

Information for ex-students requesting a reference from the College

Application for entry 2017

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

We are also unable to provide a reference if it is more than two years since you left the College.

As such you are advised to read these instructions fully and carefully before starting the application process. It is important that you do so in order to make sure your reference request is met.

1. You must register on the UCAS site as an **independent applicant**, and complete your form except for the reference section. It is crucial the form is **complete** before the reference is provided.
2. Once the form is complete, go to the options section and click on the link "**Request a reference only from a registered school, or college**". You will be asked for the college buzzword which for 2017 is: foxesneverquit
3. **YOU MUST USE THE "REFERENCE ONLY" LINK; ANY OTHER ROUTE WILL BE DECLINED BY THE COLLEGE WHICH WILL DELAY YOUR APPLICATION**
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 tutor and course you are applying for. **You must also include in your email details of resits and what you have been doing since leaving college otherwise we may not be able to include them in your reference.**
5. Please make sure you complete steps 3 and 4 at the same time. (we **cannot** action the request for a reference if you delay sending either part)

NB: The College deadline for requesting references is 4pm Friday 25 November otherwise the college will not be able to guarantee the UCAS deadline being met. Current students take priority in the completion of references to be completed.