



Whitley Academy Sixth Form



an RSA academy

**YOUR GUIDE TO APPLYING
TO UNIVERSITY/COLLEGE
2018**

Whitley Academy

Table of Contents

Do your research	2
Make the right choices	4
The Guardian University League Table 2015.....	4
Meet deadlines	5
Apply Online.....	6
Student Finance.....	7
Writing your personal statement.....	8
Your referee.....	13
Reply to offers.....	14
Use Extra	14
Receive confirmation.....	14
Clearing.....	15
Adjustment	15

Key reminders

- Use the entry requirements on UCAS Course Search for information on available courses
- Send your application through to 'referee' so that your application can be checked, predicted grades and reference can be added.
- Hand in a copy of your application, along with the pink UCAS form plus a receipt for the £24* UCAS payment .
- Check on the process of your application using Track.
- It usually takes about 4 weeks for the College to process each application.
- Whitley Academy aims to send all applications which are received by the internal deadline date of **28th October**** to UCAS before Christmas.



* price correct at time of publishing.

**earlier dates apply depending on the type of course

Do your research

Planning
Ahead

Perhaps the first thing you should be considering about university or college is what to study, after all, that's what you will be doing for most of the time. Choosing a university course should not be a decision which is made lightly. Generally speaking, you shouldn't pick a course you're really good at over one you love. Look at what you enjoy and can stomach for three/four years consolidated study. Don't overlook choosing the right subject in the pursuit of good nightlife, great accommodation or staying with friends. Remember, you also need to make absolutely sure that your A levels match the requirement for your chosen course. If you're not sure of something, call the university admissions office to check.

Prospectuses and printed literature

Get hold of the prospectus for any courses, universities and colleges you are interested in. There are copies of prospectus in F23. Plus there is a plethora of useful books, particularly the Trotman guides or UCAS Progression series.

If a course appears in a prospectus, check whether or not it is also listed on Course Search at www.ucas.com. If in any doubt as to whether a course is available, contact the university or college. Be aware that some universities have removed courses at the last minute, even after students have applied; this can be frustrating, but unavoidable.

Ask Family Friends and Professionals

Don't be afraid to ask for advice. As well as talking to Mr Edwards, your Group Tutor, subject staff or Miss Jones there are loads of books and websites available. If you browse in libraries, search the web or purchase books, it won't be time or money wasted. You can talk things through with your parents and with friends who have progressed to HE to find out what their experiences were like. (What did they do before applying? Would they do anything differently if they had to go through it again?).

Use Coursefinder

A good place to start on the internet is www.ukcoursefinder.com which has a useful section to help students match interests with courses. They are also good at listing courses by likely offer grades.

Visit www.ucas.com

One of the most popular websites in the UK, it has a comprehensive online database of over 38,000 HE courses available at more than 300 universities and colleges that are members of UCAS. This covers about 95% of all full-time HE undergraduate courses in the UK. The majority of these courses have published entry requirements providing extra information, such as: the content of the course; who it might be suitable for; what the entry requirements are; how it is assessed; potential career opportunities.

All course details (including information on fees, bursaries and financial support) are supplied directly by the universities and colleges themselves. The information on the website is normally updated hourly, so there's no danger of you wasting your time wading through out-of-date information. You can search for the courses in your chosen subject and, if need be, restrict your search to one university or college, or to a specific region of the UK. You could also visit www.ucas.tv which is the latest way for applicants to get all the information they need about applying to higher education. Furthermore, go to:

www.unistats.com,

<http://www.purepotential.org/university>

www.push.co.uk

www.whatuni.com

Make a Shortlist

You should aim to put together a shortlist of potential courses and places to apply to.

Remember that you can have as many as five course choices, but there are inner limits for medical subjects, 'Oxbridge' (the universities of Oxford and Cambridge) courses and some Art and Design courses.

Get Out There!

To help you make your mind up, there are three other sources of valuable information: open days, taster courses and education conventions. To take advantage of the huge amount of advice available, you need to talk to people who can answer all your questions. You can try and do this by 'phone or e-mail, but you will never get the full picture unless you meet people face to face and visit the universities and colleges where you are thinking of studying.



