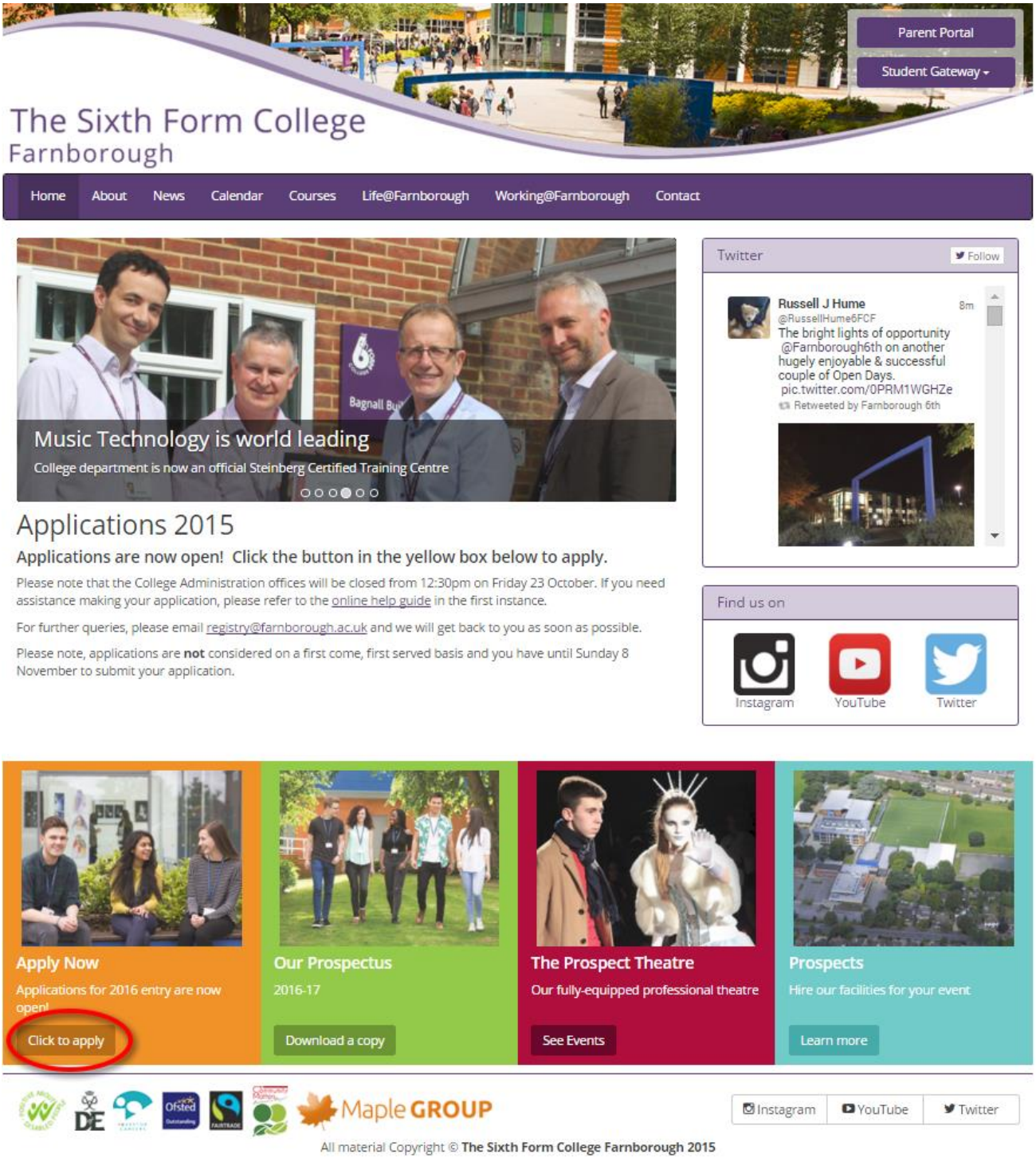
Instructions for Applying Online for 2016 Entry

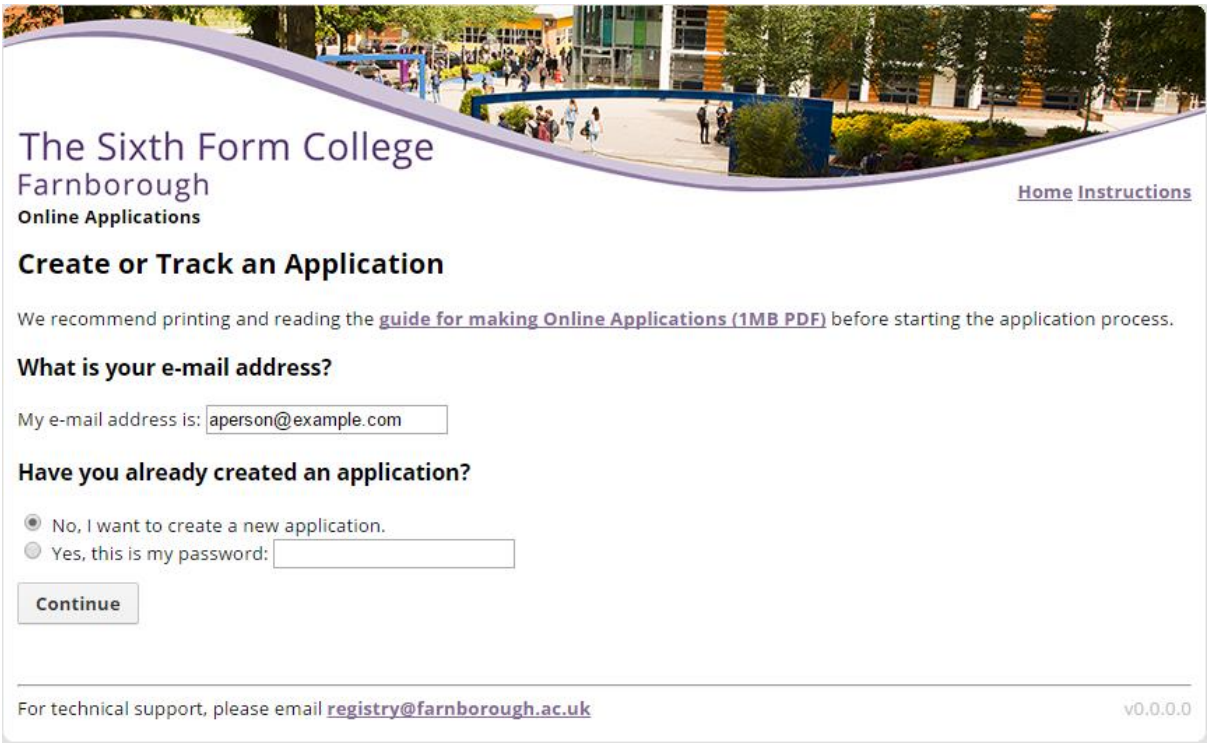
The online application process for 2016 entry will be available from **Friday 23 October** at **9:00am**.

To create an online application, please visit the College's website at **www.farnborough.ac.uk** and click **More Information** in the **Apply Now** box. Alternatively, you may access the application form directly by visiting **www.farnborough.ac.uk/apply**.

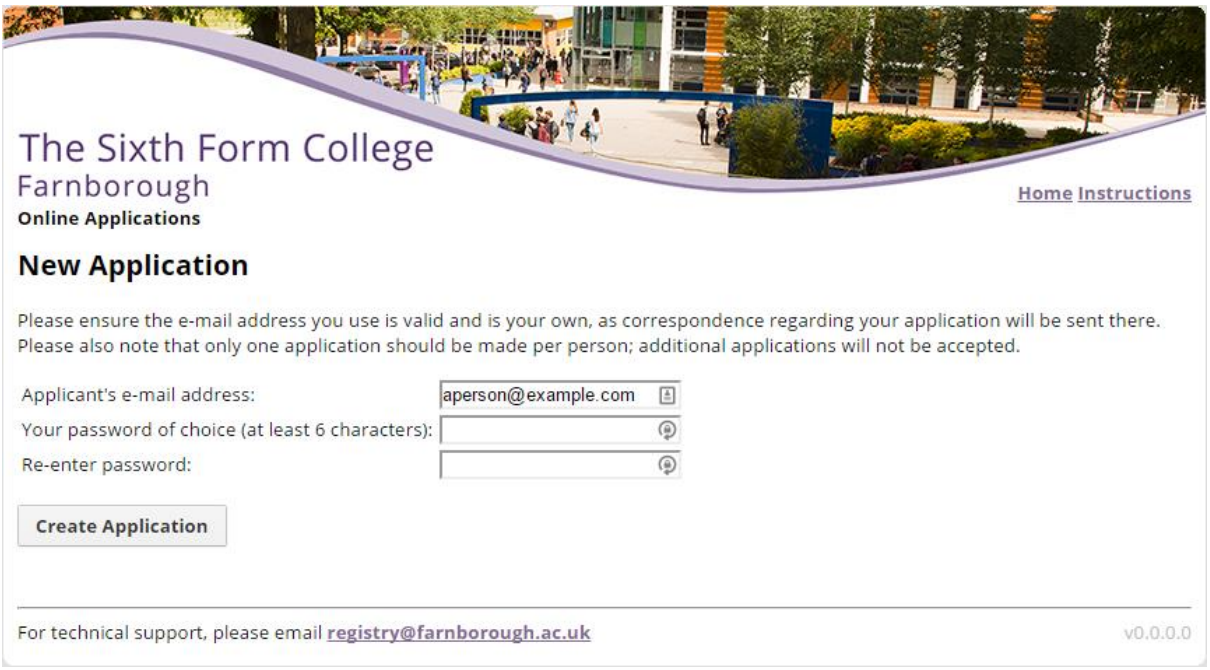
If you encounter any problems when applying or have any questions, please contact the College Registry by emailing **registry@farnborough.ac.uk**.



To begin the sign-up process, enter your email address and select **I want to create a new application**. Then click **Continue**.

