

UCAS APPLICATION

INTRODUCTION:

This package is aimed at pupils who are seriously considering applying for a place at University in 2019.

You are asked to think carefully about all aspects and avenues open to you and seek advice and assistance from any of the following:

DHT 55/6, Pupil Support Teacher, Careers Officer and Careers library (please leave University/College Prospectuses in Careers Library for all to use).

Once you have decided which Universities and courses you want (you should make five choices) you can begin to complete your application but before you do anything to your application make sure you read the accompanying notes in the online package.

Get started with your application by logging on and registering. **Once you have registered UCAS will send you a login code. Keep this safe, you will need it each time you log-on. You will be asked for a 'buzzword' which links you to the school. Details of this word are below.** Now you can put in all the information you already know, your personal details and your current qualifications. Make a start with your personal statement and keep a note of your preferred choices. Then send your application to your Pupil Support Teacher (Pay and send.) **First Draft to be complete by October 12th.**

WHAT HAPPENS NOW?

Over the course of the next few weeks we will ask your class teachers **from last year** about your application in class and your abilities. **Your current teachers** will also be asked to give a prediction of your performance in your examinations.

Once these are complete they are passed to your Pupil Support Teacher. These reports and your Pupil Support Teacher's personal knowledge of you will then make the basis of your school reference.

Your Pupil Support Teacher will interview you during the months of October/November and will complete your academic reference. Your Pupil Support Teacher should discuss your report with you.

References are then sent to Mr. Adler for approval.

FEE **(almost everyone should enter the Fee Code as 02 in the application)**

A cheque/postal order for £25.00 (or £20.00 for one choice of university) made payable to Greenfaulds High School and passed to the AFA in the school office .

Remember you are trying to make the best impression you can, think out your personal statement carefully and put in all your qualifications in chronological order.

PLEASE REMEMBER - YOU LOG IN UNDER 2019 ENTRY AS AN UNDERGRADUATE.

Draft personal statements should be completed by the **October holiday 11/10/19** in preparation for Pupil Support interviews.

Your application is then processed and sent to UCAS by the deadline date of **29th November 2019.**

SCHOOL CENTRE NUMBER IS 8357331

WEBSITE - www.ucas.com/apply

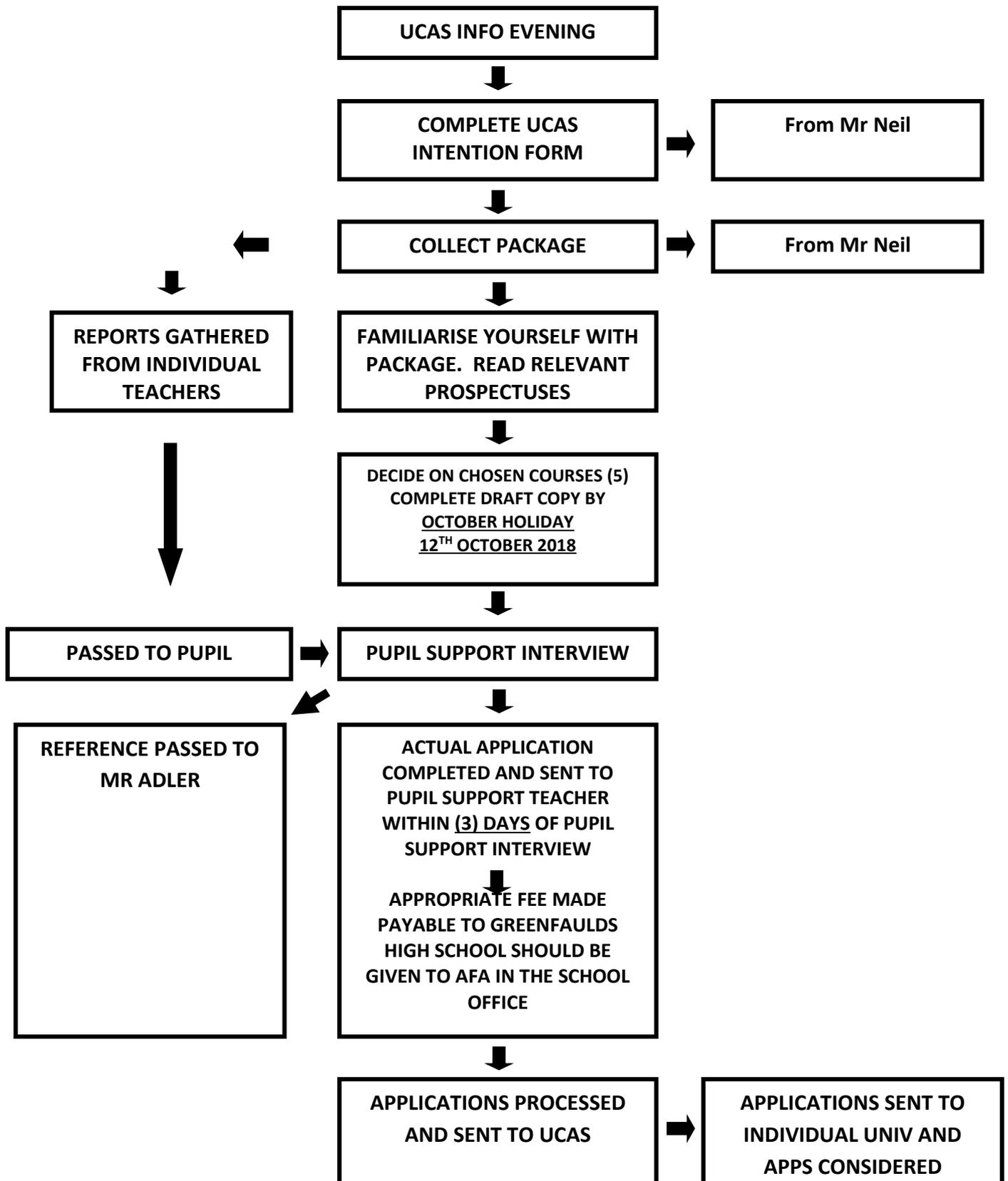
SCHOOL POSTCODE IS G67 4AQ

BUZZWORD FOR UCAS - Pluto20

SCHOOL UCAS NO. 14547

Please keep to the school deadlines to allow me to meet the UCAS deadline.

APPLICATION FLOWCHART



HOW TO BEGIN THE APPLICATION PROCESS

All applications are made on-line at

www.ucas.com

Information for parents and students also on school website

Registration

You register to use Apply, our online application system

When you register, you provide personal details, like your first names, last name, title, gender, date of birth, address, telephone numbers and email address. We transfer these details to your application and you will not be asked to enter them again.

You can change any of these details when completing your application.

What registration involves

The registration process generates a **username and you create your own password**, which you need to log in to your application. Make a note of your username and password and keep them in a safe place - **Apply is case sensitive so write the details exactly as they are shown on screen.**

When you register, you'll be asked to choose four security questions and enter relevant answers. If you need to contact us, we'll ask you these questions to check your identity, so make the answers individual and memorable.

You are applying through the school, you'll need to obtain a 'buzzword' from the school – the 'buzzword' is **SATURN**. This buzzword links your application to your centre so that your referee can write and attach their reference. Once you've completed your application, you send it to your referee who adds the reference, checks and approves your application and sends the completed application to us.

To start your application:

1. go to this website's homepage and click on **Apply**
2. click on **register/log in to Apply**
3. follow the online instructions to register and enter your personal details
4. choose a password, select four security questions and enter relevant answers
5. write down the username on screen and your password; you'll need these every time you log in.

Personal details

Your personal information will be sent to your chosen universities and colleges

Your title, gender, name and address and date of birth will be filled in automatically with the details provided when you registered.

Further personal details

You're asked for extra information so that the universities and colleges can decide what tuition fees you should be charged and what entitlements you might qualify for. They need to know your residential status, where/whether you will be looking for funding and/or sponsorship, and if you have any special needs or disabilities which they would need to consider.

