



# UCAS

SUPPORTING YOU IN YOUR UCAS  
APPLICATION

This booklet is designed to help and support you through the process of applying for university.

We fully accept that this can be a daunting time, and that there is a huge amount of information to get your head around as you select courses and institutions for your future study.

We are here to help in whatever way we can, and will do our very best to guide you through the process and make sure that your application is as strong as possible.

This booklet will discuss some of the most important aspects of the UCAS application process including:

- Registration
- Selecting a Course
- The Personal Statement

This is an exciting time for you all. Good luck in your applications!

*The Pupil Support Team*

# Step 1: Registering for UCAS

## How to Register

You will be given help to get this section of the application completed during a series of after school sessions.

If you follow the instructions with care, then getting registered should not take you too long.

You should take care to keep a copy of your username and password, as these can be tricky to reset and you may need to contact UCAS to gain access.

## You must have a valid email address to register!

- 1 Log onto [www.ucas.com](http://www.ucas.com)
- 2 Select '**Register**' top right hand side of screen
- 3 Click '**Register & apply for 2019 entry**'
- 4 Select bottom option '**Register**'
- 5 Read through and select '**Next**'
- 6 Read through T&C's – tick box at bottom of screen, then  
'**next**'

- 7 Complete required information, on the next few pages,  
followed by 'Next'
- 8 \* Asterisk questions **MUST** be answered
- 9 Need to create a password (**you must take note of this,  
you will need it to log-in) & note answers to security  
questions**
- 10 **TAKE NOTE of the username given**
- 11 Click 'Log in now' – you are now registered
- 12 You are applying 'through my school/college'
- 13 Enter Buzzword – Fletcher2019
- 14 Select 'Yes' to St Columba's High School
- 15 Select appropriate tutor, in your case this should be your  
Guidance Teacher– this is important as it is linked to your  
referee
- 16 **Take note of your Personal ID**
- 17 **Verify your email** – need access to the email address  
previously detailed

- 18      Begin application - Personal Details to Employment (will tick off on left hand-side as you complete)

Keep a note!

Keep a note of the following information:

**USERNAME:** \_\_\_\_\_

**PASSWORD:** \_\_\_\_\_

**UCAS ID:** \_\_\_\_\_

**SECURITY QUESTION ANSWERS:**

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## Step 2: Selecting Courses

Researching your choices is vitally important. You may receive offers from some or all of these institutions, therefore it is important that you are confident that you know how the course works, and whether the institution would be right for you.

University is not like school. Changing courses is not an easy process. Therefore you need to be sure that you are making the correct choices.

The most important consideration is the entry requirements that each institution places against their courses. If you are not likely to meet the entry requirements, then it is equally unlikely that the university will offer you a place.

Keep in mind that the entry requirements are the **minimum** that the institution expect. If they get a large number of applicants that have **more** than these minimum entry requirements, then they will offer their places to these students first.

### Other things to consider:

- **Course content**
- **Location of study**
- **Independent reviews**

## Step 3: The Personal Statement

### Writing a UCAS personal statement

#### What is a UCAS personal statement?

This is the only part of the application that an individual has complete control over. It is their chance to make themselves stand out and add value to their application.

#### How will universities use the personal statement?

Universities will review the personal statement along with the other information provided in the application form, to decide whether or not to make an applicant an offer.

Admissions staff rely on the personal statement as a differentiation tool to help them distinguish between different applicants who may have a similar academic profile. It is true then that grades are only part of the story.

#### What should the personal statement include?

Admission tutors are looking for:

- An understanding of the course
- Good literacy and numeracy skills
- Research skills
- Time management skills
- Enthusiasm beyond the syllabus
- Extracurricular reading
- Independent study skills
- Self-awareness

### **Key points to consider**

- A maximum of 4000 characters or 47 lines can be used
- The preview function in the apply section will show how the statement will appear to institutions
- There is no spelling or grammar check. UCAS advise that you complete the statement on word or a similar programme and then copy it in.
- Universities that interview applicants may use the statement to formulate questions.

### **One personal statement for all choices**

- Although you can select to apply for up to five courses, there is only one personal statement.
- Having a diverse range of choices will make it difficult to write an effective statement.
- If you are applying for a joint subject course, attempt to cover both subjects equally.
- There is lots more information available about writing your personal statement at [www.Ucas.com](http://www.Ucas.com)

### **Similarity detection**

- Remember that UCAS checks every single personal statement by using plagiarism software.
- The personal statement must be the applicants own work.
- If copied material is detected, then the university will be informed.



### **Course choices and content**

- Universities want to understand the connection and commitment to the subject chosen.
- For purely academic courses, they expect around 80% of the statement to be relevant to the course.
- For more vocationally aligned courses, then you need more of a balance and an explanation as to why you have the right personal qualities for the course.

### **Style**

- Personal statements should be written in clear and concise English.
- Structure paragraphs clearly to make the statement easier to read.
- Avoid repetition and words such as 'interesting' or 'passionate'.
- The statement should not read like a list. Every statement should be backed up with evidence.
- Have a powerful and clear conclusion.
- Applicants should avoid arrogance. Leave the boasting for your referee.

## The ABC rule

Ensure each point made in the personal statement follows the ABC rule.

**Activity** or **achievement**- provide specific evidence of what you have done.

**Benefit**- what transferable skills have you gained from it?

**Course**- how will this prepare them for the course?

## The 'so what?' test

Could an admissions tutor say 'so what?' to anything that you have written? If so, should it be there?



**Allow plenty of time** – your teacher will need to attach a reference to your application before it can be sent to us, so make sure they've got enough time to do you justice to ensure your application gets equal consideration, please submit your application to us by 18:00 UK time on:

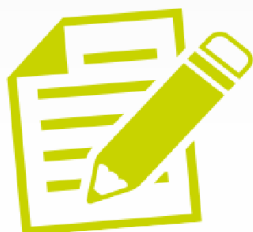
- **15 October** for the universities of Oxford, Cambridge or most professional courses in medicine, veterinary medicine / science and dentistry
- **15 January** for the majority of courses
- **24 March** for some art and design courses

Check deadline details on our search tool – [search.ucas.com](https://search.ucas.com).

**Wait to hear back** – when your chosen unis and colleges process your application they will decide whether to make you an offer. Some offers may come with conditions – for example you may need to get certain exam grades – or some may be unconditional.

Reply to your offers – when you've heard back from all your choices you'll need to reply – you'll be given your own deadline depending on when you received your offers. **Don't miss it!**

If you don't have any offers you can make additional choices with Extra or Clearing.



**When you've got your exam results,**

if you don't meet the conditions of your offer you can use Clearing to find another course. But if you meet your conditions, your place will be confirmed – then you'll need to get ready to start your studies.

## Predicted Grades

Before you submit your application, you will need to ask your teachers to supply you with a predicted grade for their subject. This is not your final official SQA estimated grade, but rather an indication of what your teacher feels you could be capable of based on the evidence they have.

**Complete the following table**

<u>Subject</u>	<u>Predicted Grade</u>	<u>Teacher Signature</u>