

# APPLYING FOR UNIVERSITY



ST. MARTINS  
SIXTH FORM

# UCAS GUIDE

NAME: \_\_\_\_\_

<i>My Courses</i>	<i>AS Results</i>	<i>Predicted A2</i>	<i>Teacher Sign</i>
<i>WBQ</i>			

# KEY POINTS

## UNDERSTAND YOUR COURSE REQUIREMENTS

- You may be clear on your A level grades, But what about the other requirements?
  - Do they ask for certain GCSE Grades?
  - Do you have relevant work experience?
  - Do you need a portfolio of work?
  - What non-academic achievements are relevant? Senior prefect, Volunteering, School Council ect

## MAKE YOUR PERSONAL STATEMENT STAND OUT

- This is your best opportunity to make your application stand out.
- Make it a well written original
- Some Universities have guidance on what they expect. Try to find out.
- Make it subject specific
- Try to avoid clichés
- Use your own tone of voice

## KEEP YOUR EMAIL ADDRESS PROFESSIONAL - KEEP CHECKING

- Set up an email address that has a professional feel to it. You want make a good impression from the off. As funny as sexybum101@hotmail.com may be, this won't give you the university place that you have always dreamed of. You want the University to look at you as a professional and to take you seriously.
- CHECK, CHECK, CHECK! If you need to set up a new email address make sure you keep checking your emails. Most of you have phones now so set it up so that it notifies you if you have an email. This way you wont miss out on any life changing offers being made.
- If you do need to change your email address after applying remember to do this via the UCAS track. This way all the universities will have all your current contact information.

## TAKE YOUR TIME TO CHOOSE YOUR UNIVERSITY

- Choose wisely, look for what they can offer you. Remember that you don't have to fill in all five choices at the time of submitting your application. You can add in choices at a later date. This is definitely worth doing if you don't initially have five choices that you really like. Providing you have added them in by the 15th January (15<sup>th</sup> October, for certain subjects) you will still get equal consideration along with everyone else.

## CHOOSE THE COURSE THAT IS RIGHT FOR YOU

- Do your research. Know your course and then get to know your university.
- Don't judge a Uni by your own preconceptions (or those of others)
- The course comes first - Choose the course because it offers you all the structure and content that you want.
- Don't choose it because it has an impressive name or reputation.
- Make sure that the University has the whole package that suits you.
- Remember that different Universities will specialise in different subjects. Do your Research!!

## KNOW YOUR DATES

- Do not be late!
- There are a number of key dates throughout the UCAS application - Know the ones that are most relevant to you. Check the calendar.
- The deadlines for many of the Veterinary Medicine/Science, Medical, and Dentistry are in 15<sup>th</sup> October 6pm.
- Most other courses the deadline is in 15<sup>th</sup> January 6pm.
- You can apply up until June, however Universities only have to consider your application if they still have places available.
- Don't forget that once you have applied there will be certain dates that you have to adhere to, such as accepting/declining offers. This information will be on the UCAS track.

# COMPLETING THE UCAS FORM



At the end of each section there is a save box. Make sure you tick it before you move on each time.

When a section is completed, tick the box and a red tick appears on your checklist on the menu at the beginning of your form. You can always go back and change details until you have gone through Pay and Send section.

## PERSONAL DETAILS

The first part of the details will be automatically filled in for you from your registration data. This is a good opportunity to check that it is all correct.

TITLE	Mr or Ms
GENDER	As it appears on your birth certificate.
FIRST NAME/SURNAME	Ensure that you write your name as it appears on your exam certificates. Ensure that you use capital letters for the first letter of each name.
PREVIOUS NAME AT 16" BIRTHDAY	This should only be completed <b>if different</b> from the line above it.
HOME ADDRESS	This should only be completed <b>if different</b> from your postal address.
HOME TEL/MOBILE	Keep your contact details up to date so that universities can contact you should they need to.
RESIDENTIAL CATEGORY	This is UK Citizen or EU National for most students. In if doubt, please check with your Learner Coach.
UNIQUE LEARNER NUMBER	This is not applicable to us.
STUDENT SUPPORT -FEE CODE	UK,Chl is the correct answer for most students. However, you need to select 05 if you are applying for Nursing or an NHS-funded degree.

