

**UCAS REFEREE REQUEST**

Please fill out this form to request for a referee to be added to a student applicant account. After completion of the form, please send the form to Rosedale Guidance Team, and your request will be processed within 3 business days. This form can be filled out by the referee or the School Administrator/Guidance Counsellor.

**Student Applicant Information**

Student Full Name:

Partner School Name:

Guidance Counsellor Name (if applicable):

**Referee Information**

Referee Full Name:

Referee Preferred Contact Email:

Referee Occupation:

A referee has 2 choices in which to submit a reference, please check the desired method:

[ ]  Referee submits a word document to Rosedale Guidance, and Rosedale Guidance

 will add the reference to the student applicant.

[ ]  Referee will have a UCAS account created for them, and they can enter the UCAS

 system directly to submit a reference.

Form completed by:

Date: