Full-time MBA Programme
Reference instructions

Information for the candidate
Two references are required in order to complete your application. One should be from your current employer or a colleague if you do not want to use your line manager at this time. The other referee could be a former employer, a long-standing client, or someone else who knows you well in a work context. You should only select someone who taught you at university if you have remained in close contact. Whoever you choose should know you in a professional capacity.

Can I submit general letters of recommendation?
No. The official London Business School MBA reference form asks very specific questions and requires the referee’s assessment based on specified criteria, thus ensuring uniformity and fairness in reviewing all applications.

All references must be completed online.
Your referees must have a valid email address in order to receive details of how to access the online reference system. You should notify your referees in advance that they will be receiving an email from London Business School with their User ID, password and instructions for completing the online form. If your referees are unable to complete this form online, please contact the MBA Recruitment and Admissions Team at apply.mba@london.edu or Tel: +44 (0)20 7000 7525.

It is your responsibility to ensure that both references are submitted by the application deadline.
Applications will not be reviewed in detail until references have been received. However, you do not need to wait for your referees to submit their references before you submit your application - they can follow afterwards.

How to register your referees.
Login to your online application. Go to the application status page. Click “Add referee” in the referee section of your application.

You can view the status of your online references each time you return to the application status page. You can also remind your referees online.

Information for the referee
Once the candidate has registered your contact details within their online application you will be notified by email. This email will contain your User ID and password and a link to the online reference form. It is not necessary to complete the form in one sitting. You can use your login to enter and return to previously saved work.

Any information you supply will remain confidential and will not be disclosed to the applicant and we request you not to disclose the contents of your reference to the applicant. We may contact you if we require further information on the applicant.

Reference form questions
The online reference form asks the following questions:

- How do you know the applicant? How long have you known them for?
What would you say are the applicant’s key strengths and talents?
What would you say are the applicant’s key weaknesses or areas for improvement?
How do the applicant’s performance, potential and personal qualities compare to those of other individuals in similar roles?
What do you think this person might be doing in ten years’ time? Why?

It also asks you to rate the candidate on the following qualities:

- Intellectual or academic ability
- Quantitative skills
- Initiative/ability to take decisions
- Problem solving skills
- Organisational skills
- Leadership skills
- Team skills
- Impact/charisma
- Self-confidence
- Self-motivation
- Oral English communication skills
- Written English communication skills