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*MEMO*

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**DATE:** MAY 2019  
**TO:** Y13  
**FROM:** MISS MUNDAY  
**RE:** UCAS APPLICATIONS POST A LEVEL (PQA) - SEPTEMBER 2019 FOR ENTRY 2020

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If you are in the following categories, please read carefully:

- a) taking a gap year next year – applying in September
  - b) already withdrawn this year from UCAS – reapplying in September
  - c) may withdraw from UCAS – may reapply in September
- Although you will have left RGS, we will remain your UCAS provider and, as such, **all applications must be made through the school.**
  - When you sign on to UCAS, you must enter that you are a member of a school and put in the new RGS buzzword (**contact Mrs Hinsliff in June/July to find out what it is**).
  - When you get to the part where you are asked which group you are, put yourself into **your old form**.
  - Your Form Tutor will write your new reference/update your original. It is therefore essential that you arrange to see her/him as early as possible (**July/September**) to go over any particular points (gap year plans, resits etc) you think we should mention in your reference. If your grades are considerably better than expected and you are **re**-applying, you may wish to recirculate your greens to your Y13 teachers.
  - Do not forget to copy/makes notes from your 2018/2019 application before deleting it as it will make re-entering your Education Section info much easier.
  - If you do not have a previous application and are applying post-qualification for the first time, you will urgently need to circulate greens. Please make an appointment to come into school to see Mrs Hinsliff to discuss your application and fill in greens.
  - Note our RGS internal deadlines for submission:

**Oxbridge / MDVs – Thurs 19 September 2019**

**All other applications – Mon 18 November 2019**

- For any other queries, you should see Mrs Hinsliff in person or email [gch@rgshw.com](mailto:gch@rgshw.com). In the unlikely event that you cannot contact Mrs Hinsliff, please contact Miss Munday [hrm@rgshw.com](mailto:hrm@rgshw.com)