

Student Guide for 2026 entry

UCAS

The 'Buzzword' - [reigate26](#)

Key Reigate College UCAS Deadlines 2025-2026

- Oxbridge and Medics, Vets and Dentistry Applications:
Friday 19 September
- Deadline for 10 Working Day Turnaround of Applications:
Monday 3 November
- Deadline for All Other Accurately Completed Applications; in order to be guaranteed to meet the UCAS January deadline:
Thursday 27 November

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UCAS Application Process Overview

You Do	Careers Do	Tutors Do
<p>Register an account on UCAS hub - Create your UCAS Hub (completed on Progression Day)</p> <p>Link your application to the college using the buzzword “Reigate26” (to complete on U6 enrolment day)</p> <p>USE YOUR PERSONAL EMAIL ADDRESS for contact</p> <p>From early September log into your portal and then MyPD tab and complete your UAR (University Application Review). <i>This is an essential part of the checking process, and we review applications in order of UAR submission. Please ensure this has been completed before submitting your application</i></p> <p>Submit your UAR to your tutor for approval—these are important in cross checking your choices, predicted grades and supporting information for your reference</p> <p>Complete all sections of the application <i>N.B. this does not need to be done in any specific order or all at once. Please take your time to check details carefully against your UAR.</i></p> <p>Write a personal statement using the UCAS personal statement structure outline – if you require help with your Personal Statement see your pathway Tutor first and then attend feedback workshops in careers if needed.</p> <p>Review and Submit your application on UCAS once your tutor has approved it – ensure you tick the box asking if you are happy to share your details with the school/college. Careers cannot help you without this being authorised by you.</p> <p>If you have been eligible for Free School Meals in the last 6 years—even if you did not take them up—you will qualify for subsidised UCAS fee. Please ensure you choose the “Apply FSM Waiver” option</p>	<p>From late September Careers will offer Personal Statement Feedback sessions—you will need to have gained feedback from your pathway tutor before attending a session</p> <p>Review your UAR and Application in tandem. Applications submitted by 3 November will be turned around in 10 days if accurately completed</p> <p>Contact you with any changes that need to be made – usually by email so please watch out for this, but we may ask you to come to P07.</p> <p>Review references and provide final checks.</p> <p>Send completed applications to UCAS</p>	<p>Review your UAR and will contact you for any changes necessary before submitting to careers. Tutors may return your UAR for changes so please look out for this.</p> <p>Review your Personal Statement – you should receive specific feedback from your Tutor.</p> <p>Once your UAR has been authorised you tutor will ask you to “Pay and Send” to UCAS. This then comes to careers for checking before going off to UCAS.</p> <p>Write references for your application. They will use any information from the “more about you” section especially in instances of extenuating circumstances or individual needs.</p>

How to locate and complete the University Application Review (UAR) on the Student Portal

- 1) Log onto your student portal
- 2) Select MyPD, and then University Application Review, Course Details

You will need to enter at least one course choice as detailed below:

Course Details | Checks and Authorisation

College UCAS Deadlines: Early Applicants: Oxbridge and Medics, Vets and Dentistry: [redacted]

All other applications: **10 working day turn-around** (excluding college holidays): [redacted] will be sent to UCAS within 10 working days of being submitted to Careers.

Final college deadline: [redacted] in order to be processed by Careers and sent to UCAS before the UCAS final deadline of [redacted]. We cannot guarantee that those received late will be processed in time.

Subject	Exam Board/ BTEC reg. no.	Predicted Grade
Geography GCE Advanced Level	EDEXCEL	A
Law GCE Advanced Level	AQA	D
Psychology GCE Advanced Level	EDEXCEL	B

Course Choices - up to 5, you do not have to add them all here now (minimum of 1 required), you can add more to your UCAS application later. Enter the details of the Universities and the course(s) you wish to study into the table below. Make sure that you check Entry Requirements on the university website, including GCSE English and maths requirements, any expected work experience, A Level and BTEC grades/UCAS Tariff Points before completing your UAF. If you are unsure contact the university directly.

