

# The UCAS Application Process

We recommend that ALL students register with Apply, even if you are not planning on going to university, as it provides you with an opportunity to gather all your personal data in one place. You cannot submit an application in error and the process will prompt you to think about your future. There is no cost to register; you only pay when you actually send your application.

## Where do I start? Registering.

1. Go to [www.ucas.com](http://www.ucas.com)
2. Click on "sign in" and select 'students'
3. Click on "**Undergraduate 2019 entry**" and 'apply'
4. As a first time applicant for 2019 you will need to "Register"
5. Read through the information and click "next"
6. Read through the Terms and Conditions and click the box to accept. You will not be able to click "next" until you have accepted.
7. Complete the fields on the following pages using the drop down lists where applicable. After each page is complete click "next". You can click on the question mark at any point to get help and information.
8. **Please use your own personal email address but ensure it is appropriate!**
9. You need to make decisions regarding vacancy and sales and marketing information – this is entirely your choice. Click "next"
10. Choose and confirm a password and security questions, click "next".

**YOU ARE NOW GIVEN A USERNAME – KEEP THIS AND YOUR PASSWORD RECORDED SAFELY YOU WILL NEED THIS EVERY TIME YOU LOG IN!**

## What now? Logging in.

1. Click on the login page.
2. 'How are you applying?' Click '**Through my school**' and then "next"
3. Use the **BUZZWORD: Ashby19**
4. Confirm that you are applying through Ashby School; tick '**that is correct**'.
5. Select Tutor/Application Group, **Leavers18** from the drop down menu. (Do not select 'don't know' or ex-Ashby students). Click "next"
6. You are now given your personal UCAS ID number which is essential/vital for communication with universities and UCAS. **PLEASE NOTE IT DOWN**. Further information boxes are available on this screen; they are worth a read through:
7. You need to verify your email address using the verification code sent to you on the email address you supplied previously. Follow the onscreen instructions and click "next".

**YOUR PRELIMINARY REGISTRATION IS NOW COMPLETED. YOU ARE NOW ABLE TO WORK ON YOUR APPLICATION USING THE MENU ON THE LEFT HAND SIDE. START BY CLICKING ON PERSONAL DETAILS.**

## **HELP COMPLETING 'APPLY'**

### **1. Personal Details Section**

#### **Email Address**

- Use your personal email address

#### **Home**

**Is your permanent home in the UK, if this is the case click 'yes'**

#### **Country of Birth**

- Click on 'list' on right hand side and select answer – for most students this will be United Kingdom (at top of list)

#### **Nationality**

- Click on 'list' on right hand side and select answer - for the vast majority it will be UK National (at top of list)

#### **Area of Permanent Residence**

- County in which you live – click on 'list' on right hand side and select county (unless your permanent home is not in the UK, in which case, select country)

#### **Residential Category**

- A UK Citizen - England for the majority

#### **Reference Numbers**

- May be applicable to boarders and only if you have completed any of the tests mentioned

#### **Student Support**

#### **Fee Code**

- Drop down menu - **Select '02 UK, ChI, IoM, or EU student finances services'**

**DO NOT SELECT 'PRIVATE FINANCE' OR 'DO NOT KNOW'.**

### **Student Support Arrangements**

- The name of your Local Authority –the county to which your **household pays Council Tax – not your postcode county.**
- Answer questions re. you or family members living in the EU

### **Keeping you informed about your UCAS application**

- The decision is yours .... mail, text, email? You have to choose 1.

### **Nominated Access**

- Someone you are happy to discuss your UCAS application on your behalf should you not be available e.g. on results day you may be on holiday/ill but you are happy for Mum/Dad/Carer to talk on your behalf.

### **Disability/Special Needs**

- Drop down list – it is mandatory to make a selection. Include any disability or special need – including Dyslexia. They will be very sympathetic and offer all sorts of support.

That is the end of the section. Tick the box when complete and **remember to save.**

## **2. Additional Information Section**

### **Equality Monitoring**

- Select your Ethnic Origin

Three new equality questions have been introduced to the additional information section in Apply for UK applicants.

