

UNIVERSITY OF ESSEX

UNDERGRADUATE ADMISSIONS REFERENCE REQUIREMENTS

- If you have been asked to provide a satisfactory reference as part of your conditional offer, please ensure that you provide this as soon as you can, but by the deadline given in your offer at the latest. You are only required to provide **one** reference in total
- The Admissions Office will need to approve your reference before we can amend your offer or confirm your place on the course you have applied for. If your reference does not meet the requirements below, we may ask you to provide another reference. If your reference is not satisfactory, we may not be able to confirm your place.
- Please see below for the types of reference you can provide and how you should provide it.
- If you have any queries on whether a type of reference is acceptable please email ugapply@essex.ac.uk
- Note that we are unable to contact referees directly to request references on your behalf.

The below categories are acceptable.

1. Academic Reference from a school, college or other training institution
A reference from a teacher or member of academic staff from any institution at which you have studied
2. Employment Reference
A reference from a supervisor or colleague from any place of employment where you have worked (this can be an internship), as long as the employment lasted more than 2 months.
3. Voluntary sector reference
A reference from a group/society leader or colleague, as long as they have known you for a minimum of 2 months
4. Character reference from a professional person
A reference from a professional person (such as a teacher, lawyer, accountant) as long as they have known you for a minimum of two months
What should the reference include?
Where possible the reference should include: <ul style="list-style-type: none">• The referee's position, in what capacity they know you and how long they have known you.• Some brief comments on your character and suitability for studying the course you have applied for.• If the company policy is not to provide personalised references, we can accept employment references supplied by HR at the company or agency which confirm your job title and dates of employment with the company.
How should the reference be provided?
A reference can be provided in any of the following formats: <ul style="list-style-type: none">• Scanned copy of a reference letter or document that includes the referee or company contact details sent to ugapply@essex.ac.uk• Via email directly from the referee sent to ugapply@essex.ac.uk