**What will be your main source of funding for your studies? \***

Select an option from the drop-down list to tell us how you expect to pay for your tuition fees. Most applicants from the UK, Channel Islands, Isle of Man, and the EU will be in the category UK, Chl, IoM, or EU student finance.

This guidance has been created in the absence of full Brexit arrangements being available and you should give your answer as guided. Universities and colleges are aware that EU applicants will be selecting the UK, Chl, IoM or EU student finance option.

UK, Chl, IoM or EU student finance services v

## PERSONAL DETAILS continued...

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STUDENT SUPPORT  
ARRANGEMENTS

The name of the local authority to which your parents (living at the address noted earlier on the form) pay their council tax. **Students typically miss this question. Please be sure to answer it.**

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MAILINGS FROM UCAS

Only refers to their publicity material. All information about offers will be communicated by post and email anyway.

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NOMINATED ACCESS

This should be a family member. If you were away on holiday during results, then your nominated person could speak to UCAS/ universities on your behalf. This could be Mr Brooks.

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DISABILITY/SPECIAL  
NEEDS

It is important that you enter any additional needs here. This will not prevent you from receiving offers but will enable the university to offer you appropriate financial and educational support

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## ADDITIONAL INFORMATION

EQUALITY MONITORING

Universities and colleges have a legal obligation to make sure applicants are not discriminated against or disadvantaged. This information will not influence any decision in respect of your application and will only be shared with the universities and colleges after you have secured a place or at the end of the application cycle.

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ACTIVITIES IN  
PREPARATION FOR HE

Only fill this in if you have been on specific HE courses, this does not include open days. For example STEP UP Programme or Summer Schools.

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HAVE YOU BEEN IN  
CARE

Students forget to answer this one!

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PARENTAL EDUCATION

Have mum or dad received any Higher Education qualifications?

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OCCUPATIONAL  
BACKGROUND

This should be the job title of the parent who is the highest earner in the family - not you or your siblings. You can choose not to say.

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## STUDENT FINANCE

You will be asked three questions about Student Finance. The information will be relevant to the area of your home address, regardless of where you intend studying, as it is your home address and not your chosen university that determines the allocation of money. By agreeing to be linked into this section, you will receive reminders about the key dates for Finance applications and your finance application form will be pre-populated with the information from your UCAS form so you will not have to type in all the codes twice.

## CHOICES

### COURSE CHOICES

You may choose a maximum **of five courses** (but only four can be for medicine, dentistry or veterinary science). **You do not have to choose five courses.** You can send your form with only one choice on it if you wish.

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### CAN I CHOOSE MORE THAN ONE COURSE FROM THE SAME UNIVERSITY?

You can choose more than one course from a university- however, do not choose random and unrelated courses from one university or they will think you haven't got a clue what you want to study!

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### CHOICE ORDER

The form will automatically sort your choices into alphabetical order. You that cannot indicate order of preference. You should choose courses that are within a range of your predicted grades. Don't forget that your Welsh Bacc is now graded A-C. (You must discuss your predicted grades with your UCAS mentor and subject teachers in September after your AS results.)

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### HONOURS APPLICANTS

You may wish to send your form off with only Oxford/Cambridge choices on it before October 15<sup>th</sup>. This way the other universities will not know that you have applied to Oxford/Cambridge.

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### ADMISSIONS TESTS

Check on the need for Admissions Tests. You may be able to register for it right away, e.g UKCAT registration opened in May. If you receive the full amount of EMA you will be entitled to a bursary. See the Admissions Test website for instructions on how to claim it.

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# EDUCATION

This is a minefield, so take care!

## GENERAL

You should enter both your AS (YR12) subjects and the A2 (YR13) subjects that you will be taking next year.