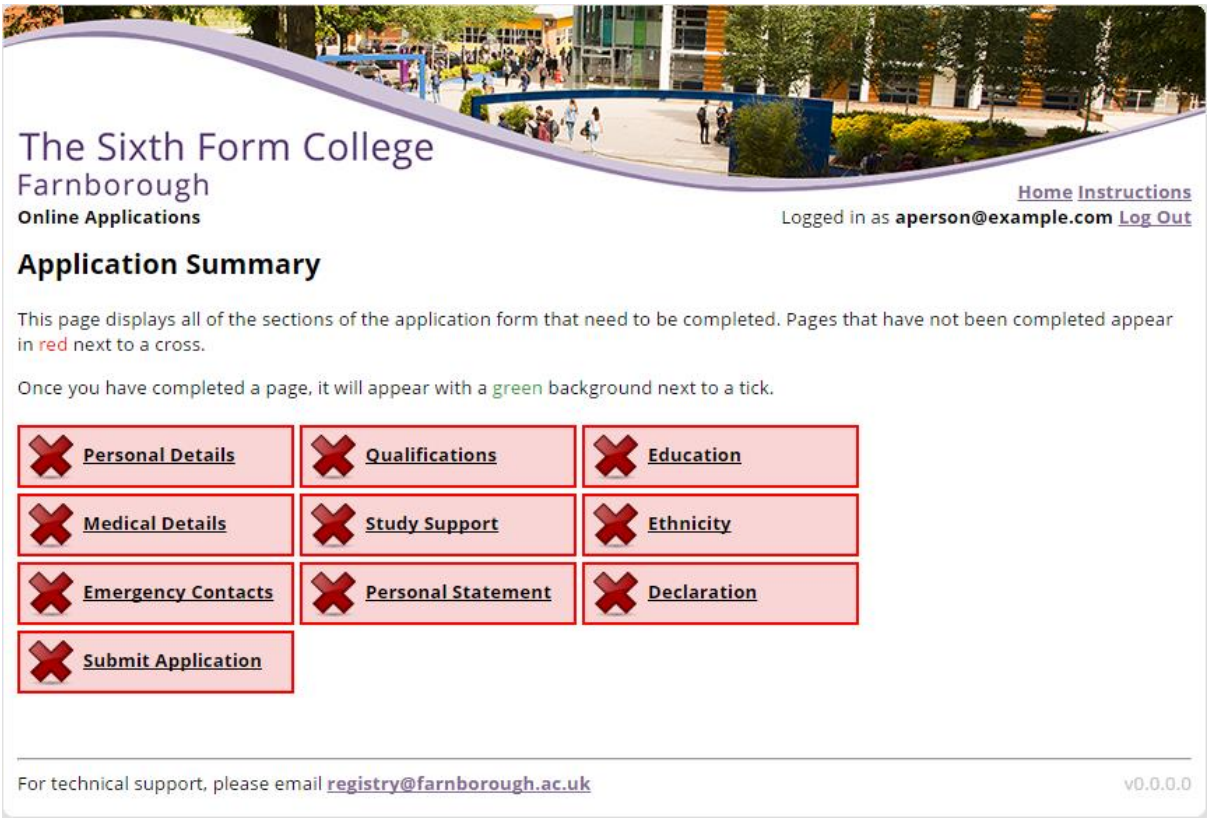


You will then be prompted to enter a password. The password must be at least six characters long. Please ensure that the email address you have entered is valid, as the College will use it to contact you regarding the status of your application.



When you have entered your email address and chosen a password, press the **Create Application** button.

Now that you have created an application, you will see a page that displays all of the sections that need to be completed.



Pages that have not been completed will appear on a red background next to a red X. As you progress through the application form, these sections will turn green to indicate that they have been completed.

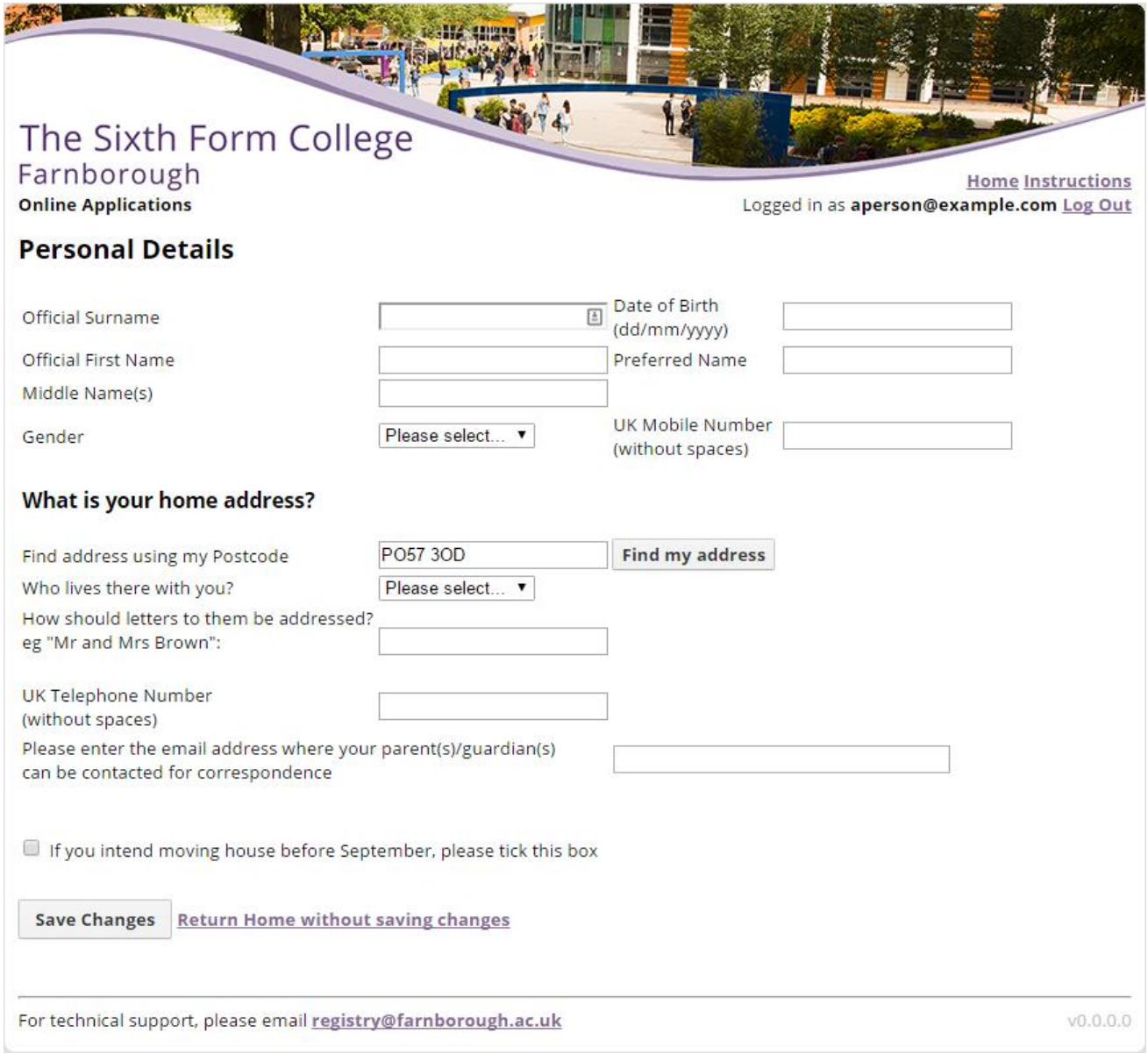
Section 1 – Personal Details

Clicking **Personal Details** will display the personal details page. Here you will be asked for your name, gender and contact information.

If you would like to be known by a different name to your official first name, please enter it in the **Preferred Name** box (for example, if your name is "Jonathan" but you wish to be known as "Jon", enter "Jon" in the **Preferred Name** box).

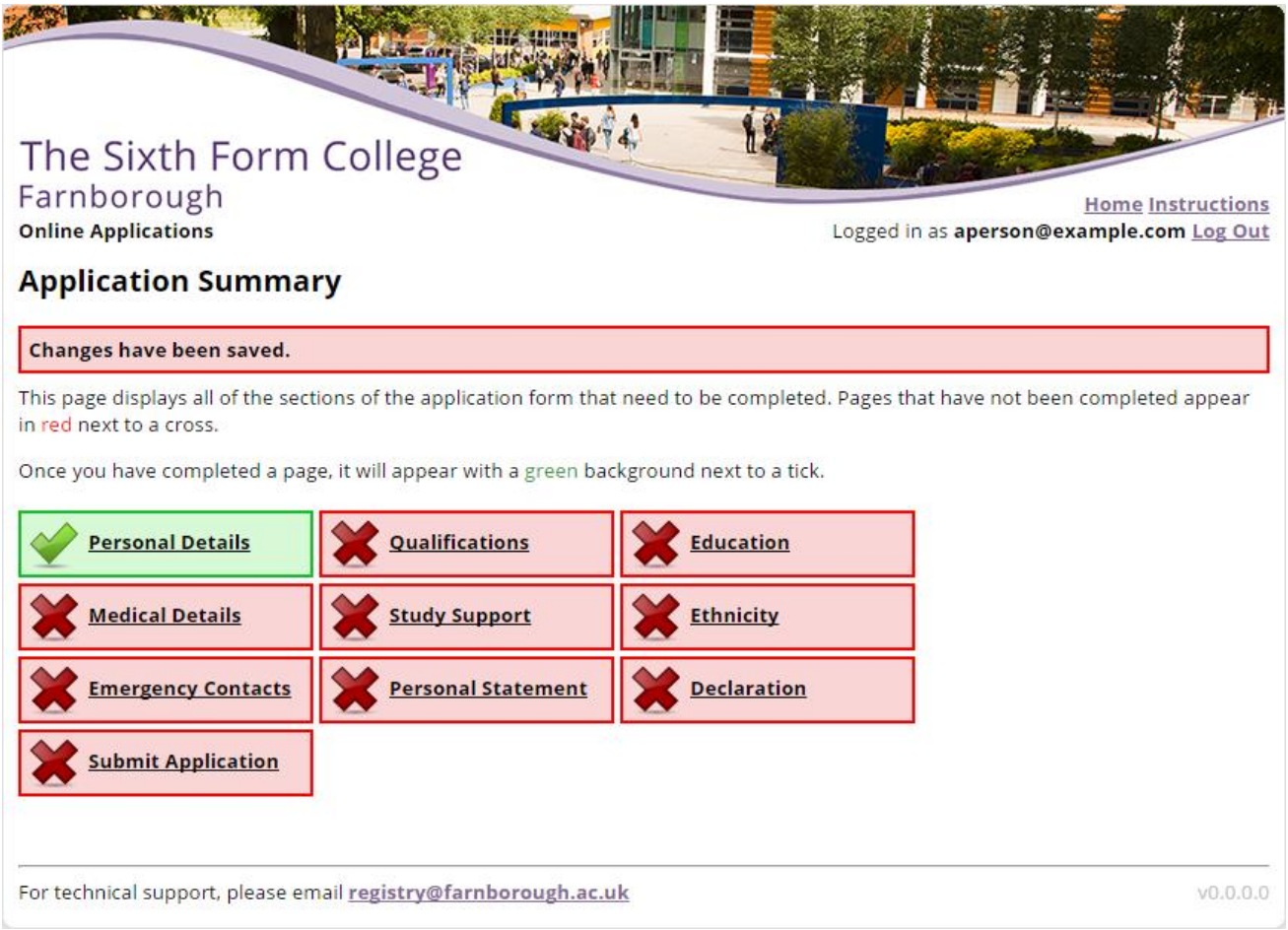
If you will be moving before September, please indicate this by clicking the box near the bottom of the page and filling in your new address.

