



Student Loans Company: <http://www.slc.co.uk>

UCAS: <http://www.ucas.com>

Hugh Baird College Student Services Tel: 0151 353 4444

Hugh Baird College website: www.hughbaird.ac.uk

Other useful contacts:

Email: admissions@hughbaird.ac.uk

Tel: 0151 353 4654

Admissions Team:

understand something, please contact our

If you have any questions or do not

Further Information

Hugh Baird
UNIVERSITY CENTRE



Applicant Guide

See website for details

**Why not
come to
one of our
open events
and see for
yourself
what we are
all about**

how to apply

We have a dedicated team of staff on hand to help guide you through the admissions process, from selecting the right course for you, to completing your UCAS application and applying for financial support.

Choose your course

With so many courses to choose from, deciding on the right one can be daunting. If you're not sure about your options, or need more information before making your decision, contact us first. We offer a range of information, advice and guidance that will help you to make the best and most informed choice possible. Book an appointment to speak to one of the Retention and Progression Team who will advise you how to research your course selections and will guide you through the application process.

Application

Students applying for full time university level courses must use the UCAS online application system at www.ucas.ac.uk (except when applying for professional courses including teacher training - please see Applying for Professional Courses section below).

The date that your application needs to arrive with UCAS depends on your university and course choices, so you will need to check the application deadlines to ensure you apply before the deadline date. Note: If you miss the deadline date, don't despair, contact us immediately and we'll advise on your next step.

Once you register on the UCAS site, keep a note of your login and password.

To apply, you will need our Institution Code: H65, along with the UCAS Code for your chosen course - you can find this on the course pages of our website.

Your completed application is then sent from UCAS to the universities and colleges you have chosen. If you need help with the application process, come and talk to us.

You can apply to study our university courses on a part-time basis via our online application form at www.hughbaird.ac.uk.

Offers

When we receive your application from UCAS, we will write to you to invite you to attend an interview. After considering your application and interview, we will contact UCAS with our decision.

UCAS have an online tracking system, called Track, which will regularly be updated throughout the application process. Keep checking this and make sure you reply to the offers you receive. You should also receive a letter from both UCAS and ourselves with confirmation of any offer made.

What to do next

If you are accepted, UCAS will send you a letter of confirmation. If your grades are higher or lower than expected, or if you change your mind, there are other options available. Check Track and look for course vacancies on the UCAS website to find an alternative place, or come and talk to us.

UCAS receive some exam results and send them to the universities and colleges. For others, you may need to send your results to your chosen universities yourself.

And Finally...

You need to make sure you have everything ready, such as accommodation, finances, travel arrangements, books and equipment required for the course. If in doubt about any of these things, contact us for help.

Applying for Professional Courses

Anyone wishing to apply for the Diploma in Accounting, or any of our teacher training courses, should apply directly to the Hugh Baird University Centre. You can do this by either using our online direct application facility at www.hughbaird.ac.uk/university-centre or by requesting an application form from our Student Advice Team on 0151 353 4444.

As with any of our other university level courses, if you're unsure about your options, need more information or advice before making a decision, or would like help completing your application, contact our Retention and Progressions Team for assistance.