

**Please return the form to:**

**MBA Admissions Office**

**Cass Business School**

**106 Bunhill Row**

**London EC1Y 8TZ**

**United Kingdom**

**Tel: +44 (0)20 7040 8607/8 Fax: +44 (0)20 7040 8898**

**Alternatively you can email the form to:** [**mba-admissions@city.ac.uk**](mailto:mba-admissions@city.ac.uk)

**MBA PROGRAMME**

**Reference Form**

**APPLICANT’S NAME:**

|  |
| --- |
|  |
| (surname) (first/given names) |

The above named has quoted you as a referee in his/her application to the MBA programme at Cass Business School.

**REFEREE’S NAME:**

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**We are very grateful for your assistance, as selection from the pool of applicants is extremely difficult. Your comments will be an important contribution in assessing the applicant and will be treated in the strictest confidence. Please let us know if you would like this reference to be acknowledged.**

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

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1. **What do you consider to be the applicant’s main strengths and weaknesses?**

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1. **It would be very helpful if you would rank the applicant relative to his/her peer group (i.e. relative to other graduates you employ, to fellow undergraduates, to fellow post-graduates etc.)**

Peer group for comparison:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **% rating in peer group** | **Outstanding**  ***Top 5%*** | **Excellent**  ***Top 10%*** | **Very Good**  ***Top 25%*** | **Good**  ***Top 40%*** | ***Average*** | ***Below Average*** | ***Not Known*** |
| Intellectual/ Academic  Capacity |  |  |  |  |  |  |  |
| Capacity for fluent and logical communication   * Oral * In writing |  |  |  |  |  |  |  |
| Ability to work hard |  |  |  |  |  |  |  |
| Perseverance |  |  |  |  |  |  |  |
| Leadership |  |  |  |  |  |  |  |
| Creativity |  |  |  |  |  |  |  |
| Warmth/social skills |  |  |  |  |  |  |  |

1. **What is your opinion of the applicant’s suitability for an MBA programme?**

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1. **Is there any other information which you feel is relevant?**

Please continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and position: | | Address: | |
| **Tel:** | **Fax:** | | **e-mail:** |

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| **Referee’s signature**: **Date:** |