Your address can be looked up using your postcode. Enter your postcode in the box provided and click the **Find my address**.



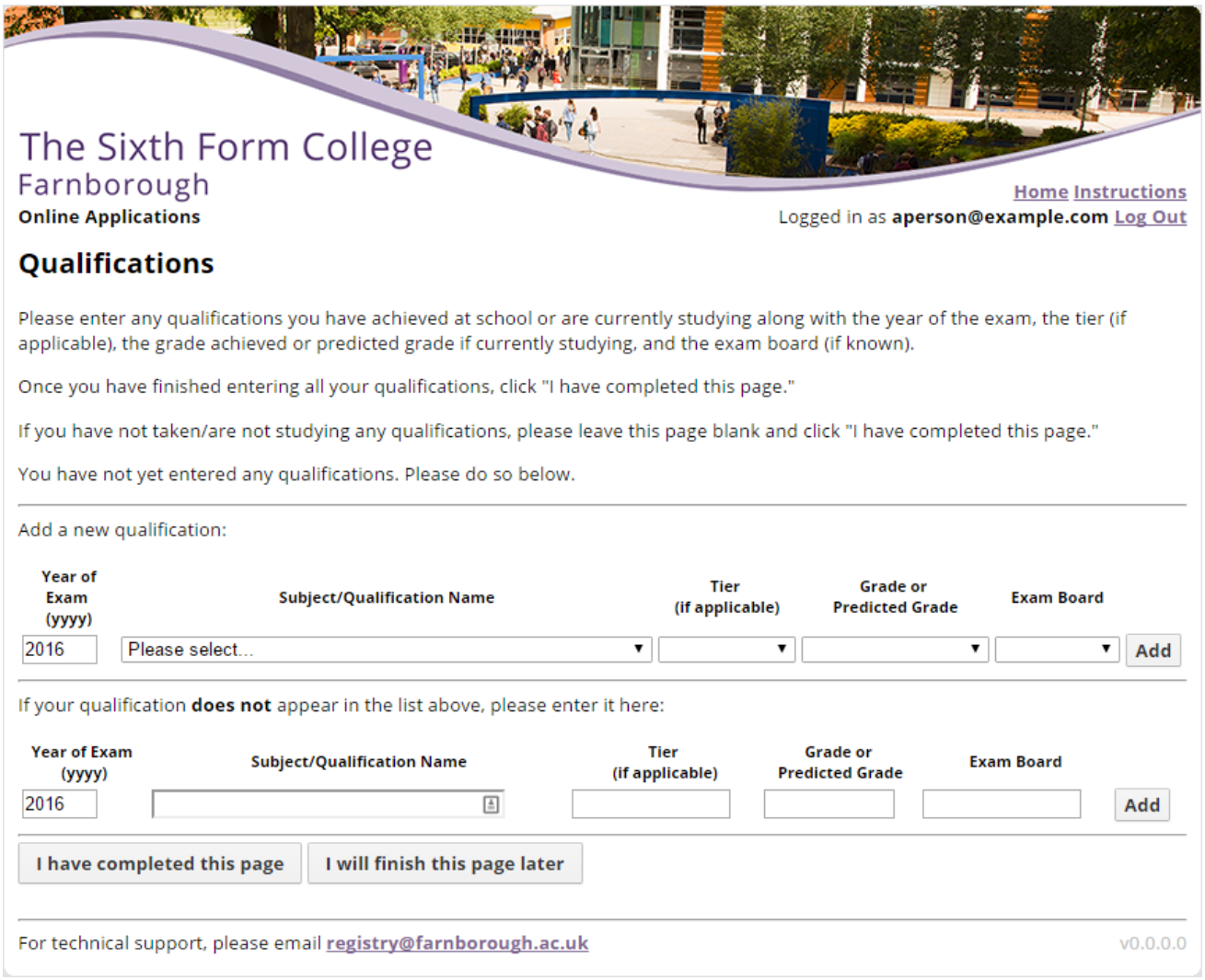
Once you have filled in this page, click **Save Changes**.

You will then be returned to the summary screen. Note that the **Personal Details** box is now marked as complete.



Section 2 – Qualifications and Predicted Grades

The next section asks for the qualifications that you are studying at your secondary school.



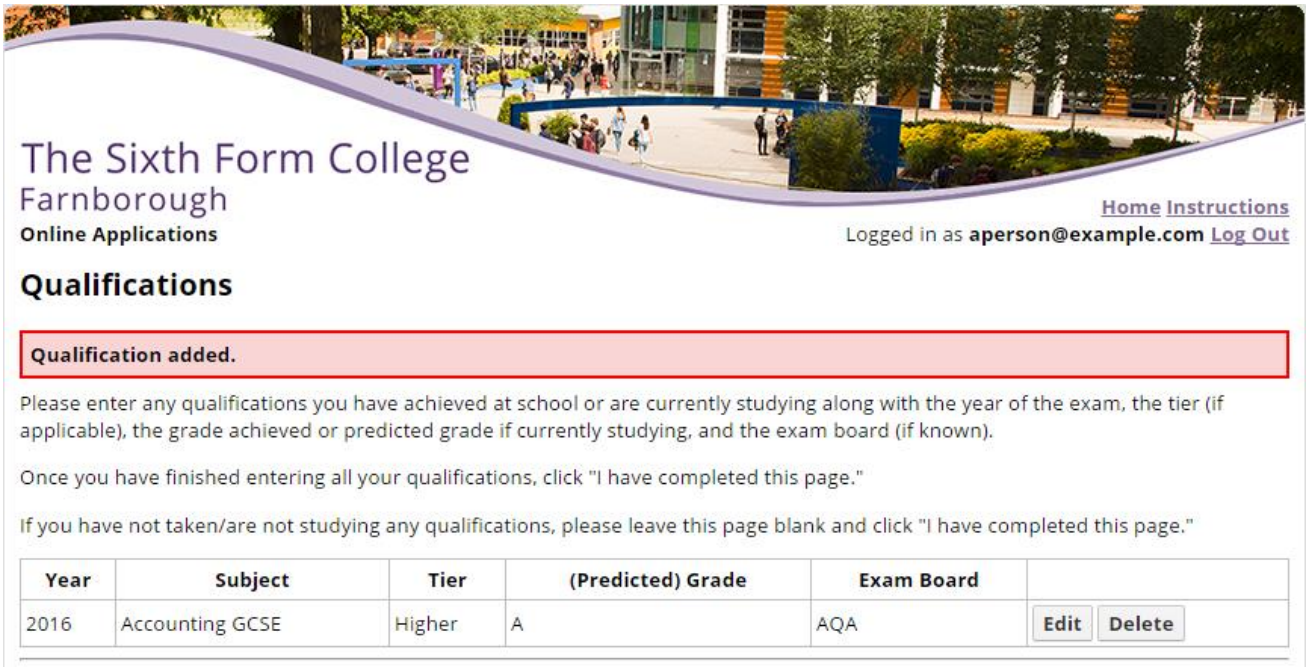
To add a qualification, enter the year that you will be sitting the exam and choose the subject from the **Subject** dropdown. If applicable, please also enter the tier.

If you have been given a predicted grade for the subject, please select the grade from the **Grade or Predicted Grade** dropdown. If you have a final grade for the subject, please enter it. If you have not yet been given predicted grades, please leave the dropdown blank.

If you know which examination board you will be sitting the exam with (usually AQA, Edexcel, OCR, or WJEC) please select it from the **Exam Board** dropdown.

If you are studying Science and Additional Science at GCSE, please enter **both** subjects. If you are studying just one science, please enter **Science GCSE**. If you are studying a Short Course (sometimes referred to as a Half-GCSE) please select the appropriate short course subject.

