**Appendix 2**

**Example text for students to use when contacting their old school/college**

I studied [insert A level subject] with you from [date] to [date] at [insert school/college name]. I’m now in my [insert year of study] studying [insert course title] at the University of Manchester, which I’m really enjoying. I’m actually working as a Student Ambassador at the moment, which involves working with prospective students and letting them know more about the University and my course.

I wondered if you might be interested in me coming into [school/college] to talk to your current [insert A level subject] students about what it’s like to study [insert course title] at university? I’d be more than happy to give a short presentation on my course, and the… [insert range of features here representative of the subject area/student, perhaps: the different study methods available, contact hours, lab work, practical work, how students are assessed, subject specific resources available, pastoral support, teaching styles, study abroad, year in industry, careers support] available at Manchester. I’m also happy to include information on student life more generally. I’m currently living in

[private housing/halls of residence. Also include information on previous year’s accommodation where relevant]. I take part in [add in any clubs, societies, or extra curricular activities, including those related directly to their subject area].

I’m happy to tailor my talk to cover the areas you think would be most useful to your students. I’ll be back in [insert home town] for the [insert holiday period] between [date] and [date], so if you’d be interested in me coming into [school/college], just let me know.

**Example text for academic School to send to offer a visit from a non alumni student**

As we currently receive a large number of applications for [insert subject area] from [insert school/college name], we would like to offer you the opportunity to have a [insert subject area] ambassador visit your school/college to speak to your [insert relevant A level subject] class.

Our ambassadors are used to working with prospective students and are always keen to visit [schools/colleges] to talk to your current A level students about what it’s like to study [insert course title] at university? They would be available to give a short presentation on their course, and the… [insert range of features here representative of the subject area/student, perhaps: the different study methods available, contact hours, lab work, practical work, how students are assessed, subject specific resources available, pastoral support, teaching styles, study abroad, year in industry, careers support] available at Manchester. They can also include information on student life more generally.

We encourage our ambassadors to tailor their talk to the needs of the school/college and cover the areas you feel would be most useful to your students.

If you would be interested in having a [insert subject area] ambassador visit [insert school/college name], please reply with suitable dates/time slots and we will find a suitable ambassador for your group.