Go to Open Days

Attending university and college open days is a great way to get a feel for the place. It's very difficult, if not impossible, for you to make your mind up about somewhere just from reading a prospectus or visiting a website. Make sure you make the most of open days during the summer so that you have had a chance to see the university before the internal College deadline date for applications.

During your visit, you should also be shown around various parts of the university or college, such as the student union, library, accommodation areas and the department in which you might end up studying. There might be opportunities to meet some of your potential tutors and chat with students currently on the courses in which you're interested.

Most students agree that open days have enabled them to make an instinctive decision – the place may or may not feel right. Making the effort to explore a university or college in this way should prevent you applying to go somewhere just because it 'looks nice' in a prospectus or on a website. If you don't explore beforehand, you risk feeling disappointed when turning up to start the course, only to find that it's not what you expected.

Factors to consider:

- Accommodation - cost and location
- Extra-curricular activities and facilities
- Atmosphere- be sure to get as much a feel for this as possible
- Local nightlife
- Employment statistics (in case you want a part-time job whilst you're at university)
- Where friends are headed, although keep in mind the fact that a substantial part of university life (some would argue the most important) is the new friends that you will make.

If you are aiming for a competitive university, check out the various league tables available, but ensure you understand what they are being ranked on; teaching quality, student satisfaction, chances of getting a job after a degree...

Guardian University Ranking 2015/16

Rank 2016	Rank 2015	Institution	Guardian score/100	Satisfied with course	Satisfied with teaching	Satisfied with feedback	Student to staff ratio	Spend per student/10	Average entry tariff	Value added score/10	Career after 6 months	
1	(1)	Cambridge	100	90.6	92.4	72.7	11.3	9.9	602.0	5.5	89.3	i
2	(2)	Oxford	97.5	92.0	93.3	70.8	10.6	10	572.6	6.7	82.8	i
3	(3)	St Andrews	91.8	92.2	92.3	74.6	11.4	7.9	517.3	6.9	78.5	i
4	(6)	Surrey	87.7	90.4	90.5	76.7	14.0	7.2	424.1	6.2	82.1	i
5	(4)	Bath	85.9	93.2	91.4	74.9	16.7	6.0	478.8	6.9	85.0	i
6	(8)	Durham	84.6	90.5	90.2	73.2	14.9	5.8	524.4	6.7	79.7	i
6	(9)	Warwick	84.6	89.2	89.2	71.7	12.6	8.5	482.2	5.9	78.3	i
8	(5)	Imperial College	84.3	87.2	88.4	66.9	11.3	7.8	568.3	5.7	89.9	i
9	(12)	Exeter	83.8	91.5	90.7	76.7	15.7	6.7	463.3	6.6	80.2	i
10	(10)	Lancaster	82.1	89.0	88.3	71.8	13.8	8.1	435.7	5.1	78.7	i
11	(15)	Loughborough	81.2	89.2	88.1	75.6	15.0	6.1	397.3	6.3	80.0	i
12	(11)	UCL	81	85.8	86.2	61.8	10.3	8.7	502.1	6.6	80.9	i
13	(7)	London School of Economics	80.5	82.9	82.7	66.1	11.4	7.6	532.7	4.5	82.2	i
14	(19)	Southampton	76.2	86.6	87.6	67.9	12.0	6.9	410.9	6.5	77.8	i

Make the right choices

Remember that you can include a maximum of five choices on your application, including:

- no more than four choices in any one of the following three areas: (i) medicine; (ii) dentistry; (iii) veterinary medicine or veterinary science;
- all Art and Design courses (Route B) will now follow the same system through UCAS with up to 5 choices;
- No more than one choice at either Cambridge or Oxford.

There is no disadvantage in applying for a selection of courses; it should increase the chances of receiving an offer. If you apply for a variety of courses at the same university or college, you might want to include an explanatory comment in your personal statement.



Make sure that you are applying for courses that you are or will be qualified for. Many universities require grade C or above in GCSE English Language and Mathematics to all of their choices.

