



**UWI**

CAVE HILL CAMPUS  
BARBADOS, WEST INDIES

# COMPLETING A REFEREE REPORT

## For a UWI Cave Hill Campus Applicant

An applicant to the University of the West Indies, Cave Hill Campus, has requested that you provide a referee report as part of their application. Below is a quick guide to the process.

### 1

#### YOU WILL RECEIVE TWO EMAILS:



- First Email: Notification that a referee report has been requested from you
- Second Email: Contains your authentication code and instructions to access the form

### 2

#### USE YOUR AUTHENTICATION CODE:

- Open the link provided in the email
- Enter the authentication code when prompted
- This will give you access to the secure referee report form



### 3

#### COMPLETE AND SUBMIT THE FORM:

- Complete all fields in the referee report form
- Provide your honest and thorough assessment of the applicant
- Save and submit the form through the portal



## IMPORTANT



- ✓ *The authentication code is unique and secure—do not share it with anyone*
- ✓ *Once you submit the form, it will automatically upload to the applicant's file*
- ✓ *You will receive a notification on the portal confirming that the form has been completed successfully*
- ✓ *The applicant will also be notified that your referee report has been received*
- ✓ *You reserve the right to accept or deny any request*

#### NEED HELP?

*If you experience any technical difficulties or have questions about the process, please contact: Student Affairs, Admissions Office [[Contact Information](#)]*