

## 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 a reference as soon as you can, but by the deadline given in your offer at the latest.
- 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. All references, and queries about the type of reference that you can provide, should be sent to either the Admissions Adviser whose details are on your myEssex portal and at the top of your offer letter, or to [ugsupport@essex.ac.uk](mailto:ugsupport@essex.ac.uk)

#### 1. Academic reference

##### Where can my academic reference be from?

- A reference from an institution at which you have studied in the last ten years. This can include a short course provider, as long as the course was taken over a period of more than 2 months.
- If you wish to provide a reference from an institution that you studied at more than ten years ago, please contact us for specific advice. Please also check below to see if you could provide a reference from another category instead.
- If you were home schooled, please contact us for specific advice about who could provide your reference. Please also check below to see if you could provide a reference from another category instead.

##### Requirements for the content/format of an academic reference

- An academic, personalised reference which comments on your progress as a student, and your potential for higher education.
- Written by an academic member of staff from the institution you studied/are studying at, who can provide personalised comments.
- Provided in the form of a scanned copy of a reference letter on official school/college/university headed paper sent by email OR as an email sent directly to us from your referee's email address.

#### 2. Employment reference

##### Where can my employment reference be from?

- Any place of employment where you have worked within the last 10 years (this can be an internship), as long as the employment lasted more than 2 months.

##### Requirements for the content/format of an employment reference

- A personalised reference which comments on your performance as an employee;
- Written by your manager/supervisor, who can provide personalised comments;
- Provided in the form of a scanned copy of a reference letter on official company headed paper OR as an email sent directly to us from your referee's email address.

#### 3. Other types of reference

##### What other type of reference can I provide?

- Group/society leader, supervisor of voluntary work or mentor, as long as they have known you for a minimum of 2 months
- A military reference is acceptable if you are currently completing National Service.
- If you have not been in employment or education within the last five years, we may be able to accept a character reference from a professional person (such as a teacher or lawyer). If you wish to provide a character reference, please contact us with details of who you wish to provide a character reference from and why you are unable to provide an academic or employment reference.

<b>Requirements for the content/format of the reference</b>
<ul style="list-style-type: none"><li>▪ Confirms the referee's position, in what capacity they know you and how long they have known you</li><li>▪ A personalised reference which comments on your character and, if possible, your suitability for the course</li><li>▪ Provided in the form of a scanned copy of a reference letter on group/society/voluntary organisation headed paper (if applicable) sent by email <u>OR</u> as an email sent directly to us from your referee's email address.</li></ul>