

Instructions for post-results UCAS applications

If you are applying post your A level results (i.e. the year after you left school), you need to undertake the following steps;

- i) Contact your former tutor. Let them know what course(s) you are applying for and where. Your tutor will then amend your reference and send it to the HeadMaster. Let your tutor know if you are undertaking re-sits so that they know to provide predicted grades on the reference. If your tutor has left, get in touch with AJB (Ajb@clsb.org.uk) who will arrange this to be done with you.
- ii) If you require any further assistance with your personal statement, your tutor may also assist you with this. Alternatively AJB (Mr Bracken) or WER (Mr Ellis-Rees) can also assist, WER especially with Oxbridge applications. If necessary you can arrange to come into school to meet with the individuals you need to **although you should always do this with by making a prior appointment.**
- iii) You will need to make a UCAS application. The mechanics of how you do this should be familiar to you. Remember to add your A level results in as completed grades. If you are re-sitting they can go in as pending grades and the school will provide predictions (see above). The buzzword you need for this coming year in order to attach yourself to the school is citytypes11.
- iv) Once your form is ready to be checked, e-mail AJB. He will then check the form for you and let you know if it is ready to submit or if any amendments need to be made. Once everything is okay AJB will tell you to submit the form. When your reference is ready and sent to the Headmaster (you must ensure you liaise with your tutor on this) your form is ready to go. You will NOT need to come into school to see the Headmaster prior to your form being sent to UCAS.
- v) Try and get everything ready as soon as possible. The earlier you get your form to UCAS the more likely you are to get the offers you want.