

## FAQs



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### **1. I'm not sure which course to apply for?**

You need to ensure that the course you apply for is the right one for you. You should be interested in the subject and the course must be at the right level for you. If you would like discuss course options or need help to make your course application, please contact the course information team on 0131 660 1010 or at [courseinfo@edinburghcollege.ac.uk](mailto:courseinfo@edinburghcollege.ac.uk)

### **2. When can I apply?**

Full time courses starting August 2017 are open now and will remain open for applications unless the maximum number of applications has been reached before that date.

National 5s, Highers and part-time courses will be open for application on 1<sup>st</sup> March 2017. These courses will appear on the web site at the end of January. If you are interested in applying complete the data capture form and we will contact you when the courses are open for application. Some courses fill up quickly so the best way to ensure that you are successful in getting a place is to apply early.

### 3. How do I apply?

For most of our courses you should apply online. Once you have chosen a course you would like to study, find the entry on the College website and click on the “Apply Now” button.

If you have not applied online before you will need to register your details. To do this you will be required input your name, date of birth, a valid email address and create a password. It is vital that you take the time to enter these details accurately as they will be required to access your application. Any correspondence or offers from the College will be sent to the email address that you enter.

Please take time to fill out the form **as accurately and fully as possible**. You don't have to complete the application all at once. You can return to it later using your login details.

### 4. I'm from outside of the EU. How can I find out more about studying at Edinburgh College?

If you are from outside the EU and are interested in studying at Edinburgh College please contact our international team on **international@edinburghcollege.ac.uk** or call **0044 (0)131 559 4646**.

### 5. I don't have a computer. How will I apply?

We encourage applicants to make their course application online. Applications for funding for full-time courses are also made online. We have computers available for use at each of our Campuses so you can drop in when it suits you and we can provide advice and guidance to help you with your application.

#### How many courses can I apply for?

Only one full time application per person will be accepted but you can apply for up to 3 part time courses.

### 6. I can't remember what qualifications I got at school.

You should include details of all of your current qualifications wherever possible. If you can't remember or have lost your certificates, you can register at **www.mysqa.org.uk** to access your information.

### 7. What do I put in the section headed Information in Support of my Application?

In this section, please tell us

- why you have chosen this course
- what skills and experience you have
- give details of any training schemes, work, parenting, caring and other information that might be relevant to your application.

## **8. I've completed an online application. What happens now?**

The Admissions team will send you an email acknowledging receipt of your application. They will review your application who will contact you by email. Emails will be sent to the email address you gave us

## **9. Can I track my online application?**

Yes, using your login you can track the progress of your application.

## **10. Interview Preparation**

- Get there on time! Double check which Campus you are to attend for interview
- Wear something smart to make a good impression
- Find out as much as you can about the College and the course you have applied for before you arrive – but remember the interview is YOUR opportunity to find out more about the College and the course
- Take along a list of questions you want to ask
- Be ready to tell the interviewer about why you have chosen this course, what you have been doing before coming to college and what you hope to do after your course
- Let the interviewer know if you think you will need any extra support while at College
- Call in to Course Information when you come for your interview to ask any questions about the funding available to you while you are at College or if you need to find out about help to pay for childcare

## **12. I didn't get in to the course I applied for. Can I find out why?**

Contact the Student Records Team who will be able to advise you. They can also put you in touch with the member of the Course Information Team who can give advice on alternative study options.

## **13. I've been offered a place on a course. What happens next?**

Congratulations! We look forward to welcoming you to Edinburgh College. Don't forget to apply as soon as possible for funding. If you're not sure what funding is available to you, call in to Course Information as soon as possible. More information on funding can be found at [edinburghcollege.ac.uk/Student-Life/Student-Funding-AndFees](http://edinburghcollege.ac.uk/Student-Life/Student-Funding-AndFees)

We will be in touch by email near to the beginning of term to ask you to come in to a Welcome Event to formally enrol and find out everything you need to know about starting your course at College. You will also have your photograph taken for your Student ID Badge. Don't forget that the College is open over the summer, so if you have any questions about your course or funding, please call us and arrange to come in to see an Advisor.