As part of their duty of care to all applicants/existing students they will also need to know if you have any relevant criminal convictions. You are asked to tick a box if you **have** a relevant criminal conviction. If you don't, please leave the box blank.

Entering an email address

Your email address needs to be verified before you can send your application to us. When you enter your email address, we'll send you an email with instructions on what to do.

If you provide an email address, we can send emails when the status of your application has changed, eg when a university has sent us its decision. These emails won't list the actual changes or give any decisions; they will tell you to log in to the [Track service](#) to view any changes.

Your email address will be seen by UCAS and the universities and colleges, so please make sure that it does not cause offence.

Nominated access

You can choose to nominate someone, eg parent/guardian/adviser, who can discuss your application with us and the universities if you're unavailable.

This section of your application is not compulsory - you don't have to nominate anyone. If you do, you enter their name and their relationship to you.

Additional information

Extra information required by the universities and colleges

This section is only available in Apply to applicants who are permanently resident in the UK. You are asked to enter the following details.

- **Ethnic origin and national identity** - you can also select a dual national identity
- **Activities in preparation for higher education** - you can enter details of up to two activities such as summer schools or taster courses
- **Care, parental education and occupational background** - choose your responses from the drop-down lists or enter the details in the boxes.

You can also select to receive written communications in Welsh from UCAS and Welsh universities and colleges from this screen.

Your **national identity** reflects how you choose to classify yourself. It's different from ethnicity and nationality and can be based on many things, like culture, language or ancestry/family history. If you prefer not to provide this information, you can select 'I prefer not to say' from the list of options.

Your answer to this question won't affect how your application is considered by universities or colleges as this information isn't given to them until after they've decided whether to offer you a place or not.

The **activities in preparation for higher education** take place at all times of the year, and may go under another name, such as summer schools, Saturday university, campus days, summer academies, taster courses and booster courses. If you've not taken any courses, leave the related sections blank. These activities don't include attendance at open days.

The **care** and **parental education** questions are optional. Universities and colleges may have different policies as to if, when and/or how the information may be used. For example, it could be for statistical monitoring purposes at the application stage, or to identify applicants that need further support.

The **occupational background** question is mandatory but, if you prefer not to give this information, you can enter 'I prefer not to say' in the text box. This information **will not** be passed to your chosen institution until they have given you an unconditional offer that you have accepted as your firm choice. This information will be used for statistical monitoring.

If you have any concerns as to how a university or college may use this data, please see the university or college website or contact the institution for further details.

Choices

You can choose up to **five** choices and there's no preference order

Your application will be sent to all chosen universities and colleges at the same time. Each university and college will only see details of their course or courses that you've applied to. They won't see your other choices until you've received your final decision.

Course combinations that you can have

You can apply to a maximum of:

- Four courses in any one of medicine/dentistry/veterinary medicine/veterinary science
- One course at either the University of Oxford or the University of Cambridge (unless you already have a degree or will have gained a degree before September of this cycle in which case you can apply to both).

You can use your remaining choice(s) for any other subject. For example, if you apply to four medicine courses, you could still make one choice for veterinary medicine. However, be aware that your personal statement will be sent to all universities and colleges you've chosen. Read our advice on [applying for multiple courses](#) in the personal statement section.

There are different application deadlines for some courses, universities and colleges - [find out when to apply](#).

Additional requirements

Some courses require an **admissions test**. It's your responsibility to find out whether your course(s) need you to take one, and to register by the relevant deadline. Go to the [admissions test section](#) to find out more.

If you're applying for **medicine, dentistry, nursing, midwifery or certain other health courses**, UK health authorities recommend you should be immunised against Hepatitis B before you start training. Universities and colleges may also ask you for certificates to show that you're not infected. Check the immunisation and certification requirements with your universities and colleges. Some courses in fields such as **social work** will need you to undergo a check through the Criminal Records Bureau. Check with your universities and colleges for their requirements and advice on how to fulfill them.

Criminal convictions declaration

As part of your application you will be required to declare whether you have any relevant unspent criminal convictions. The help text in Apply explains what is classed as a relevant unspent conviction.

