

Anglo Jewish Association (AJA) and Union of Jewish Students (UJS) Welfare Grant Reference Guidance

In order to process your application, we require two written references about you to be uploaded with your application. The aim of these is to find out a bit more about you and your application.

Ideally, one will be an academic reference (e.g. course tutor, school teacher etc.) who can describe what you are doing, your commitment to your studies and your overall attitude.

The other will be a personal referee (e.g. family friend, Rabbi, youth leader etc.) who can talk about your family, your interests and hobbies and your general character and style.

Don't worry if your referees don't fit perfectly into these two categories – the most important point is that you have two people who can support your references. At least one of your referees should refer to your financial situation.

General notes for those providing references

Thank you for agreeing to be a referee. We take these references very seriously when considering applications, as we have limited resources. We would really like to know some of the following from you (we realise not all of this will be relevant to each of you):

- How well you know the applicant / how you know them.
- Their general attitude/commitment to their studies or other interests.
- Their suitability and commitment to completing the course for which they have applied for funding
- Why they require funding (we do not require specific details of this, just a general sense.)
- Confirmation that to the best of your knowledge they have been honest in their application. Please describe your relationship with the applicant, e.g. teacher, Rabbi, family friend etc.
- Write the full name of the applicant at the start of your reference, and **do not** put their name anywhere else (please just refer to them as he/she/them) as we need to anonymise the references.
- Please put your contact details on the form – address, phone number and email, and sign the form as well as on headed paper (if that is applicable)