

## Guidance on Writing a Reference for an Applicant

If you have been asked to provide a reference letter in support of someone you know, either in your personal life or professionally, please read the following guidance document on the information you will be required to include. Please note, it is essential that you read the **Important Information** section below to ensure that the reference letter you provide meets our requirements.

### IMPORTANT INFORMATION

- Sign and date your reference letter
- Provide full contact details (to include full name, address, telephone number, and email)
- If providing a **professional reference** please present either on letter-headed paper or via an official company/institution email address
- Completion of the enclosed declaration form (see [page 2](#))

### PROFESSIONAL REFEREES

If you are providing a reference for someone you have employed or line managed this classifies as a 'professional reference.' Professional references must include:

1. Dates of the period you employed/managed the individual
2. How much involvement you had with the individual during that time period
3. How you would describe the individual's performance at work
4. How you would describe the individual's academic ability
5. How you would describe the individual's personal characteristics and general suitability to undertake the proposed course of study

**Please note, 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

If you are providing a reference for someone you know in a personal capacity (i.e., someone you have *not* taught or employed/line managed), this classifies as a 'character reference.' Character references must include:

1. The length of time you have known the individual
2. How you know the individual (i.e., as a neighbour/friend/colleague)
3. How you would describe the individual's attitude to work and other commitments
4. How you would describe the individual's personal characteristics and general suitability to undertake the proposed course of study

**We can only accept character references if you have known the individual at least three years.**

**Character references must be a maximum of two years old.**

## Reference Request Declaration Form

For completion by the person providing the reference **only**. This declaration form is to be included with the reference either in (1) a sealed envelope or (2) as an attached file (if reference provided via email).

<b>Applicant Name</b>	
<b>Referee Name</b>	
<b>Date</b>	

Please indicate below whether you agree for a copy of the reference to be released to the applicant upon their request.

**I agree** that a copy of this reference letter be provided to the applicant

**I do not agree** that a copy of this reference letter be provided to the applicant

Please note, under the rules of the General Data Protection Regulation (GDPR), the University may be required to provide the applicant with a copy of the reference letter you have written, if they formally request it, regardless of whether or not you have indicated above that you agree to the applicant being provided with a copy.

### CONTACT INFORMATION

If you require any additional information or have any questions regarding the reference process for applications to University, please contact us using the following information.

**Email**

[clladmissions@warwick.ac.uk](mailto:clladmissions@warwick.ac.uk)

**Phone**

+44 (0)2476 524617

**Address**

Admissions  
Centre for Lifelong Learning  
Westwood Campus  
University of Warwick  
Coventry  
CV4 7AL