

Guide to the UCAS Teacher Reference

The UCAS teacher reference is a written statement which gives context to your student's application to university. The reference will be sent to each university's admissions department alongside the rest of the application.

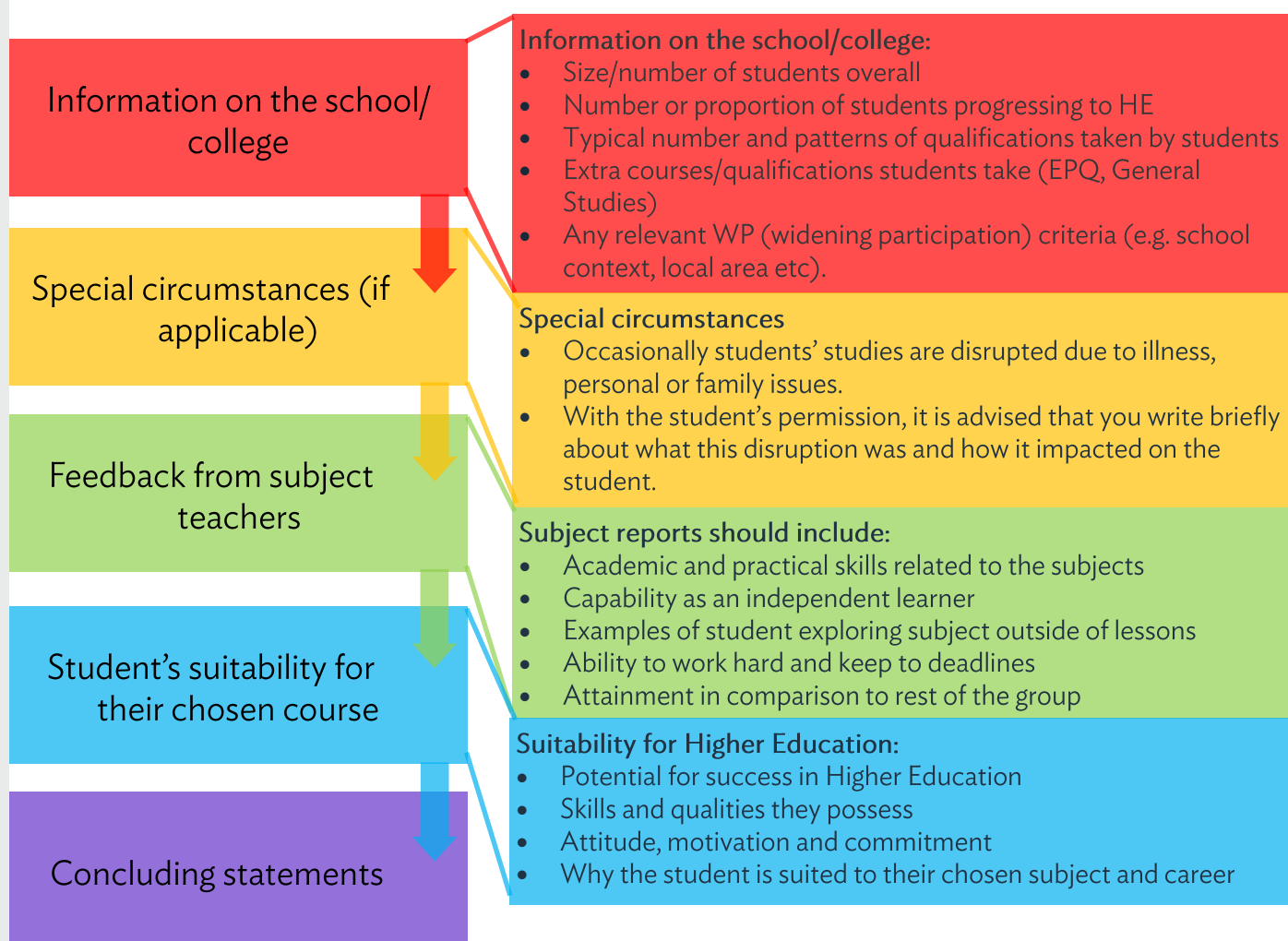
Why is the reference important?

- Assists in the selection process to distinguish between candidates with similar profiles.
- Universities use it to understand the potential of the applicant and their ability to succeed.
- Provides information about factors that might prevent the student from achieving typical offer grades (e.g. any personal factors, disability, disruption to studies etc.)

Key information

- Maximum 4,000 characters or 47 lines of text.
- You will input the reference online. The page will time out after 35 minutes so make sure you save regularly or consider drafting in a word processor first.
- Will not be seen by applicant prior to submission, however they can request a copy afterwards.
- Predicted grades are added in a separate box rather than the statement itself.

Example structure



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