Always bear in mind that you need a realistic target offer and a back up just in case your A level studies don't go to plan.

For example: Paul is predicted to achieve BBC at A2 level, so he will apply to Warwick with a conditional Firm offer of BBC, but he will also apply to DMU with a conditional Insurance offer of CCC as a back up.

Use your target grades issued by subject teachers to plan applications to the right courses. There is no point in being unrealistic you'll just end up wasting a choice and being disappointed at receiving a rejection from a course.

UCAS Points system for A levels

A2 LEVEL	POINTS	AS LEVEL	POINTS	2 YEAR BTEC	POINTS	1 YEAR BTEC	POINTS
A*	56	A	20	D*	56	D*	28
A	48	B	16	D	48	D	24
B	40	C	12	M	32	M	16
C	32	D	10	P	16	P	8
D	24	E	6				
E	16						

Meet deadlines

Universities and Colleges try to give equal consideration to all applications received by the dates given below. They may consider late applications if they still have vacancies, but they do not have to.

For all applications, UCAS recommend that you should be encouraged to do your research and complete your application as soon as you can. UCAS recommend that students are advised that their referees need time to write references. Referees should not be expected to do this just before the published closing date.

At Whitley, we aim to have some applications processed by October half term and all of them by Christmas. You should be working throughout the summer and the first half of the Autumn Term to complete all parts of the Apply Online system and your personal statement to hand in to the Post 16 Office with your proof of payment of £24* by **13th October 2017** at the latest. You must print off a complete copy of your application and attach a bright pink UCAS form signed by you and your Group Tutor.

Art and Design deadlines will either be January or March 2018 (to reach UCAS); Course Search on Apply will display the deadlines for the institutions offering that course.

We strongly recommend that you complete your application early- aiming to hand it in before half term would be preferable.

UCAS Conservatoires

Students applying for music courses have an earlier deadline and are strongly advised to talk to a member of the Post 16 Team. UCAS should receive these applications by 1st October 2017.

Oxford and Cambridge

Applications for courses at Oxford and Cambridge Universities should **reach** UCAS by 15th October 2017; (which means that applications must be with the Post 16 Office by **30 September 2017.**)

Medicine, Dentistry, Veterinary Medicine or Veterinary Science –

Applications for these subjects should **reach** UCAS by 15th October 2017 (Post 16 Office **30th September 2017**)

Late Applications –

Applications reaching UCAS between 15th January 2018 and 30th June 2018 will be considered by the universities and colleges at their discretion, if they still have vacancies after considering all on-time applications. However, they may take until July 2016 to make decisions on late applications.

Students who apply late should explain any reasons for the delay in the 'personal statement' section of the application.

IMPORTANT: All new applications that UCAS receive after 30th June 2018 are entered directly into the Clearing system.

Deferred Applications –

The same closing dates apply for deferred applications. Students can apply for deferred entry to courses starting in 2019. To do this, you should tick the box in the 'Defer' column in the 'choices' section of the application, against the relevant course. You should first contact the individual university or college direct to check that they would be willing to consider a deferred application. In some cases, for example, the course may not be offered the following year.

Students applying in 2017 for deferred entry in 2019 need to be aware that they will be expected to meet the entry requirements by 31st August 2017 (in other words, as if they were starting their HE studies in 2017).

Apply on line

whitleyacademy2018

Every section of the UCAS form is important. You can use Apply anywhere that has internet access. You can rework and resave details on the application as often as necessary, before submitting the final version to your referee.

You will all apply through Whitley Academy, which is a UCAS-registered centre.

You will need the centre buzzword; whitleyacademy2018

A member of the Post 16 Team can check through the application and, where necessary, refer it back to you for correction. Check your completed application carefully before sending it to your referee. In particular, check the 'Choices' section for correct course and institution codes, and the 'Education' section for correct details of qualifications.

A few basic thoughts

- Type your surname in the 'surname/family name' part, and your first name in the 'first/given name' section.
- Your date of birth is the date you were born on. It isn't the date on which you filled in the form.
- Boring though it may be to complete, this information is essential. You should read all the sections before you start to fill them in and take time to do this carefully.

