

Choosing a Suitable Referee Guidance for Applicants

At the Centre for Lifelong Learning we consider three types of reference: academic, professional, and character that you can provide in support of your application. The University's requirements for each type of reference differs. Below is an overview of the criteria for each type of reference, if you have any questions regarding the information in this document or the reference process, please contact the Centre for Lifelong Learning either via phone 024 765 24617 or email CLLAdmissions@warwick.ac.uk

ACADEMIC REFEREES

An academic reference is provided by someone who has taught you in a formal academic setting, for example a 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, academic setting.

Academic references will need to be written on institution's letter-headed paper and be hand-signed. The only exception to this will be reference letters that are sent directly from an official institutional email address (i.e., ac.uk, .sch.uk etc.). Any academic references sent from unofficial email addresses (i.e., Gmail, Hotmail etc.) are required to be presented on letter-headed paper with a hand-written signature.

When providing an academic reference, we will require one reference from you.

We can only accept academic references if you have been in education within the last two years.

Academic references must be a maximum of two years old.

PROFESSIONAL REFEREES

A professional reference is provided by someone who has either employed you or line managed you (including casual and voluntary work) and can write about how you have performed in a professional/workplace environment. References provided by work colleagues will only be considered as character references.

Professional references are required to be written on the company's letter-headed paper and included a hand-written signature. The only exception to this will be reference letters that are sent directly from the official company email address and include an email signature of the employer or your line manager. Any professional references sent from unofficial email addresses (i.e., Gmail, Hotmail etc.) are required to be presented on letter-headed paper with a hand-written signature.

When providing a professional reference, we will require two references from you.

We can only accept professional references if you have been in work within the last two years.

Professional references must be a maximum of two years old.

CHARACTER REFEREES

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 and friends class as acceptable character references. We do not require character references to be letter-headed or hand-signed, and electronic references can be sent from personal email addresses (i.e., Gmail, Hotmail etc.).

When providing a character reference, we will require two references from you.

Character referees must have known you at least three years.

Character references must be a maximum of two years old.