

**LSE Graduate Admissions – professional reference request form**

**Please use this form only if you are unable to use our online system as detailed in our request email to you. Sending your reference by post/email is slower and may delay the application.**

Thank you for agreeing to write a reference. Your letter is important to the applicant; we cannot consider applications without supporting references. If you are unable to provide a reference please let the applicant know immediately to allow them to make alternative arrangements.

Please follow the instructions below:

1. Please complete all of the information below, to enable us to match your reference to the applicant’s file.
2. Please address all of the subsequent questions in your reference, which should be printed on **official headed paper, signed and dated**.
3. Please sign the back of the envelope over the seal, and then return the reference directly to LSE.
4. Please inform the applicant when you have sent your reference. We will inform them when we process it.
5. Please note: references are covered by the Data Protection Act, and therefore the subject of the reference may request to see its contents.

**This reference should be returned by post to:**

Graduate Admissions Office,

The London School of Economics and Political Science

PO Box No 13420

Houghton Street

London WC2A 2AR

UK

**Alternatively you may choose to email your reference** to [graduate.references@lse.ac.uk](mailto:graduate.references@lse.ac.uk) from your institutional email address (a webmail address is not official for our purposes). You may contact us at the same address if you have any questions regarding your reference.

**Applicant details:**

|  |  |
| --- | --- |
| Surname: | Forename(s): |
| Date of Birth (DD/MM/YY): | Application ID ( If known) |
| Programme(s) applied for: |  |

**Your details:**

|  |  |
| --- | --- |
| Name: | Contact email address: |
| Your current position: | How do you know the applicant? |
| Your current institution: | How long have you known the applicant? |
| Has the applicant discussed his/her motivation for the proposed programme of study with you? |  |

**Ranking:** Relative to other individuals at the same level in your firm, please indicate an overall assessment of the applicant’s ranking; please indicate if the ranking system is formal or informal

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Top 5% | Top 10% | Top 25% | Top 50% | Bottom 50% | Unable to comment |
| Professional Ability |  |  |  |  |  |  |
| Intellectual Ability |  |  |  |  |  |  |
| Leadership Potential |  |  |  |  |  |  |
| Capacity for original thinking |  |  |  |  |  |  |
| Motivation for further study |  |  |  |  |  |  |
| Written communication skills |  |  |  |  |  |  |
| Oral communication skills, including willingness to contribute valuably to discussion/ debate where appropriate |  |  |  |  |  |  |

**What is your overall appraisal of this applicant?**

|  |  |  |  |
| --- | --- | --- | --- |
| I strongly recommend this applicant for the above programme of study. | I recommend this applicant for the above programme of study  . | I do not recommend this applicant for the above programme of study. | Unable to comment |

**Items to consider when writing your reference – please print onto official headed paper, sign, date and attach to this sheet.**

1. How well do you know the applicant’s professional work?
2. Please comment on the applicant’s contributions to your institution or to society which are relevant to the chosen programme of study.
3. Please comment on the applicant’s future career prospects: Where do you see him/her in the next 5-10 years?
4. In your opinion how well does the applicant’s professional experience to date equip him or her to follow the chosen programme of study at LSE? You might wish to comment on the applicant’s: writing skills; ability to participate effectively in meetings/discussions/debate; analytical skills; presentation skills; quantitative skills (if relevant to programme)
5. Are you willing to be contacted by the LSE to contribute to the applicant’s professional development as part of the chosen programme?
6. To your knowledge does the applicant have any other qualifications (academic or professional) relevant to this application?
7. Do you have any other comments on this applicant’s application to LSE for graduate study?