

Academic references for employers



The University can provide prospective employers seeking references for both current and former students.

Requesting references

Please send an email or fax with the following information to our Reference

Team. We aim to respond to your request within five working days - to prevent delays, please ensure that you have included (items marked with * must be included):

- Candidate's name *
- Date of birth *
- Signed consent *
- dates of attendance
- course studied

Academic references

Unfortunately, we are unable to provide information or comment on the student's academic ability, character, time keeping or suitability for the post applied for. It is the students responsibility to provide potential employers with the contact details of members of staff who can provide this information.

We can however provide a reference to confirm:

- Dates of attendance
- Course(s) studied
- Qualification(s) attained
- Graduation date(s)

Data protection

We may require signed consent from the student that you are seeking a reference for. Please ensure that you have the students permission to obtain their academic reference before contacting our team, as this can cause considerable delays.

Contact us

- **Email - references@contacts.bham.ac.uk (<mailto:references@contacts.bham.ac.uk>)**
- **Fax - +44 (0)121 414 7927**
- **Telephone - +44 (0)121 414 3091**

Please note: We are unable to provide references over the phone and can only provide help and advice on how to request a reference.