

###### Reference form

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| Applicant Details *(to be completed by the applicant)* | | |
| Your name |  | |
| Your student Number or UCAS Personal ID (if known) |  | |
| The course you have applied for |  | |
| **Referee Details** | | |
| Name of referee |  | |
| Relationship to the applicant |  | |
| Job title |  | |
| Address |  | |
| Telephone |  | |
| Email address |  | |
| Are you happy for the reference to be shared with the applicant? **Yes/No**  All references are treated confidentially unless you have specifically indicated that you are happy for  your comments to be shared with the candidate. However, please note that an applicant can make a  request to see a copy of any references written about them including this one under the provisions of  the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). | | |
| Please see the guidance notes for referees at the end of this document and enter your reference into this box. | | |
| **Signature** | | **Date** |

**Guidance for referees**

This guidance is intended for all referees, including tutors and employers. Please follow the guidance that is relevant to the applicant requesting the reference.

The University of Worcester uses references to assist the admissions process when assessing an applicant's suitability for further study. We are looking for comments on the following information:

* The applicant’s academic performance and potential for academic success in higher education
* Why the applicant is suitable for their chosen course
* Any personal qualities which will benefit them at university and any wider interests and extra-curricular activities
* Any Extenuating Circumstances

**If you are writing a reference for an international applicant**, please write in English. If the applicant's first language is not English, please comment on their ability to write and speak in English, and indicate if any of their studies were taught in English.

If the application, including the reference, has any information missing, or has any false or misleading information, the University has the right to cancel the application and withdraw any offers without reimbursing any associated fees.