Institution Name	Course Title	UCAS Point/Grade Required	Your Predicted Grades/Points	Specific Course Requirements	Action
Bath Uni	Travel Psychology	A/B/C	A/C/D	Geography	Add Record

- 3) Checks and Authorisation

Then complete sections 1-3 using the drop-down menus as details below, press Save Checks and Submit to Tutor. Remember this MUST be complete in order for your application to be processed by Careers

Course Details | Checks and Authorisation

1. I have checked my Careers record on the portal and it is correct and up to date. Yes

2. Your tutor is able to make universities aware of any individual circumstances that may have impacted your education and achievement. These may include disability (physical, mental or learning), serious, acute, or chronic illness, bereavement, or significant adverse personal circumstances (caring responsibility, having involvement with children's service or other external agencies).

Do you have any individual circumstances that you wish universities to be aware of? Yes

Please briefly outline what the circumstances you would like to be shared with universities are or if you would prefer to discuss these in person please contact your tutor or senior tutor.

Further Guidance

carer for mother

3. Your tutor is also able to outline support the university should consider putting in place to ensure that you can thrive on your course – this might mean highlighting the measures college have put in place to ensure you have been able to succeed academically and thrive socially at College.

I have received pastoral support at College and would like the universities I am applying for to be aware of this

Please give details of Pastoral support

Extra support as a carer

Save Checks

Submit for Tutor Approval

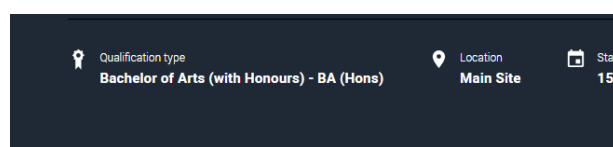
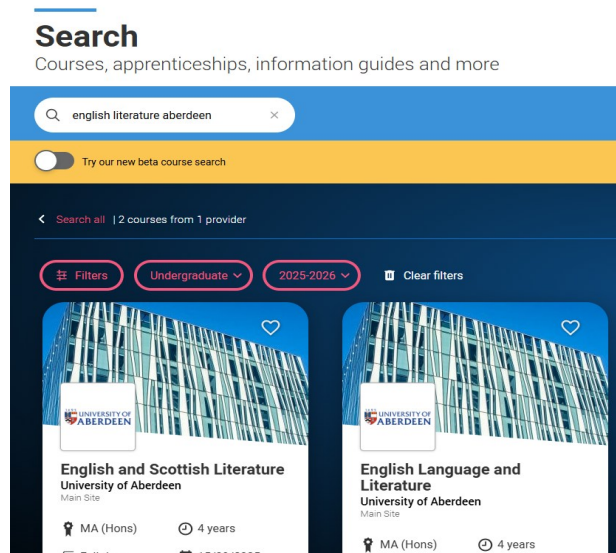
Completing the Online Application Form

Before you begin...

It is really important to make informed University Course choices.

A helpful tool to use to estimate whether your grades would be likely to get offers from your university choices can be found by using the course search function to look for the course/university you are interested by.

Then scroll to Entry Requirements



- Course summary
- How to apply
- Entry requirements**
- Fees and funding
- Provider information

Course summary

Our English Literature degree turns yo

- Combine professional skills and opp course.
- Develop practical and professional s
- Explore the next stage in your career

Scroll down to grades held by accepted students.

This section shows the range of grades students were previously accepted with. It is designed to support your research but does not guarantee whether you will or won't get a place. Admissions teams consider various factors, including interviews, subject requirements, and entrance tests. Check all course entry requirements for eligibility.

From here you can check against your own predicted or actual grades which will give you an indication of how likely you may be to get an offer from that university.

Select qualification
UK A-Level

Data from: This course Date range: 2022–2024

Grades held by accepted students

CCC
Most common

AAA
Highest grades

DDD
Lowest grades

Offer rate for UK school & college leavers

100%

Students aged 17/18 who applied to this course were offered a place.

How do you compare?

Add three of your UK A-Level grades, predicted or those you've already achieved, to see how they compare to the grades previously accepted.

