



Sixth Form

UCAS Application Student Information Guide

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Useful Contacts

UCAS Advice Line: 0371 468 0 468
Student Finance England: 0300 100 0607
Or speak to your **tutor**

The UCAS Form – how to fill it in

Personal Details Section

Once you have registered you will be able to log on to UCAS apply with the username and password you were given when you registered and you will be able to complete all of the seven main sections of your application form.

The **Personal Details** section continues on from the information you entered when you registered. If you have missed out any compulsory sections you will be alerted on screen by an exclamation mark - you will need to enter this information before the section can be marked completed.

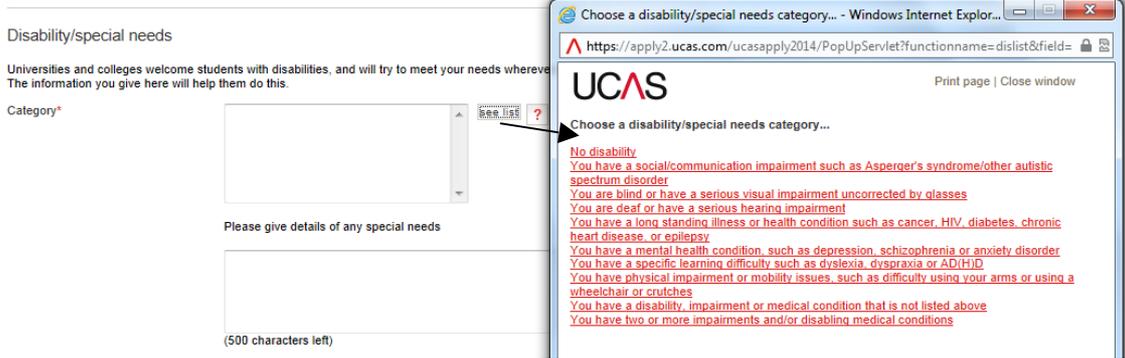
The screenshot shows the UCAS 2014 Personal details form. At the top left is the UCAS logo and '2014 apply' text. At the top right are links for 'Contact us', 'Help', and 'Print page', along with a '<Log out' button. A navigation menu on the left includes 'Welcome', 'Personal details' (selected), and 'Choices'. The main content area shows the breadcrumb 'Welcome > Personal details' and a message: 'Some of these details have been copied automatically from the information given when you first registered.' The form fields are as follows:

Field	Value	Help
Title*	Mr	?
Gender*	Male	?
First/given name(s)*	Edward	?
Surname/family name*	Ferrars	?
Preferred first name		?
Previous surname at 16th birthday		?
Postal address*	Westminster Kingsway College 211 Gray's Inn Road LONDON WC1X 8RA	change my address ?
Is your permanent home in the UK?*	<input checked="" type="radio"/> Yes <input type="radio"/> No	?
Home address (if different from postal address)		add/edit home address ?
Home telephone number		?
Mobile number		?
Email address*	Edward.Ferrars@westking.ac.uk	?
Confirm email address*	Edward.Ferrars@westking.ac.uk	?
Date of birth*	1 January 1996	?
Country of birth*	United Kingdom	see list ?

Two callout boxes provide instructions: one points to the red question marks, stating 'If you don't understand the question being asked click the red question mark'; the other points to the 'see list' button, stating 'Always click "see list" if given this option'.

(NB. Personal Details section contains more questions than shown)

Universities ask about any disability or special needs that you may have at the end of the Personal Details section; this is because universities can offer support during interviews or while you are at university and like to know if they can help support you. You will not be discriminated in any way if you answer this question and provide information about needs that you may have.



Checklist: Personal Details Section

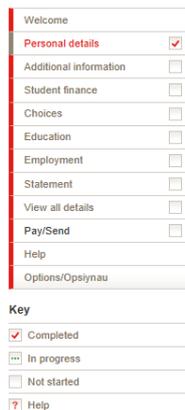
- 1. My name and address are spelt correctly with capitals in the correct places
- 2. I have used a sensible email address
- 3. If I have a UK passport my nationality is "UK National"
(be careful not to confuse with your ethnicity which may be different)
- 4. My area of residence is my borough e.g. Croydon
- 5. My fee code is 02 and I have put in my borough where I live underneath - unless I am doing a NHS funded course (e.g. nursing/midwifery in which case this is 05).

To mark a section complete, tick the 'section completed' button just above the save button on each section i.e.

section completed

save **cancel**

A red tick will then show against the corresponding section on the left hand side section menu:



Once the Personal Details section is completed, the **Additional Information Section** is visible.

