**Application for an Academic Reference**

**Information**

This application form is to be used only by registered or previously registered UCC CUBS students who are looking for an Academic Reference.

***Completed forms are to be submitted in soft copy only via e-mail to the relevant Programme Administrator.***

*To be completed by students/previous students*

|  |  |
| --- | --- |
| 1 Surname |  |
| 2 First name |  |
| 3 Current/Previous UCC student ID number |  |
| 4 Current e-mail address |  |
| 5 Postal address |  |
| 6 Contact mobile phone number |  |
| 7 Degree programme and year for which you are/ were previously enrolled |  |
| 8 Have you graduated? | Choose an item. |
| 9 If yes to question 8, what year did you graduate? If no, proceed to the next question |  |
| 10 What year do you expect to graduate? |  |
| 11 Reason for reference request | Choose an item. |
| 12 If *employment* is the reason for your request, state name of company, address and employment commencement date |  |
| 13 If *applying for a postgraduate programme*, please state the title of the programme and the name of the educational institution |  |
| 14 If you have answered *other* to question 11, please supply any additional information, that you feel may be relevant to your request. |  |
| Date | Click or tap to enter a date. |
| Signed (typed format) |  |