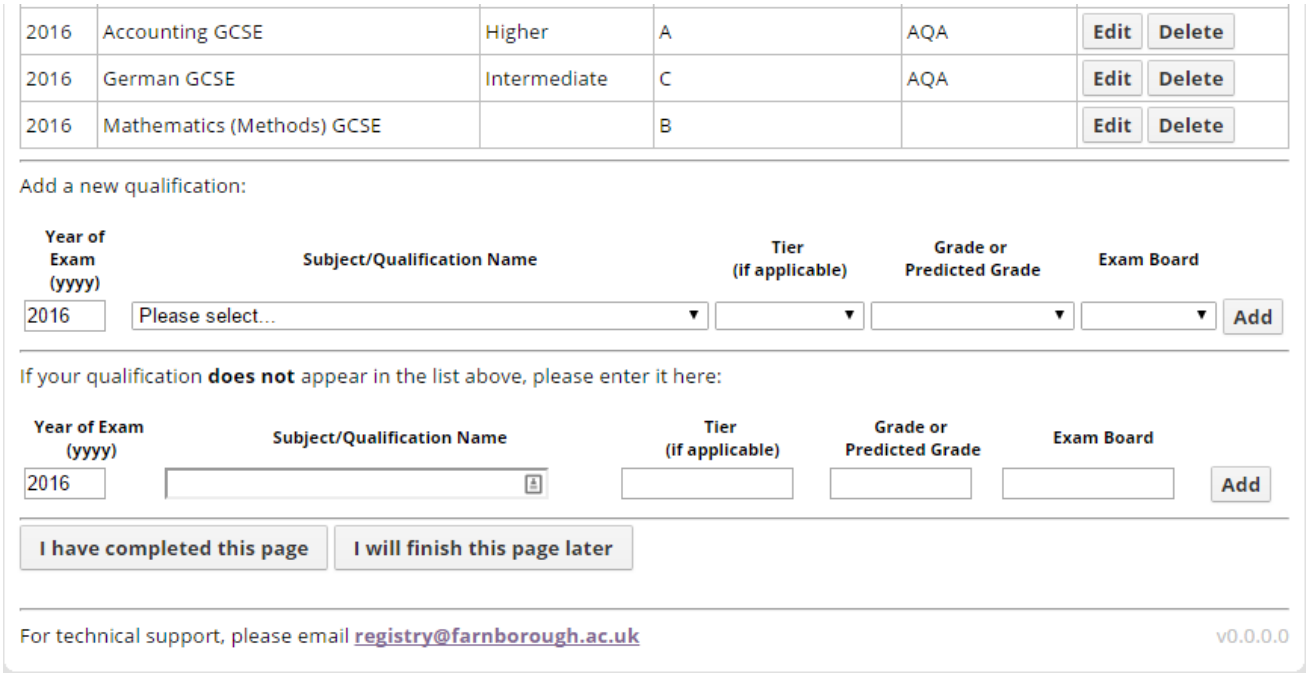
Once you have added all the details, click the **Add** button. The newly added qualification will appear in the list.



To add more qualifications, repeat the process. If you have a qualification which does not appear in the Subject dropdown for example, qualifications from overseas, please use the lower qualification entry form where you can enter the details of your qualification manually into the text boxes provided.

If you need to remove a qualification that has already been added, click the **Delete** button to the right of the qualification. If you need to change or correct a qualification you have entered, click the **Edit** button and update the details.

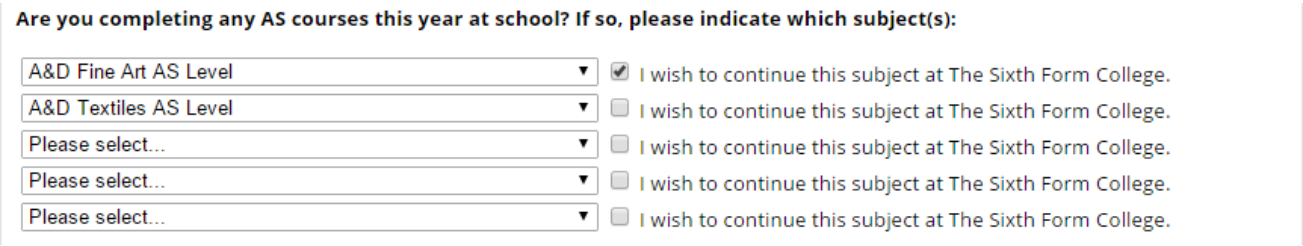
Once you have added all of your qualifications, click the **I have completed this page** button. If you wish to come back to this page later, you can click the **I will finish this page later** button.



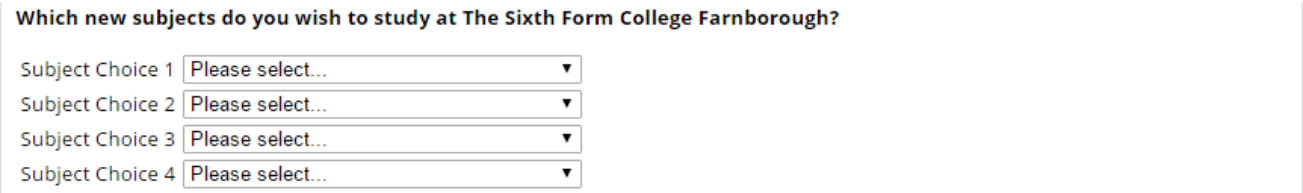
Section 3 – Education

The third page asks about your education and school.

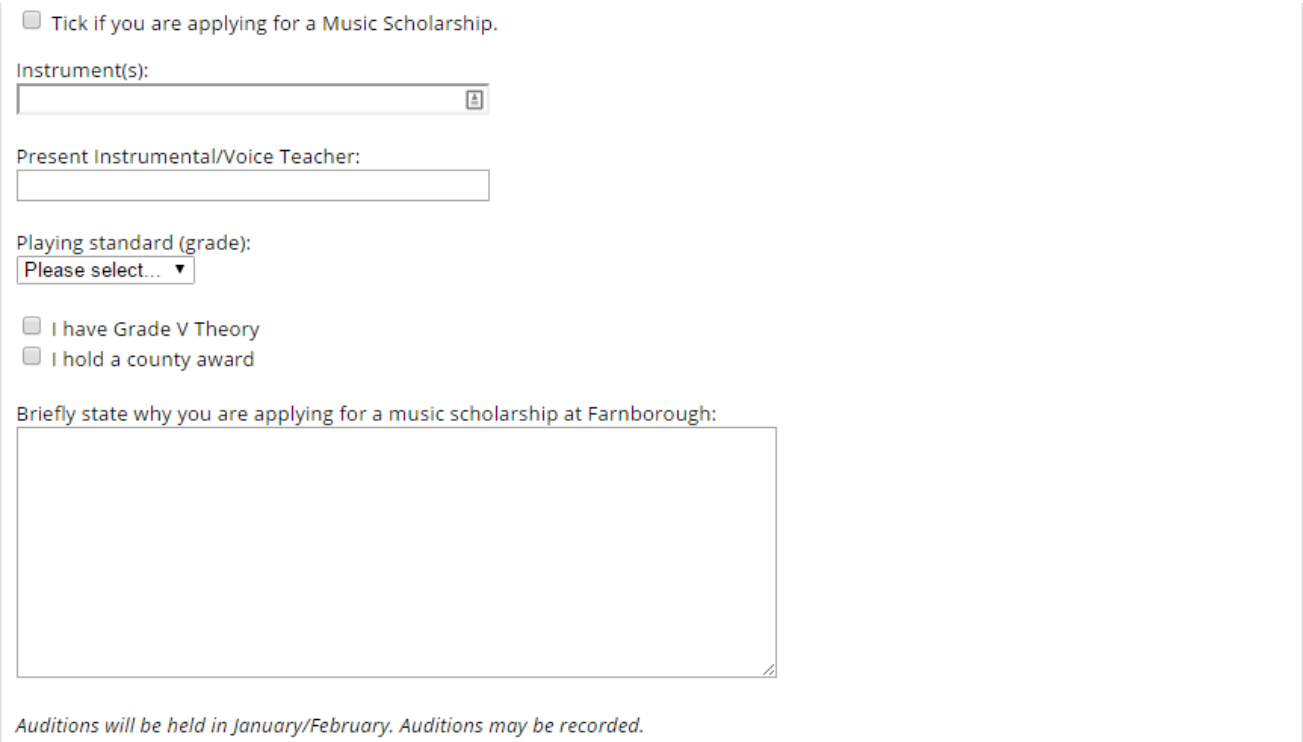
If you are studying any **AS Level** courses, please enter them in the first section on the page and indicate whether you would like to continue studying them at A2 level at the College.



The second part of this page allows you to select which courses you are interested in taking. You must enter a minimum of three subjects (including those you wish to continue to A2). At this stage, we understand that you may be uncertain about which subjects you would like to study. Final course choices do not need to be made until August.