UK A-Level grades

C C C

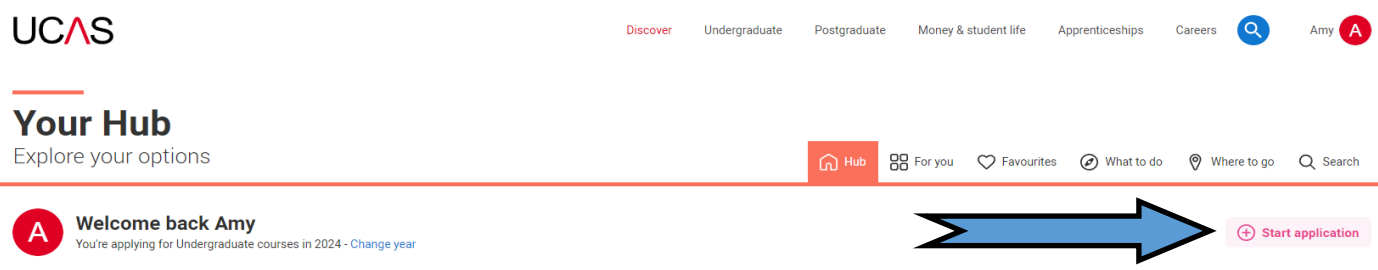
By using 'Accept & show results' you acknowledge that the result indicates how you compare to previously accepted students. It is not an indication of success if you were to apply.

Accept & show results Cancel

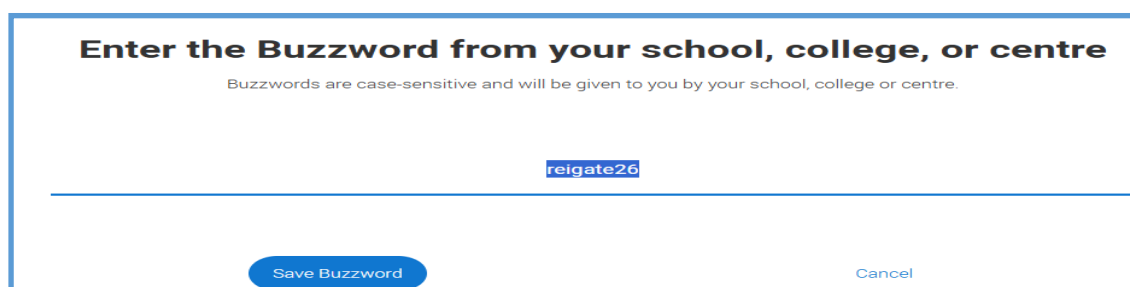
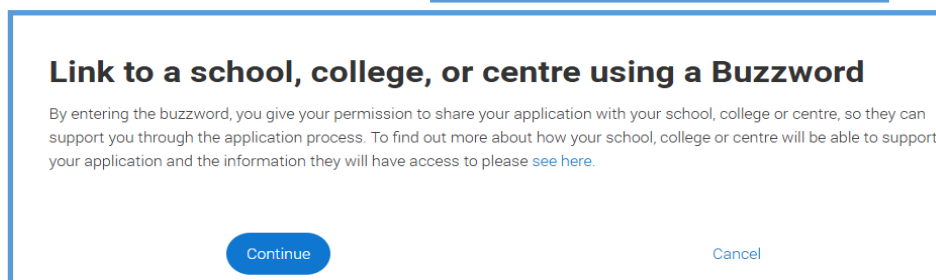
Completing the Online Application Form

Below is a summary of useful advice on completing your online UCAS application.

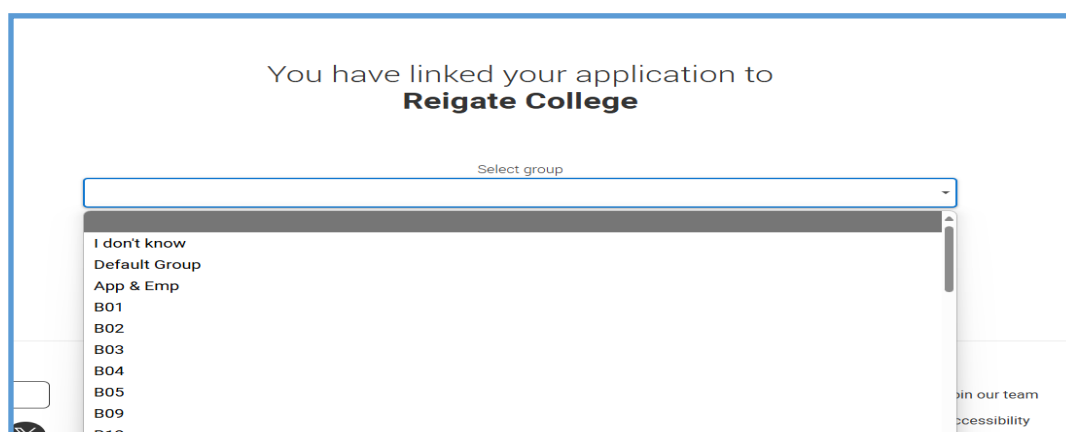
- 1) Register on the UCAS Hub (you may have already done this on Progression Day)
- 2) Click 'Start application', select the year 2026



