



**UWI**

CAVE HILL CAMPUS  
BARBADOS, WEST INDIES

# REQUESTING REFEREE REPORTS

## For Your UWI Application

Before requesting a referee report as part of your application to the University of the West Indies, Cave Hill Campus, please follow these important steps:

### 1 COMPLETE YOUR APPLICATION:

- Fill out all required sections of your UWI application form
- Pay the application fee to access your supplemental documents to be uploaded



### 2 REQUEST THE REFEREE REPORT IN YOUR APPLICATION PORTAL:



- Contact your referee before submitting the referee request form
- Navigate to the 'Recommendation/Transcript' section of your application under the supplemental documents section
- Enter the contact information for your referee (the person providing the reference)
- Submit the referee request through the portal

### 3 YOUR REFEREE WILL RECEIVE AN EMAIL:



- Your referee will receive an initial email notifying them that a reference has been requested
- They will receive a second email with an authentication code and instructions on how to access and complete the form



## IMPORTANT:

**Once your referee completes and submits the referee report form through the secure portal, it will automatically upload to your application. You will receive email notifications when:**

- ✓ **The referee report has been sent to your referee**
- ✓ **The referee report has been completed and received**

**The status in your application account will update to 'Received' once the form is submitted.**