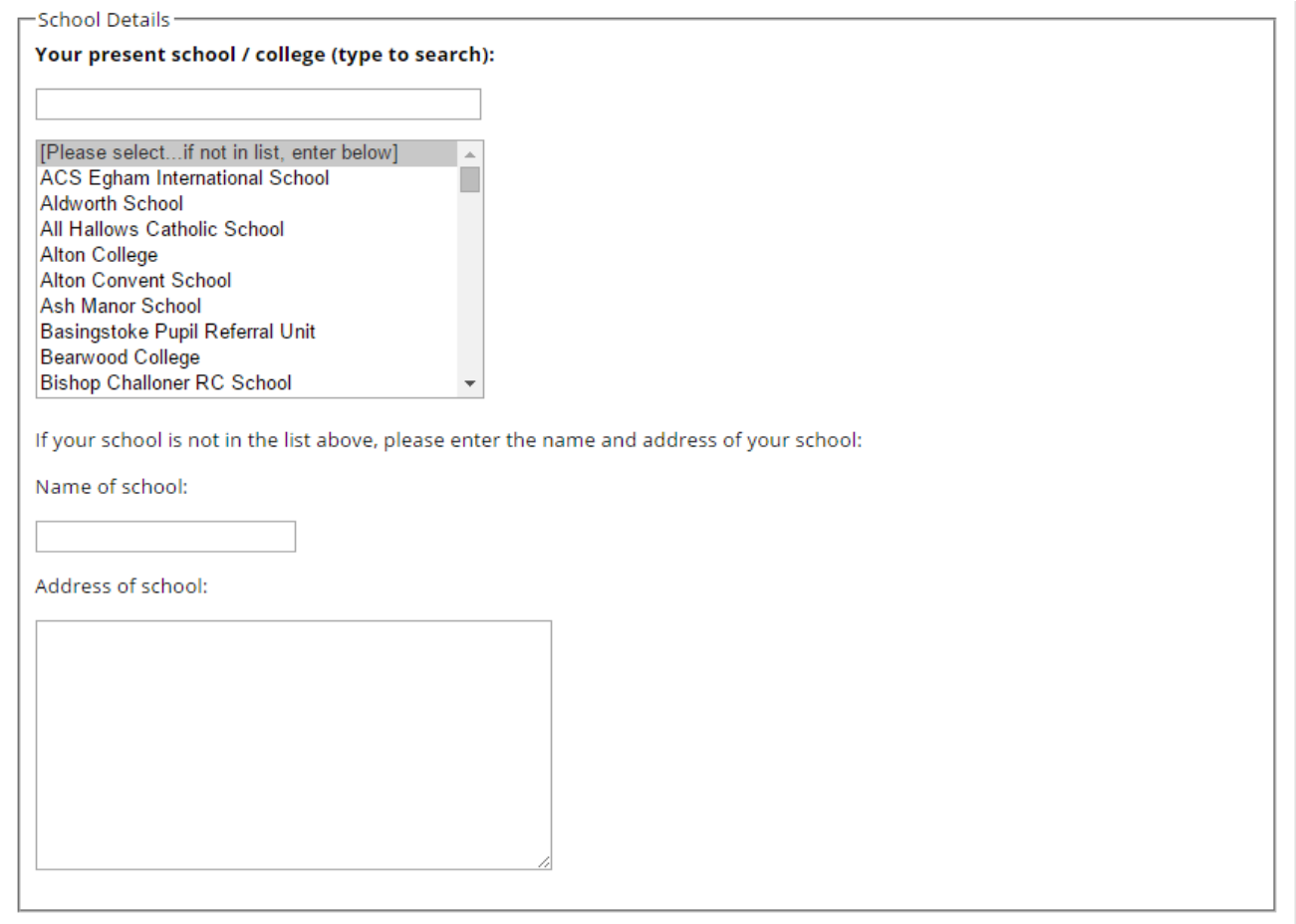


Please also indicate if you wish to apply for a Music Scholarship. If so, you will be presented with several additional boxes to fill in.

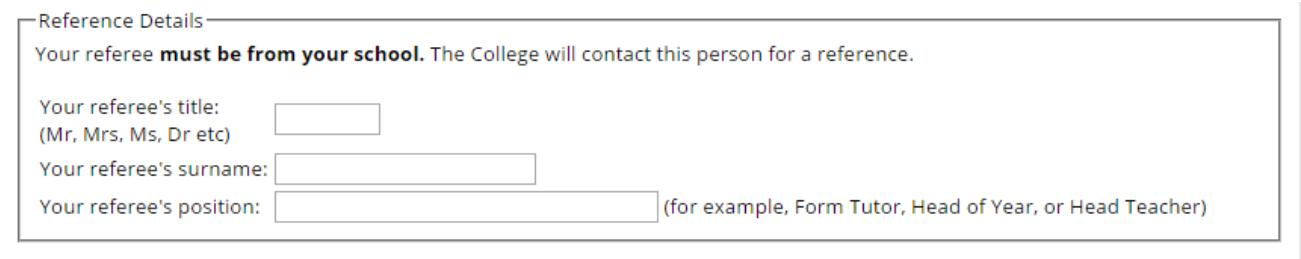


The third section of this page asks you for information about your school. A number of schools have already been provided in a list. If your school is in the list, please select it. You can search the list using the textbox at the top.

If your school is not in the list, please type the name and address of the school in the boxes provided.



Please also enter the name and title of your reference and his/her position in the boxes provided (for example, *Head of Year* or *Form Tutor*).

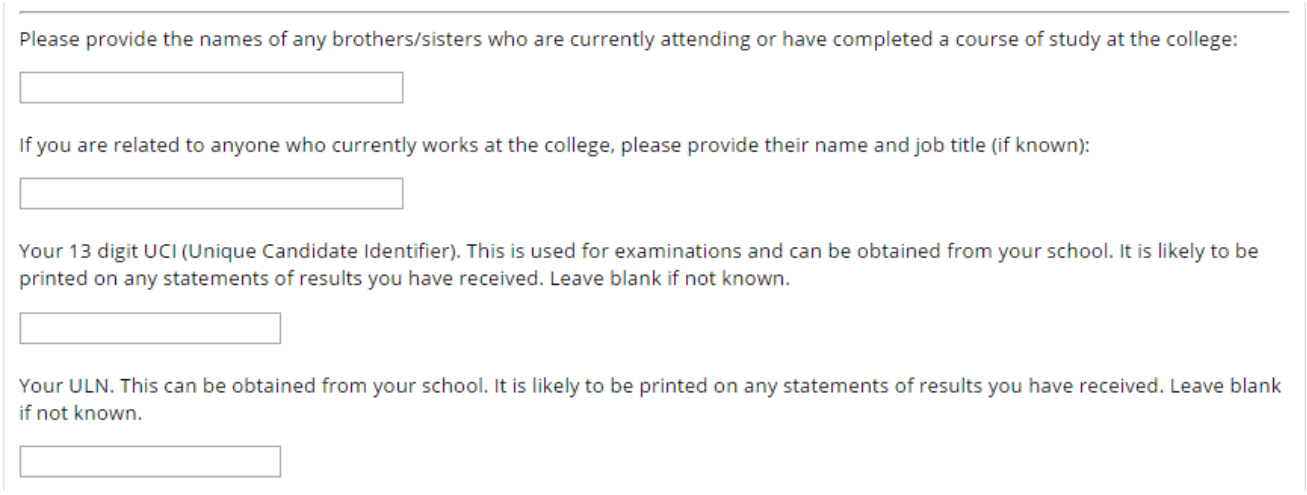


Your referee **must** be someone at your school (such as a Head of Year or Form Tutor). The College will write to your school and request a reference from this person.

If you believe we may have difficulty in obtaining a reference from your school, please post a copy of your Year 10 report to:

The Registry
The Sixth Form College
Farnborough
Prospect Avenue
Farnborough
Hampshire
GU14 8JX

The final section of this page asks for the names of your brothers or sisters who are currently attending the College or have previously attended and completed a course of study within the last five years. We also require your UCI number and ULN.


Please provide the names of any brothers/sisters who are currently attending or have completed a course of study at the college:

If you are related to anyone who currently works at the college, please provide their name and job title (if known):

Your 13 digit UCI (Unique Candidate Identifier). This is used for examinations and can be obtained from your school. It is likely to be printed on any statements of results you have received. Leave blank if not known.

Your ULN. This can be obtained from your school. It is likely to be printed on any statements of results you have received. Leave blank if not known.

Your UCI number is your Unique Candidate Identifier and is required in order for you to sit examinations. Your school should be able to tell you what this number is. If you are unable to find out this number, please leave the box blank. Your school should also be able to tell you what your ULN is. If you are unable to find this out, please leave the box blank.

