References before you leave

Ask the right people for references before you graduate or move: who, what they can speak to, and when you asked.

NAME

DATE

Name and role	What they can speak to	Contact (that will still work)	Asked on	Agreed
				☐
				☐
				☐
				☐
				☐
				☐

ALUMNI BENEFITS TO CHECK

Alumni benefit	Activated	Notes
Alumni email or forwarding	☐	
Career centre access after graduation	☐	
Library or online resources	☐	
Alumni network or mentoring	☐	
Discounts and insurance	☐	
	☐	