

## **Guide to references to support your Veterinary Medicine & Science BVMSci application.**

**A part of your application to the Veterinary Medicine & Science BVMSci you are required to provide official references to cover our work experience requirement of at least four weeks' animal-related work experience, to include one week in general veterinary practice. We can only accept references for work experience taken prior to the 15<sup>th</sup> of October 2018 and require official references to evidence this work experience. In this document you will find examples of the format references should follow. Two examples of a formal reference letter and an example of an emailed reference.**

We require all references to be on headed paper, dated and signed (if a written reference) and must not be an editable document. It is best to provide them as PDF or non-editable Word Documents, alternatively we can accept clear photos of the reference. Please note we would not accept a reference from relatives, friends, partners or ex-partners.

If your referee is not able to provide a reference on letter headed paper we would accept the [following template](#) providing it is completed fully and stamped with a company/organisation stamp and signed. We would not accept this form without an official stamp and signature.

All references must contain the following:

- Your full name
- The dates and/or duration of your work experience
- Full title and contact details of the referee

We are able to be flexible with references from certain establishments such as farms and stables which may not have headed paper or a company email address but this would be assessed on a case by case basis.

Providing at least two weeks of work experience were taken in the five years prior to application then the other two weeks can have been achieved at any other time (so long as it is before the 15<sup>th</sup> of October deadline).

Reference that states the period of time you undertook the work experience but not specific dates. Must be on headed paper and signed.



Faculty of  
Health and Medical Sciences

School of Veterinary Medicine  
Daphne Jackson Road  
Guildford, Surrey, GU2 7AL

T: +44 (0)1483 689165

[www.surrey.ac.uk](http://www.surrey.ac.uk)  
[vetschool@surrey.ac.uk](mailto:vetschool@surrey.ac.uk)

20th August 2016

Dear Sir/Madam,

Megan Jones spent a week with us in July 2016 seeing practice. During this week she spent time consulting with our vets and observing operations. She also spent time cleaning out kennels and answering phones.

At all times she was polite, courteous and well presented. She happily took on tasks and completed them with a smile!

We would welcome Megan back for further work experience at any time.

Best Wishes,

*Signature*

Sarah Clarke

University of Surrey Veterinary Nurse



THE QUEEN'S  
ANNIVERSARY PRIZES  
FOR HIGHER AND FURTHER EDUCATION  
2011

Reference that states the specific dates you undertook the work experience for. Must on headed paper and signed .



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12th October 2015

To whom it may concern,

Re: Megan Jones

Megan Volunteered at the University of Surrey Vet School on the following dates:-

6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> of October 2014  
3<sup>rd</sup>, 10<sup>th</sup> and 17<sup>th</sup> of November 2014  
1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 28<sup>th</sup> and 30<sup>th</sup> of December 2014

During this time she was helping staff with general duties including cleaning kennels and answering phones.

Kind Regards,

*Signature*

John Smith  
Administrator  
University of Surrey School of Veterinary Medicine



THE QUEEN'S  
ANNIVERSARY PRIZES  
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2011

Reference either states time period or specific dates you undertook the work experience for. Must be from an official email address (not Hotmail, Gmail etc.) but does not need to be signed.

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**From:** vet-zoo@surrey.ac.uk  
**Sent:** 20 September 2016 16:21  
**To:** [meg-jones@zmail.co.uk](mailto:meg-jones@zmail.co.uk)  
**Subject:** Reference for Megan Jones

Re:- Megan Jones

To whom it may concern,

Megan came to the University of Surrey Zoo for work experience between the 12<sup>th</sup> and 19<sup>th</sup> of December 2015.

Megan was present at feedings and during vet consultations during her week with us and we found her to be professional, polite and a pleasure to work with.

We wish her luck with her application to university.

Regards,

Joanne Evans

Zookeeper, University of Surrey



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Reference refers to work experience taken over a long period of time. States number of days or hours per week/month over an extended time period. Must be on headed paper and signed.



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22<sup>nd</sup> January 2014

To whom it may concern,

Megan Jones has undertaken work experience at the University of Surrey riding stables every Sunday and one evening a week for the past 18 months. On average she would work 9 hours on a Sunday and 3 hours on an evening shift.

Megan's main responsibilities are cleaning out stables and assisting with the feeding of the animals.

Megan is always friendly and eager to help.

Please do not hesitate to get in touch if you require further details.

Kind Regards,

*Signature*

Claire Green  
Head Groom  
University of Surrey Stables