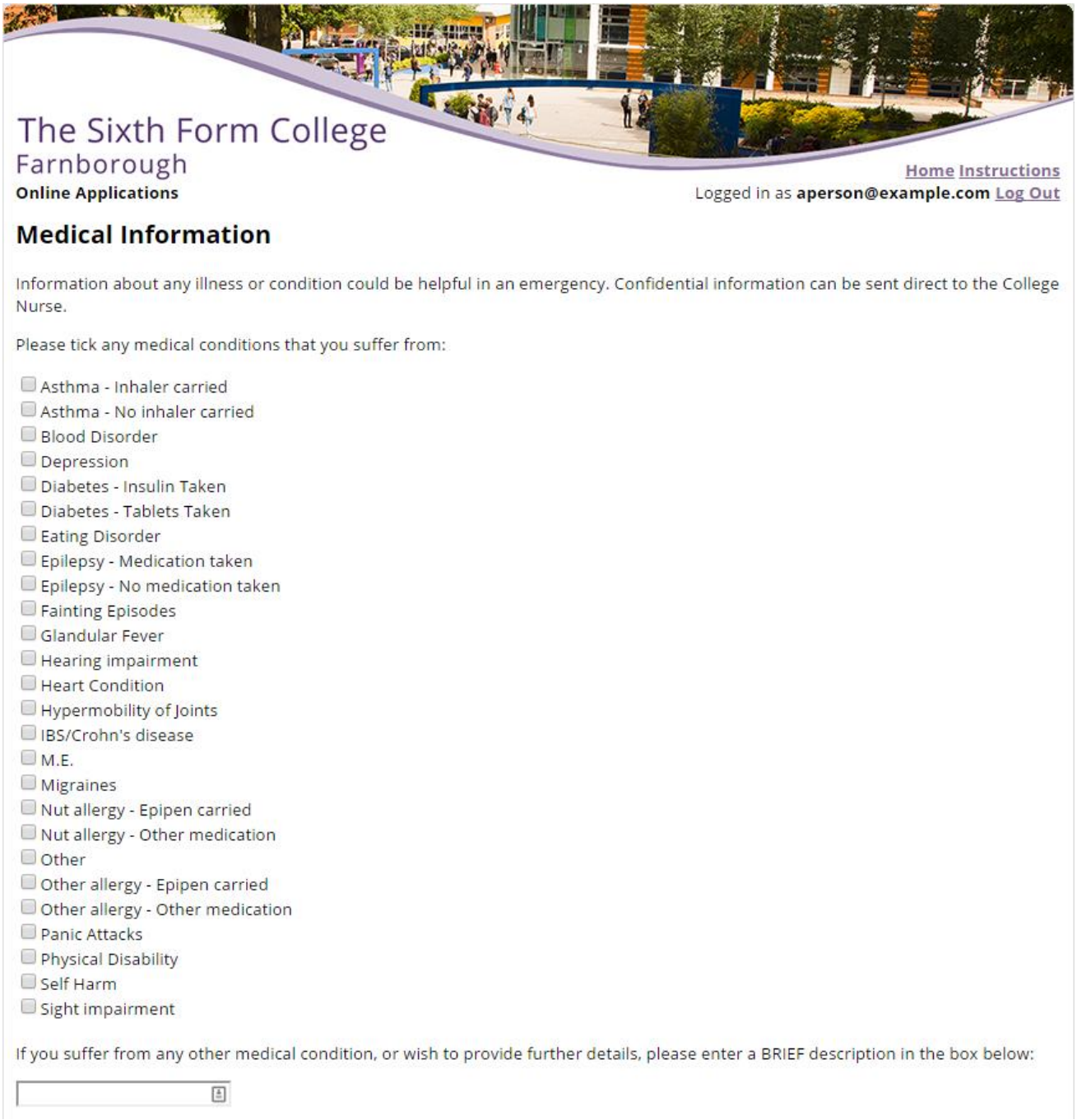
Section 4 – Medical Details

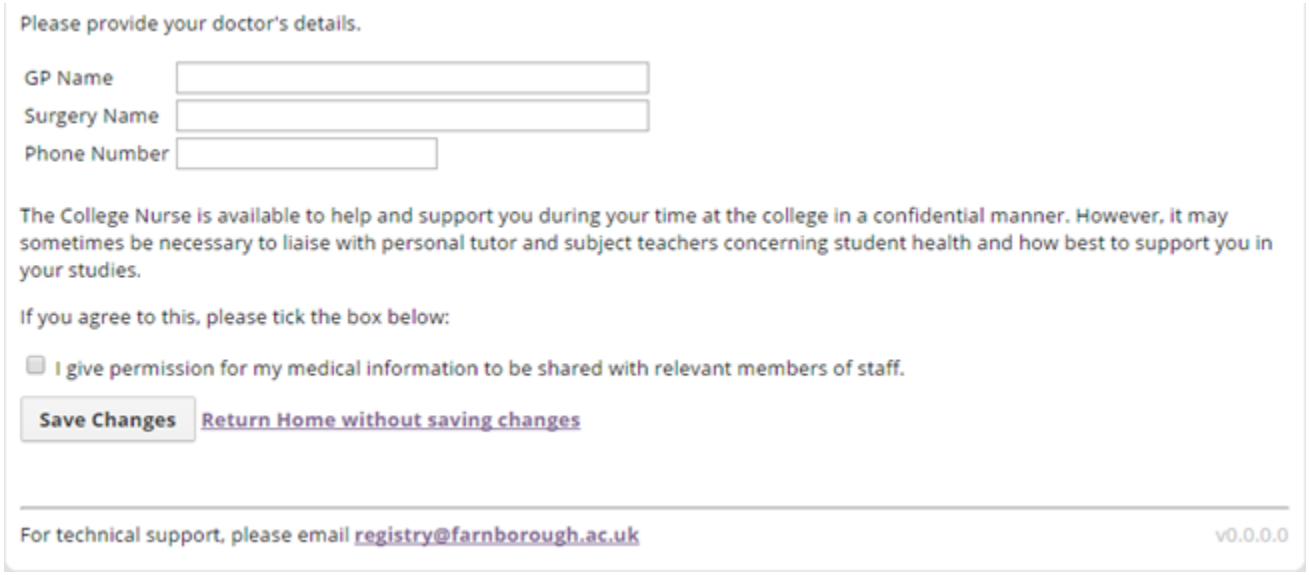
The fourth page asks for any medical information which may be useful to the College Nurse in an emergency. Please tick any of the medical conditions that you have.

If you suffer from a medical condition which is not listed, please enter it in the box towards the end of the page.

The page also asks you for your doctor's information.

If you do not want your medical information to be shared with your Personal Tutor and teachers at the College, please un-tick the box at the bottom of the page.




Please provide your doctor's details.
GP Name
Surgery Name
Phone Number
The College Nurse is available to help and support you during your time at the college in a confidential manner. However, it may sometimes be necessary to liaise with personal tutor and subject teachers concerning student health and how best to support you in your studies.
If you agree to this, please tick the box below:
I give permission for my medical information to be shared with relevant members of staff.
Save Changes
Return Home without saving changes
For technical support, please email registry@farnborough.ac.uk
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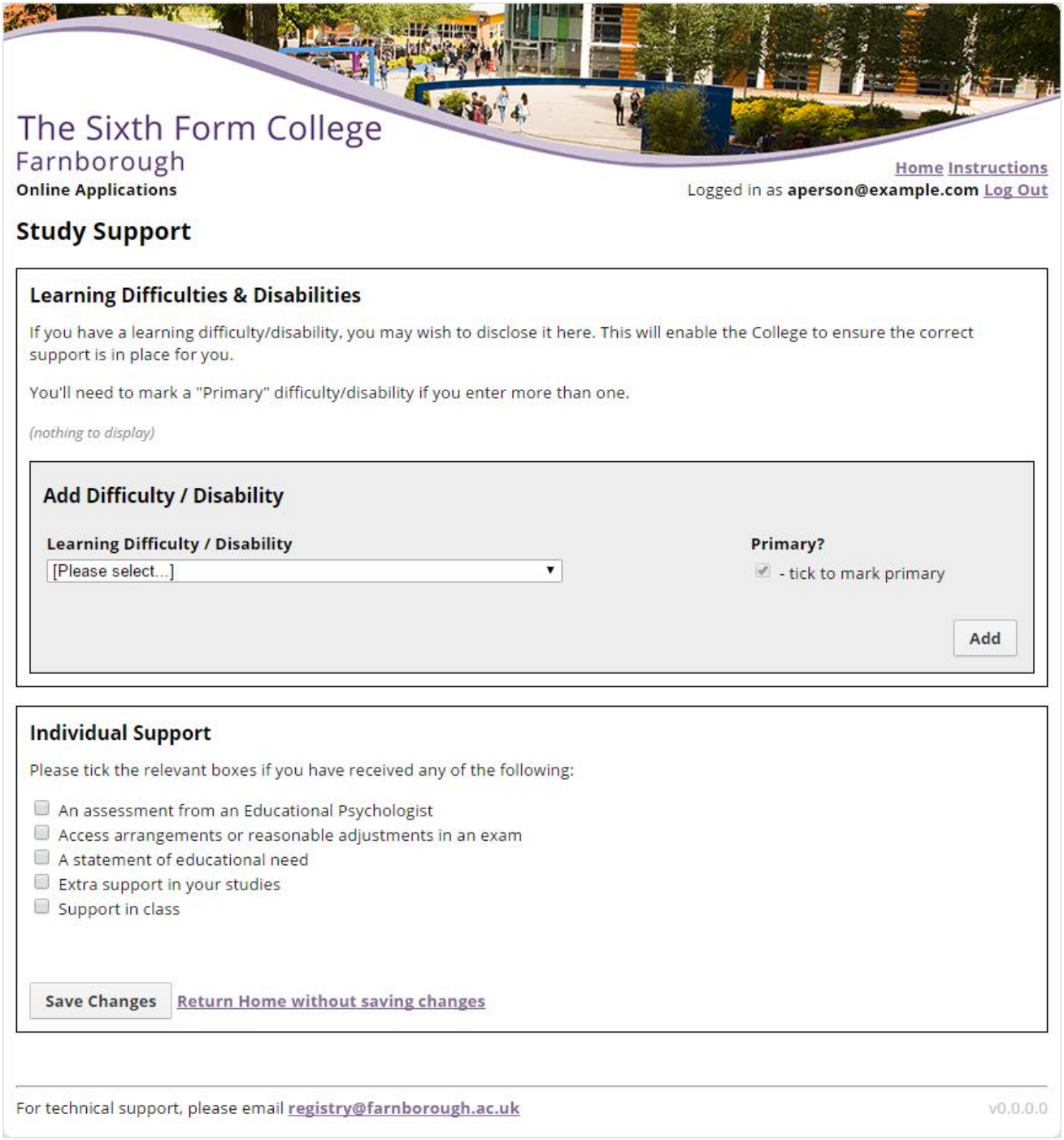
Section 5 – Study Support

This page allows you to disclose any learning difficulties or disabilities that you have, and any additional support you may require.

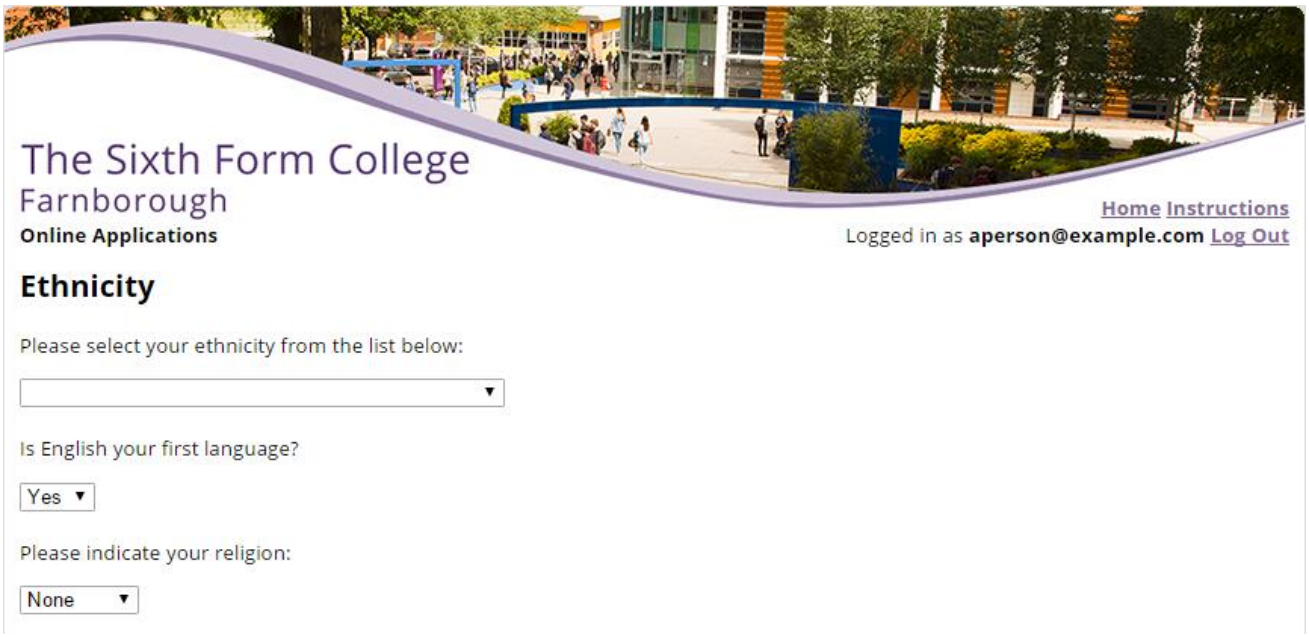


To add a record, select a Learning Difficulty/Disability from the dropdown list and click **Add**. If you enter more than one, you'll need to mark one as "Primary".

