



St. Malachy's College
36 Antrim Road, Belfast BT15 2AE



September 2022

St. Malachy's College UCAS Reference Procedures for Past Pupils: September 2023 Entry

The following information is for past pupils who intend to make a UCAS application for 2023 entry and who wish to request a reference from the College.

Please note that as a past student you will be applying as an independent candidate – not as a student affiliated to a school – so you will not need a buzzword this year.

Below is the relevant extract from the UCAS website. This is found on the UCAS website as follows:

Home>UCAS>How to get a UCAS Undergraduate reference>How to choose a referee

*'... if a tutor, trainer or employer is happy to provide a reference, **add their email and phone number to the reference page of your application, then click 'Ask referee to complete reference.'** We'll email them a link and password to the reference page, and we'll ask them to confirm their identity before writing it...'*

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To arrange your reference from the College:

- Contact the Head of Senior School Mrs N McAlister by email (nmcAlister341@c2ken.net) to *formally* request a reference. Your request should be made **before the end of November 2022. (For early applicants – before the end of September 2022.)**
- Provide details relating to your final A'Level grades and your AS grades. Indicate if you are retaking any modules or taking new qualifications.
- State clearly the courses and the universities you are applying for and indicate the grade requirements for each.
- Explain why you have chosen to apply to UCAS this year (as opposed to last year) and provide any additional relevant information relating to what your plans are for this coming year (repeating exams, employment, travel, other experiences etc)
- As you may be invited to attend an interview to discuss your application in person please provide full contact details (address, phone number, email, etc)
- When your reference is complete you will receive an email from UCAS and a red tick will appear in the reference section of your on-line application. You can then pay and send your application to UCAS.

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Further Information: Recording Resits:

The following information is for past pupils who are making a UCAS application AND who are repeating modules BUT who are not attending a different school or College to do this.

i.e. past pupils who are studying independently and who plan to use St Malachy's College as an exam centre.

To allow you to record that you are re-doing modules (A'levels) you need to 'Add an Institution' (St. Malachy's College) in the Education section of the application.

However, this time you need to indicate that you are attending 'Part time' during the year 2021-22.

You will then be able to enter A'Level subjects to be awarded in 2022 with the grade recorded as 'pending'.

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Principal: Mr Paul McBride MA, MEd, B.Mus, PGCE, PQH (NI)

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