

COLLEGE APPLICATIONS CHECKLIST 2026



Steps in the College 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**'. Depending on the college, you can apply for A-levels, a vocational or T-level Course, and apprenticeships.

[**Askham Bryan College Courses**](#)

[**Harrogate College Courses**](#)

[**Leeds City College Courses**](#)

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

[**Leeds College of Building Courses**](#) - **apply by the end of January 2026** if possible to avoid disappointment. Applications for some courses may go on to a wait list, as the college is always oversubscribed.

[**Leeds Sixth Form College Courses**](#)

[**York College Courses**](#)

[**Leeds Arts University Course for 16-18s**](#) - not a huge number of places available so apply soon to avoid disappointment.

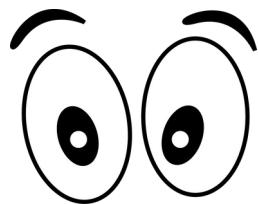
[**Craven College Aviation Academy Courses \(based at Leeds Bradford Airport\)**](#)

[**Yorkshire Cricket College Courses**](#)

[**Army Foundation College Harrogate**](#)

*At York College, you can only have one live application at a time, but other colleges allow multiple applications. If you apply to York College and change your mind, you just need to withdraw your application and then reapply for your preferred course.

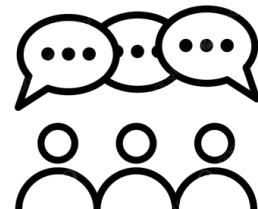
Steps in the Application Process



Keep your eyes peeled for important emails!

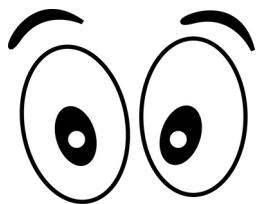
Step 2. When you submit your application, you will receive an email to confirm the Admissions Team has received it.

- 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



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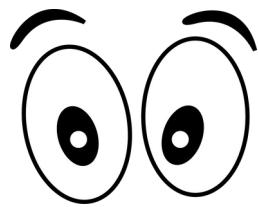
Step 3.

- **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 because you haven't heard anything.



**GET IN
TOUCH**

Steps in the Application Process - Enrolment



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 - Enrolment



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*



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

Craven College Aviation Academy (Leeds Bradford Airport)

info@theaviationacademy.co.uk

Call: 0113 391 0919

Harrogate College

admissions@harrogate-college.ac.uk

Call: 01423 879466

Leeds Arts University

admissions@leeds-art.ac.uk

Call: 0113 202 8000

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

Yorkshire Cricket College

nick.robinson@yorkshirecricketfoundation.com

