

# UCAS

Filling in your Application



## Completing the UCAS application

- There are seven sections on the application.
- Personal details.
- Course choices (up to five.)
- Additional information (for UK applicants only.)
- Education.
- Employment history.
- Student finance arrangements (UK applicants only.)
- Personal statement and References.



# Personal Details

## When filling out Personal Details

- Make sure all details are correct and you use capital letters where needed.
- Make sure you use a relevant email address as this will be how UCAS contact you throughout the process.
- Fee Code you need to mark as 02.
- Nominated access needs to be the name of a parent or carer not a teacher.
- Disability/Special needs - Make sure you include these as you may be eligible for extra bursary's on top of your student finance directly from the university.

# UCAS Adding your Choices

- **Search.ucas.com** to search for courses at Universities & Colleges.
- You need to add the name of the University and the code and the course and course code for each of your 5 choices.
- When choosing courses make sure the A levels you are taking will be relevant for the entry requirements and make sure these include an aspirational choice and a back up choice with slightly lower entry requirements.
- You will need to pick 5 Choices for your UCAS application, you can pick different courses at one University, 5 different Universities or a mixture of both. You can only submit one personal statement.
- You can apply in 2021 and defer your entry to 2022 if you wish.

# UCAS Additional Information

- This includes a drop down list of extra activities in Post 16, including SMF, RO, Pathways, you will need to add the dates you took part in these. If your extra activity is not on the list such as Employability UK you can add it to your PS.
- If you have been in care mark yes, as extra support may be available directly from the University.
- Parental Education – If you are the first generation in your family to attend University it is important to put your parents education in as your application will be looked at more favourably.



## Education

- When you add your A levels and Level 3 BTEC's you need to add all subjects and the correct awarding body. You **must** mark the grade as Pending.
- When you add your GCSE's and Level 2 BTEC's you must add **all** subjects that you took and the correct grades. Even if the grade you received was a U. Plus the awarding body these will be on your certificates if you don't know them



## Employment & Student Finance

- If you have been employed or have a job list all employment in this section. Do not put in any mentoring, volunteering work or unpaid work experience you have done, this will go in your PS.
- It is important that you read the drop down information regarding student finance so you understand the payment and repayment process and mark **Yes** that you have read and understand the student finance process



## What to put in your Personal Statement

- Why does the subject you have chosen interest you - your (lightbulb moment.)
- What are your ambitions when you finish your course.
- Check course listings link your experiences to the skills and qualities they mention, put them into a structure that's most relevant to the course providers.
- What extra reading have you done and what have you learnt from it.
- Skills, knowledge, achievements and experience you have that will help you do well. These could be from education, employment or work experience, or from hobbies, interests, or social activities.



### **A good personal statement...**

- Is relevant and focused.
- Don't waste the 4,000 characters – every one counts.
- Use clear, plain English & avoid clichés, they have all been used before.
- Make sure it is original, don't copy from another personal statement, UCAS will scan all statements for Plagiarism.
- Ms Brazil needs to proof read your statement before submission. This may take several re-writes. So don't leave it to the last minute to complete.



## Buzz word

- Applications to UCAS can only be made online. To register an application through school you will need the 'buzzword'. **WhitleyAcademy2021**. If you do not register the 'buzzword' Mr Edwards and Ms Brazil will not be able to see your application.
- After registering you will be given a username and asked to enter your own password. Please keep this safe as you will need them to log in.



## Fees and Deadlines

- The fee for applications to UCAS is £20 for a single choice or £26 for multiple courses and late applications made after 30 June 2021.
- For most courses the deadline to send your application to UCAS is 15<sup>th</sup> January 2021.
- The deadline to study medicine, dentistry, veterinary medicine or veterinary science, or to apply to the Universities of Oxford or Cambridge is 15th October 2020.