

28a Linwood Avenue, Mt Albert, Auckland 1025, New Zealand. Postal Address: PO Box 2995, Auckland 1140, New Zealand.
Telephone: (64-9) 815 1717 Fax: (64-9) 815 1802 Email: enquiry@ais.ac.nz Internet: www.ais.ac.nz

FOR THE APPLICANT	
You are requested to submit two Referee Forms. One referee should attest to your academic background and the other your professional/personal background. A close family member cannot be your Referee. These forms should be returned to AIS, and are required before your selection can be confirmed. Please ensure that your Referees are advised of this time frame. Also, please read and sign the declaration at the end of this form.	
1 Family or Surname	2 Given Name(s)
3 Address	
4 Work Telephone	

FOR THE REFEREE	
<p>Please type or print in BLOCK CAPITALS in ink, and complete all sections.</p> <p>The above person is applying for admission to the Business Administration programme offered by AIS. Your reference will be used as part of the admission application only. We pay particular attention to comments made by referees, welcome your assessment of the applicant, and have outlined a format that may guide you. Please feel free to add additional information. We urge you to be as specific and candid as possible, using examples where appropriate. Your prompt return of this form directly to us will be greatly appreciated, and we thank you for your time and effort in completing this reference.</p>	
1 Name of person completing this form	
2 Position/Title	3 Organisation
4 Address	
5 Telephone (Work)	6 How long have you known the applicant?
7 Under what circumstances have you known the applicant?	
<div style="border-bottom: 1px dashed black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px dashed black; height: 15px; width: 100%;"></div>	
8 Please comment on (Please use additional sheets if necessary.)	
(i) The applicant's ability to perform on the demanding and intensive MBA/PGDBA programme.	
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(ii) What are their main academic strengths, and what areas need development?	
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(iii) The applicant's perseverance, determination, and likelihood of success.	
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9	Please complete the following by placing a tick in the appropriate box.					
		Exceptional	Very Good	Good	Average	Below Average
	Team Work					
	Oral Communication					
	Written Communication					
	Self Confidence					
	Analytical Ability					
	Interpersonal Skills					
	Creativity and Imagination					
	Maturity					
	Integrity and Ethics					
	Leadership Potential					
Self Organisation						

10	Please comment on the applicants demonstrated and/or potential leadership abilities. <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
11	Please comment on the applicants interpersonal skills and teamwork skills. <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
12	Please comment on the applicant's maturity, self confidence, and sense of humour. <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
13	Please make any other comments regarding the applicant's potential to benefit from this MBA/PGDBA programme. <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

DECLARATION BY THE REFEREE

Pursuant to the NZ Privacy Act 1993, I hereby agree to this Referee Form being used as part of the application process for the applicant named.

Referee's Signature _____ Date _____

DECLARATION BY THE APPLICANT

Pursuant to the NZ Privacy Act 1993, I hereby authorise this person to act as a Referee for me in support of my application for the MBA/PGDBA.

Applicant's Signature _____ Date _____

Please return this form directly to: Auckland Institute of Studies, P O Box 2995, Auckland 1140, NEW ZEALAND. | Email: enquiry@ais.ac.nz