

Applying to University or 2022 entry:
a guide for ex-students



Key Godalming College UCAS deadlines 2021-2022

All applications for Oxford or Cambridge, Medics, Vets, Dentistry
– **Wednesday 15th September 2021**

All other UCAS applications **Monday 15th November 2021**

careers@godalming.ac.uk

August 2021

Our Guide to Applying to University 2022 for ex-students

Introduction: This guide is designed to assist you in applying to University as a former student of Godalming College. **If Godalming College was your last place of full-time study, you need to apply to UCAS through us and you can do this up to 3 years from the date you left college.**

Important Note

We will only supply a reference if you follow our instructions below, and apply by choosing the 'through my school/college' option and use the Godalming College buzzword **tuesley22**

We will **not** give you a reference if you choose to apply by making an 'independent application', and nominate an individual teacher or personal tutor, or select the 'reference only' option.

If you are re-sitting any exams having left College we will not be able to predict future grades as we are no longer teaching you.

Deadlines

18th May 2021 – UCAS undergraduate applications opens for 2022 entry. Completed applications can only be sent to UCAS from mid-September 2021. The College's internal deadlines will be:

- All applications for Oxford or Cambridge, Medics, Vets, Dentistry – **Wednesday 15th September 2021** - to meet the UCAS deadline of 15th October 2021.
- For all other applications from ex-students we strongly recommend you apply before **Monday 15th November 2021** if you want us to get your application to UCAS by the 26th January 2022 deadline (after which it is designated as "late"). However, earlier application is advised.

Whilst we will accept and process UCAS applications from ex-students at any time, if you submit your application after the Christmas holidays you run the risk that we will not have enough time to process your application and prepare your reference in the time available.

We aim to send all applications to UCAS within **20 working days** from the date we register and begin processing your application. It is **your responsibility** to ensure that your application is accurate. Fraudulent or plagiarised applications will be identified and pursued by universities and UCAS.

Important Note

Remember, this is YOUR application and we can only discuss it in detail with YOU - not your parents, guardians or other representatives, especially over the phone.

If you have any questions regarding your exam results you should contact the Exams Office

Instructions for applying

The UCAS website (www.ucas.com) has been altered from its 2021 version and is in many ways more applicant friendly, but, if you are already familiar with the 2021 version please note that it asks for the same material in a slightly different way. A copy of any previous application will help you to complete it, but this will need to be an entirely fresh application.

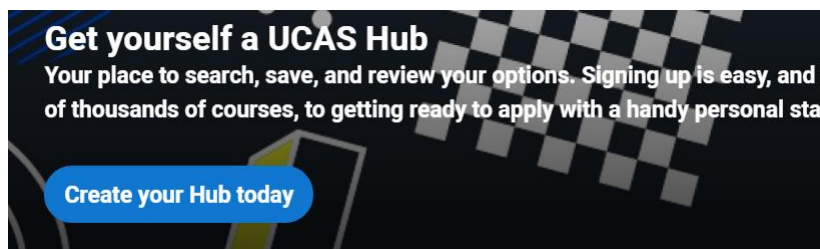
Visit www.ucas.com, and in the panel at the top of your application, under **Application Status**, click on the dots at the bottom. This will give you the option of linking to a school/college. Follow this through and enter our buzzword of **tuesley22**. Follow the online instructions to register. Confirm you are registering through **Godalming College**. We will see that you have linked to the college and “accept” your application, grouping your application under the category of “Ex-students”. This will mean that we will then be able to view your application as you progress and offer help where necessary. We will not attach a reference unless your application is linked to us.

Instructions for registering for the UCAS Hub and starting your university (UCAS) application

Go to www.ucas.com

Register for an account. This is a two step process, so you will need email access for your chosen address.

Your **full name should be as it appears on official documents** and should match the one used by College for your exam entries. If it is not accurate on College records then get it changed.



Once you’ve registered, UCAS will ask you a few questions like when you want to start studying, where you live, your mobile number and what you’re interested in so that they can tailor the information you see.

Make sure you choose the correct study year, **2022** if you want to start next year.

Choose the correct level of study, it's **Undergraduate** for a first degree (even though some may lead to Masters’ qualifications). You can choose to get information on apprenticeships and conservatoires here too. Tell UCAS where you live so they can direct you to the right information.

Choose if you want tailored information about uni, college and apprenticeship options. Select the subject areas that interest you – these are very broad categories and you can change these at any point in your preferences.

Then scroll right to the bottom to Create account.

Make a note of your Personal ID. You will need this if you have to contact UCAS or your universities about your application.

Make a careful note of your username and password. You will need these every time you log in. You will also need access to email for the two step log in process.

