



Applying to university

- All applications are made through **UCAS** (Universities and Colleges Admissions Service) using the electronic system '**Apply**'. Students can apply to a total of 5 courses, usually at different institutions.
- Advice and guidance on the UCAS process is given during the Tutorial lessons in June/July. Students will start to complete their applications which they will be able to continue at home during the summer holiday.
- Information about how to complete the on-line form can be found in Moodle.
- Moving On day – **5 July 12** – allows students to select from a wide choice of seminars relating to HE and career progression and to visit the exhibition of employers and universities.
- Information about university courses is available at www.ucas.com and the Universities' own websites.
- Students will be given predicted grades in September following the AS results and they must ensure that these grades meet the course entry requirements.
- The personal statement is the opportunity for the student to 'sell' themselves with evidence of academic interest in the subject. Students will receive help with this in Tutorial lessons, but should not underestimate the time it takes to get it right.
- Applications for Oxford, Cambridge, Medicine, Veterinary Medicine and Dentistry must reach UCAS by **15 October**. To meet this deadline they must be submitted to Personal Tutors by **12.15 on Wednesday 19 September**.
- We allow up to **15 COLLEGE WORKING DAYS** for processing the application, writing and checking the reference. Hence applications will be processed as follows:

Date application signed in with Tutor:	Date guaranteed to be sent by:
Wednesday 19 September	Wednesday 10 October
Wednesday 26 September	Wednesday 17 October
Wednesday 3 October	Wednesday 21 October
Wednesday 10 October	Wednesday 7 November
Wednesday 17 October	Wednesday 16 November
Wednesday 24 October	Wednesday 21 November
Wednesday 7 November	Wednesday 28 November
Wednesday 14 November	Wednesday 5 December
Wednesday 21 November	Wednesday 12 December
Wednesday 28 November	Wednesday 9 January

- Applications which are signed in with Tutors after 12.15 on an interim deadline day will move into the next time period.
- Popular courses fill up fast and students who apply later put themselves at a disadvantage.
- We recommend that any application to top ranking universities (Russell Group www.russellgroup.ac.uk or 1994 Group www.1994.ac.uk) should be completed as soon as possible to avoid disappointment. They should be given to Personal Tutors early in **October**.
- All other applications should be completed as soon as possible and no later than **Wednesday 28 November** to allow sufficient time **to reach UCAS by 15 January 2013. After this date applications are marked as LATE and may not be considered by universities.**
- Information about Student Finance will be available at a meeting for parents in the Autumn Term 2012.
- Students planning on taking a Gap Year are strongly advised to apply for Deferred Entry so that they can be supported in making their application while they are still students here.
- Former students should refer to the College website for current information if they subsequently decide they wish to apply to University.
- All Personal Tutors have plenty of experience with applications to university and will be happy to answer any questions from parents about the UCAS process.