

# **Former Student Guide for 2026 Entry**

# UCAS

**This Guide is designed to assist you in applying to university as a former student of Reigate College**

## **Key Reigate College UCAS Deadlines 2025-2026**

All applications for Oxbridge, Medics, Vets, Dentistry:  
**Friday 19 September** (to meet the UCAS deadline of 15 October)

Deadline for guaranteed 10 working day turn-around of applications:  
**Monday 3 November**

Deadline for All Accurately Completed Applications; in order to be guaranteed to meet the UCAS January deadline:  
**Thursday 27 November**

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# Linking your Application and Important Deadlines



## Important Information

If you require a reference from Reigate College, please follow the instructions below and apply through us using the buzzword “reigate26” 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, but we will accept confirmation from your tutor or exam centre.

## Key Deadlines

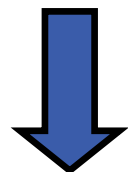
Applications can be sent to UCAS from 2 September 2025. The College’s internal deadlines will be:

**All applications for Oxbridge, Medics, Vets, Dentistry -  
19 September** - to meet the UCAS deadline of 15 October 2025



**Deadline for guaranteed 10 working day turn-around of applications - 3 November 2025**

**The last date for all other applications - 27 November 2025** to meet the UCAS equal consideration deadline of 14 January 2026.



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.



## Linking your Application

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 “Start your 2026 application” to begin your application
4. Choose starting year and level “undergraduate”
5. Link to college using the buzzword **reigate26**. Answer the next questions as follows:



How are you applying? **Through my school/college - yes**

What is the buzzword? **reigate26**

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**

Are you applying from a school, college, or centre?



Enter the Buzzword from your school, college, or centre

Your buzzword is for

**Reigate College**

Camford Road

Reigate Surrey, RH1 0SD

Is this correct?



# Choosing a Course

Useful websites for course research:

[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 2025

## 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

### Researching Universities and Courses



UCAS



Springpod



Open Days



Tariff Point  
Calculator



Prospects-  
What can I  
do with my  
degree?



SACU Careers  
Quiz

## 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 via telephone or you can use webchat to talk online.

[National Careers Service](#)

## Personal Statement

For 2026 entry, the UCAS personal statement format is changing from one long piece of text to three separate sections, each answering a specific question. Please see our guide on the next page.

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:

[The new personal statement for 2026 entry | UCAS](#)

[2026 personal statement guides | UCAS](#)

[A guide to using AI and ChatGPT with your personal statement | Undergraduate | UCAS](#)

## Writing Your UCAS Personal Statement: A Student's Guide to Standing Out

Writing your **UCAS personal statement** is one of the most important steps in your university application. It's your opportunity to go beyond grades and show the universities who you are, what motivates you, and why you're passionate about your chosen subject.

You will need to answer **three structured questions**, each focusing on a different aspect of your preparation and motivation for university study. This guide will help you understand what each question is asking, how to plan your answers, how to write them effectively and in your own voice.



### Key Information

- 4000 characters or 47 lines—whichever is reached first
- You only get to write 1 statement for 5 choices, so make sure it's relevant to each course
- 350 minimum characters in each section

### Top Tips

- ◇ Your statement should reflect your personality and motivation – be positive and authentic.
- ◇ Use your own words in a clear, formal style, avoiding slang, chatty language, and clichés like “Ever since I was a young child...”.
- ◇ Check spelling, grammar, and punctuation carefully, and ask for feedback from family, friends, or college (tutor, pathway tutor, teachers, or careers).

## Using AI to Help Write Your Personal Statement

Your personal statement really is just that—**personal**. It's your chance to explain, in your own words, why you want to study your chosen course, what skills you've developed, and what experiences make you a good fit.

UCAS has written some guidance for students about using AI to help create their personal statement, but we strongly recommend that you check the individual universities guidance in addition.

Generating (and then copying, pasting and submitting) all or a large part of your personal statement from an AI tool such as ChatGPT, and presenting it as your own words, could be considered cheating by universities and colleges and could affect your chances of an offer.

[UCAS - A guide to using AI and ChatGPT with your personal statement](#)



[UCAS Personal](#)



[UCAS Writing your  
Personal Statement](#)



[How to Write your  
Personal Statement](#)

## **Question 1: Why do you want to study this course or subject?**

**What about this subject interests you?**

**What inspired you to study this subject? (e.g. a particular topic, place or experience)**

**Does your course link to any future career aspirations?**

**Why do you want to go to university?**

Use the ABC formula to help structure your answers:

**Activity** – what have you done, be specific?

**Benefit** – what skills/experience has it given you? What have you gained?

**Keep examples relevant—get in the good stuff!**

**Example:**

### **Question 1: Why do you want to study this course or subject?**

**Applying for an undergraduate Law course:**

**Activity:**

Last year, I took part in a local mock trial competition where I played the role of a defence solicitor. Preparing my arguments, analysing evidence, and speaking in front of an audience gave me my first real insight into how the legal system works.

**Benefit:**

The experience helped me realise how much I enjoy thinking critically, working under pressure, and communicating complex ideas clearly. It also showed me how law plays a key role in making sure society is fair and just.

**Course/Career:**

Studying Law at university will allow me to develop the skills I need to understand legal systems in depth, and prepare for a career where I can advocate for others and contribute positively to society, possibly as a solicitor or legal adviser.

