

Writing a UCAS reference

As a referee, you're aiming to give universities and colleges an informed academic assessment of an applicant's suitability for further study.

What to include:

- Academic performance – existing performance and overall potential.
- Suitability, motivation, or commitment towards the chosen course or profession.
- Relevant skills and qualities.
- Current or past achievements in particular subject areas.
- Relevant work experience or enrichment activities.
- Any contextual information which might warrant special consideration.
- Any mitigating factors which might affect their performance.
- Avoid repeating any of the information they've given in their application – unless you want to comment on it – and avoid mentioning any particular university or college.

Don't forget:

- it's important you read the applicant's application so you understand their intended career path, chosen courses, and preferred places of study
- you can use up to 4,000 characters, or 47 lines of text (including spaces and blank lines)

For more information, visit www.ucas.com/advisers/references.

