

## Advice for ex-students of the college

### A) Requesting an UCAS reference

If you are a recent college leaver, ie left the within the last two years, The College may be able to provide a UCAS reference for you. To request a UCAS reference please follow following steps:

1. We ask you to apply through UCAS as an **individual applicant** and complete the reference section with details of a nominated member of staff provided by the college.
2. We advise you to watch this clip : [UCAS TIPS ON REQUESTING A REFERENCE INDEPENDENTLY](#) When you click on the hyperlink from UCAS, the section you need is at 1:57-3:00 mins, which gives detailed instructions on “requesting a reference independently”
3. Before you complete the referee details, please email the College: [enquiries@uxbridgecollege.ac.uk](mailto:enquiries@uxbridgecollege.ac.uk) with the subject header: **I want to request a UCAS reference as an ex-student.** Please give as much notice as possible.  
Please include your:
  - Name,
  - College student ID number
  - Date of birth
  - Details of your tutors during your time at college. Please provide as many details as possible, such as tutors names and subject/s they taught you.
4. We will reply back to you with details of the tutor or staff member who is authorised to provided academic references.
5. You can then add these details onto your UCAS form.
6. After you submit the form, UCAS will email the nominated referee directly, requesting an academic reference.

B) Requesting an Employment reference.

1. All reference requests must be sent by an employer to the following email:  
[enquiries@uxbridgecollege.ac.uk](mailto:enquiries@uxbridgecollege.ac.uk)

Please ask the employer to quote your full name and Date of Birth.