

Gates Cambridge Reference Instructions for Referees



These instructions should not be used for an **Academic Reference**. Please follow the instructions found at <https://www.graduate.study.cam.ac.uk/how-do-i-apply/supporting-documentation/academic-documentation>

(1) General

Referees will be asked to provide general details, including your name, role, institution, and contact information. The form will also ask the nature of your relationship with the applicant, and how long you have known them for.

(2) Academic Ranking

Referees will be asked to rate the applicant within their academic cohort, bearing in mind the intense global competition for the Gates Cambridge Scholarship. This will include a description and size of the group measured against.

(3) Reference Letter

Referees must upload a reference or recommendation in English on a separate sheet of headed paper. This should be in pdf form and no larger than 2MB.

In your reference, please give your assessment of the applicant's suitability a Gates Cambridge Scholarship, which are awarded on the following criteria:

- Outstanding intellectual ability
- Leadership potential
- A commitment to improving the lives of others
- A good fit with the postgraduate programme at Cambridge for which they are applying.

Before writing this reference, referees are advised to visit www.gatescambridge.org for full details.

(4) Delivery

We strongly recommend using the online referee portal to submit your references. In exceptional cases, where you are unable to use the Electronic Reference System, please follow the steps below:

To deliver by email,

- 1) Email grad.reference@admin.cam.ac.uk to request a copy of the Gates Cambridge Reference Form.
- 2) Complete and attach the Gates Cambridge Reference Form and reference letter to your email. These should be .pdf files.
- 3) Send to grad.reference@admin.cam.ac.uk.