

## EX-STUDENTS APPLYING TO UCAS – 2015

**(1)** As an ex-student we can provide you with either (1) an **APPLICATION CHECKING SERVICE** or (2) a **REFERENCE ONLY SERVICE** when applying through UCAS.

If you intend to apply for university as an ex-student you must contact the college via email as soon as you know you will be applying. Email the following details to [keystage5@beauchamp.org.uk](mailto:keystage5@beauchamp.org.uk) in the first instance, letting us know whether you are **applying through Beauchamp (option 1)** or are **seeking only to request a reference (option 2)**:

**Name, contact details (mobile & home telephone number & email address), former tutor, former A2 teachers, degree courses applying for, retakes/resits planned, and any HE or FE places you have studied at after Beauchamp.**

**(2)** After emailing us, complete the UCAS form **THROUGH A SCHOOL/COLLEGE** (option 1) or as an **INDEPENDENT APPLICANT WHO IS SEEKING A REFERENCE ONLY FROM THE COLLEGE** (option 2).

- When you do register, ensure that you register for UCAS 2015. Note your username, password and personal ID. Verify your email address.

If you are completing your application through Beauchamp ie option 1, once you click '**Pay/Send**' Beauchamp will check your application, add a reference and send your application to UCAS (see section 3).

If you only want Beauchamp to add a reference, take note of the following guidance published on the UCAS website:

**"If you're applying independently** but would like your reference to be written by a registered school, college or other organisation, you can request that the centre completes the reference for you in Apply. Go to the 'Options' section and click 'Ask a registered school, college, or organisation to write your reference only'. This means that the centre can write a reference for you but they won't be involved in the rest of your application. Once they have completed the reference, a red tick will be displayed next to 'Reference' section in the left-hand navigation.

**(3)** When providing a name and contact of the referee insert **Hugh Howe (Principal)** and add the email [keystage5@beauchamp.org.uk](mailto:keystage5@beauchamp.org.uk)

**DEADLINES – All applicants must adhere to the following deadlines (dependent upon courses applied for):**

- **Oxbridge, Medicine, Dentistry, Veterinary Medicine and Veterinary Science: 29 September 2014 (Beauchamp internal) we will then get the form to UCAS by their deadline of 15 October 2014!**

We recommend that you treat any application as a matter of urgency and aim for completion well before deadline of 15 January 2015. The later you apply, the longer it will take to process. Whilst we are happy to support you in the above process, you must be aware that we are heavily involved with current students also applying to UCAS. It may take up to 4 weeks to process your application; **it will not be sent immediately once we have received your completed form.** For this reason you have to get your application form to us no later than 1 December 2014 if you want a guarantee it will be processed by 15 January.

Note: Art and Design has a deadline of 24 March 2015 except for those with a listed 15 January 2015 deadline.

For any enquiries: College telephone number 0116 2729140. [keystage5@beauchamp.org.uk](mailto:keystage5@beauchamp.org.uk)