The questions ask applicants to:

- Select their religion or belief
- Select their sexual orientation
- State if they identify as transgender

Their completion is optional and all three have the option 'I prefer not to say'.

### **National Identity**

- You need to select your identity and state any dual nationality if necessary

### **Activities in preparation for Higher Education**

This is an opportunity for you to record summer schools, university workshops, even Open Days. The sponsor would be if the summer school or workshop was sponsored by an organisation e.g. Sutton Trust.

### **Parental education**

- Do either of your parents have a degree or higher level qualification?

### **Occupational background**

Applicants are asked to type the job title into a search box and will be presented with a list of job titles to select from. The more characters you type the easier it will be to find the job title they want.

Tick box when complete and **save**.

## **3. Student Finance Section**

Read the information and tick to say you've read it.

Tick box when complete and **save**.

## **4. Choices Section**

**You do not need to put your choice of course and university in order of preference**

**You can choose a maximum of 5 (unless applying for medicine, dentistry or veterinary science) but you don't have use all 5 choices immediately**

- They will appear on the form in alphabetical order. Universities only receive the part of your application form relevant to them, so will not know where else you will have applied.
- Select start date – usually 2019 but...

**What if I want to defer entry until 2020? Deferring means applying 'now' to start in 2020**

- Select deferred entry 2020 from the drop down box.

### **Point of Entry**

**If you wish to start in the first year of the course, please leave the box blank, you will automatically be considered for the first year.**

Enter 0 if you intend to take a foundation year e.g. Art Foundation – not all universities offer a foundation year so please check before applying.

Tick box when complete and **save**.

## **5. Education Section**

**UCAS need to know any qualifications you have taken or are currently taking. Please answer the FIRST question and click 'save', then enter your education details. Use the prompting sheet given to correctly enter your data.**

**STUDENTS MAKE MORE MISTAKES IN THIS SECTION THAN ANY OTHER!**

**Please state the highest level of qualification you expect to have before you start your course.**

- From the drop down menu pick 'Below Honours Degree Level'.

**Where have you studied?**

**Click on 'add a new school/college/centre'**

- You only need to put Ashby School, unless you joined us in the 6<sup>th</sup> Form. In which case you need to put your 'GCSE School' as well.
- Use the search facility for this, it will automatically pull through the address and centre number
- Date of joining Ashby School will be August 2015 if you joined us in Y10 and 2017 if you joined us in Y12.
- Finish date will be July 2019
- Attendance = full time
- Will you receive any qualification = yes

Tick box when complete and **save**.

**Once you have entered your school, you can enter your qualifications.**

- Click, add qualifications.
- The most common qualifications are already in a list.
- Click on **GCSEs** and find the exact subject description.
  - **Be careful as Maths and English will be GCSE 9-1 whereas other subjects will be GCSE A\*-G or other equivalent qualification!**

- You will need to know your exam board, date sat and grade achieved. (a list of exam boards are at the back of this booklet)
- You need to enter ALL GCSE courses. Put the correct date, most of you sat your GCSEs in May/June 2017
- **For Science** - Additional Science is in the drop down menu but Core is not listed so enter this in the '**other**' box (remember this may have been taken in 2016). For Triple Science enter as above but remember to also add Further Additional Science.
- **If you took any BTEC qualifications in Y10/Y11** you need to select **BTEC Award**, select course, or if not listed enter this in other box. Don't enter module information – **you will need to also enter a BTEC registration number, if you don't know it then please ask in the 6<sup>th</sup> form office.**
- For other qualifications (taken pre 16) click add qualification and put into the search box e.g. Key Skills/Functional Skills.
  - Further maths = Level 2 Certificate of Further Maths and is AQA
- **If you took any AS levels:**
  - **AS levels** - click on GCE Advanced Subsidiary then select subject from list.
  - You must list ALL AS results of examinations taken (including any U grades)
- **A-level** – click on GCE A Level and select from list – Grade is Pending. Date is June of next summer (2019), **ignore module details** as all examinations are now linear.

