

Information for ex-students requesting a reference from the College

Application for entry 2019

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 and **who completed their studies at the University Road Campus**)

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.

The College is only able to support applications from those who are

- *currently undertaking an Art Foundation (or equivalent 1 year course) 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 2019.*

*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. 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. **(this includes making sure you have any entered any resits as 'pending')**
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 2019 is: zippyandbungle
3. **YOU MUST USE THE "REFERENCE ONLY" LINK; ANY OTHER ROUTE WILL BE DECLINED AND 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 Progress Coach 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 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. Please make sure you complete steps 2, 3 and 4 at the same time. (we **cannot** action the request for a reference and **will** decline the request if you delay sending either part)
6. **NB: The College has a strict deadline for requesting references of 4pm-Friday 23 November 2018 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 21 September 2018)**