# Reference Requests: Guidance for Students

| Type | Example Purpose | Route | Responsible | Timescales |
| --- | --- | --- | --- | --- |
| **Prove current student status** | Use for status with banks, landlords etc. | Self-service certification of matriculation - Available On-demand via MyEd.  [My Student Record - Student Self-Service channel | The University of Edinburgh](https://www.ed.ac.uk/student-systems/support-guidance/students/student-self-service)  [Official Documents | The University of Edinburgh](https://www.ed.ac.uk/student-administration/order-documents) | You | On demand |
| **Prove attendance, graduation, transcript or degree classification** | May be required by recruiters or admissions departments for further study | Self-service – Academic Statement, Award conferred. Available On-demand via MyEd.  [My Student Record - Student Self-Service channel | The University of Edinburgh](https://www.ed.ac.uk/student-systems/support-guidance/students/student-self-service)  [Official Documents | The University of Edinburgh](https://www.ed.ac.uk/student-administration/order-documents) | You | On demand |
| **Demonstrate specific competencies** | Provide short factual reference for job or internship application\*    \*see academic research internships (academic reference) | When requesting a reference for a job or internship application, you should approach your Student Adviser (or Postgraduate Research Supervisor) and provide:   * Details of the position and competencies required for it * Any deadlines set by the employer for receipt of references * Your current CV and cover letter/support statement if relevant (it is recommended you have a regularly updated version)   What your Student Adviser (or Postgraduate Research Supervisor) will do:   1. Access your student record (EUCLID) to check course and programme details relevant to the competencies the employer has specified 2. They may approach an appropriate academic colleague for additional information (only where they cannot do so from their own knowledge of you) 3. Produce draft reference and submit to relevant academic for verification and signing 4. Keep you updated on progress of reference and expected timescales | You/ Your Student Adviser/ Academic | Meet agreed deadline |
| **Request to act as referee** | Provide academic reference for:   * PGT application * PhD application * Professional PG qualifications * Research or academic Internships * Industry Projects & Placements * Scholarships * Funding and awards | You should select appropriate academic staff for this:   * You request reference for further study and/or application for research internship or industry/vocational placement * You must provide current CV (recommend producing updated version every year to ensure accuracy), keep academic informed, and inform your Cohort Lead that request is pending * Chosen Academic produces reference   Drafting reference:   1. Academic will use EUCLID (or other record) to identify competencies met based on courses passed and HEAR (Higher Education Achievement Record). 2. Academic may approach another academic colleague or your Student Adviser for additional information (e.g. mitigating circumstances) | Student/Academic – it may not be possible for the Cohort Lead to provide this reference due to volume of requests. If in doubt, initiate conversation with Student Adviser to seek advice. Alternatives could be:   * Dissertation or project supervisor * Programme director or course lead * Personal Tutor (if still available) | To meet agreed deadline (which must be reasonable) |

Guidance produced by the Careers Service in consultation with the Student Support Project Team and the Students’ Association.

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