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**State Polytechnic of Sriwijaya**

 **REFERENCE FOR ADMISSION TO INTERNATIONAL STUDENT**

PART I: To be completed by the Applicant

Please complete part I on the reverse of the form (in block capitals), and send one form together with a reference envelope to each referee requesting that the reference be sealed in the envelope, signed by your referee across the seal and returned to you. You should then send your two references together with two sealed envelopes to International Office. We will unable to process your application until we have received your references.

PART II: To be completed by the Referee

The person named above has applied for admission to the State Polytechnic of Sriwijaya as a diploma three/ an applied science bachelor student. It should be most grateful if you would provide us with reference on the applicant’s academic and general suitability to undertake the proposed course of study by completing part II on the reverse side of this form. It would be of great assistance to the University if, in addition to any general statement, you would indicate the following in your reference:

(a) how long have you known the applicant and in what capacity;

(b) how the applicant’s achievement compare to those of his/her peers;

(c) the nature and class of degree already obtained or expected to be obtained prior to the commencement of the course;

(d) for applicants whose first language is not English language, their standard of proficiency in written and oral English

(e) applicant’s proficiency in Indonesian language

(f) for applicants who hold professional qualifications or have professional experience, how the qualifications and/or experience would contribute to the applicant’s suitability;

(g) the applicant’s general suitability for undergraduate study, including any distinct strengths or weaknesses.

In considering applications, the University attaches great importance to the information which is provided in references and I should like to thank you in advance for your assistance. *Your reply will be treated in confidence by the University.*

Please return this form to the applicant in the envelope provided, signed across the seal to ensure confidentiality.

Your name:

**PART I – Applicant**

Date of commencement:

2.

Name of referees:1.

Proposed course:

**PART II – Reference**

*(Please continue on a separate sheet if necessary)*

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

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART II – Reference**

2.

Name of referees:1.

Date of commencement:

Proposed course:

Your name:

**PART I – Applicant**

*(Please continue on a separate sheet if necessary)*

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

Title/Status : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_