

**IF YOU INTEND TO APPLY TO UCAS AFTER YOUR RESULTS ARE RELEASED IN AUGUST YOU NEED TO TAKE NOTE OF THE FOLLOWING INSTRUCTIONS & DEADLINES:**

(1) You must contact the college via email as soon as you know you will be applying. Email the following details to [exstudentucas@wqeic.ac.uk](mailto:exstudentucas@wqeic.ac.uk) :

*Name, contact details [mobile & home telephone number + email address], student number, former tutor, former A2 teachers, degree courses applying for, retakes/resits planned.*

Please **DO NOT** turn up at College unless instructed to by the allocated tutor.

(2) If you are applying for any of the following courses:

**Oxbridge, Medicine, Dentistry & Veterinary Science**

Please note that the deadline for applications to reach UCAS is **15<sup>th</sup> October 2009**. However your completed application needs to be finished by **Friday 18<sup>th</sup> September 2009** so it can be processed by the College.

(3) Guidelines for registering & completing your application follow on **pages 2 and 3 of this document**. Please follow the instructions carefully as mistakes made can delay your application. We recommend that you treat any application **as a matter of urgency** and aim for completion well before deadline.

(4) Once we have received your email a tutor will be allocated and will make contact with you to deal with your application. The tutor will oversee & check your application and write your reference.

(5) All students have to adhere to the following deadlines:

**Oxbridge deadline: Friday 18<sup>th</sup> September 2009 [WQEIC]**  
**All courses deadline: Friday 13<sup>th</sup> November 2009 [WQEIC]**  
**UCAS DEADLINE: Friday 15<sup>th</sup> January 2010**

(6) Please note that the longer you leave completion of your application, the longer it will take to process. Completed applications received after Friday 13<sup>th</sup> November cannot be guaranteed to reach UCAS by Friday 15<sup>th</sup> January 2010. It can take up to 4 weeks to process your application, **it will not be sent immediately once we have received your completed form**.

(7) Payment **MUST** be made by credit/debit card.

**NOTES:**

- Enrolment period is: (24/8 – 11/9) when ALL staff are incredibly busy.
- Half Term holiday is: Monday 19<sup>th</sup> October – Friday 23<sup>rd</sup> October 2009.
- Christmas holiday is: Monday 21<sup>st</sup> December 2009 – Friday 1<sup>st</sup> January 2010.
- Be patient! We deal with over 1000 of these forms during the Autumn term!

For any enquiries: College telephone number 0116 223 1900

We **CANNOT** assure completion of any form that does not meet stated deadlines. Whilst staff are happy to support you in the above process, you must be aware that they will be heavily involved in working with current students who are also applying to UCAS.

**Ex-student UCAS Team.**

# WQEIC ex-student guide to registering and completing your UCAS application for 2010 entry

## HOW TO REGISTER?

Complete the first section of registration, making a note of the answers to your security questions and your username.

Proceed to log in - ***you must select 'through my school/college' if you want us to supply a reference for you.*** The college buzzword for 2010 is ***pugwash.***

For tutor/application group, select '***ex-student***'.

Note your personal ID and verify your e-mail address

## COMPLETING YOUR APPLICATION

Some common points to look out for are as follows:

### 1. Personal details

Include an up to date mobile number and e-mail address ***that you check regularly.***

Nationality is whatever is on your passport, so UK national for most students. Area of permanent residence Leicester or Leicestershire – ***check with your parents whether they pay council tax to the city or county council.*** Residential category 'A UK citizen/EU national' unless you know otherwise.

The Unique Learner Number is a 10-digit identifier number found on all of your previous exam certificates but is a non-compulsory field.

Fee code usually 02, student Support arrangements 'Leicester' or 'Leics', ***whichever matches your area of permanent residence.***

Nominated access can be left blank, unless you think you may not be able to access your form for some reason throughout the year.

Disability declaration – you don't have to declare a disability if you choose not to, but if you're going to need support, e.g. loan of laptop through Uni, ***tell them now!*** If you don't, you may not get the support you are entitled to. Later on you should also apply for the disabled student allowance (DSA).

### 2. Education

***NB You must include all exam results for GCSE, AS and A level, whatever the grade.***

Under WQEIC

**GCE Advanced Levels** - enter the full A Levels you took, including unit grades and date. ***Do not enter any retake units as 'pending' qualifications*** (retakes should be covered in your personal statement – see below. We will also include this in your reference.)

**GCE Advanced Subsidiary Levels** - your AS levels. ***Only include here subjects that you did not continue to A2.*** Make sure you include any AS subject dropped at the end of your first year as well as any new ones you took in your second year, including General Studies. Check dates are correct, plus unit grades for all.

**Other qualifications**, e.g. EPQ, GCSE retake, IT key skills (portfolio and exam completed and passed).

Under your SCHOOL

**GCSEs** - please make sure these are correct, including the exam board and date. **Short courses and double award GCSE's need entering under separate headings** – select '**add other qualifications not listed here**' and under 'G' and you will find 'GCSE Double Awards' or 'GCSE Short Courses'.

**3. Employment** – only add in any jobs you have/had that you got PAID for. Unpaid work experience which is relevant to your application goes in your personal statement.

**4. Choices** – you should really be choosing courses that are similar. It is going to be hard to write a personal statement to reflect all the different courses without coming across as lacking commitment to any one.

Also, make sure your choices are realistic. Look at your AS and A2 grades and apply for courses that will accept you with these. If you are retaking any units, you could perhaps aim slightly higher, but remember that selective courses (i.e. ones which require high grades) often prefer students who have gained high grades first time around.

**5. Personal statement** – if you already have one from last year, this can often form the starting point for your new application, but **be sure to explain reasons for your retakes or gap year** (as appropriate) and what plans you have. The tutor allocated to your reference can give you some assistance with this, provided that you contact them early in the Autumn term. Further information for completing your Personal Statements can be found at:

<http://www.ucas.com/students/startapplication/apply10/personalstatement/>

## **Finishing your form & next step**

Check each section of the form and mark '**section completed**'. You must 'preview' your personal statement before you get the box stating section complete.

When you are sure it is complete, let the tutor dealing with your application know, so that they can check it through. **Only click 'pay and send' once they have confirmed that it is all ok!** There are often edits required by the student at this stage, so please make sure that you are easily contactable. Please have your debit/credit card ready with you to pay for it – it will be £19, and we accept card payments only.

**Further useful guidelines and information links:**

<http://www.ucas.com/students/startapplication/apply10/>

<http://www.ucas.com/students/startapplication/apply10/personalstatement/>