Then, in the **Individual Support** section, tick any of the boxes which apply to you and click **Save Changes**.

Section 6 – Ethnicity

The first section of this page asks about your ethnicity. Please select your ethnicity from the dropdown, or if it is not listed, enter it in the box provided. If English is not your first language, please specify which language you speak at home in the box provided. Please specify your religion by selecting it from the dropdown, or if it is not listed, enter it in the box provided.



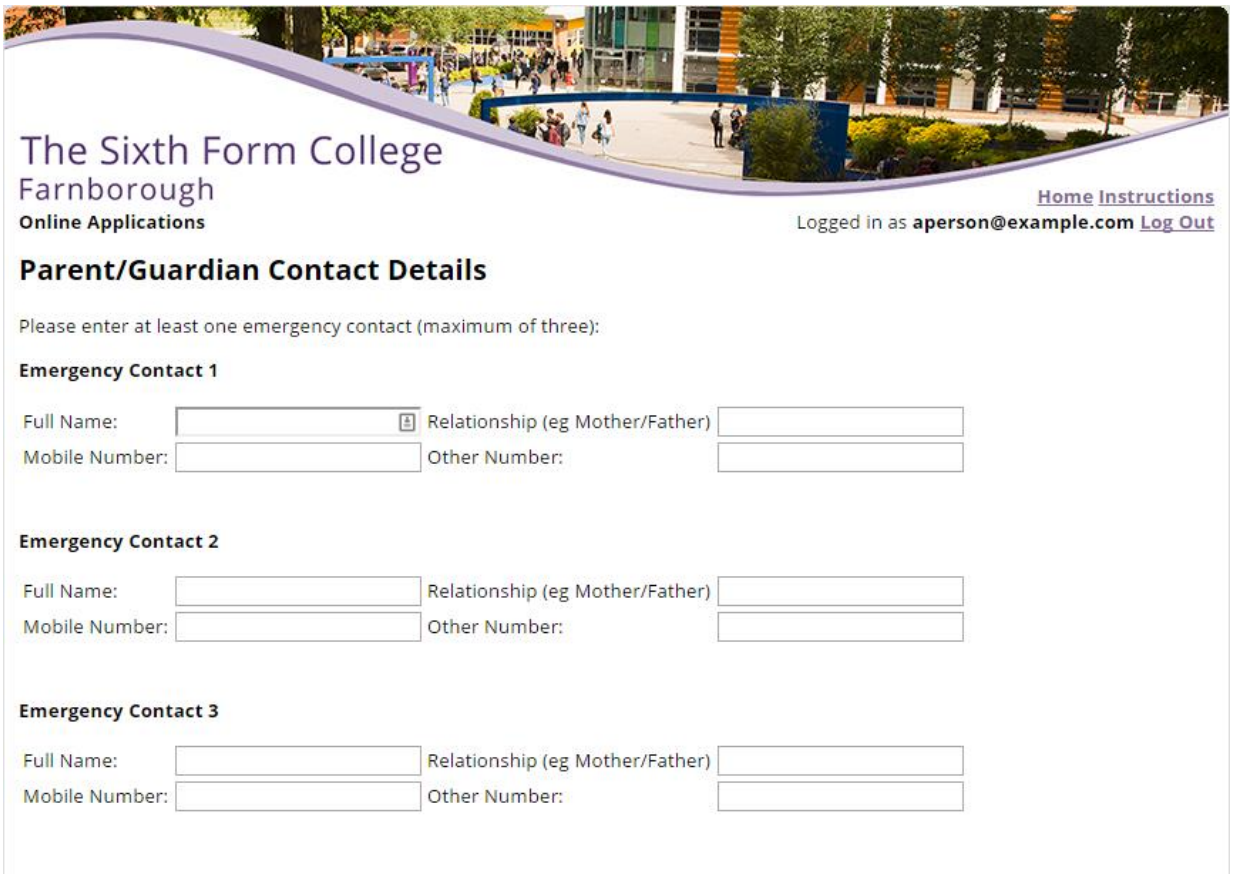
The final section of this page asks about your residency in the UK or the European Economic Area. If you have not been a resident in the UK/EEA for at least three years, please specify the country in which you previously lived and when you entered the UK.

The questions presented change based on the answers you give, so follow the onscreen guidance.

Once you have entered all the required data, click the **Save Changes** button.

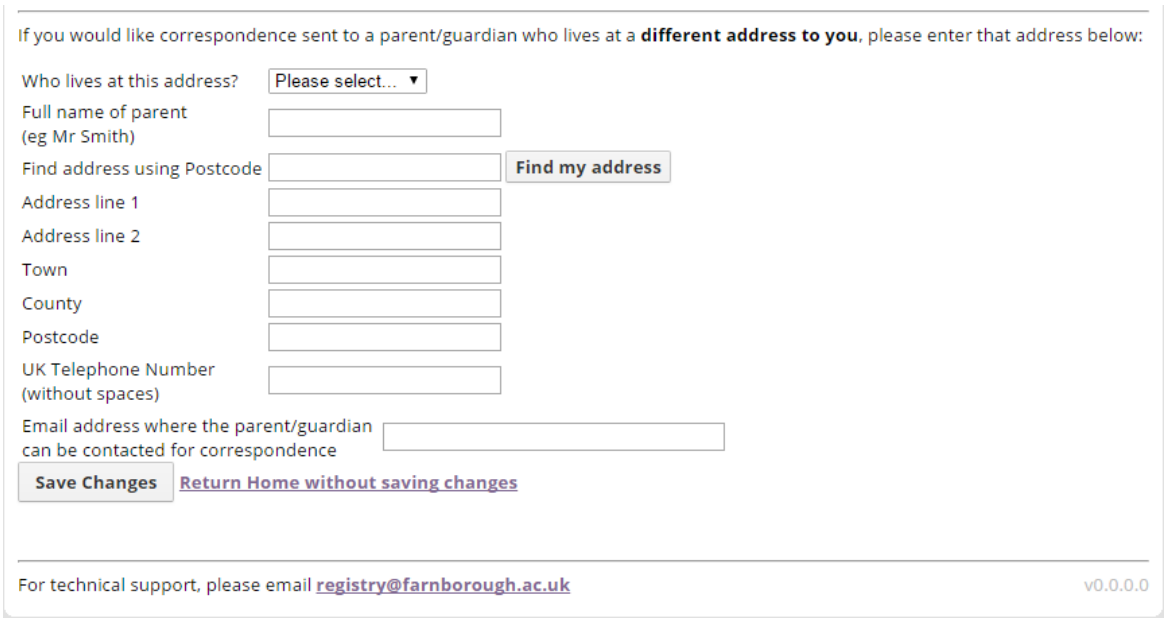
Section 7 – Emergency Contacts

The first section of this page asks you to enter up to three emergency contacts – these people will be contacted in an emergency. Please specify how they are related to you (for example, *Mother, Father, Guardian, Aunt* or *Neighbour*), their mobile phone numbers and another contact number (for example, a work telephone number). You must enter at least one emergency contact.



At the bottom of the page, you may also add a secondary contact address. This should be filled in if you would like a parent or guardian at a different address to receive correspondence from the College.

For example, if your primary contact address is your mother's address, you may also wish your father to receive correspondence from the College (or vice versa).



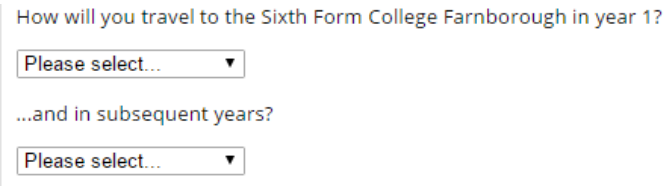
Section 8 – Personal Statement

On this page, you have the opportunity to tell us a bit more about yourself – there are boxes where you can enter the following:

- Your interests and leisure activities
- Why you are interested in taking the subjects that you have selected
- Any personal achievements
- Whether you have done any work experience or had a part-time job.

This page also asks whether you have had a **careers interview** at your school and whether you have attended one of the College's **Open Days**.

Please also enter which method of transport you plan to use when getting to College (for example, by train, by car, walking, etc). If you plan on using a different method of transport in your second year at the College, please specify it in the box provided.



There is also an opportunity on this page to make any additional comments not covered by the previous sections.