### **Other Qualifications**

- Engineering – select AQA Level 3 Foundation Technical Level Engineering and complete details. Module information is not necessary.
- Food –
  - Y12 - select WJEC Level 3 Certificate in Food Science and Nutrition and complete details of grade achieved. Module information is not necessary.
  - Y13 – select WJEC Level 3 Diploma in Food Science and Nutrition and complete details, leaving grade as pending. Module information is not necessary.
- Sport –
  - **Y12 ONLY** – select Level 3 Cambridge Technical Certificate in Sport and Physical Activity
  - Y13 - select Level 3 Cambridge Technical Extended Certificate in Sport and Physical Activity
- Travel and Tourism -
  - **BTEC y12** - select BTEC Certificate Level 3, select course, or if not listed enter this in other box. Don't enter module information – **you will need to also enter a BTEC registration number, if you don't know it then please ask in the 6<sup>th</sup> form office.**

- **BTEC y13** - select BTEC Subsidiary Diploma Level 3, select course, or if not listed enter this in other box. Don't enter module information – **you will need to also enter a BTEC registration number, if you don't know it then please ask in the 6<sup>th</sup> form office.**

Remember to include your Enrichment Subjects: EPQ goes under AS Section

Tick box when complete and **save**.

## **6. Employment Section**

- Self-explanatory, include your part time and holiday jobs

Tick box when complete and **save**.

## **7. Statement**

This is a very important element of the application form. This is your chance to tell the admissions tutor why they should offer you a place. Approximately 2/3rds should be explaining what excites you about the course, and what you have done/or do, outside the curriculum, to demonstrate your passion for this subject; this will include wider reading, visits etc. Remember you only have 47 lines or 4000 characters (**including spaces**). The system will automatically put it into Verdana font type and size 10.

It is recommended that you copy and paste this from Word rather than typing directly into the box available.

Tick box and **save** on completion.

## **8. View all Details**

This gives you the opportunity of checking and changing the information you have supplied.

Tick box and **save** on completion.

## **9. Pay and Send**

- On completion you can pay and send. If using your parents/carers credit card you will need the details and permission (£24 for 5 choices, £13 for 1 choice).
- Please note when you 'send' you are sending it to the school not directly to UCAS. Miss McCafferty and Miss Hawksworth will check your details.
- We will email you if we need you to correct some of your details, so once you have paid and sent, check your email address that you put on your application daily.
- Miss McCafferty and Miss Hawksworth are also responsible for attaching the school reference to your application; when this is done and all details are correct, the school then sends off the application to UCAS.

## **Choosing Appropriate Courses**

- Do your research.
- Attend Open Days. Use UCAS website (unistats) or Centigrade plus bestcourse4me.com.
- The Stamford Test via UCAS website, Careers interviews, as well as the wealth of information the Sixth Form Team can provide you with should help to prepare you for making decisions.
- Ensure you know your predicted UCAS grades, so you can make realistic, informed selections.
- Check out the Course Entry Profiles and make certain you enter yourself for any necessary additional admissions tests.
- It is vital that your predicted grades will match or be higher than entry requirements for the degree you apply for.

## **The Personal Statement and UCAS Reference**

You will be provided with lots of information and advice to help you produce a personal statement of quality. The A5 booklet 'Writing the UCAS Personal Statement' is a great start – as is 'Stop Thinking, Start Writing – The Personal Statement Writing Guide'. These are available in the Sixth Form Office. Also available will be actual examples of Personal Statements for over 30 different degree courses. PLEASE USE ALL THE RESOURCES.

The process starts this term. Even if you don't know what degree course you wish to follow you can start thinking and jotting down pieces of information that might be included e.g. Personal skills, achievements, things you do in and out of school, which reflect you as a person, see 'Writing the UCAS Personal Statement' booklet.

In the meantime start thinking about possible degree courses and what can you do between now and applying to demonstrate a great love/passion for that subject area, which will then be included in your Personal Statement. Summer holidays provide great opportunities for reading books outside the normal curriculum area and getting work experience.



Remember your Personal Statement must reflect the degree course for which you are applying – it is your chance to say ‘Look at me, look at what I have done, I am worthy of a place on your degree course’.