- 3) On the Undergraduate tile, click on 'Start 2026 application'
- 4) Select **yes** to the question 'Are you applying from a school, college or centre', and then link to the college using the buzzword **reigate26**



- 5) Select your tutor group from the drop down list so that your tutor will be able to see your application.
- You should now begin to complete the sections of the application. These can be completed in any order.



Completing the Online Application Form

The image shows a grid of eight application form sections. Each section has a title, a brief description, and a 'Start this section' button. The sections are: Personal details (Name, age, title and gender), Nationality details (Birthplace and nationalities), Where you live (Tell us about your address history), Contact details (Address, email and telephone), Supporting information (So that providers know how to support you during your studies), Finance & funding (Tell us how you'll fund your study), Education (Qualifications and periods of study), and Employment (Paid employment).

Personal Details

Complete all sections, make sure your name is as it appears on any official documents, such as your passport, birth certificate or driving license.

If you have a preferred name, then add this too.

Contact Details

Your email address will appear as you have entered it in the hub. **Please make sure you use your *personal email address*, not your college one.**

Nominated Access

Consider carefully who you might like to be able to talk to UCAS or Universities on your behalf, you do not have to choose anyone – but if you do need help with your communications and have not nominated anyone then the Careers Team, UCAS and Universities will only be able to discuss your application with you.

Nominated access

Do you want someone else to be able to act, or speak on your behalf, about your application? e.g. A parent, teacher, other relative or guardian. If you are using an agent, you can choose to enter their details.

You're able to enter details of someone you're happy to help manage your application - this is called nominated access.

Yes No

The screenshot shows two form sections. The first is 'What is your country of birth?' with a dropdown menu. The second is 'What is your nationality?' with a dropdown menu and explanatory text: 'If you're applying from outside the UK choose your nationality as it appears in your passport. If you have dual nationality and you need a visa to enter the UK, enter your first nationality as it is shown on the passport you intend to use when travelling to the UK for your course.'

Nationality Details

Select carefully as this may affect your eligibility to the student loan, maintenance grants and bursaries.

This is another screenshot of the same two form sections as above, showing the 'What is your country of birth?' and 'What is your nationality?' questions with their respective dropdown menus and explanatory text.

Supporting Information

These questions are about whether you and your family may have lived within the EU (excluding the UK), EEA or Switzerland. This is important in deciding the level of tuition fees you pay, what support you are entitled to, and where this support comes

Completing the Online Application Form

Finance and Funding

In almost all cases you should select the source of funding option as UK Student Finance Services and then the local authority in which you live for example "Surrey".

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

Select an option from the drop-down list to tell us how you expect to pay for your tuition fees. Most applicants from the UK, Channel Islands, Isle of Man, and those eligible EU students under the EU Settlement Scheme will be in the category UK, Chl, IoM, or EU student finance.

This guidance has been created based on [eligibility advice](#) from the Student Loans Company, and you should give your answer as guided. Universities and colleges are aware that EU applicants will be selecting the UK, Chl, IoM or EU student finance option.

If you require additional guidance, we recommend contacting [the UK Council for International Student Affairs](#).

UK, Chl, IoM or EU student finance services ▾

Student support arrangements

Tell us who will assess you for tuition fees, or how you will pay for your course. Please select the option which best describes your situation.

Surrey ▾

Education

Start with Reigate College and then add the place where you completed your GCSEs in most cases this is your Secondary School. Your Unique Learner Number and BTEC Registration Number will be on your UAR.

English Language Certificates

This section is to find out whether you have taken an IELTS or TOFEL English proficiency test. The answer to this question is not passed on to your choices.

