



**Association of American
Study Abroad Programmes
United Kingdom**

AASAP/UK Lord Acton Memorial Scholarship

Information Sheet for Referees

All applicants must have two references in support of their application for the AASAP/UK Lord Acton Memorial Scholarship. At least one reference must be completed by an academic.

Your reference will be used to support the application submitted by the student and must be submitted independently and under separate cover. It is important that you follow the instructions below to ensure your reference is completed and submitted correctly and by the deadline. We strongly urge the applicant to provide you with a copy of his/her application so you have all pertinent information.

Guidelines for writing your reference:

- Your reference should be no more than one single spaced page, Times New Roman, 12pt font
- At the top of the Word Document, in the upper left-hand corner, please type Applicant: *name, university*, Referee: *name, contact information*
- You are requested to cover the following in your reference:
- Your relationship to the applicant and how long you have known her/him
- Exceptional attributes of the applicant, particularly noting how such attributes may enhance his/her experience on a study abroad programme
- Likelihood of the student achieving goals for study abroad programme as outlined in the application
- Your reference should be emailed to scholarship@asapuk.org by **midnight GMT on 12th April 2013**
- The subject header should be 'REFERENCE: [applicant name]'
- Your reference must be emailed from an account owned by you. References emailed by the student on your behalf will **not** be accepted.