

Past Students - Applying Through UCAS

Applying to university as a past student is easy and straightforward. The College will support your application by providing an up-to-date and detailed reference for your UCAS form. However, if you left College **more than 2 years ago**, we may not be the most suitable people to support you with a reference. You may need to ask your last academic institution or a relevant employer.

1. Register with UCAS - www.ucas.com

2. During registration when asked 'How are you applying?' Please select - **through my school/college**

You will be asked to use the buzzword provided by Holy Cross College (**Buzzword is Jupiter19**)

Then select 'Past Student group'

3. Complete all sections of UCAS Apply - Personal details, Additional information, Student finance, Choices, Education, Employment, and Personal Statement

4. View all – Pay and Send

5. Your form will then be sent to Mr Hudson (Past Student UCAS Administrator)

UCAS References

Mr Hudson is the dedicated member of staff responsible for past student references and you will need to make contact with him via the email address below to inform him of your intention to apply to UCAS and wishing to request a reference. In your email, you should include the following information:

- When you left Holy Cross College.
- Brief information regarding what you have been doing since leaving Holy Cross College (e.g. gap year, travel, employment, voluntary work and or work experience)
- Information about re-marks or module re-sits

All communication with College must be via email. Please note that Holy Cross will not now be in a position to give you the in-depth support and advice that you received whilst at College.

If you need help, then there is lots of information and advice on the UCAS website www.ucas.com and you should look here for advice with researching your university choices and writing your personal statement.

To ensure your form is processed in good time we advise you to make initial contact with Holy Cross sg@holycross.ac.uk via email as early as possible during the autumn term, but not before 5th September. Remember to check and follow any UCAS deadlines.

Good Luck with your application!