

**UNDERGRADUATE APPLICATION REFERENCE REQUEST**

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| **Section A – To be completed by the applicant** |
| **Course: BA working with children, young people & families (WBIS)** |
| **Name** |
| **Address**      |
| **Starting date (month & year)**      | **Mode of Study (Full or Part Time)**      |
| **Please send this form to your referee as soon as possible. Your referee will complete the remainder of the form and then send it directly to the University. Please note that it is your responsibility to ensure that a reference is provided.** |

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| **Section B – To be completed by the referee** |
| The above-named person is applying to the University Centre Shrewsbury (University of Chester) for undergraduate study and has nominated you as a referee. We should be grateful if you could provide a reference on the applicant’s suitability to undertake the proposed programme of study (stated above) i**n the section overleaf.** As we cannot make decisions on applications until references are available, we would appreciate it if you could respond to this request as soon as possible. |
| Name       |
| Position/Occupation       |
| Address      |
| Telephone number       |
| Email address       |
| How long have you known the applicant?       |
| In what capacity?       |
| Signature  | Date       |

**REPORT – TO BE COMPLETED BY REFEREE**

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| Please comment on the applicant’s suitability, commitment and potential for undergraduate study. If you are providing an academic reference, please include the level of performance and academic ability of the applicant. Please note that whilst we will treat this information as confidential, under the UK’s Data Protection Act (1998), the University may provide the applicant with a copy of your reference should they formally request it.  |
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**Please send the completed reference to the applicant to include with their application.**

**Email your completed and signed documents to:** **admissions@chester.ac.uk**

***Thank you for providing a reference***