In addition, some courses have entry requirements which might require you to disclose further information regarding any past criminal activities, and may also require a criminal records check. If you choose a course that requires this information, you'll be asked to tick a box if you have any spent or unspent convictions or other punishments that would show up on a criminal records check. There's full help text in Apply to explain what is classed as a spent or unspent conviction.

Universities of Oxford and Cambridge

If you're applying to **University of Cambridge**, you may be required to complete one or more application forms in addition to the UCAS application.

2020

entry applications

- If you're applying from outside the EU, you must submit a Cambridge Online Preliminary Application Form (COPA) in addition to a UCAS application. This applies to all applicants who are living in a country outside the EU and is regardless of fees status or nationality. If you are studying at a school in the UK you do not need to submit a COPA.

For courses starting in 2020 or deferred entry in 2021, the COPA and UCAS application must be submitted by 15 October 2019. Earlier deadlines apply for those students wishing to be interviewed in India (12 September), Malaysia, Singapore or China (20 September). You should consult the University of Cambridge website for details.

- If you're applying for the Graduate Course in Medicine (UCAS code A101), you must submit a Graduate Course in Medicine Application Form by 15 October 2019.
- If you are applying for a Choral or Organ Award, you must submit a Cambridge Online Preliminary Application (COPA) and UCAS application by 1 September (Organ Scholarships) or 12 September (Choral Awards). You can access the COPA from the University website. .

See the [University of Cambridge website](#) for further details.

The **University of Oxford** does not require a separate application form for standard applications. Check the [University of Oxford website](#) for full information on how to apply.

If you are applying for the graduate-entry medicine course (A101), you must complete a separate application form as well as your UCAS application. You can find the application form on the [course website](#).

Education

Advice about completing the education section

Universities need to know where you've studied and which qualifications you're taking/have taken. You fill in details of your schools or colleges, then list your qualifications, one by one. You must include all schools, colleges and universities that you have attended since the age of 11, even if you withdrew from your course. There is space to enter up to 10 centres.

For each school and college, you provide details of:

- all qualifications for which you have accepted certification from an awarding organisation, even if you're retaking all or part of the qualification
- all qualifications for which you are currently studying or awaiting results.

All qualifications must be entered, even if you received an unsuccessful grade, if you are still waiting to take the final exams or if you are waiting for the results.

If you're resitting a qualification you need to enter it twice: once as a completed qualification with the grade achieved and once as a qualification with the result 'Pending'.

All qualifications have to be entered manually - you can't copy and paste in transcripts.

Don't send any examination certificates or other papers to us, or to your universities or colleges, unless asked

Your highest level of qualification

You'll be asked to select the highest level of qualification you will have before you start your course. This doesn't include the course you're applying to - it's just about the qualifications that you'll complete before starting the course. There are three options available in a drop-down list:

- Honours degree level or above, eg bachelor's degree with honours, master's degree, PhD.
- Below honours degree level, eg AS and A level, Scottish Higher and Advanced Higher, GCSE, Irish Leaving Certificate, International Baccalaureate.
- No formal qualifications: this means that you will not have received any formal and certificated qualifications before you start a higher education course.

Entering qualifications

Guidance on entering specific qualifications

If your qualification isn't listed below, please read the help text in Apply, speak to your school, college or centre, or contact our [Customer Service Unit](#) for advice.

Enter details for any admissions tests you have already taken with results and any you still need to take. (But remember that all your chosen universities and colleges will see the qualifications you enter. Only certain universities and colleges require specific admissions tests for particular courses so when you provide details for an admissions test, you may give some indication of the universities, colleges and courses you have entered in the [choices](#) section of your application. The universities and colleges will not, however, have the details of any of the other institutions or courses you have chosen.)

Scottish qualifications

Standard Grades, Intermediate 1, Intermediate 2, National 4, National 5, Highers, Advanced Highers

Don't enter details for the units that make up these qualifications if you have the full award, unless your universities or colleges have asked you to provide this information. If you have entered details for a Mathematics course where you had the option to take Maths or Statistics as the External Assessment, you should enter Maths 3 or Statistics as a unit/module.

