

STUDENT ENROLMENT FORM

“HOW TO GUIDE”



STUDENT ENROLMENT PROCESS





LOGIN

1

Go to your Applicaa Admissions + portal

2

Login using your email address & password

3

Please check your emails for your username & password or use the “forgot your password” link



VERULAM
SCHOOL

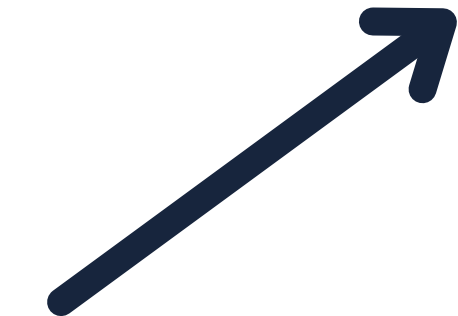
Login to Applicaa



Click “Enrolment form”



Click “Step 6: Education”



Test Message

[Show full message](#)

Form Status

Completed

Offer status

Pending

Reference Status

Incomplete

Enrolment Form Subjects

English Literature, Sociology, BTEC

Creative Digital Media Production

✓ Enrolment Form

Enrolment Form

Enrolment Form Progress

✓ [Step 1: Student Basic Details](#)

✓ [Step 2: Parent/Carer Details](#)

✓ [Step 3: Support Information](#)

✓ [Step 4: Agreement](#)

✓ [Step 5: Additional Information](#)

☐ [Step 6: Education](#)

✓ [Step 7: Courses](#)

Update

CONFIRM YOUR ACHIEVED GRADES

You will need to confirm your grades and make sure that you change them from "Predicted" to "Achieved".

Sure!

Type	Title	Grade	Status	Qualification Level	Received date
GCSE	Ancient History	9	Predicted		
GCSE	Arabic	7	Predicted		
GCSE	Art and Design (Fine Art, Photography, Graphics)	6	Predicted		
GCSE	Astronomy	8	Predicted		
GCSE	Bengali	9	Predicted		

[Add grade](#)

Check and change each grade as needed

Status

Set all 'Achieved'

Set the status to "achieved"

Received date

Set all

Set the date you received your results

Add any additional qualifications if applicable

Upload documents here:
Copy of exam results

Choose file No file chosen

Take a picture of your exam results sheet and attach it here by clicking "choose file"

IF YOU ARE ALREADY A STUDENT AT VERULAM SCHOOL, YOUR RESULTS WILL BE AUTOMATICALLY UPLOADED SO NO PICTURE IS NEEDED.