Example Of A Completed UCAS Form



Subject	Grade	Awarding organisation	Qualification date
English	A	WJEC	August 2020
Subject	Grade	Awarding organisation	Qualification date
Mathematics	A	WJEC	August 2020

All A2 grades can be entered as pending. You will be receiving them next summer.

When you log back in after results day, you will be able to amend your results from the A2 exams and the courses you will be doing next year.

The dates for all qualifications should be shown as the **dates the exam results were published**, not the month when the exams were actually taken. This means August rather than June!  
Do this for all;

GCSE  
AS  
A2

**Add qualification**

**GCSE (Grade: A\*-G)**

If you don't find a match you can manually add one

Do not enter your Short Course GCSE's here - go back to the list and select 'GCSE Short Course'. As well as your GCSEs you must also enter any not yet completed qualifications essential to your application.

**Subject \***  
Type and select the subject you studied

**Qualification date \***  
Month Year  
MM ▼ YYYY ▼

**Awarding organisation \***  
▼

**Grade \***  
▼

## WELSH BACCALAUREATE

When selecting (WBQ) you need to select the advanced skill challenges certificate.

Use the shortlist options to help you complete GCSE, AS and A2.



**Add qualification**

To add a qualification either choose from the qualification shortlist or search for your qualification.

**Qualifications shortlist**

- + R1FC Subsidiary Diploma (RDF)
- + GCSE Advanced Level
- + GCSE Advanced Subsidiary
- + GCSE (Grade: A\*-G)
- + GCSE Double Award (A\* A\* to C C)
- + Welsh Baccalaureate Advanced Skill's Challenge Certificate

# EDUCATION continued...

## ALL QUALIFICATIONS

ALL qualifications gained to date (including overall U grades) and all qualifications that will have been completed by the time you leave 6<sup>th</sup> Form should be on the form. You are not allowed to suffer from selective amnesia and leave out weaker grades!

Remember to include the Advanced Welsh Baccalaureate and any Admissions Test, e.g. LNAT, BMAT, UKCAT, etc.

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## BTEC MODULES

Entering a BTEC on your UCAS form can be tricky but, if you know which type of BTEC you studied for A2, you can check the list of modules here and enter the right ones. It's that easy! Use the BTEC on the shortlist to help you.

All BTECs will always be worth 30, 60 or 90 credits per year. If you are not sure of which BTEC or modules you are taking, talk to your teachers and tutors, they will be able to help you!

BTEC Subsidiary Diploma (QCF)

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

Subject*	Sport	▼	?
	(other)	<input type="text"/>	
Qualification date*	July	▼	2021 ▼ ?
Awarding organisation*	Pearson	▼	(other) <input type="text"/> ?
Level*	3	▼	(other) <input type="text"/> ?
Grade*	Pending	▼	(other) <input type="text"/> ?

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## AS SUBJECTS

Include cash-in grade. An overall 'U' grade must be included as it is cashed in. Including all module results is optional. Disclosing them can enhance your chances -leaving them out leaves unanswered questions.

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## A2 SUBJECTS

Either show all modules (including resits) or no modules at all. Results should be left as 'Pending'.

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## TWILIGHT SESSIONS

Students who attended twilight classes at College in Years 10 and 11 should show they were here part-time as a separate heading. You must add a new school/college and the enter your subject.

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## **EMPLOYMENT**

### PAID EMPLOYMENT

This is for paid employment only. Details of work experience and voluntary work should be included in the personal statement.

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## **PERSONAL STATEMENT**

### PERSONAL STATEMENT

Prepare this as a Word Document and ONLY when your UCAS Mentor has given you the go ahead, you can upload the document onto the form. You have a limit of 3996 characters including spaces and 47 lines. You will have guidance on this separately.

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# SENDING YOUR FORM

## COMPLETED FORMS

When all sections of your form are completed, the 'Pay and Send' line on your menu becomes 'live'. Simply follow the instructions.

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## PAYMENT

Pay directly. You can use a credit or debit card. It costs £22 if you are only applying to one course and £26.50 if you are applying to more than one course.

