Applying to University for 2024 entry:

Guide for Ex-Students

Key Godalming College UCAS deadlines 2023-2024

All applications for Oxford or Cambridge, Medics, Vets, Dentistry – **Friday 15th September 2023**

ALL Competitive applications by **Friday 20th October 2023**

ALL UCAS applications must be submitted to College by our Centre deadline of **17 November 2023**(20 working days till the UCAS deadline). Applications received after this date may not be checked and processed on time.

careers@godalming.ac.uk   May 2023

Our Guide to Applying to University 2024 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 **tuesley24**

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 – see pages 3 & 4.

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

16th May 2023 – UCAS undergraduate applications opens for 2024 entry. Completed applications can only be sent to UCAS from mid-September 2023. The College's internal deadlines will be:

- All applications for Oxford or Cambridge, Medics, Vets, Dentistry – **Friday 15th September 2023** - to meet the UCAS deadline of 15th October 2023.
- ALL Competitive applications by **Friday 20th October 2023**
- For all other applications from ex-students, we strongly recommend you apply before **Friday 17th November 2023** if you want us to get your application to UCAS by the 31st of January 2024 deadline (after which it is designated as "late"). However, earlier application is advised.

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.

Applications received after the 17th November 2023 cannot be guaranteed to be processed by the external UCAS deadline date.

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.
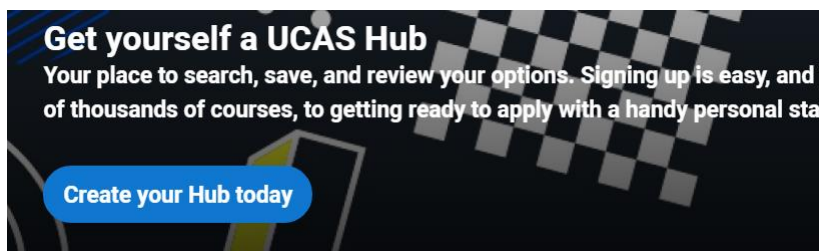
If you have any questions regarding your exam results you should contact the Exams Office at exams@godalming.ac.uk

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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, you will need a current personal email 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 have registered, UCAS will ask you a few questions, for example, when do you want to start studying, where do you live, your mobile number and what you are interested in so that they can tailor the information you see.

Make sure you choose the correct study year, **2024** if you want to start next year.

Choose the correct level of study, it is **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 overly 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 must contact UCAS or your universities about your application.
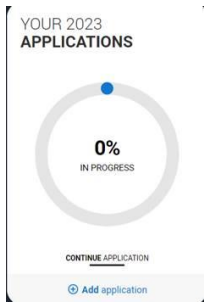
Make a careful note of your username and password. You will need every time you log in. You will also need access to email for the two-step log in process.

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

If have already registered the UCAS Hub for a 2023 application, please follow the information below: -

Log into the Hub, Click on 'Your Preferences' near the top. Scroll down to where it says 'in which year do you want to start your studies' and choose 2024 and then save. It will then ask 'are you applying through a school or college' click YES. This will then allow you to put in the buzzword 'tuesley24'.
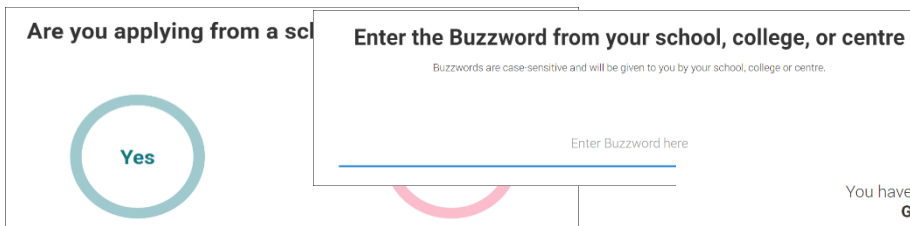
Once you have completed the relevant information it will take you to your homepage where you can start your 2024 application.

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

Link to our college. MAKE SURE YOU LINK IT AS A 'FULL APPLICATION' AND NOT REFERENCE ONLY!'

