

## **GUIDE FOR REFEREE LETTERS**

We do not have a specific format or template for referee letters, but the referee can include the following information in the letter:

- Information on who the referee is
- Details of the applicant (Full Name, Programme Applied and Application Number)
- Referee's connection with the person they are recommending
- Why the applicant is qualified to apply to the programme, and the specific skills they have
- Individual characteristics that the referee would like to highlight
- Describe example(s) that the applicant impressed the referee (related to studies/projects/assignments)
- Referee's contact information
- The referee letter can be from both academic and/or professional capacity.
- The referee letter should be in an official letterhead, i.e. University letterhead or Company letterhead

### **Note:**

1. The list indicated above is not exhaustive and may include other information that a referee may want to highlight about the applicant.
2. Though there is no number limitation, you may consider submitting just two or three letters.