

CHOOSING A SUITABLE REFEREE – Guidance for applicants

Academic Referee

An 'academic reference' is provided by someone who has taught you in a formal setting, for example school or college. The reference will not be permitted if it is from someone you know who is an academic, but has not actually taught you in a formal setting. The reference will need to be written on the institution's letter headed paper. If you have someone who is able and willing to provide you with an academic reference, you will not need any other referees.

Character Referee

A 'character reference' is provided by someone who knows you well and can write about your personality, ambitions and achievements. A character reference **cannot be provided by a family member**. Colleagues or friends are acceptable character referees. You will need two referees if you are providing character (or professional) references.

Professional Referee

A 'professional reference' is provided by someone who has employed you (including on a casual or voluntary basis) and can write about how you have performed in a work environment. The reference should be written on the company's letter headed paper if possible. You will need two referees if you are providing a professional (or character) reference.

General Information

Please give each of your referees a copy of the Reference Content Guidance document. Ask your referees to follow the instructions on the Guidance document, which includes putting their reference in a sealed envelope also containing their declaration regarding confidentiality. The referee needs to sign over the seal of the envelope and write your name and course applied to on the front of the envelope. They should return the sealed envelope to you so that you can return it, together with your completed application form to the college or university. Any queries regarding any reference will be directed to the referee.

In summary, you only need one reference if it is an academic reference. You will need two references if they are professional and/or character references.

If you have any questions regarding this process, please contact your college directly, or CLL Admissions on tel: 02476 524617 or email: cll@warwick.ac.uk