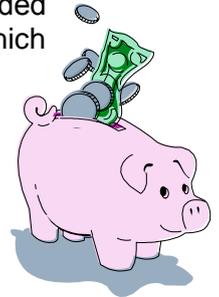
- You are invited to include your unit grades for certificated qualifications (AS levels). Remember when entering information about the subjects you are taking, the date for A2 level examinations is June 2018; be sure to enter the correct year so that your referee is able to enter your predicted grades along with your reference.
- Make good use of the advice and guidance on the UCAS website; particularly the 5 minute presentation on *How to apply for higher education courses*.

Student Finance

The Student Support section on UCAS comes up with your personal details after date of birth, nationality etc. HEIs can now charge up to £9,000 per year to cover the costs of tuition fees. Most students will need some financial assistance to contribute to the cost of studying at university; a tuition fee loan and a maintenance loan, there are also maintenance loans available which are means tested (dependent on household income). If you do require support, select code **02** (Student Finance England). Aim to apply for student funding as soon as the site opens (usually in January/February). There is a link from UCAS to the direct.gov website where you make an application. You don't have to have definitely decided which university will be your first choice before you apply. Remember also to research which universities are offering bursaries and scholarships to support students.

More information about Student Finance can be found on the UCAS website or at:

www.dcsf.gov.uk/student-support
www.direct.gov.uk/studentfinance
www.bis.gov.uk/studentfinance
<http://yourfuture.direct.gov.uk/>



Feedback from Year 13 students

- Do the application as soon as possible to avoid any complications.
- Don't guess your National Insurance number otherwise it will hold up the whole process
- The website can be confusing, so make sure that you have everything to hand.
- The website crashed a number of times for me, so save as you go along.
- Keep your personal ID safe because you need it when you ring to speak to an advisor.
- Tell your parents in advance that they will need to provide P60's.
- You can't see how much more of the application there is to complete, so don't expect to finish it within 20 minutes!
- Take care with your personal 'banking' security. Watch out for 'phishing' scams. NEVER give details over the internet unless you know they are legitimately your bank.
- Remember you don't have to start paying this money back until you are earning over £21,000

Writing your personal statement

Your personal statement is your chance to tell universities and colleges why they should want you as a student.

'Personal statements are intended to allow applicants to show what makes them stand out from the crowd as they outline their interests and reasons for studying a particular course'

The Guardian March 2007

A good personal statement is important – it should say why you are interested in a course and what you hope to do after your studies. In many cases, applicants are not interviewed, so this may be your only chance to make the case for your admission.

You should consider carefully the information you give in your personal statement and the best way to present it effectively while being truthful and accurate. Remember that, although each university or college that you have applied to cannot see your other choices, they will all see the personal statement.

Aim to consider the following points:

- What interests you about your chosen subject? Include details of what you have read about the subject.
- Any job, work experience, placement or voluntary work you have done, particularly if it is relevant to your subject. You may want to give the skills and experience you have gained from these activities.
- Any involvement in widening participation schemes, such as summer schools or mentoring activities; involvement in master classes or other Gifted and Talented programmes, including those offered by the National Academy of Gifted and Talented Youth.
- Details of non-accredited skills and achievements, such as ASDAN; Duke of Edinburgh's Award; National Citizen Service; Young Enterprise.
- Any subjects you are studying that do not have a formal assessment.
- Any sponsorship or placements you have or have applied for.
- If you are planning to take a year out, your reasons why.
- Your social, sports or leisure interests.



You can enter up to 4,000 characters, including spaces, for your personal statement. We usually find it easier to think about this in terms of 47 lines, where there haven't been any changes to the page set up. When you save text the system will automatically tell you how many more characters are still available or if you have used too many characters. You can view the layout and format of any text you have entered after you have saved it. You will not, however, be able to change the presentation of your personal statement by using features such as bold, italic or underlined text.

We recommend that you prepare your personal statement offline using a word-processing package and copy and paste this into the Apply system, which will time-out after 35 minutes of inactivity. If you enter your personal statement directly into Apply, you must save it to prevent your work being lost.

What kind of things should I include?