Add place of education

Add all secondary/high schools, colleges and universities where you have studied or are studying now.

Name of the school, college, or university *

Exam centre number

This may be automatically filled in based on your school, college, or university

Start date *

Month Year

MM ▾ YYYY ▾

End date *

Select the date you left or plan to leave.

Month Year

MM ▾ YYYY ▾

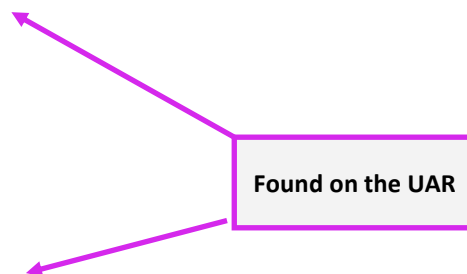
Attendance type *

Full time Part time Exam only

Study Mode *

If you had lessons that were taken online over COVID lockdowns but now returned to school-based, please select "In person".

Online In person



Completing the Online Application Form

Selecting the correct qualifications and awarding bodies – please note this section is the most frequently returned to students by Careers with errors which delay your application submission to UCAS. Please read your UAR form carefully before making your selections – **if in doubt please come and ask Careers before submitting your application for approval.**

Reigate Grammar School

September 2016 - July 2021
Full time

Add qualification

GCSE: Double Award (9-9 to 1-1) in Combined Science

Title	Grade	Awarding organisation
Combined Science	9-9	AQA

Qualification date
July 2021

If you took a combined science GCSE qualification please choose Double Award (9-9 to 1) in Combined Science to correctly enter this on the application.

Please pay attention to qualification titles especially BTEC - make sure you select the right level and value. USE YOUR UAR TO CHECK ALL COURSE TITLES THEY MUST

Pearson BTEC Level 3 National Extended Cert RQF (360) (2016 to Present) in Business

Title	Awarding organisation	Grade
Business	Pearson	Pending

Qualification date: July 2023
Module(s): (1 module)

Module(s)

Subject	Grade	Qualification date
Developing a Marketing Campaign	Pending	July 2023

GCE Advanced Level (A-Level) in Chemistry Salters

Subject	Awarding organisation	Grade
Chemistry Salters	OCR	Pending

Qualification date: July 2023

GCE Advanced Level (A-Level) in Physics

Subject	Awarding organisation	Grade
Physics	Edexcel	Pending

Qualification date: July 2023

Reigate College

September 2021 - July 2023
Full time

Add qualification

GCE Advanced Level (A-Level) in Biology (Salters Nuffield)

Subject	Awarding organisation
Biology (Salters Nuffield)	OCR

Grade	Qualification date
Pending	July 2023

You can either select from the Qualification Shortlist in the 'Pick your qualification type' section or select 'All qualifications' and search for it. **If you cannot find it, please DO NOT select an alternative – come to careers and ask for help.**

Pick your qualification type

Choose the type of qualification you would like to add - you can search for specific qualifications and view those shortlisted by your adviser within each group.

A Level, AS, EPQ, and T Levels ▾ GCSE and equivalent BTEC ▾

Job related Scottish qualifications International and EU ▾ Baccalaureate

Apprenticeships Access to HE Technical (not including BTEC) Core maths

HNC, HND, and Degrees Performance, Art, and Design ▾ More UK Qualifications

All qualifications

If you have undertaken an EPQ please add this as a separate entry under Reigate College (as per the buttons shown above) and **include a short summary title**—not just EPQ!

Completing the Online Application Form

Employment

If you have a part time job then add your employment making sure you use correct grammar and capital letters where appropriate.

Add employment

Company/organisation name *
Use the full title

Role title *
Use the full title

Company/organisation address *
Insert the full postal address and postcode

Start date *
Month Year
MM YYY

Finish date
Month Year

As you work through the sections, remember to mark them as complete and save.

Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

Personal Statement

Drafting your Personal Statement. The UCAS guide to writing a personal statement can be accessed via the Useful Resources section in this guide, alternatively there is a structure template to guide you at the end of this booklet.

We strongly recommend you write the statement using a word-processor and paste it into your application once your Tutor has read it and you have gained feedback.

Your **personal statement**

Personal statement >

Why do you want to study this subject?