Additional Information Section

Activities in preparation for HE include things like summer schools, master classes, taster days and short university led academic courses e.g. UCL Summer Challenge

Universities and colleges may be able to offer additional assistance, for example with out of term accommodation, for those who have been in care at some stage.

Ensure you say **NO** to this question....

Activities in preparation for higher education: 2

Start date: Month [v] Year [v] ?

Duration (days): Day [v] ?

School year: Please select... [v] ?

Location: [text] see list ?

Sponsor: Please select... [v] ?

Have you been in care? Please Select... [v] ?

Duration in care: If you have answered 'Yes' to the question above, please indicate the total length of time you have been in care*. Please select... [v] ?

Parental education: Do any of your parents, step-parents or guardians have any higher education qualifications, such as a degree, diploma or certificate of higher education? Please select... [v] ?

Occupational background*: If you are under 21, please give the job title of your parent, step-parent or guardian who earns the most. If she or he is retired or unemployed, give their most recent job title. If you are 21 or over, please give your own job title. If you cannot fit the full job title in the box, please use an appropriate abbreviation. [text] ?

I would like correspondence from Welsh universities, colleges and UCAS to be in Welsh: Yes No ?

section completed

save cancel

Student Finance Section

If you will be applying for student finance for your course and living costs, you can make the process easier by allowing UCAS to share some of your details with Student Finance England. If you answer 'yes' to the question "I will be applying for student finance" then two more boxes will appear. If you answer "Yes" to these questions then UCAS will send you a reminder of how and when to apply to apply for Student Finance.

Share your application details

You can even choose to share some of the details from your UCAS application with the Student Loans Company, who administer loans for Student Finance England, making your student finance application even quicker.

Your UCAS application will not be affected by the way you answer the questions on this page.

Compulsory fields are marked with an asterisk (*).

I will be applying for student finance* Yes Don't know No ?

I want to share my details with the Student Loans Company* Yes No ?

I want UCAS to send me a reminder of when and how to apply for student finance* Yes No ?

Choices Section

UCAS

Contact us | [Help](#) | [Print page](#)

2014 apply Choices [<Log out](#)

- Welcome
- Personal details
- Choices**
- Education
- Employment
- Statement
- View all details
- Pay/Send
- Help

Welcome > Choice summary > Choice details

To avoid losing information please click 'save' before leaving the page.

To find courses based on subject, provider and location, check entry requirements, and view course-specific fee information, please use [the UCAS search tool](#) (opens in a new window).

Compulsory fields are marked with an asterisk (*).

Institution code* [see list](#) [?](#)

Course code* [see list](#) [?](#)

Campus code* [see list](#) [?](#)

Start date* [see list](#) [?](#)

Further details [?](#)

Live at home while studying?* Yes No [?](#)

Point of entry [?](#)

Choose a university by clicking **see list**

Choose a course by clicking **see list**

Click on **see list** to see if a campus code is required (often says 'main site -')

If you are not sure whether you will live at home choose **No**

Leave point of entry blank to indicate you are starting from year 1

Choose a start date. This will be September 2015 unless you wish to take a gap year - in which case choose a deferred entry start date

Checklist: Choices Section

1. I have 5 realistic and balanced choices of university
 NB: check the entry requirements carefully and make sure these match your predicted grades (if applicable)
2. My course codes and university codes are correct
3. My point of entry is left blank to indicate I want to start on the first year of the course
4. I have put deferred entry "yes" only if I want to take a gap year

It is recommended that you consider applying for one aspirational course choice (with entry requirements just above your predicted grades), three choices which roughly meet your predicted grades and then one choice which requires slightly lower grades as a safer option.

If you need help with choosing universities or courses your Tutor or 6th Form Team can help you

Education Section

This is a very important section so take care to enter **ALL** your previous secondary school, college qualifications and grades accurately - even if you did not do well in the qualification or you did not complete the course you attended. You should also enter the current qualifications you are taking at NMBECC, including if you took AS levels what grades you got for those.

UCAS Contact us | [Help](#) | Print page

2014 apply Education < Log out

Welcome > Education

Compulsory fields are marked with an asterisk (*).

Click on the 'add new school/college/centre' to add the centres you have attended. Enter details of qualifications that you have achieved or are in the process of achieving at that school/college/centre. Click on 'section completed' and 'save' when you have finished.

Need guidance? Watch the video advice below [\[Hide video\]](#)

Apply 2014 - Education Page
03:16 | 6 comments

Fill in your education details

(Unable to view videos here? You can watch them at www.ucas.com/ytv instead)

You can add up to 10 schools/colleges/centres.

> add new school/college/centre

No schools/colleges/centres entered.

