

## Pro forma for past students requesting a UCAS reference

Please complete this compulsory form and submit to Ms Kober via e-mail [njk@holycross.ac.uk](mailto:njk@holycross.ac.uk) Failure to complete any of the sections may result in a delay in obtaining your reference.

Please note, if you left college over 2 years ago we may not be the most suitable people to complete your academic reference (e.g. ask current/previous education establishment if applicable)

Name	
Mobile Telephone number	
Home Telephone number	
Email address	
College leaving date	
If re-taking any exams please list including dates taken or when you intend to resit	
What are you doing currently? e.g. Employment, FE course, HE course, Gap Year etc. Please provide details	
What exam grades did you achieve?	Grades achieved
What UCAS grades are required for the course?	UCAS requirements
UCAS application completed correctly via UCAS Apply and submitted to Holy Cross College for reference.	Yes / No Date submitted -
Any further information to support your reference request:	

Good Luck with your application

UCAS Apply  
Select Holy Cross College – insert Buzzword  
Select Past Student Group