**UCL**

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**Reference Request Form:**

This form asks you for information that will help us give you an effective reference and get it to its correct destination on time. To this end, please give referees as much advance warning as possible and submit your request two weeks in advance of the deadline at the latest.

Name: Click here to enter text.

Position/Course applied for: Click here to enter text.

Address and Contact details for reference: (unless you are attaching/enclosing the reference form, or the course has an online reference system):

Please attach particulars of course/job for which you are applying, and, if you think it will help the referee write a good reference, a CV.

Due Date for Reference: Click here to enter text.

Additional information.

1. Why are you applying for this post/course; what’s its fit with your plans?
2. What in your training and skills makes you a good fit for the course/post?

Please attach particulars of course/job for which you are applying, and, if you think it will help the referee write a good reference, a CV.