Do not lose these details – you will need these throughout the process.

To start your UCAS application, log into your Hub and click on the Your Applications tile. Choose **Undergraduate**.

Link to our college.

Select **Yes** (you are applying from a college) and enter our **Buzzword**, which is **tuesley22**

Are you applying from a school, college, or centre?

Yes No

Enter the Buzzword from your school, college, or centre

Buzzwords are case-sensitive and will be given to you by your school, college or centre.

Enter Buzzword here

Choose **1 Ex-students** from the drop down list.

Your homepage is where you'll see the sections that need completing.

As ever, you don't need to complete the application all at once, you can log in and out at any time until you're finished.

As you add information to each tile, the percentage complete dial should increase each time you mark a section as complete.

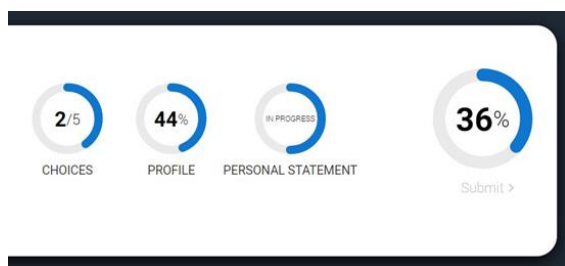
You have linked your application to
Godalming College

Select group

4C
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Give feedback

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The tiles will give you an overview of your progress. All sections must be marked as complete to be able to send to UCAS. You must complete all mandatory questions to mark a section as complete (they have a *).

Already started an independent application?

If you had already started an independent application before reading this guide, you will need to '**link to a centre**'. You will be asked for our buzzword, as above. You may need to contact ucas directly. Once you have done this, we will accept your application as one of ours and you can then go ahead and complete your application and make the payment as below. We do not support independent or reference only applications.

Completing your application

Fill in the requested details as they come up. You can save this information and return to it as many times as you need to. The UCAS website has a “***Filling in your application***” section and see our top tips below

Personal Details Sections

Your preferred first name: leave it blank UNLESS it is not the same as your given name i.e. Joseph prefers to be known as Joe. Your full name should be as it appears on official documents and should match the one used by College for your exam entries. If it is not accurate on College records then get it changed.

Your previous surname: leave blank UNLESS you have had a name change

Home telephone number: a mobile or home phone number is essential

Email address: use a personal email address (not college) Try to avoid juvenile or embarrassing email addresses – the university will use this. Make a new one if you need to, but ensure that you monitor the Inbox.

Source of Finance: most likely to be **UK, ChI, IoM or EU student finance services** (even if not applying for Student Finance)¹

Student Support Arrangements: e.g. Surrey, West Sussex, Hampshire, etc. depending on your address

Nominated Access: You can choose to nominate someone, e.g. parent/guardian/adviser, who can discuss your application with us and the universities if you are unavailable.

If you do not name anyone for access, UCAS and the college cannot discuss your application with them. If you are unavailable (for example, on holiday when universities want to discuss results, this can be very difficult for you. Consider this choice carefully.

Employment Section List all part time and any full time employment. Use the name of the company you are working for not your manager’s name. A postcode will often suffice for address details. This does not include unpaid work experience

Nationality Do not enter dual nationality unless you have or are eligible for two passports

Disability Be as detailed as possible. This will not disadvantage you, but if you need extra time, other exam concessions or other significant support this may be crucial within the application process as well as after arrival at university. Universities use this information to help put appropriate support arrangements in place for you.

¹ Possible exceptions for some Health Service related degrees (**DH**) – please check.

Private Finance may make you liable for full fees beyond those usual for UK students. If you are genuinely unsure enter **Not Known**

Important note on personal details in general

Several of these sections will not be passed on to the university – care status, sexual orientation, nationality, etc. - and are here for UCAS to monitor applications and ensure fairness for disadvantaged groups. **These will not affect your individual application** and you will not benefit by hiding or obscuring these details.

Check this carefully as you enter these details.

Four More Key Sections: Choices, Education, Employment and Personal Statement

The rest of the process is largely self-explanatory and UCAS provides useful guides including some video explainers. Here we will consider just four of the most important sections that often cause concern.

1. Choices Section

You might use the work you have done in the Shaping Futures programme with your UNIFROG account to help you draw up a shortlist of courses or the resources now available on the UCAS Hub.

There are also many websites that can help with researching universities and courses. A selection are listed below.

