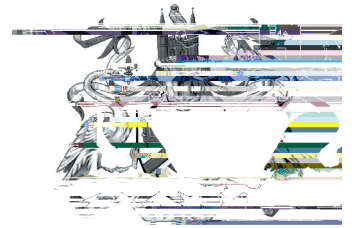


UCAS Reference Writing for 2024 entry



UNIVERSITY OF
LINCOLN

The academic reference is an important part in a university's application. It should follow a structured approach, which is divided into three sections. Here is our advice to help you put yours together.

Section one: a statement about your school, college, or centre.

Information could include:

• Context of your institution

• Your role in your institution
• Your responsibilities
• Your achievements

• Your future plans

Top Tip

Use the UCAS form to help you structure your reference. It will ask you to provide information about your institution, your role, your responsibilities, your achievements and your future plans.

Section two: extenuating circumstances.

Information could include:

• Any illness or injury

• Any family issues

• Any other circumstances that may have affected your performance

• Any other factors that may have affected your performance

Top Tip

Be honest and provide as much detail as possible. Explain how the circumstances affected your performance and what you have done to overcome them.

Section three: additional supportive information.

• Any other information that may be helpful

• Any other factors that may have affected your performance

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• Any other factors that may have affected your performance

Top Tip

Use the UCAS form to help you structure your reference. It will ask you to provide information about your institution, your role, your responsibilities, your achievements and your future plans.

Key Information

• The reference should be written by someone who knows you well and can provide a detailed account of your performance.

• The reference should be written in a clear and concise manner.

• The reference should be written in a professional tone.

• The reference should be written in a positive manner.

• The reference should be written in a way that highlights your strengths and achievements.

• The reference should be written in a way that shows your potential for success.

For more information, please contact our education liaison team at educationliaison@lincoln.ac.uk or call 01522 886644.