

Common Confidential Reference Form

for Admission to Tertiary Accommodation (for NZ students only)

SECTION A: The applicant is to complete this page. Please print clearly.

1. First Names Surname

What is the highest educational qualification achieved? Give the year, the subjects and the marks/grades achieved.

Qualification: Year:

Subject	marks/grades	Subject	marks/grades
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

What positions of responsibility have you held? (eg. prefect, hockey captain)

What awards have you received?

2. I hereby nominate, instruct and authorise (name of referee)

to provide the reference (overleaf) and in doing so understand and accept that the report shall remain confidential to the accommodation service of the tertiary institution(s) and/or their nominated agents to which I am making application.

3. Tick the institutions/halls listed on Section B to which a copy of this confidential reference is to be sent.

4. Once completed, hand this page to your referee.

NB. The referee should be your school principal or their nominated representative, if you are still at school. Other applicants should have the form completed by the principal of their former secondary school, an employer or other responsible adult who is not a relative or friend. If you have previously resided in tertiary administered accommodation, the head of that property would be the appropriate referee.

SECTION B: Tick the institutions/halls to which a copy of the confidential reference (Section C) is to be sent by your referee.

**Lincoln University
Accommodation Services
PO Box 84
Lincoln University
Lincoln 7647
CANTERBURY**

AUCKLAND

Auckland University of Technology
Accommodation Services Officer
AUT Registry
Private Bag 92006
AUCKLAND 1020

Massey University, Albany
Accommodation & Administrative Officer
PB 102904
North Shore Mail Centre
AUCKLAND

Manukau Institute of Technology
Manager
Student Services
PB 94006
Manukau City
AUCKLAND

OTAGO

Please write here the address of the University of Otago Hall of Residence to which the reference is to be sent by your referee. (Refer to the address list on the University of Otago accommodation form.)

The Railway Campus
Uni-Accommodation Limited
C/- Accommodation & Conference Centre
The University of Auckland
PB 92019
AUCKLAND 1020

University of Auckland
Accommodation & Conference Centre
University of Auckland
PB 92019
AUCKLAND 1020

UNITEC
Accommodation Manager
Oak Hall, UNITEC
PB 92025
AUCKLAND

WAIKATO

University of Waikato
Accommodation Services Office
PB 3105
HAMILTON

WELLINGTON

Victoria University
Accommodation Service
Victoria University
PO Box 600
WELLINGTON

Massey University
Accommodation Office
Massey University
PO Box 756
WELLINGTON

MANAWATU

Massey University
Residential Services
Massey University
PB 11-222
PALMERSTON NORTH

CANTERBURY

University of Canterbury
The Accommodation Office
University of Canterbury
PB 4800
CHRISTCHURCH

REFEREES – PLEASE NOTE THE FOLLOWING:

- Photocopy both sides of the reference form and mail a copy of each to the institutions ticked above by 1 October.
- Each photocopy of the reference form must be signed (in a colour other than black), dated and stamped with the official school stamp to prevent forgeries.
- Retain the originals for your files.

SECTION C: The referee is to complete 1 to 7. Please print clearly.

This form is important in the selection process. Full and frank comments are appreciated.

1. Applicant's name in full: Mr Mrs Ms Miss

Surname

2. Please make appropriate comments and then mark the box with one of the following grades:

1 = Outstanding 2 = Above average 3 = Average 4 = Below average

Attitude to independent study/self-discipline/time management skills:

Ability to relate to and show concern for others:

Personal behaviour and social maturity (including attitudes to alcohol & drug abuse):

Self confidence/self-reliance/adaptability to new situations:

Academic ability:

3. Are there any concerns/special needs that we should be aware of so that appropriate support can be provided?

(eg. health problems, home situation, disability, eating disorders)

4. Anticipated **overall** Level 3 NCEA outcome or other Y13 qualifications (*for schools only*):

Mostly Excellence Mostly Merit Mostly Achieved *or specify*

5. Anticipated **overall** Level 4 NCEA Scholarship outcome *if applicable* (*for schools only*):

Outstanding Performance Scholarship *or specify*

6. General comments:

7. Name: School/company: (Name/Address)

Position/relationship to applicant:

Phone: ()

Fax: ()

Signature: Date:

This reference is being requested on the understanding that it will remain confidential to those concerned with considering applications for the types of accommodation specified by the applicant and will not be used for any other purpose. The NZ Official Information Act 1982 and the NZ Privacy Act of 1993 protect evaluative material and allow the accommodation service the ability to decline to supply a copy of such material when requested by other parties.