Masters in Finance
Reference Instructions

Information for the candidate

Two references are required. Of the two references, at least one must be a work reference (typically from a current or previous employer, a colleague, a long-standing client or someone else who knows you well in a work context); Most candidates will choose a work referee for the second reference. It can also be an academic reference (from someone who taught you at university or college) as long as the referee has followed your career progression closely since completing your studies. If they are only commenting on your academic performance then the reference will add little value. It is not a requirement that you give your current boss as a referee.

Can I submit general letters of recommendation?
No. The official London Business School Masters in Finance 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 MiF Admissions Team at mifadmissions@london.edu or Tel: +44 (0)20 7000 7579.

It is your responsibility to ensure that both references are submitted by the application deadline date. 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
Log-in to your online application. Go to the application status page. Click “Add” in the Referees section of your application.

You can view the status of your online references each time you return to the application status page through the reference notification, first access and submission stages. 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. You can use these login details to save and return to your work in progress.

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.

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

• How long have you known the applicant and in what connection?
• What do you consider to be the applicant's major talents and strengths?
• What do you consider to be the applicant's major weaknesses or areas for improvement?
• In what ways might the applicant benefit from the Masters in Finance?
• Are you aware of any personal factors that might affect the applicant's performance on the Masters in Finance?

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

• Ability to work hard
• Mindset
• Intellectual or academic ability
• Quantitative skills
• Problem-solving skills
• Perseverance
• Decision making skills
• Self motivation
• Impact/Charisma
• Capacity to reason and present arguments logically and fluently

MIF Recruitment & Admissions Team
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