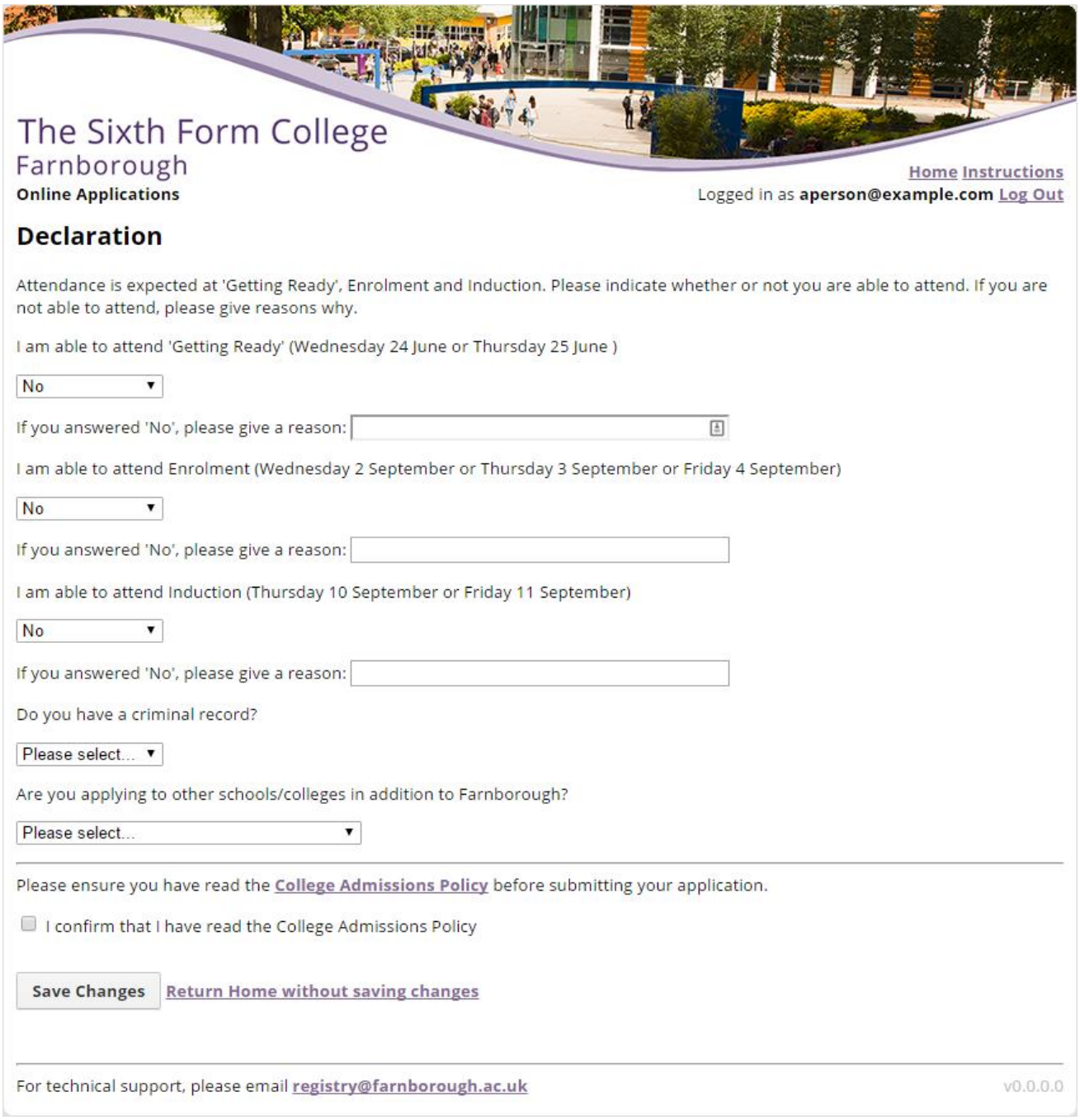
Section 9 – Declaration

All students who are offered a place are expected to attend three events:

- Getting Ready
- Enrolment
- Induction

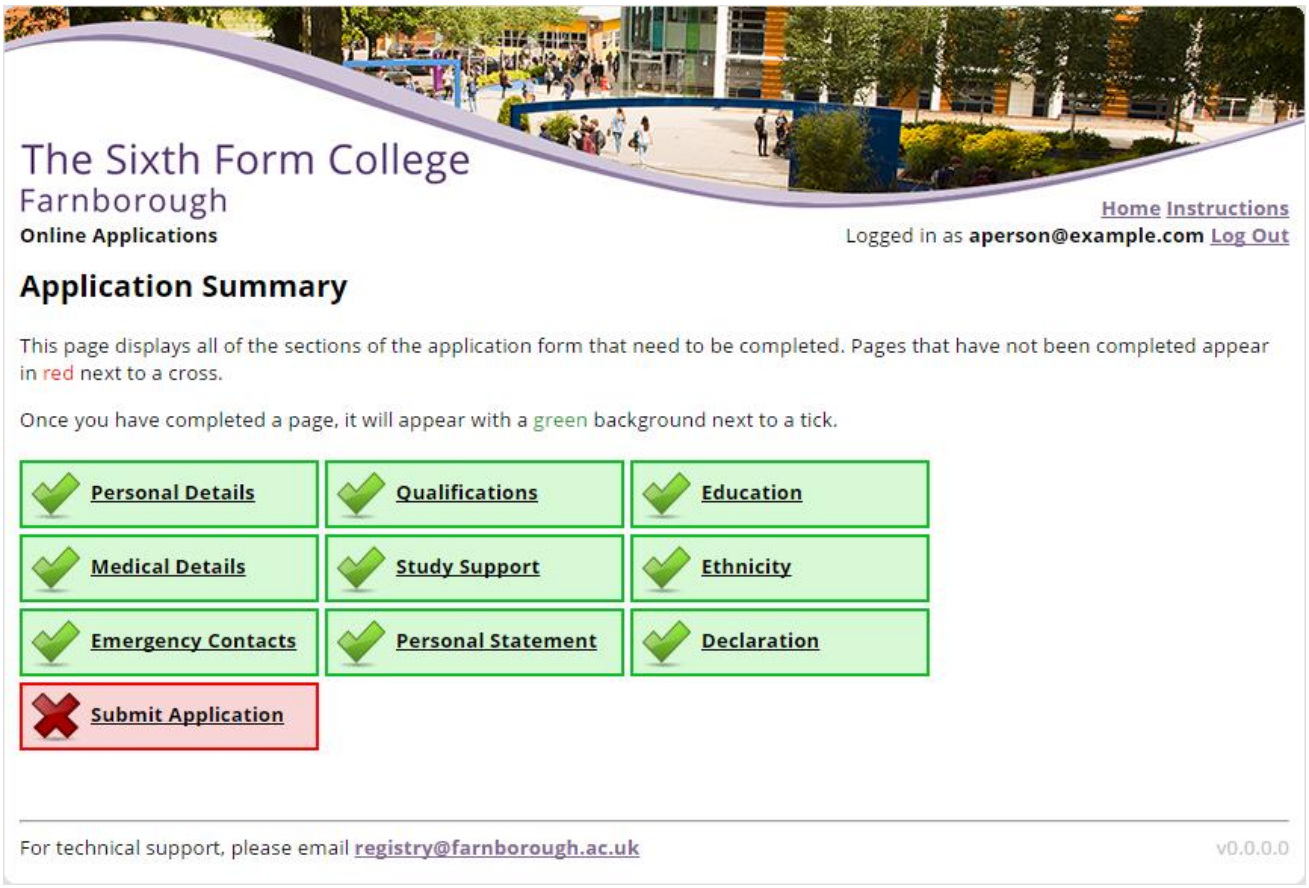
The dates for these events will be listed on the form. If you will not be able to attend these events, please specify your reason in the boxes provided. Please also specify if you have a criminal record, and that you have read the College's admissions policy.

If you indicate that you **do** have a criminal record, you will be asked to provide details of your conviction.

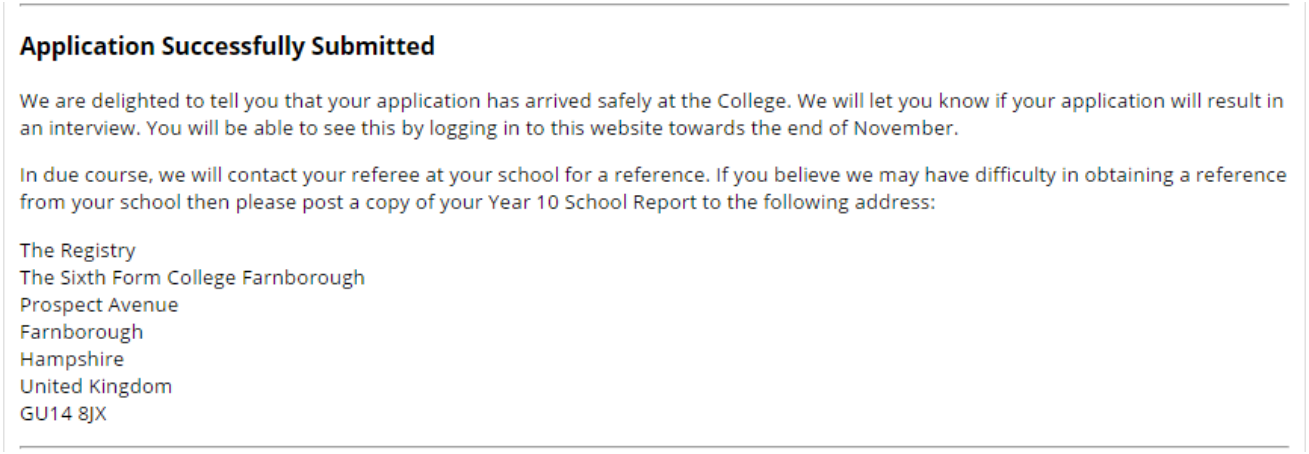


Submission

Once all sections have been completed, they will appear in green on the **Application Summary** screen.



The College will not begin to process your application until you submit it by clicking on **Submit Application**. Once your application has been submitted, the following confirmation will be displayed:



You can log in to view the status of your application at any time by visiting **www.farnborough.ac.uk/apply** and logging in with your email address and password.

If you have any problems, please email **registry@farnborough.ac.uk** or telephone **01252 688216**.

We look forward to receiving your application.