



## INSTRUCTIONS FOR APPLYING THROUGH UCAS AS AN EX-STUDENT OF GODALMING COLLEGE

If Godalming College is your last full-time educational establishment, you may apply to UCAS through us, up to and including entry for 2013. We will provide a reference only if you apply through us. To do this you must follow our instructions and use our buzzword '**tuesley11**'.

**Please ensure that you observe our deadlines if you wish your application to reach UCAS by their deadlines.**

This year the College's deadlines are:

- All applications for Oxbridge, Medics, Vets, Dentistry – 24<sup>th</sup> September 2010
- All other applications from ex-students – 1<sup>st</sup> December 2010

You are welcome to come into College to use our careers resources. We will also be running UCAS drop-in sessions on Tuesdays, from 21st September to 19th October, from 1.30 - 2.15pm in the ILC Room 236, which ex-students are welcome to attend. Careers staff will be on hand to answer specific queries on how to complete your UCAS Application. The sessions are not designed for help with Personal Statements.

You may also find the following websites useful for research: [www.ucas.com](http://www.ucas.com) (especially the course search facility and the section 'Applying to University or College'); [www.unistats.direct.gov.uk](http://www.unistats.direct.gov.uk); [www.hero.ac.uk](http://www.hero.ac.uk); [www.opendays.com](http://www.opendays.com)

If you are taking re-sits of some of your A Level modules, you need to be aware that:

- We cannot give you a predicted grade for these exams as we are no longer teaching you.
- Some universities might raise their offer grades, because you are re-sitting some modules.

If you have already begun an application as an independent applicant, you will have to transfer your form to our database before we can add your reference. Open your form online and select 'Options' from the menu on the left. Choose 'link to a school or college' and then use our buzzword. We will be alerted to the fact that you wish to join our database and be able to accept you. We will then process your form and send it to UCAS when it is complete.

# UCAS APPLY 2011

## REGISTRATION INSTRUCTIONS

- Access internet site: [www.ucas.com](http://www.ucas.com) and click on **Apply**
- **Click on the red 'Register/log in to use Apply 2011'**
- Click the red **Register** button at the bottom of the screen
- **Register: Welcome.** Read the information then click **'next'**
- **Register: Please read,** and then **tick** the box to **accept** terms & conditions. Click **'next'**

**Now complete all items marked \* giving details accurately. Click  if you need help. Use the dropdown lists whenever they appear.**

- **Register;** Initial details. Enter your name & date of birth. Click 'next'
- If you have applied before, enter the requested information.
- Enter personal details as requested (click **'next'** each time to move on).
- Please ensure that the name on the email address you give is sensible and appropriate for an admissions tutor to use.
- **Security** Enter a password (6-14 characters including at least one number and one letter). Make a note of it in the section below.
- You will be asked to select 4 security questions and answers from a list. (eg Your mother's maiden name). Make sure you can remember your answers, in case you need to use them to identify your form.
- The software will then generate a unique **username** for you. Write it in the section below.

**IT IS VITAL THAT YOU MAKE A NOTE OF YOUR USERNAME & PASSWORD.  
YOU WILL NOT BE ABLE TO OPEN YOUR FORM IF YOU FORGET IT!**

USERNAME .....PASSWORD.....

- Select **'log in now'** to continue your application
- Initial UCAS questions: How are you applying? Select **'Through my school/college'**
- You will be asked to enter the buzzword. It is **'tuesley11'**.
- It will confirm **Godalming College**. Click on **'yes'**.
- You will be asked to select a group. Select **'Ex-Students'** from the drop down list.

### Welcome:

You will be given a **Personal ID number** – record it below. You will need to quote this number if you contact UCAS about your application.

ID NUMBER.....

Click on the red information sections at the foot of the page, and read before starting to complete your form. To navigate round the form use the section headings on the left of your screen, including the help section, if needed. Remember to click 'save' at the bottom of each page.

## TIPS ON COMPLETING YOUR UCAS APPLICATION

- <http://www.ucas.com/students/startapplication/apply10> Follow this link to watch a short video clip on completing your application.
- **Nationality** - For most students this will be **UK National**
- **Residential Category** - For most students this will be **UK Citizen**
- **Fee code** – For most students this will be **02** (applying for support through Student Finance England)
- **Student support** – Select the county you live in from the drop down list eg Hants, Surrey.
- **Email** – use a sensible email address, remember this will be read by UCAS and Admissions tutors
- **Nominated Access** – only complete if you are going to be away on a gap year.
- **Reference numbers** – For most students you can leave these boxes blank.
- **Education section** – you need to select your current level of education as 'Below honours degree level qualification'.

## WHEN YOUR APPLICATION IS COMPLETE:

1. Check it thoroughly one more time.
2. Send the form to us by clicking on pay/send and completing the online payment details.
3. Your form will then be processed by the College, and you may be asked to correct mistakes. We will contact you by email in the first instance so ensure that you regularly check your inbox.
4. Once we have approved your form we will ask your Personal Tutor to add your reference. **This process may take up to 20 working days from the date of approval, so do allow for this when considering meeting UCAS deadlines.**
5. We will then send your form to UCAS.

## REMEMBER

- We cannot check all personal statements for style, spelling, punctuation, or persuasiveness.
- It is your responsibility to ensure that all details are accurate. **Fraudulent or plagiarised applications will be picked up and pursued by universities and UCAS.**

## This year the College's deadlines are:

- All applications for Oxbridge Medics, Vets, Dentistry – **24<sup>th</sup> September 2010** (Please contact Dave King as soon as possible if you are applying to Oxbridge)
- All other applications from ex-students – **1<sup>st</sup> December 2010**

**Godalming College**

**Careers Department**

**July 2010**