There are two main areas of information to be included;

- i.) Things that relate to your subject.
- ii.) Things that relate to you.

Subject Related Activities

When writing the UCAS form it is not enough to simply mention the parts of your A level course that you have found fascinating, though this is a good start. The ideal approach is to show how some particular idea or area of study on the course inspired you to explore that subject more in your own time, developing a curriculum interest into a personal passion. Remember that one of the main differences between university and college is that there is no one looking over your shoulder, making sure you do your homework. You have to show that you are the kind of person who can motivate yourself. You have to be honest about the things that you have done. If you write something just because it sounds exciting without proper research and understanding you may find yourself caught out. You should aim to introduce subject related activities in the second paragraph of your personal statement, progressing from the more general engagement with your chosen subject laid out in the first paragraph.

Some people have more opportunity than others to do things in relation to their course, but there are plenty of activities everyone can do; going to the library to borrow books, getting tickets to the theatre, attending exhibitions, joining school or local clubs. All these things will impress an admissions tutor and can be done on a budget or even for free. There's no definitive list of appropriate stuff, so here are some suggestions:

- Membership of local or national science or arts clubs.
- Volunteer work at hospitals, theatres, museums, exhibitions, historical sites.
- Relevant trips abroad (not your holiday to Ayia Napa!)
- Extra reading, with the titles and authors of the works and any interesting ideas you have had about these texts or involvement with literature/arts societies.

Extra Curricular Activities

Interesting people tend to have a lot of interests. The essential academic ingredient of an inquisitive mind often manifests itself not only in a single subject, but in a whole range of different interests and pursuits. We might think it unfair that an incredibly gifted 17 year old physicist should lose out on a place because of a failure to show sufficient speed on the athletics track, and so it would be. However, place the candidate side by side with another of similar academic ability who organises charity events and designs his/her own internet sites, and an admissions tutor might be more interested to offer a place to the latter.

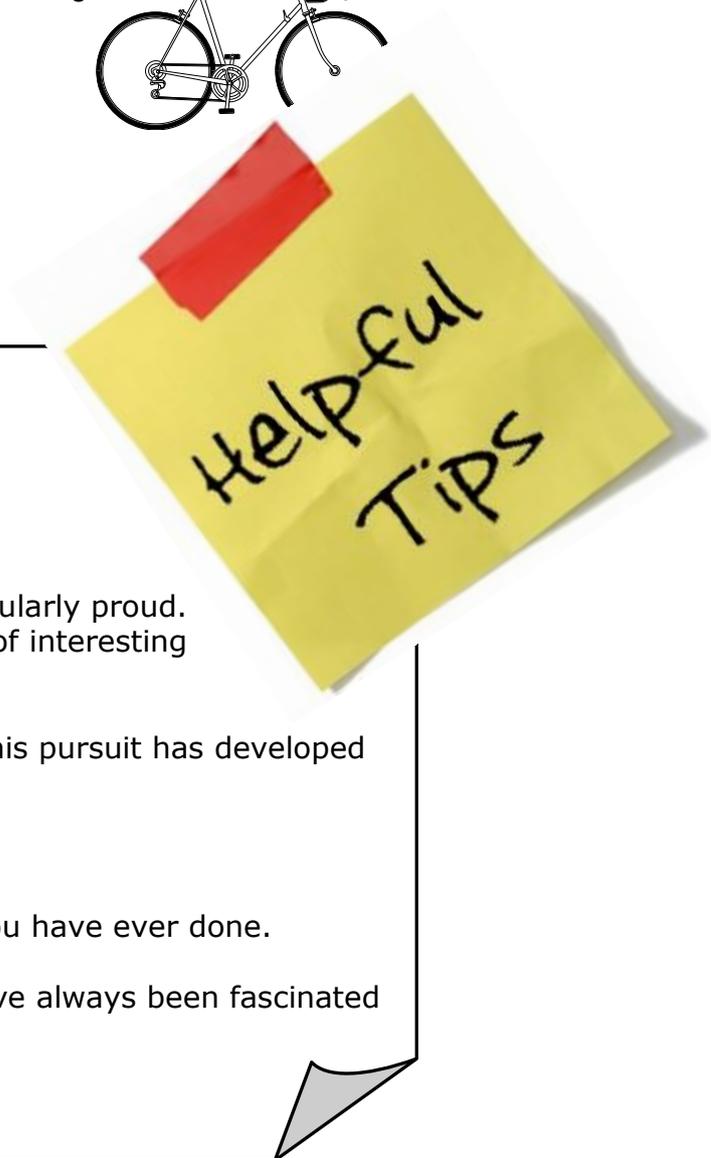
Extra-curricular activities give you the chance to demonstrate other qualities you may have as well as those required for the academic side of university life. Those studying law, for example, may wish to highlight their analytical skills by mentioning their participation in the chess club or debating society.