## **Question 2: How have your qualifications and studies helped you to prepare for this course or subject?**

**What about the subjects that you have studied at college has inspired you to choose this course?**

**Does what you are currently studying link to the chosen course?**

**Think about:**

- Transferable skills
- Academic achievements

Check your MyPD to see what you've done in college so far — it's a good starting point for your personal statement, especially if you're thinking, "I haven't

**Studying ..... has helped me develop.....**

Here you reference your relevant skills – analytical, essay writing, presentation, research, problem solving etc. Give specific example of task or activity to evidence.

**Whilst studying ..... at college I particularly enjoyed..... topic because....**

Identify a topic that you enjoyed and explain why, e.g.: "In Psychology, I enjoyed the topic about memory, this led me to read/watch/research...."

**I have developed my interest in (chosen degree subject) by.....**

## **Example:**

### **Question 2: How have your qualifications and studies helped you to prepare for this course or subject?**

**Applying for an undergraduate Business Management course:**

**Activity:**

Studying A Level Business has given me a solid understanding of how organisations operate, from marketing and finance to leadership and strategy. Alongside this, BTEC Law has helped me understand the legal frameworks that businesses must work within, and Graphic Design has developed my creative thinking and ability to communicate ideas visually. One example that stood out was a case study on Tesco's pricing strategy, where I analysed consumer behaviour, financial data, and market conditions to assess the effectiveness of their approach.

**Benefit:**

These subjects and experiences have helped me develop a mix of analytical and creative skills, as well as a practical understanding of real-world business issues. The Tesco case study, in particular, strengthened my ability to think critically and interpret complex data to support business decisions. I've also improved my teamwork, problem-solving, and communication skills—key areas in business leadership.

**Course/Career:**

Together, my studies have given me a strong foundation for a Business Management degree, where I want to continue developing my leadership and entrepreneurial skills. My long-term goal is to work in business strategy or start my own company, using both creativity and analysis to make informed decisions and drive success.

**Question 3: What else have you done to prepare outside of education, and why are these experiences useful?**

**Hobbies, sports and activities**

E.g. "Attending training three times a week has helped me with my time-management".

**Work experience, shadowing or insight visits**

E.g. "During my work experience with Epsom Hospital, I gained an insight into the role of a nurse which has helped develop my communication skills. I was required to speak to a wide range of patients across various departments and received feedback from my supervisor that my communication style was warm and clear."

**Part time work**

Talk about part time work, expanding on the skills you have gained, e.g. "My part time job front of house at MacDonalds has helped develop my teamwork skills".

**Positions of responsibility**

E.g. "Volunteering as a student mentor has helped improve my confidence which I will need as a teacher".

**What can you offer the university? Do you want to join/create a club or society?**

**Activity** – what have you done, be specific?

**Benefit** – what skills/experience has it given you? What have you gained?

**Course/Career** – how is this relevant to the course (or your future career?)

**Example:**

**Question 3: What else have you done to prepare outside of education, and why are these experiences useful?**

**Applying for an undergraduate Biology course:**

**Activity:**

Outside of education, I play regularly for my local football team, was a member of my secondary school's student leadership team, and volunteered at my college's open evening, helping direct parents and answer questions.

**Benefit:**

Playing football has helped me build discipline, resilience, and teamwork—skills that are essential in both practical lab work and collaborative research. Being on the leadership team strengthened my communication and responsibility, especially when helping organise school events. Volunteering at the open evening gave me experience interacting with people in a professional setting and thinking on my feet, which improved my confidence and organisation.

**Course/Career:**

These experiences have helped prepare me for the independence and responsibility expected in a Biology degree, especially during fieldwork and group projects. They've also shown me how important communication and collaboration are in scientific careers, whether in research, healthcare, or environmental work.

# Completing the Online Application Form

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.

## Personal/Nationality/Contact and Residency details

- Ensure you use capital letters at the start of your first name and surname (as stated on official documents e.g.: passport)
- Provide a mobile number so we, UCAS and your chosen universities can contact you
- 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

## Supporting information/Diversity and Inclusion/More about you

The questions in these sections help universities offer you appropriate support while you study. This information may also be used (anonymously) for equal opportunities monitoring.

## 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!**

## 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 authority area where you currently live (for example; Surrey, Croydon).

## Choices

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

Please check course entry requirements on the university website and contact the university admissions team if not clear e.g.: A Level/BTEC combinations.

## Review/Submit your Application

When your UCAS form is complete, you can click **review/submit** and pay the £28.95 fee with a debit/credit card. We will then check your application, add the reference and send it to UCAS.

**Free school meals application fee waiver:** For the 2026 cycle, if you have been in receipt of free school meals at some point during the last six years (during your secondary education) up until the end of your final year, you will be eligible to have your application fee waived— please select YES to the FSM question in the More About You section and choose the Free School Meals fee waiver option when you review, pay and submit.

## Content of reference—extra supportive information

We will ask you if there is anything you wish to be included e.g. extenuating circumstances, pastoral/learning support.

## Important Final Information

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](mailto:careers@reigate.ac.uk)

### What is the advantage of me getting my application in by Monday 3 November?

As a college we process over 1,000 UCAS applications, and we need to manage the flow of applications to ensure they are all processed in a timely way, without errors. We guarantee to ensure accurately completed applications submitted to Careers by **Monday 3 November** are processed within 10 college working days.

We will ensure all accurately completed applications submitted by **Thursday 27 November** will be processed in time for the UCAS January equal considerations deadline.

Most universities start to make offers as soon as they receive applications, so it is in your interest to submit your application as soon as you are able.

## 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 2026 for courses starting in September 2026. 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](#).

There is also a lot of helpful information on the UCAS website:  
[Student Finance And Support Available | UCAS](#)

### Student Finance



UCAS Finance



Money Saving Expert



GOV. Student Finance

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