The UCAS Application Process

We recommend that ALL students register with UCAS Hub, 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
2. Click on 'sign in' and select 'students'
3. Click on "**2023 entry"** and "**create account**"
4. As a first time applicant for 2023 you will need to "**Register**"
5. Complete the fields on the following page
6. **Please use your own personal email address but ensure it is appropriate and professional!**
7. Read/accept terms and conditions
8. Click "**register**"
9. "**Verify**" - a code will be sent to email address - type it in
10. You will be told you have 4 more steps to complete - press "**ready**"
    a) In which year do want to start your studies (in most cases this will be 2023 unless you are 100% sure that you are taking a year out before starting university)
    b) Select level of study – "**undergraduate**"
       Would you like additional information apprenticeships/conservatoires – tick if applicable
    c) Where do you live – United Kingdom and enter your post code
    d) Your preferences – answer the questions as appropriate for you
       Enter mobile number
       Enter potential subjects that you are considering studying
       Are you still at school **– "yes"**
       Your school / college - Type in school name and select when Ashby School appears
11. Press "**create account"**

This will open your UCAS Hub.
Here you can search for courses, apprenticeships, open days, advice/support, calculate your UCAS tariff (grades vs points) and… start your application…

What now?

1. On **"your applications"** click **"start"**
2. What type of application do want to start – select **"undergraduate"**
3. Are you applying from a school, college or centre – select **"yes"**
4. It will ask you to link to a school, college or centre using a buzzword – press **"continue"**
5. Enter the buzzword**: Ashby23** (it is case sensitive), click "**save buzzword**"
6. Confirm that you are applying through Ashby School - select **"yes"**

7. Select Application Group, **Leavers 2023** from the drop down menu. (Do not select 'don't know' or ex-Ashby students). Click "**save**"

YOUR PRELIMINARY REGISTRATION IS NOW COMPLETED. YOU ARE NOW ABLE TO WORK ON YOUR APPLICATION USING THE "YOUR APPLICATIONS" BOX ON THE LEFT HAND SIDE IN YOUR HUB. START BY SCROLLING DOWN AND CLICKING "MY PROFILE – PERSONAL DETAILS."

If you log out at any time, you will need to log back in via www.ucas.com and then when your dashboard loads, from the icon on right hand side of screen (under your name), select, "your hub."

HELP COMPLETING 'APPLICATION'

1. Personal Details Section

Click "**Start this section**"
Complete all boxes as requested, once complete, tick **"mark this section as complete"**
Click **"Save this section"**
Click **"Next to contact and residency status"**

2. Contact and Residency Status

Complete all boxes as requested

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.

- Nobody other than you will be allowed to talk to UCAS/universities if you don't nominate someone

Residency Details
- Is your home address the same as postal address, for most this will be **"yes"**

Residential Category
- Click on '**see list**' - A UK Citizen - England for the majority

Tick **"Mark this section as complete"**
Click **"Save this section"**
Click **"Next to education"**

3. Education Section

UCAS need to know any qualifications you have taken and <u>ARE CURRENTLY TAKING</u>

<mark>**STUDENTS MAKE MORE MISTAKES IN THIS SECTION THAN ANY OTHER!**</mark>

Where have you studied?
Click on 'add place of education'
- You only need to put Ashby School, unless you joined us in the 6th Form. In which case you need to put your 'GCSE School' as well.
- Type in Ashby School, it should automatically pull through the address and centre number
- Date of joining Ashby School will be August 2019 if you joined us in Y10 and 2021 if you joined us in Y12.
- Finish date will be July 2023
- Attendance = full time
- Will you receive any qualification = yes

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.

    - **<u>Be careful most of your subjects will be GCSE 9-1 but one or two subjects may be GCSE A*-G or other equivalent qualification! Check GCSE results slip from last year if unsure.</u>**

    - You will need to know your exam board, date sat and grade achieved. (a list of exam boards for Ashby School are at the back of this booklet)

    - You need to enter <u>ALL</u> GCSE courses and results. Put the correct date, most of you sat your GCSEs in May/June 2020. **Ignore module information.**

- **For Science**:

    - if you took Science Trilogy (Double Award) select "**GCSE Double Award 9-9 – 1-1**" and type "**Combined Science Trilogy**" and select from the dropdown menu.
    - If you took triple science select "**GCSE 9-1**" and select each Science individually. You will need to start typing the above and a drop down will appear.

- **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 6th form office.**

- For other qualifications (taken pre 16) click add qualification and put into the search box e.g. Key Skills/Functional Skills/OCR Cambridge National.
    - 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 start to type in subject and select from list.

    - You must list ALL AS results of examinations taken (including any U grades)

- **You must enter the A levels that you are taking** at the end of Y13 so that predicted grades can be entered:

    - **A-level** – click on "**add GCE A Level**" then start to type in subject and select – **Grade is Pending.** Date is June of next summer (2022), **Ignore module details** as all examinations are now linear.

    Other Qualifications

- Use '**search for your qualification'** section

- If the qualification eblow does not appear as a choice then you need to search by name, start typing in qualification below and then drop down appears once you start typing

- **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, enter title 'Food and Nutrition' and complete details of grade achieved. Module information is not necessary.
    - Y13 – select WJEC Level 3 Diploma in Food Science and Nutrition, enter title 'Food and Nutrition' and complete details, leaving grade as pending. Module information is not necessary.

- Sport –
    - Y12 – select Level 3 Cambridge Technical Certificate in Sport and Physical Activity and enter grade achieved.
    - Y13 - select Level 3 Cambridge Technical Extended Certificate in Sport and Physical Activity and enter grade as pending.

