

UPLANDS UNIVERSITIES AND CAREERS OFFICE



University reference request

Name of student:

Signature of student:

Applying to (circle): UK US Other (name)

I confirm that I am only requesting the appropriate number of references (as below)

Name of requested referee:

Signature of requested referee:

Date of request:

Date required by:

Teachers will sign this form and leave it in Mr. Klar's pigeon hole. Teachers cannot do a reference for students without this form being completed and signed off.

* For UCAS (UK) you only need ONE reference

* For Commonapp and/or US applications you need THREE references (two teachers + college advisor)

1. **DO NOT TRY TO CIRCUMVENT THIS SYSTEM** and ask many teachers to write a reference. It can take several hours to write a good reference and seeing that work wasted will not endear you to teachers! Sanctions will also follow.
2. Choose a teacher that knows you well and preferably within the subject area that you are applying for.
3. Supply the teacher a copy of your personal statement or essay as well as a CV. Discuss your achievements, how many languages you speak, etc. Give them something good to work with.
4. Ask for the reference **WELL IN ADVANCE**. If within a short time frame the teacher may not have time to write you a reference or will write a poor one. So provide plenty of notice.
5. Lastly, show some appreciation. It is not something they **must** do for you. A teacher can give up several hours of their time to help you out and it is nice to know that effort is appreciated.

Remember that your university applications must be finished by November 1st. All reference requests must be made by October 19th. If you do not request a reference by this date we will presume you are not proceeding with an application this year (apart from the following).

If your university application is non-standard please see Mr. Klar to determine what timeframe you need to work in.