Here are some examples gathered from hundreds of successful applications:

- Duke of Edinburgh Award
- Young Enterprise
- Charity work/Volunteering
- Member or head of any society or committee



- Arts and Music
- Drama, costume design, stagehand, theatre production and direction.
- Head boy/girl or student government
- Mentoring schemes
- Work experience
- Volunteering
- Supporting younger students
- Travel
- Any interest in any other culture, language or religion
- Political involvement
- Sports
- Website design
- Film
- School journalism or editorial work



All activities should:

- Be things that genuinely inspire you.
- Be well-researched.
- Consist of things of which you are particularly proud.
- If the need arises, sustain five minutes of interesting conversation.
- Give a sense of who you are.
- Where possible touch on how you feel this pursuit has developed your character.

They should not:

- Be an unedited account of everything you have ever done.
- Be fictitious
- Make you sound like a lunatic e.g. "I have always been fascinated by haunted houses!"



Key Terms

You should be aiming to write a personal statement which is easy to read and is professionally written. Try to vary the language that you use by creating sentences using the following expressions;

- **In addition** – *“In addition to my work experience I have also gained valuable skills throughout my voluntary work.”*
- **As well as** – *“As well as my involvement in team games, I am also keen on playing individually competitive sport.”*
- **Reinforce** – *“My involvement in the school voluntary programme has reinforced my decision to study a degree in Nursing.”*
- **Strengthen** – *“My decision to study a degree in Economics has been strengthened by my enjoyment and success in my A level course.”*
- **Furthermore** – *“Furthermore, because of my love of and my keen interest in furthering my knowledge of the subject, a Chemistry degree is definitely matched to my future plans.”*
- **Apart from** – *“Apart from my involvement with sports I am also fond of amateur dramatics.”*
- **Not to mention** – *“Being involved in the voluntary work programme, not to mention my work experience, has provided an opportunity to mix with a diverse range of people.”*
- **More recently** – *“Although I have taken part in classical music concerts, more recently I have decided to learn the electric guitar.”*
- **Enabled me** – *“The opportunity to play in the school football team enabled me to work as a team.”*
- **Provided** – *“the work experience provided an opportunity for me to work in a range of environments.”*
- **Opportunity to** – *“The opportunity to work in industry gave me a real insight into how subject knowledge is put into practice.”*

Advice about writing “I”

Beginning many sentences with “I” is very easy to do, especially when writing about yourself. Instead, try to create varied sentences with a range of alternative starting points.

Do not write	Instead write
I am Captain of the Hockey Team	Being Captain of the Hockey Team,
I enjoy playing sport	Having enjoyed playing sport,
I am studying A Levels in...	My A level subjects are...
I enjoy socialising	Socialising is important to me because
I have taken part in	Taking part in...
I have gained a number of skills	The skills I have gained from...

Writing about your choice of course

Here is an example of a candidate applying to read Economics:

“Having thoroughly enjoyed the academic study of A level Economics and Mathematics I have chosen a degree that will enable me to pursue my interest in Economics in even greater depth. Attending a specialist Economics conference in London broadened my knowledge of the subject and it should prove useful during my Economics degree.”

On reading this paragraph you may at first think it is coherent and well-structured. However, none of the remarks made have been qualified or expanded, nor have any relevant examples been given. It is always better to justify your choices and to clarify your points of view.

