

COLLEGE APPLICATIONS CHECKLIST



COLLEGE APPLICATION

PERSONAL DETAILS

1. Name (Last Name, First Name)		2. Birth Date	
3. Address (No., Street)		4. Relationship	
City	State	Reserved For NN Use	
Zip Code	Telephone		
6. Other Insured's Name		7. Coverage Related To:	
a. Other Insured's Policy Or Group Number		a. Employee	No
b. Reserved For NN Use		b. Accident	Yes
c. Reserved For NN Use		c. Other Accidents	No
d. Insurance Plan Name Or Program Name		d. Claim Code	No

SIGNATURE

Signed _____

If you haven't
applied yet...



Don't panic!

If you would like to apply for college, either as your first choice or as a back-up, there is still time.

Whilst some courses fill up quickly, others still have spaces, but it is important to apply as soon as possible.

Please email me if you need help.

If you have already applied, please check you have completed all the necessary steps.

Steps in the Application Process



Your application is **ONLY** complete once you have taken **ALL** of the following steps.

Step 1. Search on the college website for the course that interests you most and click on **Apply Now**.

*At York College you can only have one live application at a time, but other colleges allow multiple applications. You can apply for A-levels or a Vocational or T-level Course, as well as an apprenticeship.

[Askham Bryan Courses](#)

[Harrogate College Courses](#)

[Leeds City College Courses](#)

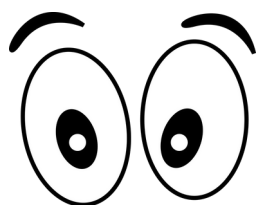
[Leeds College of Building Courses](#) - many LCB courses are now operating a waiting list.

[Leeds Sixth Form College](#)

[York College Courses](#)

Please email me at: wainwrighte@rs.rklt.co.uk

Steps in the Application Process



Keep your eyes peeled for important emails!

Step 2. When you submit your application, you will receive an email to confirm the Admissions Team have received it.



- If you have selected an Art, Design or Performing Arts course, (depending on the level of the course), the Admissions Team will usually contact you via email to request a portfolio **or** audition before your application is referred to the Curriculum Team.



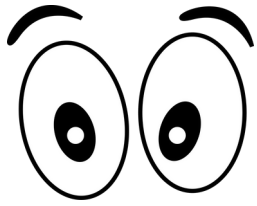
- For other courses you will receive an email asking you to book an appointment for an interview or guidance discussion. The interview is very informal and is an opportunity for you to meet your prospective tutors and discuss your ideas.



- This discussion can help you to decide whether the course is the right one for you, and whether you would enjoy the programme. If you change your mind, the college can work with you to find a more suitable course. You just need to let them know.

The college will also contact you if they have any questions about your application, or if they need further information.

Steps in the Application Process



Keep your eyes peeled for important emails!

Step 3.

- **Receive an offer** - If your application is successful, and the college thinks it is the right course for you, you will receive a conditional offer along with further information on how to enrol.
- **'Conditional'** means that you need to meet the grade requirements for the course.
- When you accept the offer, you will be provided with an enrolment date to register at the college. You need to enrol **in person**.
- Please be aware that it can take a while from you submitting your application to receiving an outcome. It is absolutely fine to contact the college if you are worried you haven't heard anything.



GET IN TOUCH

Help with the Application Process



Worried about your application?

If you have any concerns about your application, please contact the Admissions Team at the relevant college:

Askham Bryan College

student.recruitment@askham-bryan.ac.uk

Call: 01904 772277



Harrogate College

admissions@harrogate-college.ac.uk

Call: 01423 879466



Leeds City College

admissions-printworks@leedscitycollege.ac.uk

admissions-quarryhill@leedscitycollege.ac.uk

admissions-parklane@leedscitycollege.ac.uk

Call: 0113 386 1997

Leeds College of Building

Admissions@lcb.ac.uk

Call: 0113 2226002

Leeds Sixth Form College

contact@leedssixthform.ac.uk

Call: 0113 532 4428

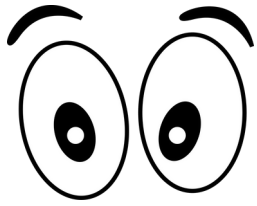


York College

admissions@yorkcollege.ac.uk

Call: 01904 770397

Steps in the Application Process



Keep your eyes peeled for important emails!

Step 4.



- **Enrol** - Following your offer, you will receive a link to book your enrolment slot. This link should be with you by the end of July/early August (**please contact the college if you do not receive this**)

- Use your link to book your enrolment slot.
- Attend your booked enrolment slot. You will need to bring your ID with you (see list below), proof of National Insurance number, and proof of your exam results.



- If you think you may be entitled to any financial support you will need to also bring the evidence needed for this.
- Once enrolled you will be given your college start date.

Enrolment is a very busy time and it may feel a bit overwhelming. Take some water and snacks with you, as well as a parent/carer/friend if you like. **Don't worry**, college will not normally be that busy!



The Application Process



What to take with you to enrolment

Your results

The college **cannot** enrol you without evidence of your exam results.

Proof of your National Insurance number if you have one
- you should receive a letter from HMRC

Proof of identity

Only one form of ID is required from the list below to enrol:

- Passport
- Driving Licence
- ID Card or other form of national identification
- Certificate of Entitlement to Funding
- Bank/Credit/Debit Card
- Bus Pass
- Utility Bill
- Jobcentre Plus Documentation
- Other Benefit Evidence
- Government ID
- Evidence of your nationality/residency if applicable*