- www.ucas.com - UCAS course search
- www.theuniguide.co.uk - Course search, University profiles & league rankings
- www.discoveruni.gov.uk - Check student satisfaction ratings & compare UK course data

Entry requirements

Check the entry requirements on individual university websites very carefully to ensure that you meet the entry criteria including any GCSE requirements. If you already have your results you may receive unconditional offers. If necessary, use the UCAS Tariff Calculator (on the UCAS Hub) to work out how many UCAS points you have.

2. Education Section

Unless you have a particular reason, you need only enter schools, colleges, etc. through which you have been awarded qualifications. UCAS are interested in the exam centre. If you have been awarded qualifications through other institutions enter these centres as part-time. This may include music, dance or other similar qualifications.

Secondary school(s): Enter the dates attended and list all GCSEs and subjects taken and qualifications received. Be careful to put iGCSEs, Double Award and Short Course GCSEs in the right sections. If an exam centre number doesn't appear that's OK: it's just that UCAS don't have it!

Godalming College: Enter the dates attended and list all subjects taken and qualifications received. Don't forget to include any re sit GCSEs taken at College and any additional studies for which you have received certification such as EPQ, AS levels, Core Maths, Sports Leaders, Music Practitioners & Arts Award.

If you are considering a retake enter the awarded qualification and then re-enter Godalming College as a part-time centre for the month of the examination. The qualification here will be “Pending” if it has yet to be confirmed and this may lead to a Conditional rather than an Unconditional offer as a result.

After Godalming? Any further educational institutions for which you have or expect to gain qualifications need to be entered separately

The level of qualification you expect to achieve before starting your course is: Below Honours Degree level.

Important note

EVERY QUALIFICATION THAT YOU HAVE RECEIVED **MUST** BE ADDED – INCLUDING RETAKES AND REGARDLESS OF GRADE.

- If you have taken a qualification on several occasions *each attempt* rewarded with a grade *needs to be entered*.
- “*Unclassified*” is still regarded as an awarded assessment of exam performance.

See the Appendix to this booklet for advice on specific qualifications.

3. Personal Statement

You may already have a personal statement, and, if not, then UNIFROG is still a useful tool as a starting point. Use its Subject Guide to view example statements for your subject area and check out the Personal Statement Guide and videos.

The UCAS website also has some great resources to help you structure and write your personal statement, including a video and personal statement tool. <https://www.ucas.com/undergraduate/applying-university/how-write-ucas-undergraduate-personal-statement> There are many other online sources for personal statement help – check your chosen universities and courses to see if they offer specific advice (e.g., some, such as Durham, welcome a specific statement for their courses, whilst others will disregard statements beyond that provided via UCAS.

Important note

UCAS uses anti-plagiarism software to check personal statements – and will not notify applicants or this college regarding negative outcomes – only the universities to which you are applying. **Do not copy others’ statements**, be they online, or from previous application rounds.

However, **you may draw from your existing statement if you have one** (though obviously simple repetition of your statement written at the end of one year of a two year course is not likely to reflect your full potential now).

Even if you have a personal statement already written and submitted on a previous round which may provide a basis for this application, your new statement should additionally reflect on your time since your

first college year, both in the upper VIth and since leaving. If you are taking a gap year, for example, what further reading or activities are you engaging with to “keep your hand in” and how will the time away from full-time education make you a better candidate (you might even reflect on financial issues, work experience, greater emotional maturity and resilience, etc.) but remember that your personal statement should be an argument as to why you would be an excellent candidate for the course and not a simple biography.

Any first draft is unlikely to be sufficient – tailoring a statement to a specific course or, worse, range of courses, is sometimes a lengthy process. Please check your statement for spelling and grammar and ask friends or family members to read it through – the more pairs of eyes, the better.

4. Employment Section

List all part time and any full time employment. Use the name of the company you are working for not your manager’s name. A postcode will often suffice for address details.

This will enable you not to waste time in your personal statement giving basic details of employer, etc. and to focus on the skills and interests that may be relevant to your application.

Your employment during and since college may well be relevant to your chosen degree – if so, then try to relate the experience as a potential student of the area (with wider research or applied insights from your previous studies, for example) rather than a simple job description.

It is highly unlikely that your current or past employers will be required to submit anything regarding your UCAS application.

