

Applying to University as an Ex-Student of Godalming College

If Godalming College was your last place of full-time study, you may apply to UCAS through us, up to 3 years from the date you left college.

IMPORTANT

- We will only supply a reference if you follow our instructions below, and apply through us using our buzzword.
- We will not give you a reference if you complete an 'independent application', and nominate a teacher or personal tutor, or select the 'reference only' option.
- If you are resitting any exams as an external candidate we will not be able to predict grades as we are no longer teaching you.

We expect the Apply 17 programme to be available from June 2016. Applications can only be sent to UCAS from mid-September 2016. The College's internal deadlines will be:

- **All applications for Oxbridge, Medics, Vets, Dentistry – 19th September 2016 - to meet the UCAS deadline of 15th October 2016.**
- **The last date for all other applications from ex-students – 25th November 2016 - to meet the UCAS deadline of 15th January 2017.**

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.** We aim to send all applications to UCAS within 20 working days of 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 picked up and pursued by universities and UCAS.**

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 will need to contact the Exams Office. Do note that the UCAS tariff is changing for 2017 entry – see <https://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/tariff>

Ex-students are welcome to attend any drop-in UCAS help sessions that we run in College for current students. We are not able to see ex-students at any other time.

Instructions for applying:

1. Visit www.ucas.com, select the **Undergraduate** tab, and then choose the **Apply and Track** option. Follow the online instructions carefully and make sure you use the **APPLY 17** option.
2. Make a careful note of your username and password as you will need these every time you log in.
3. Please ensure you complete the initial UCAS questions as follows or we will be unable to add your reference:
 - How are you applying? **Through my school/college**
 - What is the buzzword? **tuesday17**
 - Confirm you are registering through **Godalming College**.
 - Select your Tutor /application group from the drop down list as **'Ex-student'**
 - Make a note of your **Personal ID**. You will need this if you have to contact UCAS or your universities about your application.
4. Complete your application, check it and pay for it online.

IMPORTANT: KEEP THIS SHEET SAFE FOR FUTURE REFERENCE