



## APPLYING TO THE COLLEGES

After you have had a chance to investigate what the local colleges and sixth forms have to offer, it will be time to start applying. A list of some local Colleges and their open evenings is attached.

If you are still unsure which College you want to go to, apply to more than one. It does not matter how many applications you make.

If you want to do an Apprenticeship, it is wise to book a College place as back up – there are no guarantees that the Apprenticeship you want will be available in the Worthing area next autumn.

### **How do I apply?**

You will need to use the application forms which can be obtained on line or from the prospectus or collect an application form from the Careers Room. This is open every break and lunch time.

Either apply on line or take the forms home to fill them in, in pencil first, then in ink when you have got everything right.

Make sure that you **and** your parent or guardian has signed them, if necessary.

Return them to the Careers Office (there is a post box by the Careers Library door if the office is locked).

The school will then send your application form to the College with the academic reference which we produce for each of you.

If you make your application on line, please inform the Careers Office so that we can send your reference directly and mark our records accordingly.

### **What course shall I apply for?**

You will need to choose the course you want to follow from the College Prospectus.

Where there are several courses listed in a particular field, and you are unsure which is the right one for you, come to Careers at lunch time and we will help you.



Where there are two areas of study which you are interested in, you should apply for both – you can decide later, provided you have booked a place.

If you are applying for an A level course, but are unsure which subjects to take, write in the subjects box '**To be discussed**'. The College Tutors will help you to decide at your interview.

### **What happens next?**

The Colleges will ask you to attend an interview. This is not to eliminate you, it is to ensure that you have applied for the course which best suits your needs.

After your interview, they will offer you a provisional place and will ask you to confirm that you intend to take it up. Say yes, unless you are certain that you have changed your mind.

When the results are published in August, the College will contact you and give you details about enrolment.

### **When must I apply?**

The Colleges ask us to get all our applications to them by the end of December, but they like to receive them earlier if it is possible – they have a lot of people to interview!

If you miss this deadline, they will still be prepared to take you, but the course of your choice might be full.

BHASVIC and STEYNING applications have to be in by 1<sup>st</sup> December 2017.

**If you need any assistance with regard to College Applications or you do not know which courses to apply for, please come to the Careers Office and we will make an appointment for you to discuss this. We can be found at the end of the Art corridor.**

The Careers Department can be contacted on

[careers@durring.com](mailto:careers@durring.com)

01903 705635