- Business Level 3 Applied
    - Y12 – select AQA Level 3 Certificate in Applied Business and complete details.
    - Y13 - select AQA Level 3 Extended Certificate in Applied Business

Remember to include your Enrichment Subjects:
- EPQ – Type in 'EPQ' in '**search for qualification**' section
- Core maths = Type in 'AQA level 3 certificate in mathematical studies' in '**search for qualification**' section

Unique Learner Number
Leave this blank

Tick **"Mark this section as complete"**
Click **"Save this section"**
Click **"Next to employment"**

4. Employment Section

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

Tick **"Mark this section as complete"**
Click **"Save this section"**
Click **"Next to nationality details"**

5. Nationality Details

Country of birth
- select country – for most this will be United Kingdom

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

Tick **"Mark this section as complete"**
Click **"Save this section"**
Click **"Next to supporting information"**

6. Supporting information

Most of this is self-explanatory

Disability/Special Needs
- Click 'see 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.

Tick **"Mark this section as complete"**
Click **"Save this section"**
Click **"Next to English language skills"**

7. English language skills

Answer the question

Tick **"Mark this section as complete"**
Click **"Save this section"**
Click **"Next to Finance and funding"**

8. Finance and funding

Select funding arrangement – **"UK, ChI, IoM, or EU student finances services"**

Student Support Arrangements
- The name of your Local Authority –the county to which your **household pays Council Tax – not your postcode county.**

Tick **"Mark this section as complete"**
Click **"Save this section"**
Click **"Next to Personal Statement"**

9. Personal 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.

When you have finished, **click "save and preview"**
Read declaration
Tick **"Mark this section as complete"**
Click **"Save this section"**
Find link on top left-hand side of screen **"Return to application overview"**

This will take you back to your hub homepage and you will have completed all except your **"choices"** section

10. Choices Section

Scroll down on your hub homepage to find **'your choices'** and **'add choice'**

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 to 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 2023 but…

What if I want to defer entry until 2024? Deferring means applying 'now' to start in 2024
- Select deferred entry 2024 from the drop down box.

If you are unsure about deferring, apply for 2023 entry – you can always defer at a later stage.

Point of Entry

If you wish to start in the first year of the course, please **select "1ˢᵗ year"**

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

- Repeat above for all choices
- Once you are happy with the choice(s) made, click "**confirm choices**," this will tick this section complete

11. Review and submit

This gives you the opportunity to check and change the information you have supplied before submitting your application to school – it will also ask you to select you marketing preferences.

12. Pay and send

- On completion, you can pay and send. If using your parents/carers credit card you will need the details and permission (£26.50 for 5 choices, £22 for 1 choice).

- **Tick boxes to agree to Terms and Conditions**

- **Please note when you 'send' you are sending it to the school not directly to UCAS**. Miss McCafferty 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 is 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 and use 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 Personal Statement' is a great start.

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 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.

After the UCAS form has been sent to UCAS

Once the form has been despatched, UCAS will send you a 'welcome letter'/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
August 2018 - July 2022 (Full time)

Santa Clause 1582461762   UCAS

GCE Advanced Level in Geography

Subject	Awarding organisation	Grade
Geography	OCR	Pending

Qualification date
June 2022

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

Awarding organisation	Grade	Qualification date
WJEC	Pending	June 2022

GCE Advanced Subsidiary in Chemistry

Subject	Awarding organisation	Grade
Chemistry	AQA	Pending

Qualification date
June 2021

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

Title	Awarding organisation
Food and Nutrition	WJEC

Grade	Qualification date
Pending	June 2021

GCSE: Double Award (9-9 to 1-1) in Combined sciences: Trilogy

Title	Grade
Combined sciences: Trilogy	6-6

Awarding organisation	Qualification date
AQA	June 2020

GCSE: Double Award (9-9 to 1-1) in Combined sciences: Trilogy

Title	Grade
Combined sciences: Trilogy	6-6

Awarding organisation	Qualification date
AQA	June 2020

GCSE (Grade: 9-1) in Design and Technology

Title	Grade
Design and Technology	6

Awarding organisation	Qualification date
AQA	June 2020

GCSE (Grade: 9-1) in English Language

Title	Grade	Awarding organisation
English Language	7	AQA

Qualification date
June 2020

GCSE (Grade: 9-1) in English Literature

Title	Grade	Awarding organisation
English Literature	7	AQA

Qualification date
June 2020

GCSE (Grade: 9-1) in French

Title	Grade	Awarding organisation
French	7	Edexcel

Qualification date
June 2020

GCSE (Grade: 9-1) in History

Title	Grade	Awarding organisation
History	6	AQA

Qualification date
June 2020

GCSE (Grade: 9-1) in Mathematics

Title	Grade	Awarding organisation
Mathematics	6	AQA

Qualification date
June 2020

Unique Learner Number (ULN)	Not provided	of qualification you expect to have before you start your course	qualifications
Please state the highest level	Below honours degree level		

GCSE Exam boards at Ashby School:
- Art - AQA
- Biology (Triple) - AQA
- Business – Pearson/Edexcel
- Chemistry (Triple) - AQA
- Computing - OCR
- Design – AQA
- Drama – WJEC
- Drama Production (BTEC-Pearson/Edexcel)
- Engineering - AQA
- 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 – OCR
- Physics (Triple) - AQA
- Psychology - AQA
- RS - AQA
- Science (Trilogy) - AQA
- Sport Studies - OCR – Cambridge National