



THE UNIVERSITY OF  
MELBOURNE

## ACADEMIC REFERENCE - CONFIDENTIAL

Melbourne Global Mobility Academic Reference for an International Exchange Visit

- You must obtain one reference. See page 10 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.
- NB. 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:  one semester  one year (2 consecutive semesters). Period of exchange: Beginning Semester 20 \_\_\_\_\_

#### 4. Referee's Details

Name of Referee: \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_ Faculty/Company: \_\_\_\_\_

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 advisor and address for this purpose. For details see: [www.mobility.unimelb.edu.au/contacts/fac\\_contacts.html](http://www.mobility.unimelb.edu.au/contacts/fac_contacts.html)

Exchange Advisor: \_\_\_\_\_

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(s) 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. 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 be released to exchange partner universities if requested by the student. Please indicate here 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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