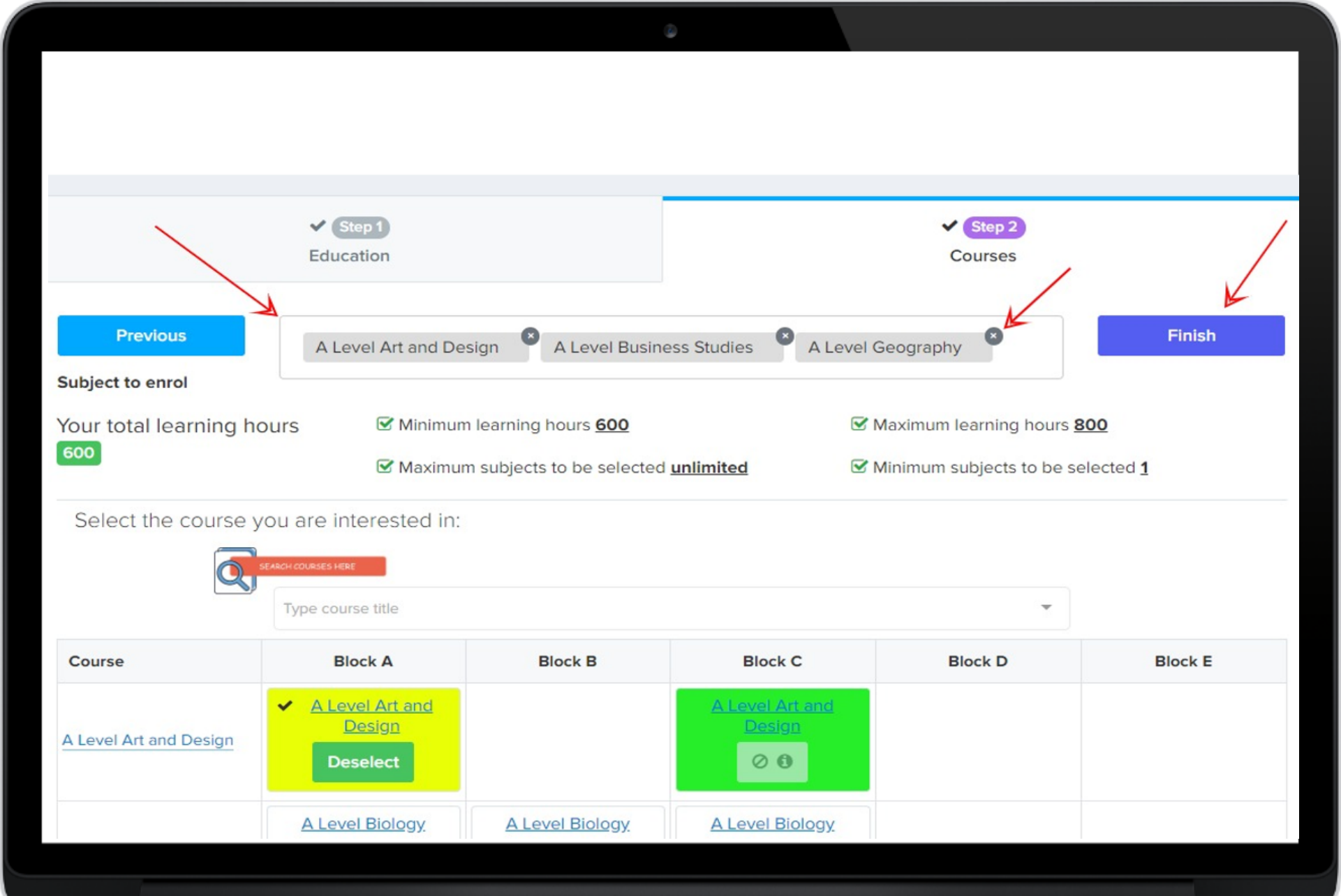
REVIEW & CONFIRM COURSES

1

Review and confirm the courses you have chosen to study

2

If you wish to change your selected courses, you must come into the 6th Form Centre and meet with a member of staff to discuss your changes.



✓ Step 1
Education

✓ Step 2
Courses

Previous

A Level Art and Design × A Level Business Studies × A Level Geography ×

Finish

Subject to enrol

Your total learning hours **600**

✓ Minimum learning hours **600**

✓ Maximum learning hours **800**

✓ Maximum subjects to be selected **unlimited**

✓ Minimum subjects to be selected **1**

Select the course you are interested in:

SEARCH COURSES HERE

Type course title

Course	Block A	Block B	Block C	Block D	Block E
A Level Art and Design	✓ A Level Art and Design Deselect		A Level Art and Design Deselect		
	A Level Biology	A Level Biology	A Level Biology		

REVIEW & CONFIRM COURSES

IF you are interested in a different course - search for new courses:

1

Scroll through the list of courses in the table

2

Use the search bar

Select the course you would like to study
and click 'Finish' on the top right hand
corner to submit the courses you would
like to study.

PLEASE NOTE: If you wish to change your
selected courses, you must come into the
6th Form Centre and meet with a
member of staff to discuss your changes.

Select the course you are interested in:

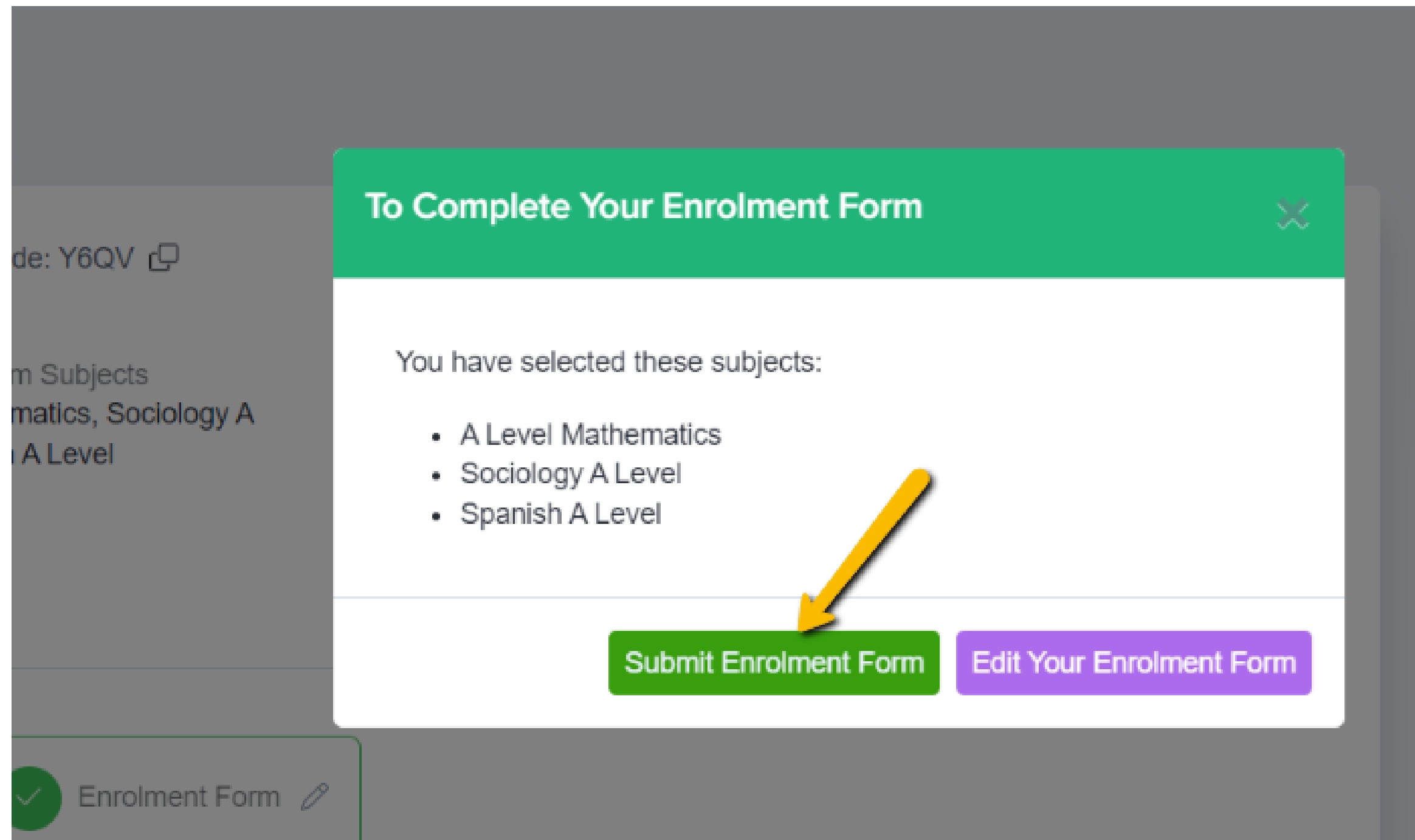
 SEARCH COURSES HERE

Type course title

Course	Block A	Block B	Block C	Block D	Block E
A Level Art and Design	✓ A Level Art and Design Deselect		A Level Art and Design ⌵ ⓘ		
A Level Biology	A Level Biology ⌵ ⓘ	A Level Biology Select	A Level Biology Select		
A Level Business Studies				✓ A Level Business Studies Deselect	
A Level Chemistry		A Level Chemistry ⌵ ⓘ	A Level Chemistry Select	A Level Chemistry ⌵ ⓘ	
				A Level Computer Science	A Level Computer Science

SUBMIT ENROLMENT FORM

Click 'Submit Enrolment Form' to save your changes and submit the Enrolment Form to the school.



de: Y6QV

m Subjects
matics, Sociology A
A Level

To Complete Your Enrolment Form

You have selected these subjects:

- A Level Mathematics
- Sociology A Level
- Spanish A Level

[Submit Enrolment Form](#) [Edit Your Enrolment Form](#)

✓ Enrolment Form



**Confirmation of the courses you
have been enrolled on will be sent
out via Applica.**

Welcome to Verulam School.

