

GLASGOW KELVIN COLLEGE ADMISSIONS

Guide to Admissions

**How do I apply?
What happens next?
How long will it take?**

**..and everything else
you need to know
about our application
process.**



THE FOLLOWING GUIDE WILL EXPLAIN HOW OUR ADMISSIONS PROCESS WORKS AND SHOULD ANSWER ANY QUESTIONS YOU MAY HAVE.

Applying

I am unsure which course is the right one for me. Can I speak to someone to get help?

Yes, our Guidance team will be able to help you if you require course information or further advice on careers options before applying. You can contact them on guidance@glasgowkelvin.ac.uk

How do I apply?

Applicants can apply online at www.glasgowkelvin.ac.uk

If you have applied previously, please use the email address and password from before. If this is your first time applying, you will need to create an account and this will allow you to choose a maximum of two courses. Our eight-step guide to applying online is available online at the www.glasgowkelvin.ac.uk

When can I apply?

The website will be open from 17th January 2018 for most courses. If there is no "Apply" tab then the course is not accepting applications. For further information on our courses, please contact the Advice, Guidance & Learner Support department at guidance@glasgowkelvin.ac.uk

How long will it take the college to respond to me after I submit my application?

This should normally take no more than four weeks, however, some courses may take longer than others dependent upon demand and interviewer timetables.

How long will it take the college to advise me of a decision after attending an interview/assessment event?

This should normally take no more than two weeks, however, please allow three weeks before contacting us.

How will I be contacted?

Your online application will be updated, and we will send you correspondence by e-mail. **Please ensure you supply us with an up to date e-mail address.** If you need to change your registered e-mail address you can do so by logging on to your account. **Please check your e-mails (including junk emails) regularly.**

The Interview/Assessment Event

Can I reschedule my interview?

Yes. This can be done by logging on to your application and, under the “My Applications” tab, you will be able to update the request. Please be aware: **if demand is high then there is no guarantee that you will be offered another interview.** You should make every effort to attend your first interview.

What should I bring along to my interview?

Any interview preparation requirements will be detailed clearly on your interview invitation. Additionally, it is always useful to bring along copies of your qualifications and references, if required for the course (see course description on website). **Please ensure you come to the correct campus as detailed on your interview invitation.**

What can I expect at an Interview/Assessment Event?

Depending on the course applied for, your interview/assessment event can take from 30 minutes (e.g. Care) to 4 hours (e.g. Sports). Some interview/assessment events may require a written test or completion of a practical task. We will inform you of the outcome within two weeks of your interview.

What if I am offered a waiting list place after my interview?

If there are too many applicants for the course you apply for you may be issued with a waiting list letter. We will write to you and inform you if places become available. Please note that this can often be as late as August. If you have an offer and do not plan to take it, please let us know in order that we can offer it to someone else from the Waiting List.

I've not heard back yet? What is the status of my application?

You should check the status of your application via your on-line account. Some Faculties may take longer than others to arrange interviews, so please bear with us as demand can be very high. **Please allow at least a couple of weeks beyond the published timelines before contacting us.**

What if I am a current student at Glasgow Kelvin College?

You are not required to apply on-line and your Faculty should have already discussed your options with you in December/January. You should also speak to your Class Tutor or Curriculum Manager for further advice.

When will I find out about Funding?

You will receive a presentation on funding at your Interview/Assessment Event and be provided with relevant literature. You will also receive funding information to the email address which you provided on your application form. If you would like to discuss your funding, you can do so at the following email addresses;

bursary@glasgowkelvin.ac.uk - contact for Bursary enquiries

studentfunding@glasgowkelvin.ac.uk - contact for Childcare & Discretionary

Technical Questions & Issues

Why am I unable to register online/receiving a 'Server Error' message?

If you are unable to register or receive a 'Server Error' message, this is usually due to your email address already being registered on the system. Please click the password reminder link and your password will be emailed to you within thirty minutes. You can then log in using the existing email address and update your details. If your problem continues, please send us an e-mail at admissions@glasgowkelvin.ac.uk

Why am I unable to log in even if I have the right password?

For security purposes, your online account will be locked if you attempt to enter your password incorrectly three times. **You can request a password reminder** which will also unlock your account. If you still have difficulties you can contact us by emailing admissions@glasgowkelvin.ac.uk with your name, email address, date of birth and postcode.

What if it says "session expired" when I am applying?

This can happen when a webpage remains open for a long period. This is due to students typing their personal statement while remaining on the page. If this happens, the application will not be sent. If your personal statement is more than 100 words you may wish to type it beforehand on WordPad, MS Word or any word processing software to avoid losing the data. You can then copy and paste it to the online application.

When do I start, enrol and receive my timetable?

Generally, our courses start in late August and enrolment begins early July where timetables are issued. We will contact you around this time. If you have any queries, please email admissions@glasgowkelvin.ac.uk.