National and other free-standing units

Enter details for any units you have obtained or are studying that are not part of a completed course or a Scottish Group Award. You must not enter details for Core Skills units as national or freestanding units. Enter these units under your Core Skills Profile (see Core Skills Profile below).

Group awards

Such as HNCs, HNDs, National Certificates, National Progression Awards (NPAs), Professional Development Awards (PDAs), Scottish Vocational Qualifications (SVQs)

Enter the title for the whole course, the date when you finished or expect to finish the course and the result or grade. If you're still studying for the qualification, leave the result/grade box blank. Then enter details for all the units or subjects that make up the qualification. If you're entering details of an HNC or HND that includes Group Award Graded Units, give details for these units by putting 'Graded Unit' after the unit title, for example, HNC Business Graded Unit 1.

If you have taken, or are taking, HNC or HND units, national units or workplace-assessed units, but not as part of a course or group award, enter the details as free-standing units.

Core skills profile

Enter the general information for the whole Core Skills Profile. Then add details for all the core skills that make up the profile.

Access courses

If you're taking a Scottish Wider Access Programme (SWAP) or an access programme agreed locally with a university or college, talk to your tutor before you start to apply.

Exam boards and awarding organisations

SQA Scottish Qualifications Authority

Employment

Tell your chosen universities and colleges about your paid employment experience

Enter details of up to five employers, including company name and address, a description of your job, and start and finish dates. You'll also be asked to say whether you worked full- or part-time. This includes weekend and holiday jobs.

If your work experience has been unpaid, please include the details in your personal statement.

If you've had more than five jobs and you think that more information would benefit your application, send the full details to your universities and colleges once your application has been processed by us. Or you can provide more details in your personal statement.

If you've not had any paid work experience, you can leave this section blank, but you will need to mark it as complete.

Your personal statement

Tell the universities and colleges why they should choose you

The personal statement is your opportunity to tell universities and colleges about your suitability for the course(s) that you hope to study. You need to demonstrate your enthusiasm and commitment, and above all, ensure that you stand out from the crowd.

The personal statement can be different to application essays or personal statements from other countries, so please read the guidance in this section before completing the statement.

[Key points to consider](#)

[What to include](#)

[Dos and don'ts](#)

[Size and presentation](#)

[Similarity detection](#)

Guides that will help you plan

[Statement mind map](#)

Our mind map summarises what you need to know about the personal statement, including preparation, presentation and what to include.

[Personal statement worksheet](#) (PDF)

This worksheet is designed to help you think about information you could include in your personal statement. We've included space for you to write down any thoughts you have as you work through it.

Does it matter?

Some course tutors find personal statements crucial when making decisions, whereas others might not put as much emphasis on them. Since you do not know who will be looking at your statement, the safest thing is to do a good job. In many cases, applicants are not interviewed, so this may be your only chance to make the case for you to be offered a place.

The Assistant Registrar for Undergraduate Admissions from University of Warwick says:

'For highly competitive courses which attract applications from many more candidates than there are places, comparing all applicants' personal statements helps us to identify the most committed and suitable candidates.'

If you're offered a conditional place and narrowly miss the required grades for the course, the university is likely to look at your personal statement again to see if your interests and experience demonstrate any extra skills that could help you on the course. So it can make a difference later in the application process as well.

Remember that the person reading your statement is an expert in your chosen area of interest so they will want to know the reasons why you have chosen the subject.

Make sure that your personal statement is your own work

We put all applications through similarity detection tests, which identify statements that have been copied from another source. Don't be tempted to copy another person's application materials, or download your personal statement from a website. There could be serious consequences to using other people's work. If any part of your personal statement appears to have been copied, we will inform all the universities and colleges that you have applied to. They will then take the action they consider to be appropriate. We will also contact you by email. Click on the similarity detection link to find out more.

Your reference

Your referee should know you well enough to write about you and to comment on your suitability for higher education

References are usually written by someone who knows you academically. Most references will talk about you from a teacher's or tutor's perspective: how you work and interact with other students and teachers, for example. Your reference does not have to be academic, but if you're studying or have recently left school or college, a reference from your school or college will be expected.

