

Non-personal reference required (professional/factual)

Green box: action to be completed by the student

Reference required directly from Royal Holloway to a third party, e.g. employer or agent

Provide third party with the information on our [website](#) about making a reference request. You must also provide consent for the reference to be sought

Third party requests reference through the Higher Education Degree Datacheck (Hedd) online verification service

Student Services Centre provides Qualification Check within five working days of receiving the request and signed consent

Reference accepted directly from yourself to a third party, e.g. employer or agent

I am a former student

Order a Proof of Award Letter through the [Online Store](#)

Student Services Centre prepares Proof of Award Letter for dispatch/collection within 5-10 working days

Provide third party with the document directly

I am a current student

Study details only (no course/results information)

Download your [Student Status Certificate](#) from Campus Connect

Provide third party with the document directly

Study details including course registrations & any results from previous years

Download your [Interim Transcript](#) from Campus Connect

Provide third party with the document directly