Reason	Explanation
Enjoy the subject	State why
Enjoy particular aspects of the subject	Give specific examples and explain why
Look forward to studying in greater depth	State specific interests
Work experience confirmed interest	How did work experience help?
Possess the skills required for course	Which skills?/elaborate
Post degree aim e.g. career in mind	Which career and why?

The personal statement is the item over which you have the most leverage.

“Admissions tutors place a lot importance on the personal statement, but are often disappointed to find them remarkably impersonal...we are looking for signs of life, which can be quite a rarity.”

Eulned Parrot, Schools and Colleges Liaison Officer at Cardiff University.

To put in a strong, confident application, you need to know which course you want to study, and at which universities. Having a grasp of knowing what you are letting yourself in for academically not only reduces the risk of three years doing something you hate – it is also one of the best ways to impress the university.

Remember you are trying to convince academic staff you are a suitable new recruit to the subject to which they have devoted their working life.

“We want to know why you are choosing the courses that you are the background to your interests and your interests in current studies. For example, if there’s a particular topic that’s driven you to choose this course, then it’s worth talking about why it interests you,”

“Don’t make it too waffly, but say a bit more than just ‘I enjoy doing this’; give an example or a reason.”

Amanda Bennett, Brunel's Schools and Colleges Liaison Officer.

So you need to say:

- Why you have applied for that subject(s), what particularly interests you about it, any reading around the subject or relevant experience you have had and any potential career plans.

Being fascinated by Law, I have taken a close interest in legal cases since I visited a magistrate's court with school in Year 12. I spent a number of weeks working in a solicitor's office over the summer, and have also been reading accounts of famous trials. I am particularly interested in the law of different countries and how these compare to English Law. I hope ultimately to train as a barrister.

- Information about your approach to your AS/A level or other studies.

At AS level, I studied English, History and Government and Politics and am continuing these subjects, plus General Studies, to A2 level. My choice of subjects reflects my intellectual interests in the world and has developed my skills of analysis, argument and expression to a very high level. Initially I found studying these topics in combination very challenging, but I quickly learned to organise my time and workload, and I am very much enjoying my studies.

- Relevant college activities (including any achievements) and what you have gained from these.

As President of my College's Debating Society, as well as improving my debating skills, I have also learned how to run a small organisation, generate an enthusiasm amongst members, promote events, and work with a team of other students and staff. Despite not having a lot of previous computing experience I have also learnt web authoring so that I could produce and maintain the society's web page, and make links to other societies and relevant web sites.

- Hobbies, work and interests (including achievements).

Whilst working part time in a local supermarket, I undertake a variety of duties including cashier, stock-checking and working on the delicatessen counter. I have grown in confidence since starting this work, and it has taught me to be calm, friendly, careful and responsible, and has shown me the value of teamwork.



Reading historical novels are also a passion of mine, particularly those relating to periods relevant to my A level course, and keeping up to date with current affairs, especially those in the legal area.

- Why you want to go to university/college.

Since my early teens, my aim has been to secure a place at university, and I have researched my choice of courses and university carefully. I am very much looking forward not only to the intellectual stimulation of studying at university, but also to the social opportunities which will be available. I hope to be able to maintain my interest in debating, and I would like, if possible, to spend some time abroad, either as part of my studies or over summer holidays.

What you say is really up to you. The difference between an ordinary and a special personal statement is **planning**. Sort out your thoughts, draft what you want to say, make the order logical, check spelling, grammar and punctuation.

Fraud and plagiarism

Be aware that UCAS have a verification unit working to identify fraudulent applications, identity, academic qualifications and also test to detect plagiarism. Don't be sucked into any online 'borrowing' which you think will help to secure a place on a popular course.

Your personal statement must be your own original work.

