Information for ex-students requesting a reference

Application for Entry 2023

Please be aware that, due to the significantly increasing demand over the last few years, the college regrets that the procedure outlined below is the **only** way we can provide a reference for ex-students (i.e. those not currently enrolled at the college). **Applicants should note that the college can only provide this reference service for students who have left college within the last three years**.

You are advised to read these instructions fully and carefully **before** starting the application process.

1. Register on the UCAS site as an **independent applicant,** and complete your form apart from the reference section. It is crucial the form is **complete** before the reference is provided.

2. Email **angela.conway@tcg.ac.uk (if an ex-Marple student)** or **helen.priest@tcg.ac.uk (if an ex-Cheadle student)** informing us that you will be requesting a reference, as well as detailing your FULL name (as it appears on your birth certificate), campus, D.O.B., current address and former tutor(s). Please give as much information as you can about:
   - The courses you are applying for; what they are and where they are;
   - Any qualifications you have taken since leaving the college;
   - Any activities/employment you have undertaken since leaving the college;
   - You MUST also attach a copy of your completed personal statement.

   Providing that you supply the college with ALL the information listed above the college will then promptly complete your reference. If anything is missing it *__WILL__* delay your application.

3. When your UCAS form is complete (apart from the reference), go to the options section and click on the link "**Request a reference only from a registered school, or college**". You will be asked for the college buzzword which is **cheadle23**, or **marple23** – depending on which campus you previously attended. You **must** use the **"reference only"** link; any other route **will be automatically declined by the college** which will then delay your application.

Deadlines: We must also impose a further deadline requiring that ex-student reference requests are received at least 10 working days before any UCAS deadline (please see UCAS website for deadlines), otherwise the college will not be able to guarantee the deadline being met.