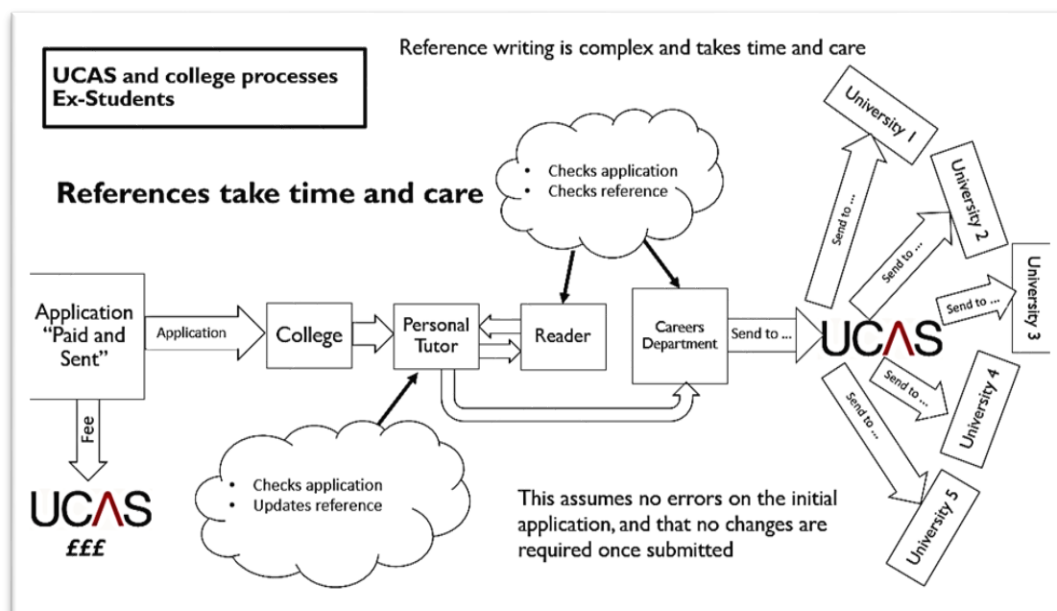
Important note

**YOUR PERSONAL TUTOR AT GODALMING COLLEGE WILL HAVE ALREADY
CREATED A REFERENCE FOR YOUR APPLICATION AND THIS WILL FORM THE
BASIS OF OUR FINAL REFERENCE**

- If you have taken or intend to take further qualifications or there has been a significant change of circumstances since leaving college, ensure that this is clearly stated in your personal statement
- If you are taking qualifications outside the college – either new or as resits - will be unable to provide grade predictions for these as they are outside of our control or experience, although we will be happy to include some reflection on what we have seen of your overall academic ability with regard to this.
- Either way, your existing reference will be reviewed and brought up to date as far as we are able to do so.

Paying and Sending your application

The application must be complete (showing 100%) before you click submit. Check through your entire application before you Accept and Proceed. When you Pay/Send you will be paying UCAS but sending the application to this centre for us to check and attach our reference, altering tenses and amending details as far as we are able. Do not panic – this does act as a safeguard – but also be aware that college processes take time, and your application will not instantly arrive at UCAS nor at your choices. Our deadlines are early for a reason.



Complete your application, check it through carefully then pay the fee online with a debit/credit card. (£26.50 for 2-5 choices or £22.00 for just 1 choice). This will act as a trigger for us to then prepare and add your reference, before sending your application to UCAS.

If you still need to make corrections to your application, your form will be sent back to you by the Careers Department. When you have made your corrections you must resubmit your application by following the pay/send link, **as soon as you can**. No further payment will be taken.

We have set the final deadline for ex-students quite late in our process, but you may be advantaged by as early an application as possible, especially if you are not anticipating further examinations and are therefore asking for an unconditional offer from the university.

Mistakes and corrections are likely to further lengthen the application process. Try to ensure that the application you pay and send is as accurate and full as possible.

Tracking your application

Once your application has been sent to UCAS by College, you will get an acknowledgment that it has been received.

Specific queries about our processing of your application should be submitted by email to careers@godalming.ac.uk

Queries to UCAS should be made through their website - <https://www.ucas.com/contact-us> though most of your information will be accessible through UCAS Track

Important Note

Make sure that you regularly check your email/voicemail for correspondence from UCAS and Careers. UCAS and the college will use the contact details provided on your form. Do not use your now redundant college email.

AND FINALLY, GOOD LUCK WITH YOUR APPLICATION FROM THE CAREERS TEAM!



Appendix: How to enter your Godalming College qualifications (UCAS 2022 entry)

- The results of all your public examinations must be entered. Grades for those you will be taking should be marked 'pending'.
- The qualification shortlist on UCAS lists the most popular qualifications taken by Godalming College students but is limited to 20. Scroll down to use the search function if your qualification is not on the shortlist.

A Levels & AS Levels

- A Levels are listed as GCE Advanced Levels. Enter them with a June 2022 date and the grade as 'pending'.