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

section completed

Once you have clicked 'add new school/college/centre' a new screen appears:

UCAS Contact us | [Help](#) | Print page

2014 apply Education < Log out

Welcome > Education > Where have you studied?

Compulsory fields are marked with an asterisk (*). Before leaving this page click 'save' to avoid losing any of your information.

School/college/centre name* find... ?

Exam centre number ?

When did you start...*
Month Year ?

...and finish?*
Month Year ?

Attendance*
 full-time part-time sandwich ?

Did you / will you receive any qualifications at this centre?* ?

Type in the school or college you want to add. If you can't find what you need you can click "my school or college is not listed here" to type the name in manually



Once you have added your school, college or centre of study into the system, you should click on the 'add qualifications' link to enter the qualifications you studied at that place e.g.:



The 'add qualifications' link opens a new page with NMBEC most commonly studied qualifications listed. Please choose the qualifications you would like to add and enter required information. You will need to use any past certificates.

Adding Qualifications:


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2014

< Log out

Welcome

Personal details

Additional information

Student finance

Choices

Education

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Statement

View all details

Pay/Send

Help

Options/Opsiynau

Welcome > Education > Choose qualification

Please search for the qualification title, eg 'A level' and not the subject, eg 'chemistry'.

Overseas qualifications will be listed alphabetically under the name of the country they were taken in.

Search:

Or select from the popular qualifications listed below

Popular qualifications

- [AAT Level 3 Diploma in Accounting \(QCF\)](#)
- [Access to HE Diploma \(2009 onwards\)](#)
- [BTEC Certificate \(QCF\)](#)
- [BTEC Diploma \(QCF\)](#)
- [BTEC Extended Diploma \(QCF\)](#)
- [BTEC Subsidiary Diploma \(QCF\)](#)
- [Cambridge ESOL Certificate of Proficiency in English](#)
- [Cambridge ESOL First Certificate in English](#)
- [Extended Project \(Level 3\)](#)
- [Foundation Degree](#)
- [Foundation Diploma \(Art & Design\) \(QCF\)](#)
- [Functional Skills](#)
- [GCE Advanced Level](#)
- [GCE Advanced Subsidiary \(first award 2001\)](#)
- [GCSE](#)
- [GCSE Short Course](#)
- [GCSE: Double Award](#)
- [IELTS](#)
- [Key Skills](#)
- [NVQ \(level 1 to 5\)](#)
- [Open College Network \(OCN\) Qualifications](#)
- [Other \(International EU Qualifications\)](#)
- [Other \(International Non-EU Qualifications\)](#)
- [Other \(UK Qualifications\)](#)
- [Other English Proficiency](#)

You can hopefully find the qualifications you study or have studied in this list or by using the search tool

If you can't find your qualifications in this list or by searching then click on 'other' to enter your qualifications manually

Once you have found your qualification you can add details for example, A-Levels:

Welcome

Personal details

Additional information

Student finance

Choices

Education

NOT started

Help

Welcome > Education > Enter GCE Advanced Level

GCE Advanced Level

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

Entering unit details for A levels is optional

Subject* (other)

Qualification date* ?

Awarding organisation* (other)

Grade* (other)

Module / unit 1

Title

Grade (other)

Adding in your modules for your qualifications is useful and your university will require it. For Access students it is important that you put all your modules in to give universities maximum information about your Access course.

Enter the date you will/did receive your qualifications – ensure this is correct

You must add a grade for all completed qualifications. You also need to add the correct exam board.

If you do not yet have your results, click 'pending' from the drop down menu

Adding Qualifications: An example, successfully completed for 'A level' including a re-sit....

GCE Advanced Level

Art & Design: Fine Art	08/2016	Edexcel
English Literature	08/2016	OCR
Eng Lit: Poetry & Prose 1800-1945		
History	08/2016	Edexcel

GCE Advanced Subsidiary

Art and Design: Fine Art	B	08/2015	Edexcel
Fine Art 1	B		
Fine Art 2	B		
English Literature	B	08/2015	OCR
Eng Lit: Literature Post-1900	A		
History	B	08/2015	Edexcel
History 1 Option D	A		
History 1 Option C	C		
Psychology A	B	08/2015	AQA
GCE Psychology A Unit 1	B		
GCE Psychology A Unit 2	B		

Checklist: Education Section

1. I have added all my GCSE's or GCSE equivalents as taken at previous school/colleges and correctly selected whether they were single, short or double award (will say on your certificates).
2. I have included all other qualifications that I hold such as functional skills, key skills or Extended project qualifications
3. I have put my current qualifications and any exams I have taken so far on my form; for future exams I have selected my grades as 'pending' and selected NMBEC as the institution and checked that the dates are correct.
4. I have included all my units for BTEC national/A level/Access course where necessary
5. I have included my BTEC registration number (if applicable)
6. My exam dates and exam boards are correct (this can cause issues if they are not!).

