



Instruction to Applicants:

Please ask each referee to complete this form and email it together with a reference letter on headed paper to:
applicationsny@sia.edu

Reference letters should include the referee's full contact details and should be sent directly from your referees either by post to the New York campus or by email from a professional email address.

Instruction to Referees:

Please complete this form and send it **along with your reference letter** on your headed paper. You can either send by emailing both documents to:

applicationsny@sia.edu

or send them by post to:

**Admissions Department
Sotheby's Institute of Art
570 Lexington Avenue, 6th Floor
New York, NY 10022**

Your letter is of great importance to us and we would like to thank you for taking the time to send it.

Applicant's Full Name: _____

Course Applied for:

- ☐ Undecided
- ☐ MA in Art Business
- ☐ MA in Contemporary Art
- ☐ MA in Fine & Decorative Art and Design

Name of Referee: _____

Post Held: _____

University/Institution/Organization you represent: _____

Relationship to Applicant: _____

How long have you known the Applicant? _____

Please detail in your written references your assessment of the applicant's academic ability and suitability for master's level study.

Please indicate applicant's abilities with a ☐ rating of this applicant in the following categories:

Quality	Outstanding (top 5% of students)	Very Good (top 20%)	Good (top 40%)	Average	Below Average	Do not wish to comment	Special remarks
Intellectual Capacity							
Motivation							
Writing Style							
Analytical Skills							
Research Ability							

Signature: _____ Date: _____



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Post Held: _____

University/Institution/Organization you represent: _____

Relationship to Applicant: _____

How long have you known the Applicant? _____

Please detail in your written references, your assessment of the applicant's initiative, leadership qualities and suitability for Master's level study.

Please indicate applicant's abilities with a ✓ rating of this applicant in the following categories:

Quality	Outstanding (top 5% of employees)	Very Good (top 20%)	Good (top 40%)	Average	Below Average	Do not wish to comment	Special remarks
Intellectual Capacity							
Motivation							
Writing Style							
Analytical Skills							
Research Ability							

Signature: _____ Date: _____