GCE Advanced Level		
Chemistry		
Grade:	Date: June 2022	Awarding body: Edexcel

- AS Levels are listed as GCE Advanced Subsidiary Levels

BTECs

The majority of BTECs currently taught at College (Applied Science, Business, Film and Television Production, Health & Social Care, IT, Performing Arts, Performing Arts (Dance), Sport, Travel & Tourism) are listed on UCAS as Pearson BTEC Level 3 Nationals. Be careful to select the correct qualification level. Check with your teacher if you are unsure.

- Pearson BTEC Level 3 National Certificate (AS equivalent)
- Pearson BTEC Level 3 National Extended Certificate (A Level equivalent)
- Pearson BTEC Level 3 National Diploma (2 A Level equivalent)
- Pearson BTEC Level 3 National Extended Diploma (3 A Level equivalent)

Pearson BTEC Level 3 National Diploma (720) (First teaching Sept 2016)		
Film and Television Production		
Grade:	Date: June 2022	Awarding body: Pearson

BTEC Hospitality and Music Technology. These BTECS are listed as BTEC QCFs – be careful to select the right qualification level.

- BTEC Certificate (QCF) (AS equivalent)
- BTEC Subsidiary Diploma (QCF) – (A Level equivalent)
- BTEC Diploma (QCF) (2 A Level equivalent)
- BTEC Extended Diploma (QCF) (3 A Level equivalent)

BTEC Subsidiary Diploma (QCF)

Hospitality

Grade:

Date: June 2022

Awarding body: Pearson

Level: 3

When entering BTECs check whether you have to enter your modules. If it is compulsory make sure you enter all the modules you are/or have taken.

You will be asked at the end of the Education Section for your BTEC Registration number, but this information is not compulsory. Your teacher will be able to give this to you.

Cambridge Pre U

This qualification is reaching the end of its life but if appropriate will need to be entered separately. It is not a GCE Advanced level qualification.

Additional Studies

Extended Project (Level 3)

Enter the title of your EPQ not the subject

Grade:

Date: June 2022

Awarding body: Edexcel

AQA Level 3 Certificate in Mathematical Studies (Core Maths)

Core Maths

Grade:

Date: June 2022

Awarding body: AQA

Arts Award (Gold)

Arts Award (Gold)

Grade:

Date: June 2022

Awarding body:

Rockschool Level 3 Extended Certificate for Music Practitioners (QCF)

Performance

Grade:

Date: June 2022

Awarding body:

Other (UK Qualifications)

Sports Leadership Award Level 2

Grade:

Date: June 2022

Awarding body: SLQ

GCSEs

There is a range of GCSE options to select from on UCAS. Please check your certificates carefully to make sure you select the correct ones. If you can't find what you need on the short list, use the search function.

- GCSE (Grade: 9-1) – standard single GCSE option
- GCSE: Double Award (9-9 to 1-1) – two GCSE option – often Combined Science where 2 grades awarded
- GCSE Short Course – Religious Studies is sometimes a short course GCSE – check your certificates
- International GCSE – choose this option for letter grades A/B/C etc
- International GCSE (9-1)

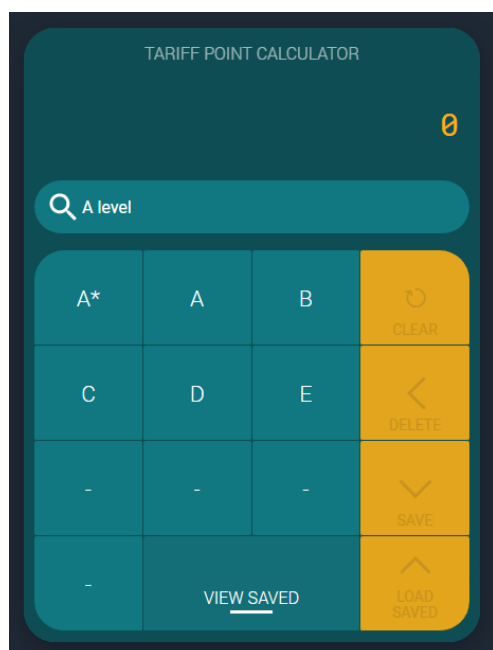
Earlier letter grade GCSEs will need to be entered separately.

At the end of the Education section ensure you complete your highest level of education:

Please state the highest level of qualification you expect to have before you start your course:

Below honours degree level qualifications

The UCAS Tariff



On the UCAS Dashboard you will find the UCAS Tariff Point Calculator.

Use this to enter your qualifications and convert this to a point score for those institutions that require these for offers.

Only Level 3 qualifications will be relevant to this tariff calculation (i.e., NOT GCSE or equivalent) although institutions may make additional stipulations re competence at level 2 (most typically in GCSE English or Mathematics).