

ECONOMICS DEPARTMENT REFERENCE REQUESTS

There is a system in the Economics Department for requesting references, please follow the procedure below:

Email your request for a reference to the following email address:

EconomicsReferences@rhul.ac.uk

And provide the following information:

1. Who you request to write the reference (this can be your personal advisor or a course leader, if you registered for their course unit).
2. CV and/or personal statement
3. Background information of the programme or job vacancy that you are applying for.
4. State whether the application form will be electronic and sent directly to the referee or
5. Provide a hard copy of the application form or a link to the application form (if available).

Email your request and attach any of the documents if you have them in electronic format. If not, you must provide hard copies of the documents to Jeanne Johnson in Horton 209.

When your email request is received, your preferred referee will be contacted and you will be informed if that person agrees to write your reference. If not, you will be asked to suggest an alternative referee.

You will be contacted by email if further documents are required.

For 2nd & 3rd Year students grades achieved in previous years will be sent to your referee, for 1st Year students, available coursework grades will be forwarded to the referee.

Please allow enough time for the reference to be written and dispatched by deadlines.

If you have any questions, please ask.

Economics Admin Staff H209