

## **College Application Form:**

Your college application form is your first contact with us, so make it amazing, take your time and do the very best that you can.

Not only do we want to know about you, but an application form is a practical document to, as it collects important information such as your contact details, which are really important when we want to invite you to interview!

So, what can you do to ensure that your application stands out of the crowd, for all the right reasons? Follow this checklist and you can't go wrong!

## **Application Checklist**

Attend an open evening – we want you to enjoy yourself here!

Complete your application form online, where possible. If you use a paper one make sure that your handwriting is neat and clear – make sure you sign your paper copy too!

Look at published entry criteria for the programme that you're applying for; does this suit your skills, abilities and your passion?

Complete EVERY section of the application that is relevant to YOU.

Don't let yourself down by making silly errors; make sure that you proof read your application.

Add all of your next of kin details, as these are vital. Include phone numbers and email addresses. If you've two people at different addresses, pop them both down. The more the merrier!

Sometimes, our courses fill up quickly, so make sure you don't leave it too late!

If you are applying for an apprenticeship and have yet to find an employer, then pick a full-time course as part of your application. It's always wise to have a back-up plan.

Tell us about your medical needs and or additional learning requirements.

Remember deadlines for full time study programme applications is 31 March.

Get someone else to check your application form before it is submitted.