Who should write the reference?

- Your referee should know you well enough, in an official capacity, to write about you and your suitability for higher education.
- If you're at school or college, or left recently, your Pupil Support Teacher or other nominated staff member will write this for you and Mr. Adler will check it.

Who should not write the reference?

- It is not permitted for family, friends, partners or ex-partners to write your reference. If we find this to be the case, your application may be cancelled.

A full written reference is required. The name and address of the referee is not sufficient, unless all your chosen universities and colleges have already agreed that no reference is required on your application.

Your reference - practical tips

Your referee must write your reference in English

Most references will contain the following information:

- their opinion of your suitability for a particular profession (eg you've demonstrated your dedication and calm nature for nursing)
- your proposed career plan - if you have one - so make sure your referee is aware of your career ideas and any work experience
- your performance in individual modules or course components: for example, if you were one mark from a higher grade, they may highlight this
- anything that may have affected your academic work (eg an ongoing illness)
- any other personal circumstances which may have affected, or will affect, your performance
- any specific needs you may have, like a disability or learning difficulties, and how you cope with these at school or college.

Any health issues or disabilities can only be mentioned with your permission. If you have any issues that you would like the universities and colleges to be aware of when considering your application, these should be included in the reference rather than the personal statement, so discuss this with your referee.

Applying through a school, college or other organisation

You won't have access to your reference. This will be completed on your behalf by your centre.

1. Check that each section of your application is correct and mark them all as complete.
2. Pay for your application (if applicable) and send it online to your referee.
3. Your referee will check and approve your application.
4. Your referee will write the reference.
5. Your centre will approve the reference and send it to us.
6. We'll then process your application.

What happens next?

Once we have received a completed application, the following steps occur.

1. **We process your application.**
2. **We send you a welcome letter by post confirming your personal details and choices.**
3. **Your chosen universities and colleges can view your application.**
4. **The universities and colleges decide whether to make you an offer or not.**



1. When we receive your completed application, we begin to process the details. If we have to query anything, we will contact you to find out more information.

2. After processing your application, we will send you a welcome letter that lists your choices. Please check the information carefully and let us know immediately if anything is not correct by contacting our [Customer Service Unit](#). If your address is in the UK, it can take up to a week to receive the welcome letter.

You can view your application in Track using your Personal ID and the same username and password you used to apply. Your username is printed on your welcome letter.

3. Once your application is processed, universities and colleges can access it online. They can view your application, but they will not see where else you have applied. They will only see any other choices after you have replied to your offers. Universities and colleges may contact you to tell you that they are considering your application. Not all of them do this, so don't worry if you don't hear from some of your choices.

4. The universities and colleges will consider your application against their own admissions criteria. Each has their own criteria and their own ways of working, so you can expect to hear from them at different times: you may be contacted within a very short period of time or it may be some months before you hear anything. They will decide whether to offer you a place or not and will send their decision to us. Decisions will be displayed in Track as soon as we receive them. [More about offers](#)

Letters from UCAS

As you go through the application cycle, you will receive standard letters depending on the status of your choices, decisions and replies.

- **Welcome letter (AS2)** - sent to you when we receive your application. You'll also be sent a copy of the Applicant Welcome Guide.
- **Offer letter (AS3)** - sent to you when a university or college makes you an offer.
- **Unsuccessful letter (AS4)** - sent to you when your application to a university or college has been unsuccessful.
- **Replying to Offers letter (AS6)** - sent to you when you have received decisions from all your choices and have received at least one offer. It asks you to reply to your offer(s) by a given date.
- **Status Check letter (AS9)** - sent to confirm that we have recorded your replies correctly.
- **Confirmation letter (AS12)** - sent to you if you firmly accept an unconditional offer, or if your place has been confirmed by your university or college once exam results are published.
- **New Options letter (AS13)** - sent to you with information about other options available if your place has not been confirmed.

If you've provided a verified email address, the AS3, AS4 and AS6 letters will be available online in Track instead of sent in the post.