You must obtain one reference. See page 9 of the brochure for details about who you can ask.

A reference consists of:
- This form, completed by you and the referee
- A typed reference, printed on letterhead and signed by the referee

Complete sections 1, 2, 3, 4 and 5 of this reference. Ask the Referee to complete sections 6, 7 and 8 by the application due date.

Note: Medical students applying to go to the University of Oslo do NOT need to complete this form.

SECTION A – Applicant to Complete

1. Applicant's Details
   Student number:  
   Title: [ ] Mr [ ] Ms [ ] Miss [ ] Mrs [ ] Other
   Family name: 
   Given name(s): 

2. Current Studies
   Name of course: 
   Major:  
   Years completed: 

3. Exchange Studies
   Intended exchange destination: 
   Length of exchange: [ ] single semester [ ] full year (two consecutive semesters)  
   Period of exchange: Beginning Semester  
   20 [ ]

4. Referee's Details
   Name of Referee: 
   Position: 
   Department: 
   Faculty: 
   Email: 
   Contact telephone: 
   In what capacity does the referee know you? 
   How long has this referee known you? 

5. Faculty Application Details
   The Referee must give this reference directly to the first faculty to which you will be submitting your application form. State the faculty's exchange adviser and address for this purpose. For details see: www.mobility.unimelb.edu.au/outbound/exchange/advisors
   Exchange Adviser: 
   Faculty: 
   Building: 

SECTION B – Referee to Complete

To the Referee
The student listed above is submitting an application for an overseas exchange. Would you please provide a reference for this student. This reference will be considered by Melbourne Global Mobility and the student’s relevant faculty(ies) in the process of nominating the student to an institution of his/her choice. Please complete this form together with a typed reference and return it to the faculty nominated in section 5 within five working days. Thank you.

6. Typed Reference
   Please attach a typed reference to this form; it should be SIGNED and on University letterhead paper. We cannot accept references by email. In your report, write candidly of the applicant's suitability for the Exchange Program, considering such things as organisational ability, adaptability/versatility, maturity and independence. Please also give your appraisal of the applicant's communication skills (written, verbal, comprehension and interpersonal skills).

7. Recommendation for International Exchange Visit
   [ ] Strongly recommend [ ] Recommend [ ] Do not recommend
   This reference may also be released to exchange partner universities if requested by the student. Please indicate if you DO NOT wish this to be released. [ ] No, do not release

8. Signature of Referee:
   Signature 
   Day  
   Month  
   Year
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DO NOT WRITE or PRINT ON THIS PAGE