

This template can be used to provide a written reference or referee contact details for admission to Murdoch via Experienced Based Entry. Experienced Based Entry is available for undergraduate courses with a selection rank of 70, with the exception of Nursing and Laboratory Medicine. Further information is available here: [Portfolio entry](#).



Murdoch University Admissions Office

Domestic Students: DomesticAdmissions@murdoch.edu.au

BEFORE YOU START

Provision of a written reference or referee details is an essential requirement for admission via Experienced Based Entry. There are 3 options to meet this requirement:

1. Provision of a written reference (that meets the required criteria); OR
2. Completion of this reference template via this form; OR
3. Provision of referee contact details via this form

Further information about the requirements for each option is outlined below. Please note, references will be verified as part of application assessment. Providing false or misleading information may result in a non-offer or cancellation of your place.

WRITTEN REFERENCE

A Written Reference provided by a person who can verify your experience for example your employer for paid work, a volunteer coordinator for volunteer work, or a teacher for school-based experience. Your referee can either provide a Written Reference that meets the set criteria or complete the template section below.

Written Reference - Criteria

A written reference must be provided on a company letterhead and include:

- The applicant's full name
- The referee's full name
- The referee's company & position title
- The referee's contact details
- The type of experience (paid work experience, unpaid/volunteer work or community participation, or school-based leadership)
- Briefly outline the activities or role you fulfilled and comment regarding your reliability and impact of your participation
- The approximate dates (month and year) the experience was completed and the total number of hours completed
- Date and signature of the referee

Alternatively, your referee can complete the **reference template** below to ensure all details are provided.

REFERENCE TEMPLATE (completed by referee)

Applicant's full name:

Referee's full name:

Referee's company & position title:

Referee's contact number:

Referee's contact email:

Start date
(MON-YYYY):

End date
(MON-YYYY):

Approximate hours:

Type of experience:

Paid employment in the previous 12 months

Unpaid sport coaching / umpiring / academic mentoring outside of school hours in the previous 12 months

Other

Unpaid volunteering or community participation in the previous 12 months

A position of active responsibility in a club or society, or school student leadership in the previous 12 months

Please specify if other:

A brief outline of activities or role fulfilled and a comment on your reliability and impact of your participation:

Referee's signature:

Date
(DD/MM/YY):

REFEREE CONTACT DETAILS

If you are unable to obtain a written reference, Murdoch will contact your referee(s) and will seek to verify the information as outlined in the written reference section. Please provide:

Experience type

Paid employment in the previous 12 months

Unpaid sport coaching / umpiring / academic mentoring
outside of school hours in the previous 12 months

Other

Unpaid volunteering or community participation
in the previous 12 months

A position of active responsibility in a club or society, or
school student leadership in the previous 12 months

Referee name

Experience Hours

Referee position

Referee organisation

Referee email

Referee contact number

If you supplying more than one verbal referee, please provide additional details on a separate document or form and attach as part of your application.