

GUIDANCE FOR SUBMITTING REFERENCES

The reference is a crucial part of the selection process. It is the Admissions Tutors' chance to learn about you from a person who has usually supervised your work in some way. The information given will help guide them in making a decision about your application.

A REFERENCE SHOULD COVER THE FOLLOWING TOPICS:

- 1** Suitability for the course(s) applied for
- 2** Intellectual qualities
e.g. development to date, previous examination performance, and potential for future study – including an assessment of the probable results of any pending examinations.
- 3** Personal qualities
e.g. motivation and attitude
- 4** Career aspirations
- 5** English language ability

WHOM SHOULD AN APPLICANT CHOOSE TO PROVIDE A REFERENCE?

Normally, references should be provided from an applicant's current or most recent tutor and/or employer. At least one reference should be an academic reference. References should not be from a family member or friend. If the intended referee is unsure about what should appear in a reference, show them the list of topics above.

The application form for your chosen College will indicate how many references will be required (if any).

Referees and applicants should note that under the UK's Data Protection Act, the applicant may request access to a copy of the reference supplied.

HOW SHOULD THE REFERENCE BE SUBMITTED?

References should be on headed paper or have the official stamp of the institution; referees should provide a contact telephone number and email address in case there is any further information that is required from them.

It is acceptable to send a scanned copy of your references to support your application, but you will need to provide the original documents as part of your UK visa application, and to the university Admissions department prior to enrolment.

CAN AN OFFER BE MADE WITHOUT MY REFERENCES?

Normally, references should be provided alongside your application, but you may submit your application without references if you are still waiting to receive them (or if your referees are sending them to the Admissions department directly). If you meet the entry criteria you will be given an offer that is conditional on providing the supporting references.

If we cannot make a decision on your application based on your academic qualifications and the information you have provided, or the Admissions Tutors need some clarification about part of your application or qualifications, then your referee(s) may be contacted.

**MORE QUESTIONS?
GET IN TOUCH**

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