Completing the Offer Form

Step One
Complete your personal details and then click Next.

Personal Details

Student Reference Number (6 digit number found in your email)
65332

Title *	First Name *	Surname *
Miss	Example	Example

Date of Birth *
14/09/1989

Email *
test@example.com

Email (enter again) *
test@example.com

Next

Step Two *(this step will only appear if you are aged 17+)*
Input your English and maths grades

Education History

Qualifications

Please select your GCSE/O Level English, GCSE/O Level Maths grades or your functional skills results from the drop-down options below. If you do not have a qualification in these subjects please select 'no prior qualifications'.

English Qualification *
GCSE/O Levels

English Grade *
7

Maths Qualification *
GCSE/O Levels

Maths Grade *
8

Then upload your proof of qualifications. Select the type of evidence you are uploading from the pick list and save the document in this format: First Name, Surname, ID e.g. Stephanie Hurst 255219.

Upload proof of your qualifications

Please select type of evidence and upload a photo/document of your results and/or certificate. You can upload more than one photo/document if you need to.

Please select the type of evidence you are uploading from the pick list and save the document in this format First Name, Surname, ID e.g., Stephanie Hurst 255219

Type of Evidence *
Certificate

Select choose file and then select upload to upload your documents
(Maximum File Size 4MB - Only JPG, JPEG, GIF, PDF allowed)
Choose File No file chosen

Upload

TYPE OF EVIDENCE	ATTACHMENT	REMOVE
Certificate25/06/2024 10:55:29	Stephanie Hurst 255219.png	X

Next

Back

Make sure you click the Upload button once you have chosen the correct file. Your file should then appear in the table above the Next and Back buttons.

Once you have uploaded your evidence, click Next.

Step Three *(this step will only appear if you are aged 17+)*
Complete your employment history. Then click Next.

Step Four
Upload a photo for your Student ID card. Follow the guidance on the page for the type of picture you need to upload.

Once you have chosen the file, **you must click Preview** to ensure your photo is oriented the correct way round. Once your happy with your photo, click the **Upload** button.

On the same page, you will also need to complete the Car Registration details if you are intending to drive to college and park on campus. Once completed, click Next.

Step Five
Upload one piece of Identification from the list provided.

Select the type of ID you are uploading from the pick list and save the document in this format: First Name, Surname, ID e.g. Stephanie Hurst 255219.

Make sure you click the Upload button once you have chosen the correct file. Your file should then appear in the table above the Next and Back buttons.

Once you have uploaded your ID, click Next.

Step Six
Read the Declaration and fill out the Consent section at the bottom of the page. Then click Finish & Submit. Your Offer Form is then completed.