



UCAS Applications for former Exeter College Students

Step 1: Ask your Tutor

You should have spoken to your tutor about a reference before you left college.

However, if you haven't done this, you need to ask your previous tutor if they would be happy to provide a reference for you, **we are unable to accept your application as a college unless this has been confirmed.**

You need to do this via email or phone. If you do not have the contact details of your tutor, please email futuresteps@exe-coll.ac.uk and ask them for this.

Once they have confirmed that they are happy to provide you a reference you can continue to the next step.



Step 2: Link your application

In order to link your application to Exeter College. If you have not already started your application, you will see the option to do this during the registration process.

- There will be a question 'How are you applying?' Click 'Through my school/college'
- Then type in the buzzword: execoll24
- Now confirm Exeter College as your centre.
- Once your tutor has confirmed they are happy to provide you a reference you can choose their name when it asks which group to be put into.

If you have already set up your application but did not link to Exeter College, please follow the next steps:

- Go back onto your UCAS account
- On the white 'Application Status' bar choose 'Link to school, college or centre.'
- Follow the instructions ensuring you link your full application.

Step 3: What happens next

Once your tutor has agreed to provide a reference for you, you've linked your application to Exeter College and you've completed your UCAS application, the next step is to pay and send your application to us.

Once you have paid and submitted your application, there is a 10-working day turnaround for the college to check your application, add your reference and submit to UCAS.

The Future Steps Team will check your application, if there are any issues your application will be returned to you. If your application is returned to you, the 10 working days will restart. Your application is your responsibility, make sure you keep in touch with Future Steps to keep up to date on its progress.



Things to remember:

- If you applied for university in a previous year, you will need to set up a new UCAS account – UCAS resets usernames each year
- The buzzword is – execoll24
- Please remember when you are linking your application you need to be part of the centre. Please do not request reference only, Exeter College will be unable to provide a reference if you do this and we will have to reject the request.
- If you do not know your Unique Learner Number, please contact the Future Steps Team – futuresteps@exe-coll.ac.uk
- Check your emails regularly
- If your application has been returned to you, you do not have to pay again to resubmit your application.