



**CONFIDENTIAL REFERENCE FORM**

This form should be completed by your nominated referee and then can either be signed and stamped with an official institution/company stamp and posted to the relevant admissions office or signed and emailed from your referee's official institution/company email address.

Alternatively, we can accept references typed on official institutional/company letterhead or emailed from an official institution/company email address.

**Applicant Details**

<b>First Name</b>	
<b>Surname/Family Name</b>	
<b>Date of Birth</b> (date/month/year format)	
<b>Level of Study</b>	

**Referee Details**

<b>First Name</b>	
<b>Surname/Family Name</b>	
<b>Institution Name and Address</b>	
<b>Position at institution</b>	
<b>Official email address</b>	
<b>In what capacity do you know this applicant?</b> (please note we cannot accept references from friends or family members)	
<b>How long have you know this applicant?</b>	

In the box below please provide a reference for the above applicant in relation to their application to study at Richmond, The American International University in London.

You may wish to comment on their academic promise, character and personal promise, emotional stability and self-reliance, relation to peers, sense of personal integrity, verbal skills in English and written communication skills in Richmond.

If relevant, you may also wish to discuss any unusual circumstances, special background information, or other factors (positive or negative) that may relate to the applicant's academic performance or be pertinent to the overall evaluation.

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Please indicate your overall estimate of the applicant's future success at Richmond:

<b>Signature</b>		<b>Date</b>	
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Official institution stamp:

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Please return this form to:

Richmond The American International University in London  
Admissions Office  
Queen's Road  
Richmond Upon Thames  
TW10 6JP

Tel: +44(0)20 8332 9000  
Fax: +44(0)20 8332 1596  
Email: [admissions@richmond.ac.uk](mailto:admissions@richmond.ac.uk)