Application for entry 2025

Please be aware that, due to increasing demand over the last few years, we regret that the procedure outlined below is the only way we can provide a reference for ex-students (i.e. those not currently enrolled at WQE)

Please read these instructions carefully before starting the application process to make sure your reference request is met

*The college is **only** able to support applications from those who are:*

- currently undertaking an Art Foundation course (or equivalent 1 year course) on completion of their studies at WQE
- currently taking a 'Year Out' (not in full or part time education) and wish to apply for entry in 2025

*The college is **unable** to support applications from ex-students who are:*

- Already at University and wish to change course/university
- Enrolled at another institution resitting A levels or undertaking other study

For the above, students must seek academic references from their current place of study.

PLEASE BE AWARE THAT, IF APPROACHED, INDIVIDUAL MEMBERS OF STAFF ARE UNABLE TO AGREE TO PROVIDE A REFERENCE. SUCH REQUESTS WILL BE DECLINED.

1. First register on the **UCAS Hub**, then go to **Your Application** and complete the whole application except for the reference section. **You will be asked at this stage if you want to link your application to the College – please click 'no' (you will do this later on).** It is crucial the form is **complete** before the reference is provided**. This includes making sure you have any entered any resits and put the grades as 'pending'**

2. Once the form is complete, go to the reference section and click on the **"Need a reference?"** box on the right hand side. You will be asked if you want to link your application to the College and will need to enter the College buzzword which for 2025 entry is **WQE2025**

3. **PLEASE ONLY USE THE 'NEED A REFERENCE?' BOX IN THE REFERENCE SECTION (and not any of the other options that ask if you want to link to a school or College)**

4. **Once you have done this, email exstudentucas@wqe.ac.uk informing us that you are requesting a reference.** Please include your name, student number, current mobile number, former Personal Progress Mentor and course you are applying for. You must also include in your email details of any resits and what you have been doing since leaving college so that this can be included in your reference. We will use the information you provide for the purpose of completing a reference and will retain this for the period of the relevant application cycle.

5. IMPORTANT: Please make sure you complete **steps 2, 3 and 4 at the same time.**

6. **NB**: The College has a **strict** deadline for requesting references of **4pm-Friday 22 November 2024** for WQE to be able to guarantee the UCAS deadline being met. Current students take priority in the completion of references. **If your course has a deadline in October, you must ensure your reference request is sent to us by 4pm – Friday 13 September 2024**