



Reference request form – Master of Business Administration

Please separate and send a copy of this form to each of your referees.

Please complete Section A in BLOCK CAPITALS.

Section A: To be completed by the applicant

Your name _____

Address _____

Program: Full-Time MBA or MBA in International Business

Section A: To be completed by the applicant

Your referee's title Mr/Mrs/Miss/Ms/Doctor _____

Your referee's name _____

Position _____

Institution or company _____

Address of referee _____

Please now pass on this form to the referee named. Ask the referee to complete the form and return it directly to the address overleaf.

Section B: To be completed by the Referee

The person above has applied for entry to the MBA programme. The MBA Admissions Panel needs to know about the applicant to assess his/her suitability for this programme. Please CHECK the information about you above, and amend if necessary. Now please reply to the questions overleaf in typescript if possible. If you need more space, use a separate sheet.

All information given will be treated in strictest confidence

If you have any queries about the Programme, The University of Edinburgh Business School, or this reference, see overleaf for contact details.

How long have you known the applicant and in what capacity? _____

Please rate the applicant on the qualities listed below by marking the appropriate point on the scale

(1=poor, 2=average, 3=good, 4=excellent, 0=not known)

Attribute	Poor	Average	Good	Excellent	Not Known
Leadership skills	1	2	3	4	0
Capacity to reason logically	1	2	3	4	0
Presentation skills	1	2	3	4	0
Academic ability	1	2	3	4	0
Level of contribution in teamwork	1	2	3	4	0
Ability to work hard	1	2	3	4	0
Ability to meet deadlines	1	2	3	4	0

Please comment on the relevant aspects of any of the following within your knowledge of the applicant:

- past academic performance and aptitude for academic study at the level indicated
- work experience and/or professional performance
- personal circumstances or personality factors which may influence his/her aptitude for this type of study

Signature of referee _____ Date _____

When completed, please return to the address below. Alternatively you may scan the document and send it to the email address below. Should the Business School require additional clarification about the candidate, we reserve the right to contact you. Thank you for your help.

MBA Admissions Office
The University of Edinburgh Business School
29 Buccleuch Place, Edinburgh EH8 9JS
Scotland
Tel: +44 (0) 131 650 9634 Fax: + 44 (0) 131 650 8077

Please attach your Business Card here.

Email: mba@business-school.ed.ac.uk