Employment Section

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2014

Employment

- Welcome
- Personal details
- Choices
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- Employment
- Statement
- View all details
- Pay/Send
- Help
- Options/Opsiynau

Key

- Completed
- In progress
- Not started
- Help

[Welcome](#) > Employment summary

Please give the names and addresses of your most recent employers. If you have not had any paid work experience, you can leave this section blank, but you will need to mark it as complete.

Need guidance? Watch the video advice below [\[Hide video\]](#).



(Unable to view videos here? You can watch them at www.ucas.com/tv instead)

You can add details of up to 5 employers.

> [add an employer](#)

No details entered.

section completed

[save](#)

Click here to an add an employer – new window opens with a few simple questions to answer

Checklist: Employment

1. You can list up to 5 past employers - this could be full time, part time or holiday jobs
2. Work experience - unpaid experience can be included in your personal statement, unless you are applying for Social Work or Youth Work.
3. To complete this section click "section completed" then "save"

Personal Statement Section

As part of your UCAS application, you are required to write a personal statement to elaborate on your application for your chosen course(s) at university. As your same UCAS application goes to all of your university choices, your personal statement should take this into account.

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< [Log out](#)

2014

Personal statement

[Welcome](#) > Personal statement

- [Welcome](#)
- [Personal details](#)
- [Choices](#)
- [Education](#)
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- [Statement](#)
- [View all details](#)
- [Pay/Send](#)
- [Help](#)
- [Options/Opsiynau](#)

Key

- Completed
- In progress
- Not started
- Help

[Our \[guide to writing your personal statement\]\(#\)](#) (opens in a new window) should help you complete this section.

We strongly recommend you write the statement using a word-processing package and paste it in to Apply.

You can type your statement directly into the box or edit a statement you have pasted in.

Need guidance? Watch the video advice below [\[Hide video\]](#).

Personal statements (how to)

03:07 | 0 comments

Personal statement

UCAS

(Unable to view videos here? You can watch them at www.ucas.com/tv instead)

Personal statement

Click 'save' within 35 minutes so that your work is not lost.

You have used 0 of 47 lines based on the preview and 0 of 4000 characters.

Pasted statement must be between 1,000 and 4,000 characters (maximum 47 lines) including

You can mark this section as complete you must click on 'preview'. The system will then tell you lines and characters are still available for your personal statement.

[save](#) [preview](#)

Short videos are now available within the UCAS form to help you when filling it in – such as this one on writing personal statements

Input your personal statement in this space – it is a good idea to write it in Microsoft Word and then copy and paste it in here at the end because of the time constraints imposed by UCAS

Preview your personal statement here – you cannot click section complete until you have done this

What is a personal statement?

- Your opportunity to show universities that you are well motivated and have a proven interest towards your chosen subject **AS WELL AS** to convince them you would be an asset to a university
- Remember this is the one section of the application where you can write in your own style **AND** try to convince the university why they should offer **YOU** a place

Who reads the personal statement?

- The Admissions Team at the universities you apply to. The personal statement helps universities to make a decision as to whether to offer you a place
- Courses which interview will often use the personal statement as part of the interview process so be prepared to answer questions on what you have written!
- UCAS uses **Similarity Detection Service software** to scan your statement for plagiarism issues; please therefore ensure it is your **own** work – **never** copy your statement from the web or friend!

How do I write my statement?

- It mustn't be longer than 4000 characters including spaces **OR** 47 lines – whichever is the shorter
- At least 65 - 75% of your statement needs to be to needs to be about why you are interested in the subject, why you would like to study it at university, how this interest developed, anything you have done to develop your interest outside of your study and discussing links to your studies
- You can use the personal statement mind map on the UCAS website to help you plan your statement: http://www.ucas.com/sites/default/files/personal-statement-full-size_0.pdf
- Use proper sentences and paragraphs – not lists– universities will judge your writing skills
- Provide evidence of things you have done to support statements or claims you are making
- You cannot use bold, underlining or italics in your statement it will not translate from Word
- Draft, draft and draft again – most students will draft their statement 7-8 times
- Prepare your statement in Word first and when finished 'cut and paste' into 'apply' – this helps with re-drafting, spell checking and avoiding UCAS time out issues

Checklist: Personal Statement

1. Double check and triple check your spelling, grammar and punctuation
2. Remember your statement must be your own work - the UCAS Similarity Detection Service will detect if it is not
3. Ask your Personal Tutor to read through your personal statement

What then?

