# Student Reference Request Form

This form is for current or former students who wish to request a reference to apply for a course or employment. Please do not provide details of your intended referee to third parties until you have completed this form and received confirmation from the member of staff that they are willing to be your referee. Please make sure you complete this information fully - it is not for University staff to seek this information on your behalf.

**Please read the web page before completing this form:** [**https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters**](https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters)

## Personal Details

|  |  |
| --- | --- |
| Student ID number |  |
| First name |  |
| Surname |  |
| Date of Birth |  |
| Course of study |  |
| Address |  |
| Telephone number |  |
| Personal email |  |
| University email |  |

## Details about reference

|  |  |
| --- | --- |
| Name of the staff member you wish to provide the reference |  |
| Is the reference for a course of for a job (including voluntary work) |  |
| Post/Course applied for |  |
| Deadline for reference |  |
| List any University activities or schemes you have been involved with and awards you have received, e.g. student ambassador |  |
| Information about any paid or voluntary work experience that might be relevant to the course/post you are applying for. Please give dates of employment |  |

## Student Authorisation

## By completing and submitting this form you are authorising the university to provide information about your academic achievements and your student attendance record as held on university systems.

|  |  |  |  |
| --- | --- | --- | --- |
| Print name |  | Date |  |

Please submit this form to the member of staff who you are asking to provide the reference. If you do not receive a response, please contact the Student Centre (<https://www.westminster.ac.uk/current-students/support-and-services>).