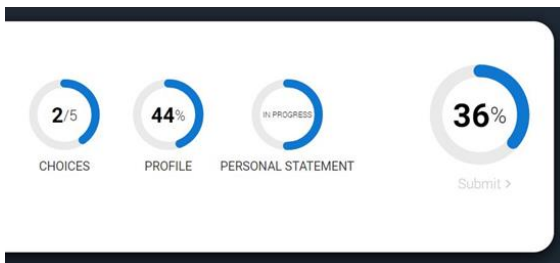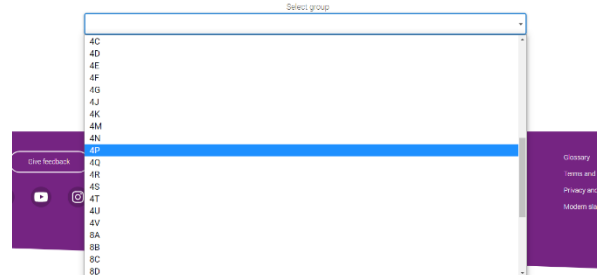Select **Yes** (you are applying from a college) and enter our **Buzzword**, which is **tuesley24.**

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

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

As ever, you do not need to complete the application all at once, you can log in and out at any time until you are finished.

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

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.

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 *tuesley24*. 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.

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

Preferred Name: leave it blank UNLESS it is different from 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.

Previous Name: leave blank UNLESS you have had a name change.

Contact and Residency Details

Telephone number: do enter at least one number in case a university needs to contact you quickly.

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.

Nominated Access: You can choose to nominate someone, e.g., parent or guardian, 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 exceedingly difficult for you. Consider this choice carefully.

Residency details: Is your home address the same as your postal address?

Residential category: For example - UK Citizen

Nationality Details

What is your nationality - Do not enter dual nationality unless you have or are eligible for two passports.

Once you have completed the first few sections, then 2 new sections will appear: -

Diversity and Inclusion and More About You: - Complete these sections.

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.

Finance and Funding

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

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

Five More Key Sections: Choices, Education, Extra Activities, Employment and Personal Statement

The rest of the process is 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.

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 is 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. The College does not take responsibility for course choice rejections.

Education

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, even low grades need to be entered 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 does not appear that is OK: it is just that UCAS do not have it!

Godalming College: Enter the dates attended and list all subjects taken and qualifications received. Do not 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 other educational institutions for which you have or expect to gain qualifications need to be entered separately.

Enter your Unique Learner Number (ULN) if you know it. This should be on your GCSE certificates.

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.

Your BTEC Registration number will be on your certificates, it is important to include this.

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

Employment

List all paid 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.

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 6th 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.

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 – we 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 review and submit. Check through your entire application before you Accept and Proceed. When you SUBMIT you will be **paying UCAS but sending the submitted application to this centre** for us to check and attach our reference. 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. (£27.50 for up to 5 choices). 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 submit and 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 it may be to your advantage to submit an application as soon 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

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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 2024 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. 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

GCE Advanced Level (A-Level)

Physical Education

Grade: C   Date: June 2021   Awarding body: AQA

- 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 Extended Cert RQF (360) (2016 to Present)

Business

Grade: M   Date: June 2021   Awarding body: Pearson

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

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

BTEC Subsidiary Diploma (QCF)

Music Technology (Production)

Grade: Dist   Date: June 2021   Awarding body: Pearson   Level: 3

When entering BTECs check whether you must 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. This should be on your exam certificates. Your BTEC teacher will have given the BTEC Registration number to you. If you do not know it, please ask the Exams Office.

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 cannot 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
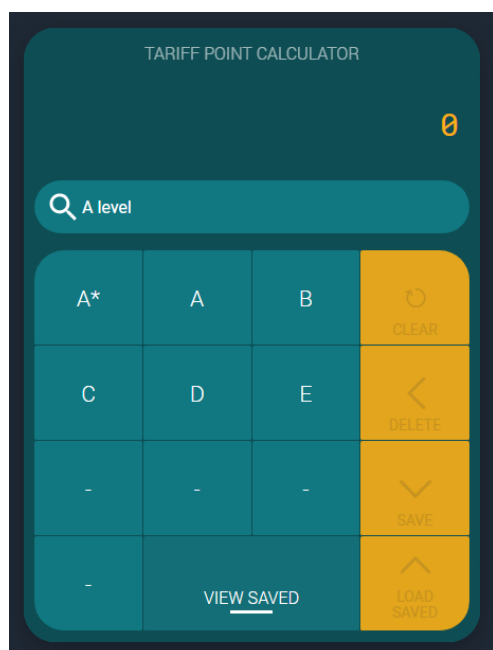- International GCSE (9-1)

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).