

**LSE Graduate Admissions – 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 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. Supply the applicant’s details so that we can match your reference to the correct application.
2. Answer the remaining questions, including ranking the applicant relative to their peers. This structured section makes it easier for us to compare references.
3. Write your letter of reference, bearing in mind the questions at the end of this form.
4. Send your letter of reference together with this completed form to the below email address.
5. Please let the applicant know once you have sent your reference to us. We will notify them once we have processed your reference.

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

Please note: References are covered by the Data Protection Act, and therefore the subject of the reference may request to see its contents.

**Applicant details:**

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

**Your details:**

|  |  |
| --- | --- |
| Name: | Email address: |
| Current position: | Current institution/organisation: |
| How is the applicant known to you?Choose an item. | How long have you known the applicant and in what capacity (eg tutor, supervisor, line manager)? |
| Has the applicant discussed their motivation for the proposed programme of study with you?Choose an item. | Is/Was the degree taught and examined entirely in English?*[for academic references]*Choose an item. |
| Would you offer this student a place on a similar programme at your institution?*[for academic references]*Choose an item. |  |

**Please indicate an overall assessment of the applicant in relation to the criteria below and relative to others in their cohort.**

|  |
| --- |
| Please provide details about the cohort to which you are comparing the applicant *(e.g. students in a particular course, degree programme, year group, taught/supervised in last 5 years, other employees at a similar stage in their career)* and the size of this cohort. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Exceptional** | **Excellent** | **Strong** | **Good** | **Satisfactory** | **Less than satisfactory** | **Unable to comment** |
| Academic performance*[for academic references]* |[ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Professional ability*[for professional references]* |[ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Intellectual ability |[ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Written communication skills |[ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Oral communication skills, including willingness to contribute valuably to discussion/debate where applicable |[ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Analytical skills, including research and critical thinking skills where applicable |[ ] [ ] [ ] [ ] [ ] [ ] [ ]

**What is your assessment of this applicant’s suitability for their chosen programme(s)?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Highly suited [ ]  | Well suited [ ]  | Suitable [ ]  | Unsuitable [ ]  | Unable to comment ☐ |

**What is your overall level of recommendation for this applicant?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| This applicant has my highest recommendation  [ ]  | I strongly recommend this applicant [ ]  | I recommend this applicant [ ]  | I do not recommend this applicant [ ]  | Unable to comment [ ]  |

LSE Selectors are particularly interested in your assessment of the applicant’s academic ability and potential, skills and qualities, and motivation and suitability, relevant to the programme(s) they have applied for. We would be grateful if you could provide a candid reference that speaks with as much specificity as possible to these points.

You can find details of our programmes and their individual entry requirements through our [Available Programmes](https://www.lse.ac.uk/study-at-lse/Graduate/Available-programmes) page, if it would be helpful in writing your reference.

When preparing your letter of reference, you may wish to comment on the following:

**For academic references**

* Your knowledge of the applicant’s **academic work** and your assessment of their **academic performance** and ability, particularly in courses relevant to the programmes(s) applied for.

Additionally:

* If your institution does not supply transcripts or mark sheets until graduation, and the applicant is a current student, please comment specifically on the courses the applicant has taken and the grades achieved to date.
* If you are unable to comment on the applicant’s academic performance in detail or in courses relevant to the programme(s) applied for, it would be very helpful to include additional relevant comments from other academic colleagues.
* If the applicant’s degree is in a quantitative subject, it would be very helpful to include additional information regarding the content of courses relevant to the programme(s) applied for, and the applicant’s related academic performance and quantitative skills.
* If the programme(s) applied for are research-based, it would be very helpful to comment on the applicant’s academic performance, ability and potential specifically in the area of research.
* If the programme(s) applied for have specific academic prerequisites, it would be very helpful to comment on the applicant’s academic preparedness in relation to these.

**For professional references**

* Your knowledge of the applicant’s **professional work** and your assessment of their **professional ability** and achievements, particularly in areas relevant to the programme(s) applied for.

**For all references**

* The applicant’s **skills**, relevant to the programme(s) applied for, such as writing skills, analytical skills, research skills, quantitative skills, presentation skills, ability to grasp new concepts, ability to participate effectively in debate/discussion, ability to work collaboratively.
* The applicant’s **qualities**, relevant to the programme(s) applied for, such as intellectual curiosity, self-motivation, persistence, adaptability, responsiveness to feedback, originality, creativity, independence of thought.
* Any additional **experience** the applicant has which you consider relevant to the programme(s) applied for, such as research, work or other educational experience.
* The applicant’s **motivation** to study the chosen subject at postgraduate level, particularly any specific interests in, or relevant to, the programme(s) applied for. If relevant, this might include commenting on any longer-term academic or professional aspirations the applicant may have.
* The applicant’s **suitability and potential** for the programme(s) applied for, and how well their studies and experience to date have prepared them for this.
* An indication of your **level of recommendation** or the strength of your support for this application. If appropriate, this may be in comparison to other applicants for whom you have written a letter of reference.
* Any **other information** you think is relevant to the application. This could also include information about any circumstances that might have affected the applicant’s academic performance.

**We would very much appreciate it if you could please ensure your reference:**

* Only includes that which is relevant and appropriate to the applicant’s application to the chosen programme(s) of study at the LSE.
* Only includes references relevant to the applicant and application, eg applicant name, pronouns, institution name, programme name(s).
* Provides sufficient detail to assist the LSE in making an admissions decision, normally 1-2 pages.