

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 at 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 you cannot remember your password please select password reminder and input your email address. 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 at www.glasgowkelvin.ac.uk

When can I apply?

Applications will be open from 15th January 2020 for most courses. The website is available all year round to allow you to view our course descriptors at any time in preparation for submitting your application. 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 team 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/event?

Yes. If after booking your interview you require to reschedule, please email admissions@glasgowkelvin.ac.uk. 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 booking.

What should I bring along to my interview/event?

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?

Admissions is open to current students from **9th December 2019 – 10th January 2020**. Please go to the College intranet and submit your application via the Internal Admissions tile. If you do not submit your application during this timeframe, you can still apply via the College website from the **15th January 2020**.

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

supportfunding@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 5-10 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 (please allow at least 20 minutes before retrying). 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 could be 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. If your application is successful, we will continue to be in touch to provide all the relevant information relating to enrolment, welcome events and all other important information in preparation for starting your course.