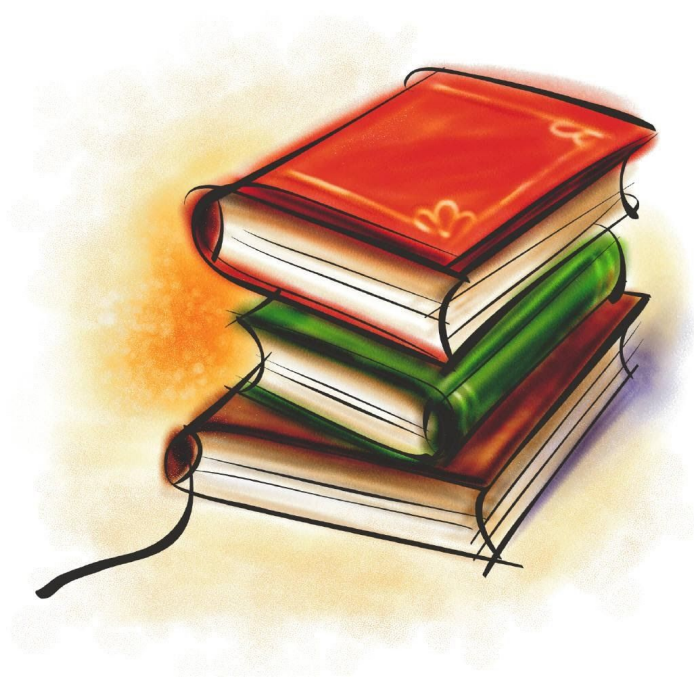


A Guide to UCAS Applications



Why go to university?

Choosing higher education has many benefits. These include:

- developing valuable skills to give you wider opportunities
- studying a subject you're passionate about
- gaining a qualification to help you follow your chosen career
- higher earning potential

With a huge range of courses available, it's important to do your research to decide what's right for you.

Getting Started

1. You need to know:

- Desired Course
- Predicted Grades

EPQ	AS level	A level	Tariff points	BTEC Extended Diploma	BTEC Diploma	BTEC Extended certificate
			168	D*D*D*		
			160	D*D*D		
			152	D*DD		
			144	DDD		
			128	DDM		
			112	DMM	D*D*	
			104		D*D	
			96	MMM	DD	
			80	MMP	DM	
			64	MPP	MM	
		A*	56			D*
		A	48	PPP	MP	D
		B	40			
		C	32		PP	M
A*			28			
A		D	24			
B	A		20			
C	B	E	16			P
D	C		12			
	D		10			
E			8			
	E		6			

Process for Research

1. Research universities doing the course and make a list.

www.ucas.com

www.whatuni.com

2. Make eliminations.

- City/Campus University
- Distance from home
- Rankings for subject
<http://www.thecompleteuniversityguide.co.uk/league-tables/rankings>
- Grade requirements

3. Research details of short list.

Check the specific course content.

4. Decide whether to visit.

- Open Days/ Virtual Open Days
- Campus Tours

5. Decide whether to put on UCAS application form.

University Research Grid

University	Location	Course code	Course Title	Open Day/Campus Tour	Entry Requirements	Misc	Y/N

University Research Grid

University	Location	Course code	Course Title	Open Day/Campus Tour	Entry Requirements	Misc	Y/N

Journey of Application

Register on Apply
June 2020



Prepare Personal Statement
Deadline October Half term 2020



Complete the Application Form
Deadline 11th December 2020



Submit the application
(Button Day date agreed with Mrs James)



Post Submission
Universities will make offers
Extra available
Exam results sent to universities



Confirmation and Clearing

MAKING YOUR APPLICATION

1. Start by registering for your Apply account at www.ucas.com/apply, add some personal details, get a username, create a password, and set your security questions. •
2. Add the buzzword for Bishop's your school, college, or centre gave you.
3. Complete the rest of your details:
 - a. You'll need to add in your funding and sponsorship options,
 - b. Residential status
 - c. Special needs or disabilities
 - d. Criminal convictions
 - e. Add your email address (this will need verifying)
 - f. a parent, guardian, or adviser nominated access if you'd like them to speak to us on your behalf.
4. Additional information (UK applicants only)
 - a. Equality
 - b. Ethnic origin
 - c. National identity
 - d. Any summer schools/taster courses you attended
 - e. Care and parental education and occupational background all need to be added in this section.
 - f. Student finance - UCAS don't arrange student finance, but if you're looking for financial support, you can give them permission here to share your information with the student loans/awards organisation you apply to, which should speed up the process of getting a loan. For more information about this, visit www.ucas.com/finance.
5. Course choices
 - You can choose up to five courses.
 - There's no preference order and your chosen universities/colleges won't see where else you've applied. •
 - Applying to medicine, dentistry, veterinary medicine, or veterinary science? You can only apply to a maximum of four courses in any one of these subjects.
 - • Applying to the universities of Oxford or Cambridge? You can only apply to one course at either the University of Oxford or the University of Cambridge. •
 - Applying for deferred entry? Make sure you've checked the university or college accepts deferred entry applications for the course you're interested in.
 - Make sure you're familiar with the application deadline(s) for the courses you want to apply for – visit www.ucas.com/whentoapply.
6. Full education history

