

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 by choosing the 'through my school/college' option and use the Godalming College buzzword.
- We will not give you a reference if you choose to apply by making an 'independent application', and nominate a teacher or personal tutor, or select the 'reference only' option.
- If you are resitting any exams having left College we will not be able to predict grades as we are no longer teaching you.

We expect the UCAS Apply 19 programme to be available by June 2018. Applications can only be sent to UCAS from mid-September 2018. The College's internal deadlines will be:

- **All applications for Oxbridge, Medics, Vets, Dentistry – 17th September 2018 - to meet the UCAS deadline of 15th October 2018.**
- **For all other applications from ex-students we strongly recommend you apply before Friday 23rd November 2018 if you want us to get your application to UCAS to meet their 15th January 2019 deadline.**

An early application will help you but we will still accept and process your UCAS application at any time in the UCAS application cycle. 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. Ex-students are welcome to attend any drop-in UCAS help sessions that we run in College for current students. These will be advertised on the external College website under Careers Guidance. We are not able to see ex-students at any other time.



Instructions for applying: Visit www.ucas.com, select the *Apply* tab, and then use the *Register* button at the top right hand corner. Follow the online instructions carefully and make sure you select *Undergraduate registration* and *Register and apply for 2019 entry*

1. Make a careful note of your username and password as you will need these every time you log in.
2. 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? *tuesday19*
 - 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.
3. Complete your application, check it and pay for it online. We will then be able to prepare and add your reference, before sending your application to UCAS.

IMPORTANT: KEEP THIS SHEET SAFE FOR FUTURE REFERENCE