

ADVISER CHECKLIST

Things to remember when your students are applying

1. Make sure your students know the application deadlines and fully understand the entry requirements for the courses they are interested in. We strongly advise that all applications are submitted well ahead of deadlines to minimise the risk of last minute problems. For the 15 January deadline, applications will be considered on time until 18:00 (UK time). However, it is advisable that applications are submitted earlier.
2. Make sure your students understand the relevant tuition fees for the courses they are interested in.
3. Check that all your students have made their applications using your centre's buzzword and not as an individual. This will ensure you can monitor their progress in the adviser portal and any UCAS reports.
4. Check that your students have entered nominated access details if they are likely to want their parents or advisers to contact UCAS or the universities and colleges on their behalf.
5. Check that your students have entered the correct fee code. Refer to the help text in Apply for more information.
6. Check that your students have correctly entered all their qualifications, including the module / unit information where applicable.
7. If your school is using a UCAS invoice to pay for student application fees, make sure you:
 - > only send one cheque – not a mix from applicants and the centre
 - > send the payment within the 30 day terms and conditions. It is your responsibility to collect any outstanding fees from your students.
8. Where possible, complete your references well ahead of the deadline as systems can become busier as deadlines approach and this creates delays.

Things to remember after your students' applications have been sent to UCAS

1. Encourage your students to respond promptly if they receive invitations from universities or colleges to attend interviews, auditions or to provide a portfolio of work.
2. Make sure your students carefully check the details of any offers they receive as soon as possible. If there is something they do not understand they need to contact the university or college immediately.
3. Make sure your students reply to offers by the deadline given in Track. This will only be displayed once they have received decisions from all their choices.
4. If your students change any of the qualifications they are taking, for example A level to AS, they need to complete our **Request to amend qualifications form**, and also update their chosen universities and colleges.
5. If personal circumstances change, for example a student suffers ill health or bereavement, and you think this will affect their performance in exams, contact the universities and colleges as soon as possible. Do not wait until the exam results are published.
6. Remind students to keep their contact details up-to-date at all times. They can do this in Track. Maintaining an accurate email address is particularly important as this is now our primary contact method for reaching students.
7. Reassure your students that it can take some time from when they first apply to when they receive a decision from the universities and colleges, particularly if they have applied before the 15 January deadline. If they have not heard anything and are concerned, they should contact the relevant universities and colleges.