



Step by step guide to requesting a reference

Top tips to avoid delays

Speak to your referees ahead of time to make sure they're able to provide you with an online reference promptly – we can't accept email or paper submissions.

Make sure you check you have the correct email address for your referees.

Requesting a reference

You can request your references through Apply, our online application system, once you have completed the following sections:

- personal details
- additional information
- education
- personal statement

Click the **Reference** menu option:

The screenshot shows the UCAS Teacher Training application system interface. On the left is a navigation menu with the following options: Welcome, Personal details, Choices, Education, School/work experience, Personal statement, Reference, View all, Check form, Pay/send, Print form, Help, Options, Verify email, and Logout. The 'Reference' option is highlighted with a red arrow. On the right, the 'Reference' section contains instructions: 'Complete as much of this page as you can, saving as you go. When you have finished, mark it as complete by ticking the box at the bottom of the page. Mandatory fields are marked with an asterisk (*).'. Below this is the 'Email referee' section with a note: 'NOTE: You will be unable to contact your referee via this system until you have completed all sections of the application including "View all" and "Check form".'. The 'Referee details' section shows 'You have added 0 reference(s) so far. Two references are required' and provides links to 'Add a principal referee (?)' and 'Add a second referee (?)'. The top right of the page has links for 'Contact | Help | Print page'.

Select and add the details for your principal and second referees and click **Save**:

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Contact | Help | Print page

Welcome
Personal details <input type="checkbox"/>
Choices <input type="checkbox"/>
Education <input type="checkbox"/>
School/work experience <input type="checkbox"/>
Personal statement <input type="checkbox"/>
Reference <input type="checkbox"/>
View all <input type="checkbox"/>
Check form <input type="checkbox"/>
Pay/send <input checked="" type="checkbox"/>
Print form
Help
Options
Verify email <input checked="" type="checkbox"/>
Logout

Referee details

Title*	Mr	(?)
First name*	Secondary	(?)
Surname*	Reference	(?)
Email*	my.referee@yahoo.co.uk	(?)
Post/occupation/your connection with the referee*	Employer	(?)
Address type*	UK	(?)
Address line 1*	Universities and Colleges Admiss	(?)
Address line 2	Rosehill	
Address line 3	New Barn Lane	
Address line 4	Cheltenham	
Postcode*	GL52 3LZ	Lookup (?)
Country*	Please select...	(?)
Telephone number		(?)
Fax number		(?)

 Save

You should then mark the reference section as complete and click **Save**:

Reference	...
View all	<input type="checkbox"/>
Check form	<input type="checkbox"/>
Pay/send	<input checked="" type="checkbox"/>
Print form	
Help	
Options	
Verify email	<input checked="" type="checkbox"/>
Logout	

Key

- Not started
- In progress
- Complete
- Frozen

Referee details

Principal referee

[Edit \(?\)](#)
[Remove \(?\)](#)

Name: Mr Secondary Reference
Email*: my.referee@yahoo.co.uk
Telephone number:
Fax number:

Post/occupation/your connection with the referee*: Emplier
Address line 1*: Universities and Colleges Admission
Address line 2: Rosehill
Address line 3: New Barn Lane
Address line 4: Cheltenham
Postcode*: GL52 3LZ
Country*: United Kingdom

Second referee

[Edit \(?\)](#)
[Remove \(?\)](#)

Name: Mr Primary Reference
Email*: myfirst.referee@yahoo.co.uk
Telephone number:
Fax number:

Post/occupation/your connection with the referee*: Head teacher
Address line 1*: UCAS
Address line 2: Rosehill
Address line 3: New Barn Lane
Address line 4: Cheltenham
Postcode*: GL52 3LZ
Country*: United Kingdom

Section complete? (?)

From the left hand menu go to **View all** and **Check form** sections ensuring all the details on your application are correct. If you haven't already, click the 'verify email' option to verify your email address.

A message will appear to tell you:

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Teacher Training

Contact | Help | Print page

Now that all necessary sections of your application have been marked as 'complete' you may send a reference request to both your referees.

