

UNIVERSITY RESIDENCES CONFIDENTIAL REFERENCE FORM



Reference for Accommodation at Victoria Place, Student Village or Sunbury Hall.

APPLICATION REFEREES

This form can be completed by a former school teacher, principal or coordinator, University lecturer or tutor, community leader, sports coach, manager, employer, or other adult of recognised community status, providing that they have known you for at least 12 months. This form cannot be completed by a family friend, relative, or other adult known only in a social capacity or if they have only known you for less than 6 months.

International Applicants are required to provide a reference from a referee from their home country unless they have studied in Australia for a full academic year.

APPLICANTS PERSONAL DETAILS

Full Name (Given & Family Names):

Applicant's Address:

Telephone: (_____) (_____) _____
Country code area code telephone number

TO THE REFEREE

You have been asked by the above named student to act as a referee for their application for University Residences, Victoria University. University Residences will be grateful for your assistance in assessing their application for accommodation. All information provided is confidential to assist with the application process and will not be shown to the applicant. Please answer as many questions as possible to the best of your ability.

Once you have completed this form, please return it to the address below or contact the Admissions Officer for any queries. Please do not give this form back to the applicant.

Admissions Officer

University Residences

Victoria University

PO Box 14428

MELBOURNE VIC 8001

Australia

T: +61 3 9304 6307

F: +61 3 9318 5232

E: victoria.place@vu.edu.au or student.village@vu.edu.au

vu.edu.au

CRICOS Provider No. 00124K

REFEREES PERSONAL DETAILS

Referee's Full Name (Given & Family Names): _____

Position: _____ Company/Institute: _____

Business Address: _____

Phone: (_____) (_____) _____
Country code area code telephone number

E-mail Address: _____ @ _____

REFERENCE QUESTIONS

1. How long have you known the applicant?

2. In what capacity do you know the applicant (ie. as a lecturer, teacher, employer, etc.)?

3. In what ways do you think the applicant is suited to living in a residential community?

4. PERSONAL EVALUATION:

On the following characteristics how would you rate the applicant compared with other students you have known?

Place a tick in the appropriate column where you feel you have sufficient knowledge of the applicant to make a judgement.)

	Outstanding	Much better than most	Better than most	As good as most	Not as good as most	Not able to comment
Academic ability						
Attitude to independent study						
Leadership ability						
Respect for authority						
Self discipline						
Maturity						
Level of Independence						
General character						
Common sense and judgement						
Adaptability to new situations						
Sociability						
Consideration for others						

5. Please comment on any favourable qualities and characteristics of the applicant.

6. Please comment on areas that the applicant may need to improve in as a student or resident.

Please provide any other information, which you consider relevant to this application.

Please tick one or more of the following as applicable:

- I would strongly recommend this applicant to be a resident
- This applicant would benefit greatly from the experience of residential life
- This applicant would definitely make a positive contribution to residential life
- I would have some reservations about this applicant's suitability for residential life
- I am unable to comment on this applicant's suitability for residential life
- This applicant is not suitable for residential life

Referee's signature: _____ Date: ____/____/20____

Thank-you for you time in providing this information. Please do not give this completed form to the applicant, please mail this form directly to the University Residences.