

### Application process for ex-students

You will need to go to UCAS Apply online - [www.ucas.com](http://www.ucas.com)

Then:

- Student login
- Register
- Press 'next'
- Brings you to 'Terms and Conditions' – scroll down and click 'Accept'
- Who are you registering with? – Choose **SCHOOL or COLLEGE** (not **INDIVIDUAL**)
- You will be asked for a 'buzzword' which is **BHASVIC10** then click on 'next'
- 'Brighton Hove & Sussex Sixth Form College' – is this correct? – Click on 'yes'
- Select your Senior Tutor and then click on 'next'
- UCAS Card number to be entered if you applied for one
- Then you will start to complete the UCAS form

The online form itself is relatively straightforward. The hardest part will be selecting your courses (up to 5) and producing your personal statement.

Please check your application carefully – **make sure you have entered all your qualifications (including AS Levels) with the correct grade/exam board and in the correct section.**

A common mistake many students make is the 'Fee Code' under Student Support – this is usually **02**.

Once the form has been completed you will be asked to make your payment. It is preferable to pay by credit/debit card. If you are unable to do this, you can either pay by cheque (made out to 'BHASVIC') or by cash at the Finance Office at college. **The application WILL NOT BE SENT OFF until the payment is made.**

Once the payment has been made, you then press the button 'Send to Referee'. **At this point contact the General Office at BHASVIC (01273 552200 extension 152/153) to inform them that you have sent the form.** A reference will then be attached and the application will be sent to UCAS as soon as possible. Should you forget to do this there may be a considerable delay in sending your form.

It is essential that applications are made in the FULL NAME (including middle names) of the student, i.e. the name which would appear on a legal document. This helps UCAS to match applications to results and makes the process quicker. If students don't do this, vital time can be lost in getting their place confirmed.