If your application fee cannot be paid by a debit or credit card, you can give the appropriate fee to the UCAS Coordinator as a cheque or cash. Your form will not be sent until the fee has been paid.

**Read the text of the conditions before you tick each box.**

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## WHAT HAPPENS NEXT?

Once you have sent your form you have 'read only' access to it. It has not yet gone to UCAS or your universities, but will be going to your UCAS mentor - Mr. Brooks for the reference to be added and for the checking process to be carried out. This can take up to 14 working days.

If everything is OK, the UCAS Co-ordinator will send it to UCAS as quickly as possible. However, if amendments still need to be made, then the form will be returned to you and re-opened so that you can make the changes required. **Forms are not sent with errors - ensure it is perfect!**

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# UCAS POINTS

UCAS points are a standard measure that most universities use. Although there are some universities or courses that may ask for specific grades (e.g. BBC or DMM), many others ask for the equivalent in UCAS points (e.g. 120 or 180 UCAS points). The following table let you know how many UCAS points your grades and predicted grades are worth.

AS		A2	
		A*	56
A	20	A	48
B	16	B	40
C	12	C	32
D	10	D	24
E	6	E	16

# WRITING A PERSONAL STATEMENT

## STATEMENT OVERVIEW

**The personal statement is probably as important as your grades.**

Universities receive thousands of applications every year and there is only a limited amount of vacancies. It is therefore really important you understand why you want to study that course and explain that passionately and, if you know already include your desired career path that you would like to follow after being to university.

The personal statement is all about selling yourself so you need to find the positive experiences and qualities that you have and convince the different universities that you are the right candidate for them. Don't write a list of qualities; try to make it interesting without exaggerating or making up things.

There is no set formula for a personal statement as you are talking about yourself and your experiences.

If you are still struggling to find enough reasons to answer "why should a university offer me a place?", try to answer different questions. For example:

- List any prizes you have won inside or outside of school
- Where do you see yourself in 10 years?
- What has been your biggest achievement and why?
- Has anyone motivated you? If yes, who and how?
- What sparked your interest in this field or subject.
- Have you faced any challenges in your school work? How did you overcome them? Did they change you?

There are many things that you can add to your personal statement. Universities are aware that, at 17 or 18, you probably won't have any experience as the CEO of a company, or teaching children of different abilities; however, talking about knowledge, experiences and skills gained through your studies, work experience, part time jobs, achievements or hobbies will show them that you are prepared to learn.

When writing your personal statement, it is vital you prioritize the most important examples, making sure it flows in a logical order and it is easy to read. Incorrect spelling, punctuation and grammar, and use of quotes that are not clearly related to the rest of your statements are some mistakes that you need to avoid.

Don't forget that you only have 3996 characters (including spaces) and 47 lines, which you can fill up pretty quickly

# STRUCTURE 1

## PART 1 (30% total statement)

Why that subject/degree/field? (A topic you've studied? An experience?)

This paragraph is your way to introduce yourself and show that you are passionate and enthusiastic about what you want to do and doing it in HE. Make sure the information in this paragraph is relevant and engaging. Try to avoid clichés like "I have always dreamt/wanted/...to be a...".

## PART 2 (60% total statement)

### TRANSFERABLE SKILLS

- Skills, where you get them from/use them
- Outline of the field in which you hope to work (doesn't have to be precise)
- Relevant knowledge and skills gained through your current studies
- Work experiences/voluntary work/hobbies and the skill learnt through them
- How are these skills relevant to your chosen degree?

Look for the key word universities put on their websites when describing the type of student, they want. Use them.

Using examples of a topic that you have learned through your time in 6th Form or even showing how two (apparently) unconnected subjects can be linked shows that you have an understanding of the topics you wish to study and that you are willing to read around a topic or subject. Always explain and give evidence of the qualities and skills you claim to have.

