**ACADEMIC REFERENCE REQUEST FORM**

The information you provide here will support the Tutor in writing a reference for you if you apply for a job, further study or training. However, please be aware that writing references takes a considerable amount of time. If you do wish a Tutor to supply a reference for you before or after you graduate, it is a matter of courtesy that you ask that Tutor if they are prepared to do this for you BEFORE you provide their contact details to a prospective employer, university or training provider. Please keep your Tutor / Referee informed and up to date regarding the number of applications and potential reference requests made, to whom and the final outcome. You can email this form to your Tutor along with your polite request to help them provide you with the best letter possible.

*If your AGT or dissertation supervisor has left or retired from the university since you studied with us*: We can provide an academic reference for students in this situation that will be based on the information we have available to us, including the degree transcript that we hold. Students needing references of this sort can send this form to their Academic School / Faculty’s Academic Services team and the academic team will endeavour to provide a suitable letter.

**PLEASE BE AWARE that University of Roehampton staff will be completely honest when writing an academic reference. References are very factual, and they will be commenting on your attendance and engagement on the course, your punctuality for lectures, seminars and tutorials, about meeting submission deadlines and your grades (depending on the purpose of the reference). Tutors will not vouch for details about you that cannot be verified.**

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| --- | --- |
| **STUDENT NAME:** |  |
| **ID number:** |  |
| **Subject/s studied:** |  |
| **Position Applied For:** |  |
| **Deadline for Reference Submission:** |  |
| **Organisation Making the Reference Request & Contact Details:** |  |
| **List details of any involvement in University activities (e.g. Student Representative, Committees, Chancellor’s Award, RSU, involvement in special events).** |
| **Information about voluntary and/or paid work experience you have had during the degree course that may be relevant to the job you are applying for (including the frequency and length of time)**  |

**Signature (can be electronic) of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Reference Form Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Our Alumni Team like to keep in touch with our Graduates and Alumni. Please update your contact details to ensure we continue to communicate with you.** [**Update your details here**](https://www.roehampton.ac.uk/alumni/update-your-details/)