IMPORTANT: Once you have sent reference requests, you will no longer be able to make changes to your application other than to your choices.

Please go to the Reference section of your application to request your references.

Then go back to the reference section and select the **Send reference request(s)** button:

The screenshot shows the UCAS Teacher Training application interface. On the left is a navigation menu with options: Welcome, Personal details (checked), Additional information (checked), Choices (checked), Education (checked), School/work experience (checked), Personal statement (checked), Reference (checked, highlighted with a red arrow), View all (checked), Check form (checked), Pay/send (checked), Print form, Help, Options, Verify email (checked), and Logout. The main content area is titled 'Reference' and contains instructions: 'Complete as much of this page as you can, saving as you go. When you have finished, mark it as complete by ticking the box at the bottom of the page. Mandatory fields are marked with an asterisk (*).'. Below this is the 'Email referee' section, which states that all sections are marked as 'Complete' and provides email addresses for Mr Secondary Reference (my.referee@yahoo.co.uk) and Mr Primary Reference (myfirst.referee@yahoo.co.uk). It includes an 'IMPORTANT' note about not being able to make changes after sending a request and a note about sending a reference request email to the named referee. At the bottom of this section is a button labeled 'Send reference request(s) (?)' with a red arrow pointing to it. Below the 'Email referee' section is the 'Referee details' section, showing 'Principal referee' information: Name: Mr Secondary Reference, Email*: my.referee@yahoo.co.uk, Telephone number, and Fax number. There are 'Edit (?)' and 'Remove (?)' links next to the referee name.

Your referees will then receive a reference request via email. You'll receive on screen confirmation once it has been sent:

Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input checked="" type="checkbox"/>
Choices	<input checked="" type="checkbox"/>
Education	<input checked="" type="checkbox"/>
School/work experience	<input checked="" type="checkbox"/>
Personal statement	<input checked="" type="checkbox"/>
Reference	<input checked="" type="checkbox"/>
View all	<input checked="" type="checkbox"/>

Reference

Successfully sent email to the following referee:

Referee name: Mr Secondary Reference
Referee email: my.referee@yahoo.co.uk

Referee name: Mr Primary Reference
Referee email: myfirst.referee@yahoo.co.uk

After you've requested references, the only parts of your application that you'll be able to edit are the **Choices** and **References** sections.

If your referees have not provided a reference 14 days after the original request, we'll issue a reminder email. You can also send a reminder from the reference section, by clicking the **Send reference reminder** button as per the below:

Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input checked="" type="checkbox"/>
Choices	<input checked="" type="checkbox"/>
Education	<input checked="" type="checkbox"/>
School/work experience	<input checked="" type="checkbox"/>
Personal statement	<input checked="" type="checkbox"/>
Reference	<input checked="" type="checkbox"/>
View all	<input checked="" type="checkbox"/>
Check form	<input checked="" type="checkbox"/>
Pay/send	<input checked="" type="checkbox"/>
Print form	
Help	
Options	
Verify email	<input checked="" type="checkbox"/>
Logout	

Reference

Complete as much of this page as you can, saving as you go. When you have finished, mark it as complete by ticking the box at the bottom of the page.
Mandatory fields are marked with an asterisk (*).

Referee details

Principal referee [Edit \(?\)](#)
[Remove \(?\)](#)

Name: Mr Secondary Reference
Email*: my.referee@yahoo.co.uk
Telephone number:
Fax number:

Post/occupation/your connection with the referee*: Employer
Address line 1*: Universities and Colleges Admission
Address line 2: Rosehill
Address line 3: New Barn Lane
Address line 4: Cheltenham
Postcode*: GL52 3LZ
Country*: United Kingdom

[\(?\)](#)

Second referee [Edit \(?\)](#)
[Remove \(?\)](#)

Name: Mr Primary Reference

Once we receive a reference we'll send you an email to let you know. After receiving both references you should log back in to Apply and finalise your choices. You should then complete the **Pay/Send** section.