

UCAS APPLY 2020

EX-STUDENTS INSTRUCTIONS

KEY FACTS

- Ex-students must still apply to UCAS through the college using the buzzword **varley28** to enable us to provide you with a reference. UCAS will then ask which group to allocate yourself – you will be Ex-students 10s, 20s, 30s or 40s, depending on your tutor number when you were at PSC. Eg, E35 = Ex-students 30s or E1L = Ex-students 10s
- Before submitting the application, it is recommended that ex-students opt in to share the progress of their application with us on the declaration page. This will enable us to see progress in UCAS Adviser Track
- For help and information about applying to UCAS as an ex-student, please contact the Careers Department, **NOT your former tutor or subject teachers – although it is advised that you go through your college reference with your tutor before you leave to ensure it is up to date.**
- Students are unable to take resits at Peter Symonds College – our nearest examination centre for resit exams is Wessex Tutors in Southampton www.wessex tutors.com
- We will provide predicted grades if you are resitting any courses at another examination centre – these are usually a grade higher than your original results
- A number of universities have Compact Agreements with Peter Symonds College, enabling some students to receive a slightly reduced conditional offer or additional support, if they meet a certain set of criteria. Contact the Careers Department for further information.
- We will attempt to process late applications to meet the final UCAS deadline, but recommend that you work towards meeting our internal deadlines as set out below.

Ex-students must still meet the college's internal UCAS deadlines of either

**Tuesday 24 September or
Monday 18 November 2019**

**DON'T MISS
THE DEADLINE!**

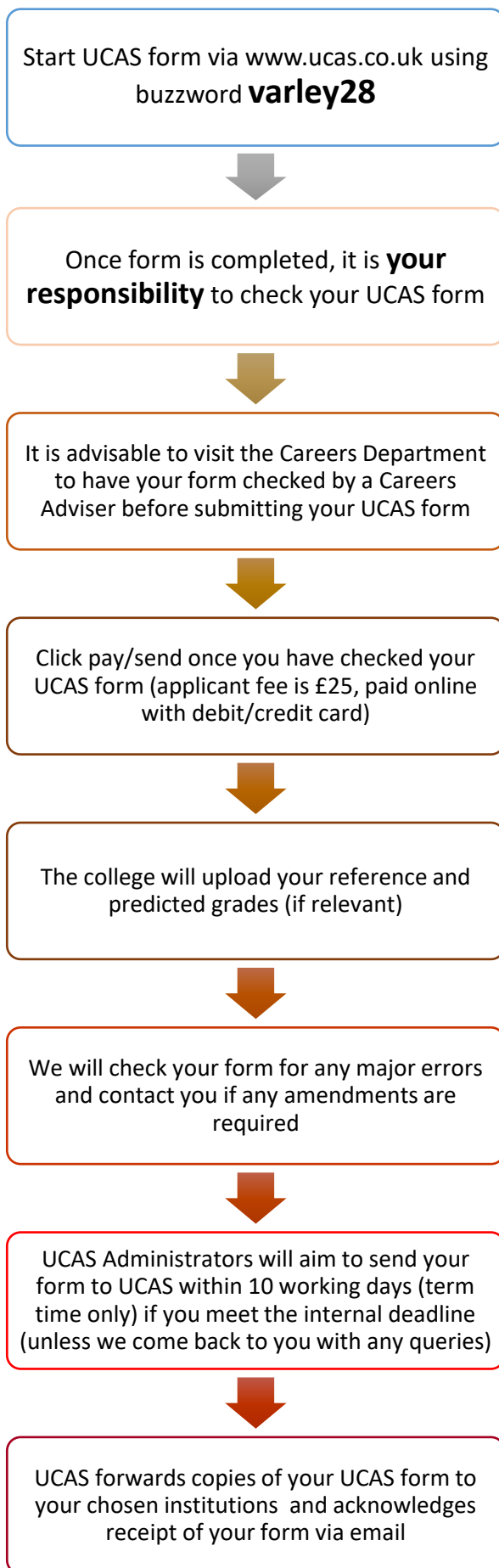
SUPPORT FROM THE CAREERS DEPARTMENT

The Careers Department are responsible for supporting and processing ex-students UCAS forms. We are available to help ex-students who have left the college in 2019 between 9.00– 10.00am, or from 2.45 – 3.40pm Monday to Friday during term time. Unfortunately due to demand from current students, we can only see ex-students once, for a 20 min appointment.

***NB** We cannot provide one-to-one support for students who left PSC in previous years, however you should still apply through PSC using the college buzzword, where we will be able to process your form and provide you with a college reference.*

If you have any queries, ex-students can email ucas@psc.ac.uk or phone 01962 857571

Procedures for Applying to Higher Education at Peter Symonds College



Key Dates

June 2019	Can start filling out UCAS form
24 Sept 2019	Internal deadline for all applications to Oxford, Cambridge, or to courses in Medicine, Dentistry & Vet Science
18 Nov 2019	Internal deadline for all other applicants
February 2020	Apply for Student Finance
May 2020	Deadline for most students to reply to offers and student finance

TOP Errors from Last Year

1. Students not using the college buzzword
2. Wrong Fee code – correct code is 02
3. Not adding U grades, please add all qualifications
4. GCSE – grades not matching the students intranet records
5. Extended Project – often not recorded or incorrectly recorded as A Level or with no title or subject
6. Subjects studied not recorded correctly
7. Students forgetting to record subject grades
8. Significant grammar errors e.g. no capitals for name

College UCAS Buzzword – **varley28**