Start this section

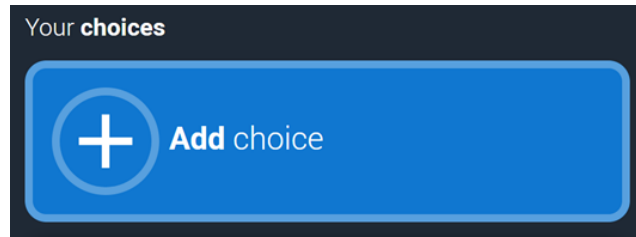


Using AI and ChatGPT with your Personal Statement

AI can be a useful tool to help you brainstorm ideas and structure your personal statement. However, 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.

Please see the [UCAS Guide to Using AI and ChatGPT with your Personal Statement](#)

Completing the Online Application Form



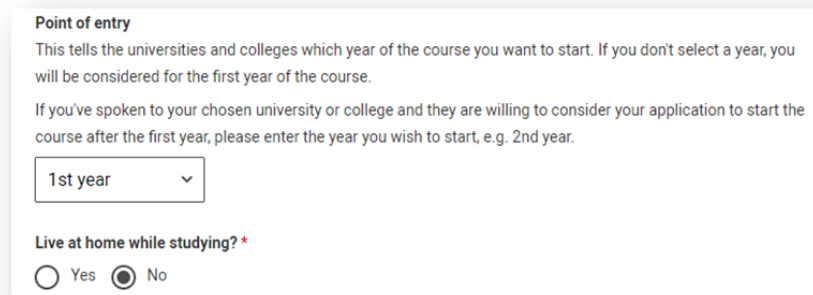
Your Choices of University - You can add up to 5 choices to your application. *You **do not** need to enter 5 choices immediately* – you can add more even after it has been sent.

Before adding your choices carefully check all the entry requirements for your chosen courses with the university, including any GCSE math and English requirements, work experience and/or portfolio requirements and especially for BTEC/A Level/WJEC combinations.

We recommend that you make at least one “insurance” choice (below your predicted grades) so that you have a plan B and no more than 2 “aspirational” choices (above your predicted grades) if you are confident that you will improve your grades by the end of upper sixth.

Point of Entry

Ordinarily you should select 1st year and if you are intending to live on the University campus in halls select “No” as below so that the University is aware that you will be needing accommodation.



Point of entry
This tells the universities and colleges which year of the course you want to start. If you don't select a year, you will be considered for the first year of the course.
If you've spoken to your chosen university or college and they are willing to consider your application to start the course after the first year, please enter the year you wish to start, e.g. 2nd year.

1st year

Live at home while studying? *
 Yes No

Psychology (F110) University of Bath (B16)

Location: Main Site
Start date: 29 September 2026
Further details: *Not provided*
Point of entry: 1st year
Deferred entry: Yes
Live at home while studying: No

Deferred Entry

If you are choosing to defer your entry until 2026 select the appropriate start date/year and it will automatically record your entry as a “deferred entry”.

If you are selecting a deferred start date, please confirm this with the university before you apply.

Contextual Offers—This is where the university considers any barriers you may face, and will either reduce their grade requirements or give extra consideration when deciding whether to give you an offer.

These considerations may include:

