



Dear Referee:

Thank you for your willingness to write this letter of recommendation.

Please note that your letter must be signed and on letterhead for authenticity purposes. If possible please submit as a PDF under 1MB.

Please give an assessment of the suitability of the applicant for the UK higher education courses that they have applied to and, where possible, include the following points:

- Existing achievement, with particular reference to subjects relating to the courses for which they have applied
- Student potential, including predicted results or performance
- Motivation and commitment towards the chosen course or courses
- Any relevant skills achievement, whether certified or not
- Powers of analysis and independent thought
- Relevant curriculum enrichment and other activities
- Relevant work experience, work placements, voluntary work and so on
- Proposed career plan
- Where relevant, their suitability for training for a particular profession, for example, medicine
- Any factors which may have affected, or will affect in the future, their performance, for example personal circumstances
- On an optional basis, any information about performance in individual units or modules of qualifications that the applicant has not already given in the personal statement
- Information about any special needs and other requirements. The reference should not give information about an applicant's health or disability without their agreement.
- If English is not student's native language, please comment on their ability to write and speak in English, and say if any of their studies were taught in English.
- Please explain any break in their education, and how they compare with others in their class.
- Please remember that universities and colleges will see both the personal statement and reference. The reference therefore should be written in a way that supports the applicant's intentions for progressing to higher education in the UK as directly as possible.
- If the applicant is still studying, you should give a predicted overall achievement.

Referee checklist

- ☐ Have you given your name, occupation, telephone number and address?
- ☐ Have you completed your reference using the guidelines above?
- ☐ Have you taken a copy for future reference?
- ☐ Have you noted times when you can be contacted should a university wish to check the reference you have given?

- ❑ Is the letter signed and on letterhead?
- ❑ Have you sent your reference to Across the Pond Student Recruitment in order to complete the student's application?

Email address: heather@studyacrossthepond.com

Postal address:

Across the Pond

ATTN: Heather West

170 S. Green Valley Parkway

Suite 300

Henderson NV 89012

Fax: (702) 318-7101 - Please put my name on the cover sheet. If you send a fax, send me an email to let me know.

Thank you very much for your time! We appreciate your support.

Best Wishes,

Heather West

Across the Pond Student Recruitment