- Cut and paste your statement into 'apply'
- Click 'preview' and check how many lines and characters are left. If your statement is too long it will have been cut off at the end and you will need to edit it and make it more precise.
- Once you have previewed and are happy your statement fits click on 'section completed' and 'save'

Suggested reading to help you with your personal statement:

- UCAS personal statement support: <http://www.ucas.com/how-it-all-works/undergraduate/filling-your-application/your-personal-statement>. On this page you will find a drop down menu of related documents that can help you write your personal statement:

Where to start

Most applicants haven't had to write a personal statement before, so we've got plenty of advice to help.

Related documents

- Pure Potential: <http://www.purepotential.org/university/the-ucas-form>. Advice on completing your UCAS form and writing personal statements.

The Final Stages of Your Application

- Having completed all sections of the UCAS form and ticked 'section completed' for each section, you should now have 7 red ticks on the left hand progress menu. To complete your form go to '**View All Details**' and read through your form carefully to make sure there are no mistakes.
- If everything is correct click on '**section completed**' and '**save**'. You should now have 8 red ticks.
- Read the '**Important reminders**' page that is then displayed. If you do need to add or change anything to your application you can still go in and do this at this stage.

The image shows two parts of the UCAS application interface. On the left is a progress menu with a red bar on the left side. The menu items are: Welcome, Personal details (with a red checkmark), Additional information (with a red checkmark), Student finance (with a red checkmark), Choices (with a red checkmark), Education (with a red checkmark), Employment (with a red checkmark), Statement (with a red checkmark), View all details (with a red checkmark), Pay/Send (with a red box around it and an empty checkbox), Help, and Options/Opsiynau. Below the menu is a 'Key' section with four items: a red checkmark for 'Completed', a red box with three dots for 'In progress', an empty checkbox for 'Not started', and a red question mark for 'Help'. On the right is the 'Important reminders' page, which has a breadcrumb 'Welcome > Important reminders'. The page title is 'Important reminders'. Below the title is a heading 'Please check the following carefully before you pay and send your application to us:'. There are three sections of reminders: 'Course fees' (with a question about costs), 'Choices' (with a question about entry requirements), and 'Qualifications and education history' (with a warning about declaring all subjects). At the bottom right of the page is a red button labeled 'next'.

- When everything is finished, click 'next', read the 5 declaration statements, tick the boxes to agree to them and click on '**I agree**'.
- You are now ready to '**pay/send**'. Click on this red button and enter your credit/debit card details. You will only be able to pay by card (please have the bill payers permission if it is not your card).

Example of what the enter card details section should resemble:

UCAS Contact us | [Help](#) | [Print page](#)

2013 apply < [Log out](#)

Card details

Welcome > Card details

Please check your choice details carefully, then enter your card details below. Compulsory fields are marked with an asterisk (*).

Choice summary

Choice 1: The University of Aberdeen (A20) Accountancy (N400)

Fee summary

Fee for single choice: £12

Card payment details

Credit and debit cards: we accept UK and international Visa, Visa Debit, Delta, MasterCard, JCB, Maestro, and Electron. At the moment we do not accept American Express or Diners Club cards. Your card details will be encrypted before being transferred over the internet. The total cost of your application will be £12, including VAT. The application will not be progressed until your payment has been authorised by the card issuer. If it is subsequently discovered that you did not have authority to make payment using the credit or debit card whose details are entered below then we will cancel your application.

Card number (please enter without spaces between the digits)* ?

Security number* ?

Expiry date* Select month year ?

Start date (if applicable)* Select month year ?

Key

Completed

In progress

Not started

Help

Final Details:

- The UCAS fee is **£12 for 1 course choice and £23 for between 2 - 5 choices**. Payment must be made online by credit or debit card before your form can be sent.
- **You must let your tutor know once you have completed your UCAS form and paid so they can proceed with adding your reference.** It will be sent to their UCAS account automatically, but it is important that tutors also know that it is waiting and can check for it as well.
- Remember - once you have clicked “**pay/send**” your form is locked and you cannot make any changes to it, unless your tutor releases your form back to you. If you need to correct a mistake before your tutor sends it off then advise them immediately. **Once your form has been sent to UCAS you cannot make changes to it in most cases.**
- Your tutor will approve your UCAS form, add your reference and then send the form to Mr Tyrrell, who will check and **send your form to UCAS on your behalf**. It is important to keep in touch with your tutor as they may return the form to you to correct any mistakes they find.