the school you attend

where you live

if money is tight at home

if your parents went to university themselves

if you have been in care

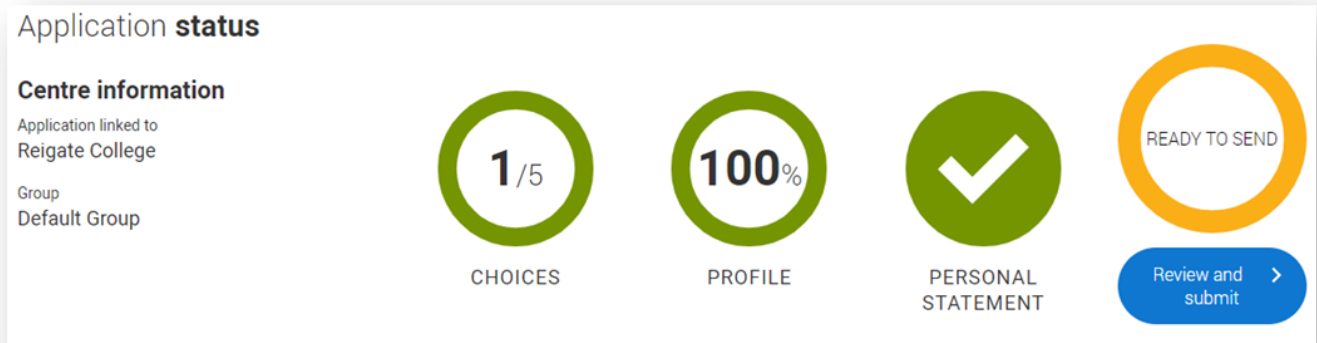
if you have cared for a family member

Not all unis make contextual offers, and some only offer them on specific courses – a minefield, we know!

To understand more about contextual offers please visit the UCAS website for their [blog post](#) and their [information page](#) to see who is eligible and why.

Completing the Online Application Form

Progress Tracker



Final Stage

Once you have sent your completed **UAR on the Student Portal** and submitted it to your Tutor and they have checked your UCAS application for errors and confirmed to you that you can pay and send, click **Review and Submit** and complete the questions and declaration. You will then be asked to click "Pay Now" to make your application payment. The application fee for 2025 has been set by the UCAS Board and will be £28.95 for up to five choices.

UCAS Free School Meal Application Fee Waiver

Students who have been in receipt of free school meals at some point during the last six years (i.e. during their secondary education) up until the end of their final year, will be eligible to have the £28.95 application fee waived.

When completing your application, in the 'More About You' section, you will be asked 'Are you currently receiving free school meals, or were you in receipt of free school meals between the ages of 11 to 18?'. If you answer 'Yes', **when you are ready to submit you will need to Choose to 'Apply with FSM fee waiver' when you pay and submit your application**

Students on Bursaries who receive or have been in receipt of free school meals will be eligible for the waiver above.

Students on Bursaries who do not receive and have not been in receipt of free school meals

You will be required to pay the £28.95 application fee via the UCAS system. However, you may be eligible to claim back your UCAS fee, please come and see us in careers.

If you have any questions regarding the above please come and see a member of the careers team in The Priory Building

UCAS Tariff Points 2025-2026

Points Awarded	GCE A Level	BTEC L3 National Extended Diploma (1080) in Performing	BTEC L3 National Extended Certificate (360) (Single)	BTEC L3 National Certificate (180) (Half)	OCR L3 Cambridge Technical Introductory Diploma in IT	WJEC L3 Applied Diploma in Criminology
168		D*D*D*				
160		D*D*D				
152		D*DD				
144		DDD				
128		DDM				
112		DMM				
96		MMM				
80		MMP				
64		MPP				
56	A*		D*		D*	A*
48	A	PPP	D		D	A
40	B					B
32	C		M		M	C
28				D*		
24	D			D		D
16	E		P	M	P	E
8				P		

Extended Project Qualification (EPQ)

EPQ Grade	Tariff Points
A*	28
A	24
B	20
C	16
D	12
E	8

Frequently Asked Questions

What should I do if I am stuck writing my personal statement?

First, you might like to listen to the video from Exeter University by clicking the following link: [Exeter University - Writing an effective Personal Statement](#)

There is a personal statement writing template at the end of this guide:

[University Personal Statement Template](#)

There is a lot of help on personal statement writing on [Unifrog](#) including example statements for different subjects. Just type 'Personal Statement' into the 'Search for tools, guides and your content' box.

Careers will hold personal statement feedback sessions, these will be advertised in the Careers bulletin.

Can I apply for courses that I do not have the predicted grades for?

We would advise against doing this. You may wish to make one "aspirational choice" for which you do not quite have the grades, but you must accept that you may well not be offered a place on that course. You should aim to apply for courses that you do meet the entrance requirements for and include at least one course that requires slightly lower grades.

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 **Wednesday 14 January** 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.

How is my EPQ predicted grade calculated?

EPQ predicted grades are one grade higher than an average taken of predictions in other subjects. For instance, a student predicted A, B, C would be predicted an A grade for EPQ. Predictions reflect the fact that at least 80% of students that submit an EPQ achieve a grade A or A*. Careers will add in your predicted grade.

Can I apply for different subjects at different universities?

