpersonal qualities.
 - Ability to complete a demanding academic programme in the specific country.