



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

If Godalming College was your last full-time educational establishment, you may apply to UCAS through us, up to 3 years from the date you left college. We will provide a reference only if you apply through us. To do this you must follow our instructions below and use our buzzword **'tuesley12'**.

This year the College's internal deadlines are:

- All applications for Oxbridge, Medics, Vets, Dentistry – 23rd September 2011- to meet the UCAS deadline of 15th October 2011. (Please contact Dave King as soon as possible if you are applying to Oxbridge)
- All other applications from ex-students – 1st December 2011- to meet the UCAS deadline of 15th January 2012.

If you miss these deadlines we will still process your application, but we cannot guarantee that your application will reach UCAS by their deadline. **An early application will help you.**

You are welcome to come into College to use our careers resources. If the Careers Department is running any drop-in sessions for current students to help with UCAS applications these will be advertised on the College website and ex-students will be welcome to attend. We are not able to see ex-students at any other times.

You may also find the following websites useful for research: www.ucas.com (especially the course search facility and the Students section); <http://unistats.direct.gov.uk/>; 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, but you want us to give you a reference you will have to transfer your form to our database before we can do so. 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.

INSTRUCTIONS FOR UCAS APPLY 2012

REGISTRATION INSTRUCTIONS

- Access internet site: www.ucas.com and click on **Apply**
- **Click on the red 'Register/log in to use Apply 2012'**
- 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 [?] for each item to get more information. Use the dropdown lists whenever they appear.

- **Register;** Initial details. Enter your full name (including middle names) & 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!**

USERNAMEPASSWORD.....

- 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 **'tuesley12'**.
- 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/applying/howtoapply/> Follow this link for detailed information from UCAS 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. **You are responsible for its accuracy.**
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.**

Godalming College

Careers Department

September 2011