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**to success >>**



**Former Student UCAS Guide**

**reigate•college**

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## Introduction

This guide is designed to assist you in applying to University as a former student of Reigate College.

### Important information

- If you require a reference from Reigate College, please follow the instructions below and apply through us using the buzzword "reigate18".
- Reigate College will not give you a reference if you complete an "independent application" 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.

## Deadlines

Applications can be sent to UCAS from 6 September 2017. The College's internal deadlines will be:

- All applications for Oxbridge, Medics, Vets, Dentistry—15 September—to meet the UCAS deadline of 15 October 2017.
- Applications to Russell Group universities—20 October 2017.
- The last date for all other applications from former students—17 November—to meet the UCAS deadline of 15 January 2018.

If you miss these deadlines, we will still process your application, but we cannot guarantee that your application will reach UCAS by their deadline. We aim to process applications within 14 days of the date you complete and "pay and send" your application.

## Choosing a course

There are many websites that can help with researching universities and courses. A selection is listed below:

- ◇ <https://www.ucas.com/> - UCAS course search
- ◇ <https://university.which.co.uk/> - search by tariff points/grades
- ◇ <http://unistats.direct.gov.uk/>
- ◇ <https://www.theguardian.com/education/universityguide>

### Entry requirements

Look at the entry requirements carefully to ensure that you meet the entry criteria. You already have your results so you may receive unconditional offers. Use the UCAS Tariff Calculator to work out how many UCAS points you have: <https://www.ucas.com/ucas/tariff-calculator>

## Instructions for applying

1. Visit [www.ucas.com](http://www.ucas.com), select the **Apply** tab then click the **Register** button at the top right hand corner. Select **Undergraduate registration** and **Apply for 2018 entry**.
2. Make a careful note of your username and password as you will need these every time you log in.
3. Answer the next questions as follows:  
How are you applying? **Through my school/college**  
What is the buzzword? **Reigate18**  
Confirm you are registering through: **Reigate College**  
Select your tutor group from the drop down list as "**Former student**"
4. Make a note of your **UCAS Personal I.D.** You will need this when you contact UCAS or Universities.
5. Verify your email address using your verification code.

## Completing your application

Fill in the requested details in the 5 sections (personal details, choices, education, employment and personal statement). 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: <https://wwwucas.com/ucas/undergraduate/apply-and-track/filling-your-ucas-undergraduate-application>.

### Common mistakes?

Please refer to Appendix A.

### Personal Statement

Due to the large numbers of UCAS application we process, we are unable to review personal statements from former students. Please check your statement for spelling and grammar and ask a friend or family member to read it through. The UCAS website has some great resources to help you structure and write your personal statement, including a video and personal statement tool: <https://wwwucas.com/ucas/undergraduate/getting-started/when-apply/how-write-ucas-undergraduate-personal-statement>.

### Pay/Send your application

When each section of your UCAS form is complete, you can click **pay/send** and pay the fee with a debit/credit card. Careers will then check your application, add the reference and send it to UCAS.

### IMPORTANT NOTE

Make sure you regularly check your emails/voicemail for correspondence from UCAS and Careers. If you need to make corrections to your application, your form will be sent back to you and you will urgently need to contact the Careers department.

## Appendix A: Common mistakes

### Personal details

- Preferred first name:** leave blank UNLESS it is not the same as your given name  
i.e. Joseph prefers to be known as Joe
- Previous surname:** leave blank UNLESS you have had a name change
- Home telephone number:** either a mobile or home phone number is essential
- Email address:** use a personal email address (not college)
- Fee Code:** 02 (even if not applying for Student Finance)
- Student Support Arrangements:** i.e. Surrey/Croydon etc.  
depending on your address

### Education

- Include Secondary school:** all GCSEs taken and results achieved.
- Also include Reigate College:** list subjects taken and qualifications received.

**PLEASE NOTE: ALL QUALIFICATIONS MUST BE ADDED – REGARDLESS OF GRADE!**  
The level of qualification you expect to achieve before starting your course is: **Below Honours Degree level.**

### Employment

List the name of the company you are working for not your manager's name.

## Student Finance

All the official information on student finance, and the online application forms, can be found at:

<https://www.gov.uk/student-finance>

This site also includes a useful Student Finance Calculator.

## National Careers Service

The National Careers Service is a free careers service for anyone aged 13+. Its advisers offer information and advice on careers, education, employment and training every day from 8am-10pm.

<https://nationalcareersservice.direct.gov.uk/>



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