

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 *
Miss

First Name *
Example

Surname *
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.

Employment History

Employment Status *
In Paid Employment

Employment Intensity *
Learner is employed for 11 to 20 hours per week

Length of Employment *
4-6 months

Is your wage less than £30,491? *
No

Next

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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.

Photo

Upload a photo of yourself which we will then use to create your student ID card *

[Choose File](#) No file chosen

NCR, org, JRC, JRC, JRC and CP files are allowed with maximum

Click 'preview' to view a preview of your photo - if you are happy then click 'Upload' below the photo, otherwise you can cancel and upload another

Please ensure your photo is oriented the correct way round

Preview

Upload

Cancel

Wrong Examples:

- wrong: must be in colour
- wrong: only you
- wrong: almost obscure
- wrong: too bright or dark
- wrong: too close
- wrong: no background except religious or medical

Your profile image should:

- have been taken in the last 6 months
- be in colour
- be clear against a plain background
- be clear and in focus
- be a close up of your full head and shoulders
- contain no other objects or people
- have clear contrast between your self and the background
- not have hair in front of your eyes
- not include headwear other than for religious or medical reasons
- have nothing covering your face
- not have the 'red eye' effect

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.

Car Registration

Please enter your vehicle registration number if you are intending to park on campus

Next

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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.

Identification Evidence

Please upload 1 form of evidence identification from the list below:

1. Current signed passport
2. Original birth certificate (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies, High Commissions and HM Forces)
3. Current UK photocard driving licence
4. Full old-style paper driving licence
5. Residence permit issued by the Home Office to EEA nationals on sight of own country passport
6. National identity card bearing a photograph of the applicant

Please select the type of evidence you are uploading from the drop down list.

Please save all documents in this file name format: First Name, Surname, Student ID (6 digit number found in your email), document type e.g. Stephanie Hurst 255219 passport.jpg

Select the type of evidence you are uploading *

Driving Licence

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
Driving Licence25/06/2024 11:30:43	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 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.

Consent

Please indicate your preferences for the following:

1. Keeping in touch

Are you happy for us to keep in touch with you about future products, services, events and news by post, email, sms or home phone? *

Yes

Post * Phone (SMS) * Home Telephone * Email *

No No No Yes

2. Photography, video and audio

We may take photographs, video or audio of students to use for marketing purposes to showcase the College to others. Are you happy to participate in these? *

Yes

Consent for any of these can be withdrawn at any time by contacting mydata@bedford.ac.uk

Declaration

By ticking this box, I confirm that I have read and understood the information provided above including the privacy notice, and agree to the terms and conditions of enrolment.

Finish & Submit