



## UNDERGRADUATE PREPARATORY CERTIFICATES (UPC) REFERENCE FORM

To be completed by an education professional who knows the applicant's academic work well. You will need to fill in, sign and return this Reference Form to the applicant for them to add to their Application Form.

Thank you for agreeing to provide a reference in support of an application for the above course.

This Reference Form has been produced to assist you in writing a reference which contains relevant information on the applicant's previous and/or current academic performance and their potential for future study.

The information you provide will be used to help the UPC Admissions team in making an informed decision on the application.

Please note, under the terms of the 1998 Data Protection Act, an applicant has the right to access any reference submitted to the University.

### APPLICANT INFORMATION

Applicant's full name:	
How long have you known the applicant?	
In what capacity do you know the applicant?	

### YOUR CONTACT DETAILS

Title:		Position:	
First Name(s), Last Name:		Contact email:	
Name and address of organisation/institution:		Contact phone number:	

## REFERENCE

From your knowledge of the applicant, please provide information on the following aspects of their academic performance to date and suitability for further academic study. It would be appreciated if you could provide comments on each aspect. Please be as honest and detailed as you can.

- Previous academic achievement
- Current academic achievement (please include any known or predicted GPA if you have this information)
- Academic performance in the subjects the applicant has chosen to study on the UPC
  
- Motivation, study skills, communication skills
- Independent study skills and abilities
- English language abilities (reading, writing, speaking, listening)
- Specific strengths and weaknesses
  
- In your knowledge, are there any personal circumstances which may have affected the applicant's performance?
- What contribution(s) if any has the applicant made to either their school/university/student life in your organisation or in their community?
- Do you think the applicant would benefit from any additional support and of what nature to be successful in their next academic journey?

Under the terms of the Data Protection Act (2018), an applicant has the right to access any reference submitted to UCL. By submitting this reference, you agree to this information being released to the applicant if they submit a subject access request.

- I understand that this completed Reference must be returned to the applicant for them to attach to their application before they submit it. Please note that we will not consider their application to be complete without this Reference.

Type name: \_\_\_\_\_

Title (professional): \_\_\_\_\_

Signature:

Stamp:

Date: