



University of Chester

UNDERGRADUATE REFERENCE REQUEST

Section A – To be completed by the applicant

Name

Address

Course for which application is being made

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: it is your responsibility to ensure that a reference is provided. References will only be accepted if we receive them directly from your referee. We will not accept references forwarded to us from a student.

Section B – To be completed by the referee

The above named person is applying to the 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) **on the section overleaf.**

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.

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

Please send the completed reference to: Undergraduate Admissions, University of Chester, Exton Park, Parkgate Road, Chester, CH1 4BJ. Email: admissions@chester.ac.uk; Tel: 01244 511000.

REPORT – TO BE COMPLETED BY REFEREE

Please return this form directly to the University of Chester – references sent to the student and then forwarded to us will not be accepted.

Thank you for providing a reference