



UCAS 2024 Former Student Guide

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 "reigate24" to link your application
- 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 5 September 2023.
The College's internal deadlines will be:

- All applications for Oxbridge, Medics, Vets, Dentistry - **22 September** - to meet the UCAS deadline of 16 October 2023
- Deadline for guaranteed 10 working day turn-around of applications - **30 October 2023**
- The last date for all other applications - **23 November 2023** to meet the UCAS deadline of 31 January 2024

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 submit" your application.

Choosing a course

Useful websites for course research:

- ◆ [UCAS.com](https://www.ucas.com) - sign up to the UCAS Hub to research courses and make an application
- ◆ [The Uni Guide](#) - search by tariff points/grades
- ◆ [Discover Uni](#) - compare UK Higher Education course data
- ◆ [Guardian University Guide](#) - University League Tables 2023

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 your UCAS points.

Instructions for applying

1. Register on UCAS Hub: [UCAS Registration Page](#) with a personal email which you will need to verify
2. Make a careful note of your username and password as you will need these every time you sign in
3. Click on the "Your applications" tile to begin your application
4. Click on the "Undergraduate" tile
5. Link to college using the buzzword **reigate24**. Answer the next questions as follows:
How are you applying? **Through my school/college - yes**
What is the buzzword? **reigate24**
Confirm you are registering through: **Reigate College**
6. Make a note of your **UCAS Personal I.D.** You will need this when you contact UCAS or Universities.
7. Call the **UCAS undergraduate helpline** if you need help linking your application: **0371 4680468**

Completing your application

Fill in the requested details in the different sections. 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:

- **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](#).

- **Review/Submit your application**

When each section of your UCAS form is complete, you can click **review/submit** and pay the £27.50 fee with a debit/credit card. Careers will then check your application, add the reference and send it to UCAS.

- **Content of reference - changes for UCAS 2024**

The structure of UCAS references has changed and we are now able to provide universities with **Information about extenuating circumstances which may have impacted your education/achievement** and **Supportive information relevant to the course such as work experience/activities**.

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 by emailing careers@reigate.ac.uk.

Appendix A: Common mistakes

Personal details/Contact and Residency details

- Ensure you use capital letters at the start of your first name and surname (as they are stated on official documents eg: passport)
- Provide a mobile number so we, UCAS and your chosen universities can contact you easily
- Provide a personal email address, not your old college one
- Include a nominated access - this is important so somebody can speak to UCAS or a University on your behalf

Education

Include Secondary school: all GCSEs taken and results achieved.

Include Reigate College: list subjects taken and grades received.

Check certificates for correct qualification title, exam board and BTEC number or email careers@reigate.ac.uk if unsure.

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

Enter details for full/part time paid jobs. List the name of the **company** rather than your manager's name.

Finance and Funding

What will be your main source of funding for your studies?

Select UK, CHL, IoM or EU Student Finance Services.

Student Support Arrangements - select the local government area where you live (Surrey, Croydon).

Choices

You can have up to 5 choices but you can submit with less and add more choices later in in your UCAS Hub. There is no preference order.

Student Finance

All the official information on student finance, and the online application forms, can be found on the [Gov.UK](https://www.gov.uk) website.

Applications for Student Finance open in March 2024 for courses starting in September 2024. It is recommended that you apply by the end of May. You will need to enter your first choice university and course but this information can be changed at a later date if needed.

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.

[National Careers Service](#)

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