The Sixth Form Team are always available to offer help and advice. You will be encouraged to have conversations with your Form Tutor both this term and certainly next term in order for them to help you shape your Personal Statement. Your Form Tutor will also use your Personal Statement to enhance the final Reference which they write. It is vital you have discussed it with them.

Ultimately however, the statement should be personal to you and the final decision as to its content will be yours.

Produce the definitive statement as a Word document – send an electronic copy to your Form Tutor and paste it into your application.

### **UCAS Reference**

At all stages you should keep communication with your Form Tutor, as this is the person who will write the all-important UCAS Reference. Your Tutor will need to know where you are applying and for which courses. If you want the best reference it is vital that your Form Tutor has a copy of your UCAS application, and your Personal Statement. Your UCAS Reference must tie up what you are saying in your Personal Statement with your choice of degree.

### **Submitting the Form**

When you pay and send your form you need to electronically enter your payment details, which UCAS will cash at the point of receipt. You lose the ability to alter your application form at the point of submission. Miss McCafferty/Miss Hawksworth will attach the Tutor Reference and send your form to UCAS. If they spot an error, they are able to return the form to you and will email you to tell you the action you need to take. It is therefore extremely important that you check the email address given on the application on a daily basis. Once the form has been despatched, UCAS will send you a ‘welcome letter’ and/or email you a ‘**Track Code**’, so you are able to see exactly how your application is progressing. They will maintain regular contact with you from this time, advising you of offers and the key dates for your decisions to reach them. You can follow the progress of your application using Track. This is where you find out about offers.

This is one of the most important decisions you are likely to make, so research your options thoroughly.

**Good Luck**

## SAMPLE EDUCATION SECTION:

PLEASE FOLLOW THIS PLAN AND INCLUDE THE DATES GIVEN AND THE RELEVANT EXAM BOARD (\*Correct at time of printing but please check your exam certificates for precise details.)

### Education

#### Ashby School (25100, 08/2015 - 07/2019, FT)

Warning: as you have entered a finish date which is in the future, these details must be for the school or college you are currently attending.

#### BTEC Award

<u>Sport and Active Leisure</u>	Pass	06/2017	Edexcel	2
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#### GCE Advanced Level

<u>Biology</u>		06/2019	AQA
<u>French</u>		06/2019	Eduqas

#### GCE Advanced Subsidiary

<u>German</u>	B	05/2018	Eduqas
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#### GCSE (Grade: 9-1)

<u>English Language</u>	7	05/2017	AQA
<u>English Literature</u>	8	05/2017	AQA
<u>Mathematics</u>	7	05/2017	AQA

#### GCSE (Grade: A\*-G)

<u>Additional Science</u>	A	05/2017	AQA
<u>Design &amp; Technology: Textiles Technology</u>	A	05/2017	AQA
<u>French</u>	A*	05/2017	Edexcel
<u>German</u>	A	05/2017	Edexcel
<u>Core Science</u>	A	05/2016	AQA

## WJEC Level 3 Certificate in Food Science and Nutrition (QCF)

[WJEC Level 3 Certificate](#)

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06/2018

WJEC

## WJEC Level 3 Diploma in Food Science and Nutrition (QCF)

[WJEC Level 3 Diploma in Food Science and Nutr](#)

05/2019

WJEC

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BTEC Registration Number                      B777777

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Please state the highest level of qualification you expect to have before you start your course

Below honours degree level qualifications

### GCSE Exam boards at Ashby School:

- Art - AQA
- Business – Pearson/Edexcel
- Computing - OCR
- Design – AQA
- Drama – WJEC
- Drama Production (BTEC-Pearson/Edexcel)
- Engineering - NCFE
- English - AQA
- English Literature – AQA
- Food - AQA
- French – Pearson/Edexcel
- Further Maths - Level 2 Certificate of Further Maths - AQA
- Geography - Pearson/Edexcel
- German - Pearson/Edexcel
- History – AQA
- Leisure and Tourism - Pearson/Edexcel
- Mathematics – AQA
- Media - WJEC
- Music - Pearson/Edexcel
- Music Tech (BTEC-Pearson/Edexcel)
- PE - AQA
- Psychology - AQA
- RS - AQA
- Science - AQA
- Sport (BTEC-Pearson/Edexcel)