All the universities you apply to will see the same personal statement. It is therefore not advisable to apply for subjects that are very different, for instance Biology at some universities and History at others. The courses you are applying may not be identical, so you might apply for

International Relations at some and Politics at others for instance, but they should be similar enough that you can show your commitment to them in one personal statement.

University Personal Statement

For more detailed help please use the [Personal Statement Guide](#)

- ◆ 4000 characters (including spaces) or 47 lines – whichever is reached first.
- ◆ One statement for 5 choices so make sure relevant to course and university.

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

Examples of what you might talk about here are:

Your motivations for studying this course(s)

Have you been inspired by a key role model or moment in your life? Maybe it's a subject you love and want to pursue further. We're all driven by something and it's important to talk about how yours has led you to this course or subject area.

Your knowledge of this subject area and interests

Perhaps there's a particular subject area you've researched and can't wait to learn more about. A book or subject expert doing great things that have sparked your interest? Universities and colleges want to see you have done your research so they can be confident this is something you will enjoy and excel in. This is a great place to highlight super-curricular activities as evidence of curiosity and interest in the subject outside of the classroom.

Your future plans and why this is a good fit for you

If you already have a particular profession in mind you could talk about how you'll use this to launch your career. If you don't, think about what's important to you and your future, and how the knowledge gained from your chosen course(s) will help you achieve this.

Question 2: How have your qualifications/college studies helped you to prepare for this course or subject? Use

Examples of what you might talk about here are:

How your studies or training relate to your chosen course(s) or subject area.

This could be current or previous studies within a school, college, training provider, or even a short online university course – any form of formal education. The main thing here is to focus on what's most recent and relevant to your chosen course(s). If you are no longer in full-time education, use section three to talk about your experiences since leaving.

What relevant or transferable skills you have that make you a great candidate.

Maybe there are a couple of subjects that have helped you develop a core set of skills required for your chosen course(s). Or, a particular module that helped you understand where your interests and strengths lie.

Any relevant educational achievements.

Universities and colleges will see your grades elsewhere on your application so don't waste time talking about these. Consider accomplishments like winning a school or national competition, serving as a student ambassador or team captain, or landing the lead role in a play.

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

Examples of what you might talk about here are:

Work experience, employment, or volunteering

Whether it's in-person work experience at your local school or virtual work experience through Springpod, or volunteering at a dog shelter, the key thing here is for you to reflect on your experiences and the skills gained relevant to your chosen course.

Personal life experiences or responsibilities

Is there a situation you've personally overcome that has influenced your decision? Are there responsibilities such as caring for a family member that has helped you develop essential qualities for the course like resilience and empathy?

Hobbies and any extracurricular or outreach activities

Think sports, reading, community work, summer schools – any activities outside of your studies that help further showcase why you'd make a great student.

Achievements outside of school or college

This could be a position of responsibility such as captain for your local club, a musical achievement, competition you won, or a qualification you've attained outside of the classroom.

Post-education activities

If you're no longer in full-time education, it's a good idea to detail what you've been doing since and how this has equipped you with the skills and qualities for your desired course(s).

Useful Resources

UCAS Personal Statement Guidance



UCAS

How to Write your Undergraduate Personal Statement



UCAS

Researching Universities and Courses



UCAS



Springpod



Unifrog



Open Days



Tariff Point Calculator

Student Finance



UCAS Finance



Money Saving Expert



GOV. Student Finance

Glossary of Terms—for further terms see the [UCAS terms explained page](#)

HE—Higher Education **Undergraduate or UG**—a first degree that you would undertake

Integrated Masters—a four year course of study (typically 3 years UG and 1 year PG)

Bsc—Bachelor of Science **BA**—Bachelor of Art **LLB**—Bachelor of Law

MBchB—Bachelor of Medicine **BEng**—Bachelor of Engineering

(Hons) - with honours. An honours degree is a bachelors degree made up of 360 credits. It is still possible to get a degree if you earn less than 360 credits, however this will not be an honours degree. This may affect your job prospects, depending on the sector or employer.

Single Honours—one chosen subject to study at university **Joint Honours**—study two subjects at once

Placement/Sandwich Year—opportunity to take a year out to work in industry or a workplace

Contextual Offer—an amendment to an offer to include a range of circumstances and backgrounds