Your Referee

The Principal, Mr Rex is your official referee for UCAS and reference purposes; however, references are written by your group tutor and subject teachers and are also checked by Mr Edwards. They will review the information that you have completed on the Apply online system as well as in your personal statement, however, it is your responsibility and in your best interests to ensure that you have thoroughly checked all the parts of the Apply Online application. The reference will give a brief outline on the College's curriculum policy and the range of opportunities available. They will then include information on the following points as well as your suitability for the HE courses that you have applied to:

- Existing achievement, with particular reference to subjects relating to the courses for which you are applying;
- Motivation and commitment towards the chosen course(s);
- Any relevant skills and achievements, whether certificated or not;
- Potential (other than predicted grades);
- Powers of analysis and independent thought;
- Relevant curriculum enrichment and other activities;
- Relevant work experience, such as work placements, voluntary work and so on;
- Proposed career plan;
- Where relevant, your suitability for training for a particular profession;
- Any factors, such as personal circumstances, that may have affected, or might affect your performance;
- Information about any special needs and other requirements.



Although you are able to contribute ideas and suggestions towards your reference once it has been written and checked, you will only be able to read a copy and not take one away.

Remember that all referees have your best interests in mind when compiling a reference and that it is a professional process which is taken very seriously.

Reply to offers

For each applicant, when all decisions are in, UCAS send a letter explaining how to reply to offers. Applicants can accept one offer 'firmly' (CF) and, if that is a conditional offer, they can also accept a second offer as an insurance choice (CI) (in case they do not meet the conditions of the 'firmly accepted' offer). Remember to check offers carefully. Universities sometimes demand particular grades in certain subjects; you need to be confident that you can secure this grade to meet the offer.

If you firmly accept an unconditional offer, you are committing yourself to take up that place. You cannot accept an insurance offer.



Use Extra

All is not lost if you have been unsuccessful at all five of your choices. You do not have to wait until Clearing to apply for more courses.

Students who originally applied for high-demand courses could consider applying for courses in related or alternative subjects.

The Extra process is a way of applying to further universities or colleges without having to wait for Clearing. Applicants who have already made five choices, received decisions from all these choices and who have declined any offers received can use Extra to apply for other courses that still have vacancies. You can apply to several courses in Extra, but you can only apply for one course at a time.

The Extra process operates from late February to the end of June 2016. Applicants use Course Search at www.ucas.com to find out which courses have vacancies in Extra, but in addition, it is wise to contact universities direct.



Receive confirmation

When universities and colleges receive exam results, they decide whether or not to confirm conditional offers. If a university or college confirms a 'firmly accepted' offer, you are committed to take up that place. The insurance choice, if any, becomes redundant.

If a university or college does not confirm a 'firmly accepted' offer, the insurance choice is up rated to firm acceptance. If you meet all the conditions of the up rated offer, you are committed to take up the place.

Clearing

If you don't get the exam grades you hoped for and your place isn't confirmed, there is a good chance you could find another course through Clearing.

The Clearing process runs from the middle of July and helps students who have not got the right grades (or who have applied late) to find courses where there are still places available. Courses with vacancies in Clearing are listed at www.ucas.com. This list is regularly updated throughout the day.

Clearing is not the 'mad scramble' that is sometimes described in the media. If your results are reasonable, and you are flexible about where and what you want to study, you have every chance of finding a place on a suitable course.

You need to be available in person to deal with admissions tutors and make decisions. You should plan your summer holiday so you are at home when your exam results come out.

In Clearing, applicants can apply for any course that has places left. You don't have to keep to the same subjects that you first applied for.

Adjustment



Following receipt of your A2 level results in August, if you both meet and exceed the conditions of your firmly accepted offer you will have up to five days to research places which correspond better to your performance. Participation is entirely your choice and your responsibility. You must contact admissions offices at universities direct to explore possible vacancies and their entry requirements.

- Nothing really beats the careful research you have already done to find the right course and the right university to suit you.
- There is no guarantee that there will be any vacancies and it is unlikely that the most competitive courses will have places available.
- You must consider accommodation and finance arrangements which may both be difficult to secure, or there may be delays if changes are made at short notice.
- Your results still have to meet the criteria for the courses on the Adjustment.
- Remember if you get ABB or above then every University will want you as they are allowed to recruit an unlimited amount of students on courses with these grades.



Whitley Academy Sixth Form

Entry Profile					
Tuition Fees?					
Accommodation?					
Number of Years					
Course Title					
University					