

# HOW TO APPLY



## Full Time

If you're applying for a 'full time' course, you need to apply using a website called UCAS. UCAS are the Universities and Colleges Admissions Service and they oversee applications for most full-time university-level courses in the country.

UCAS have lots of helpful information about how to apply, which can be found [here](#).

If you are currently at 6th Form or College, then a member of staff there is likely to be able to help you with your application – it might be your tutor, a Careers Advisor, or there might be a dedicated staff member to help with university applications.

If you are an adult returning to study, then UCAS have some additional information to help, which can be found [here](#).

## Part Time

If you're applying for a 'part time' course (including the Level 5 Diploma in Education and Training) then you won't use UCAS. Instead, you need to complete a part time application form. Email [university.centre@yeovil.ac.uk](mailto:university.centre@yeovil.ac.uk) or call 01935845454 and we will send you a copy.

If you're not sure if your course is Full Time or Part Time, just get in touch and we'll gladly help.

## When To Apply

Applications open in early September, one year before your course will begin.

In mid-January (about nine months before the course is due to begin) there is a date called the '[equal consideration deadline](#)'. All applications received by this date must be considered equally by universities and colleges.

With the vast majority of courses, Yeovil College University Centre will continue to consider applicants right up until the start of September, provided there are spaces left on the course. For some courses we will continue to consider applicants up until the second week of term. It's worth noting that for some programmes we might stop accepting applications a little earlier (for example, if you're required to complete an enhanced DBS check we need to leave enough time for the DBS to be completed by the time the course starts).

If you are applying for a full time course after 30th June, then you will use a process called '[Clearing](#)'. Clearing is part of UCAS, and it is how universities and colleges fill remaining spaces from July – mid-October. If you're applying after 30th June, we advise you get in touch via [university.centre@yeovil.ac.uk](mailto:university.centre@yeovil.ac.uk) or 01935845454 and we will gladly help you with the 'Clearing' process.

Sometimes, we have programmes that start in January, rather than September. In these instances, information will be published online about the relevant deadlines for application. As with September-start programmes, we will often consider applicants right up until the start of term.