This is the most important part of your personal statement as you are showing that you are capable of doing that course and that you can bring a lot to the university. Be sensible. At this stage they already know which subjects you are studying and, therefore, naming them would be a waste of characters that you can't afford unless completely necessary. Take the next example and decide on which one looks better and uses the number of character more wisely:

1. In my Welsh Baccalaureate Diploma, I have undertaken an extended research project which has allowed me to learn how to fully research a topic of my interest, the capacity to meet deadlines...
2. Undertaking an extended research project has allowed me to learn how to fully research a topic of my interest, the capacity to meet deadlines...

## PART 3 (10% total statement)

Write a strong closing statement that reflects that you are ready for university and looking forward to going. Try to leave the reader with a good after-taste that will make them want to have you. Show interest and passion, as well as eagerness to start this new

## STRUCTURE 2

### **PART 1 (10-15% total statement)**

In this section you should show why you have chosen to study that subject and try to answer questions such as:

- What attracted you to this subject?
- What aspects of it have interested you sufficiently to want to study it at degree level?

You should definitely show any further reading you may have undertaken and link it to your desire to study that degree or subject at university.

TIP: Give a definition or a quote that, to you, defines this subject and demonstrates that you have done further reading.

### **PART 2 (70-80% total statement)**

This section should be divided into two different sections: academic and personal interests.

Here, you need to explain why you are a great candidate and why the university you have chosen should offer you a place above everyone else.

The academic part of this section should have a much bigger weight than the personal interest one and it should include:

- Evidence of knowledge of the chosen subject (further reading)
- Additional subjects (how do your other A levels benefit you and apply to your chosen degree)
- How can you apply all this knowledge and the skills gained through your studies to your chosen degree?

TIP: Don't forget this is what is known as an 'Academic Personal Statement' and, therefore, the language has to be more formal and you need to be able to demonstrate all the further reading and the existing background knowledge by reflecting on academic concepts and linking them to the interest and passion that you have mentioned previously.

The personal interest part is vital in order to show that you are a well-rounded individual that is about to rise to the challenge.

- This section although still extremely important should be much shorter than the academic part
- Here you should mention things like lectures, events or conferences attended, maybe mention the titles of some of the books you have read and what you found interesting about them.
- Here you can also talk about competitions or activities you have taken part in. However, don't just list them, make sure you demonstrate that you have gained a wider skill-set from these activities.
- Don't forget to mention any related work experience and what you have learnt from it.
- Part time work in what would seem 'unrelated' can also be relevant by identifying a set of transferable skills gained through this job.

### **PART 3 (10-15% total statement)**

This section is extremely important. Although it may be the shortest it is the last thing that the Admissions tutors are going to read about you.

- Make sure that it summarizes everything that you have already said: why you want to study this course and why you will be a better candidate than anyone else.
- Try to avoid repeating words or whole sentences; look for ways to rephrase the attributes, reasons and skills you have already given

# STATEMENT DO'S AND DON'T'S

## DO'S

- ✓ Do ensure you include relevant information
- ✓ Do organize your statement so that it is structured and coherent
- ✓ Do check your spelling, punctuation and grammar before submitting your statement.
- ✓ Do link your current and future studies
- ✓ Do write an original personal statement -the Admissions Tutors want an insight into the person who has written the statement.
- ✓ Do use as much of the space available. Applicants are allowed to use a maximum of 3996 characters or 47 lines in their personal statement, and we would expect you to fully utilize this space to show your interest in the course you have applied to.

- ✗ Don't start every sentence with "I"
- ✗ Don't ramble or fill the space with irrelevant information.
- ✗ Don't write in text language or jargon -write full and complete sentences
- ✗ Don't rely on quotations -the Admissions Tutor is interested in what you think, if you want to use quotes keep them short and relevant.
- ✗ Don't talk about how you prefer one university over another -remember your personal statement is seen by each of the universities you apply to, and you are likely to put yourself at a disadvantage with other universities.
- ✗ Don't lie -you may be asked to provide evidence of your started achievements, or if you are interviewed they may ask you detailed questions about things you've mentioned in your personal statement.

Good Luck!



UCAS