

# Common Confidential Reference Form for Admission to Tertiary Accommodation

**SECTION A** The applicant is to complete 1 to 4. Please print or type.

**CONFIDENTIAL**

1 Applicant's name in full  Mr  Mrs  Ms  Miss

Surname or family name

Given name(s)

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

Qualification

Subjects and marks/grades

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

What awards have you received?

2 I hereby nominate, instruct and authorise  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 an application.

Signature of applicant

Date

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

4 Give this form to your referee for completion.

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 accommodation, the head of that property would be an appropriate referee.

**SECTION B** The applicant should tick the institutions to which a copy of the Confidential Reference Form should be sent.

**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

**Railway Campus**  
Uni-Accommodation Ltd  
Accommodation &  
Conference Centre  
The University of Auckland  
PB 92019  
Auckland 1020

**The University of Auckland**  
Accommodation & Conference  
Centre  
The University of Auckland  
PB 92019  
Auckland 1020

**UNITEC**  
Accommodation Manager  
Oak Hall, Unitec  
PB 92025  
Auckland

**University of Waikato**  
Accommodation Services Office  
University of Waikato  
PB 3105  
Hamilton

**Massey University**  
Residential Services  
Massey University  
PB 11-222  
Palmerston North

**Victoria University of Wellington**  
Accommodation Service  
Victoria University of Wellington  
PO Box 600  
Wellington

**Wellington College of Education**  
Accommodation Service  
Victoria University of Wellington  
PO Box 600  
Wellington

**Canterbury University**  
The Accommodation Office  
University of Canterbury  
PB 4800  
Christchurch

**Lincoln University**  
Accommodation Services  
PB 84  
Lincoln University  
Canterbury

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.)

**Referees** – Please note the following

- Photocopy both sides of the reference form and authorisation detail and mail a copy by 1 October 2004 to each of the institutions ticked above
- 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 original for your files

# Common Confidential Reference Form for Admission to Tertiary Accommodation cont.

## SECTION C

The referee is to complete 1 to 8. Please print or type. Note: this form is important in the selection process. Full and frank comments are appreciated.

1 Applicant's name in full  Mr  Mr  Ms  Miss

Surname or family name

Given name(s)

2 Please make appropriate comments and then mark the box with one of: 1 = Outstanding, 2 = Above Average, 3 = Average, 4 = Below Average

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

(1-4)

.....

.....

Ability to relate to/show concern for others

(1-4)

.....

.....

Personal behaviour and maturity level (including alcohol and drug use)

(1-4)

.....

.....

Self confidence/self-reliance/adaptability to new situations

(1-4)

.....

.....

Academic ability

(1-4)

.....

.....

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 This candidate's suitability for tertiary accommodation:

Highly recommended  Recommended  Recommended with reservations

Other

.....

7 General comments:

.....  
.....  
.....

8 Name

.....

Position / Relationship to applicant

.....

School / Company

Name

Address

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 1993 protect evaluative material and allow the Accommodation Service the ability to decline to supply a copy of material when requested by other parties.