London
Business
School

Full-time MBA Programme
Reference instructions

Information for the candidate
One reference is required in order to complete your application. Your reference should be from your current employer or a colleague if you do not want to use your line manager at this time. Alternatively, it could be a former employer, a long-standing client, or someone else who knows you well in a work context. 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.

Can I send an extra reference or letter of recommendation?
No thank you, we ask you to submit just one referee and won't take extra materials. Students and alumni are able to submit recommendations separately to us. Student and alumni recommendations can be sent to apply.mba@london.edu.

All references must be completed online.
Your referee must have a valid email address in order to receive details of how to access the online reference system. You should notify your referee 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 referee is 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 your reference is submitted by the application deadline date.
Applications will not be reviewed in detail until the reference has been received. However, you do not need to wait for your referee to submit their reference before you submit your application - it can follow afterwards.

How to register your referee
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 reference each time you return to the application status page. You can also remind your referee 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