- a. You must enter all your qualifications – whether you have the result or if you're still awaiting exams and results.
- b. If any of your pending qualifications aren't listed on ucas.com, you still need to add them to your application, but remember you'll need to send the results to your chosen universities and colleges when you get them.
- c. For more information on adding your qualifications to your application, visit www.ucas.com/fillinginyourapplication.

7. Your employment history

- a. If you've had any paid jobs – full-time or part-time – here's where you can enter details for up to five of them.
- b. Include company names, addresses, job descriptions, and start/finish dates.
- c. If you've done any unpaid or voluntary work, you don't need to include details about it in this section – you can talk about this in your personal statement.

8. Write a personal statement

- a. This is your chance to show universities and colleges why you want to study the course and why you'd make a great student.
- b. Start early – it might take a while until you're happy with it and you've checked it through with teachers, advisers, or family.
- c. For detailed advice on how to write your personal statement, head to www.ucas.com/personalstatement.

9. Take a final look at your application

- a. See if you need to make any edits, then mark it as complete and save it.
- b. Once you've marked all previous sections as complete, you'll be able to read and agree to the declaration – this allows UCAS to process your information and send it to your chosen universities/colleges.
- c. Pay your fee, and send your application. The application fee is £18 if you're applying to just one course, or £24 for multiple courses and for late applications sent after 30 June. You can pay UCAS directly by credit/debit card (preferred option) or pay the school.
- d. The school will then send the application (button day)

Personal Statement Planning Sheet or use UNIFROG

Writing about the course

Why are you applying for your chosen course?

Why does this subject interest you? Include evidence that you understand what's required to study the course.

Why do you think you are suitable for the course? Do you have any particular skills or experience that will help you to succeed on the course?

Do your current or previous studies relate to the course? If so how?

Have you taken part in any other activities that demonstrate your interest in the course?

Skills and achievements

Universities like to know the skills that you have that will help you on the course, or generally with life at university.

Also think about any other achievements you're proud of, positions of responsibility that you have held both in and out of school and attributes that make you interesting, special or unique.

Hobbies and interests

Make a list of your hobbies, interests and social activities. Then think about how they demonstrate your personality, skills and abilities. Try to link them to the skills and experience required for your course.

Work Experience

Include details of jobs, placements, work experience or voluntary work, particularly if it is relevant to your course. Try to link any experience/skills/qualities related to the course.

Future plans

If you know what you'd like to achieve after completing the course, explain how you want to use the knowledge and experience that you gain. How does the course relate to what you want to do in the future?

Dos when writing your personal statement

- Do use your best English and don't let spelling and grammatical errors spoil your statement.
- Do show that you know your strengths and can outline your ideas clearly. Use words you know will be understood by the person reading your statement.
- Do be enthusiastic – if you show your interest in the course, it may help you get a place.
- Do expect to produce several drafts of your personal statement before being totally happy with it.
- Do ask people you trust for their feedback

Don'ts when writing your personal statement

- Don't exaggerate – if you do you may get caught out at interview when asked to elaborate on an interesting achievement.
- Don't rely on a spellchecker as it will not pick up everything – Proof-read as many times as possible.
- Don't leave it to the last minute – your statement will seem rushed and important information could be left out.

How to write it

There's no right answer for how to write it, or any definite formula you should follow – just take your time and don't worry if it doesn't sound right on your first attempt. Even the best writers in the world redraft their work!

1. Structure

- In the course listings see which skills and qualities the universities or colleges value most.
- Then structure your info into an order that's most relevant to them.

2. Style

- Write in English and avoid italics, bold or underlining.
- Use an enthusiastic and concise tone of voice – nothing too complex – just what comes naturally.
- Be careful with humour, quotes or anything unusual – you do want to be individual, but if the admissions tutor doesn't have the same sense of humour as you, it might not work.
- Get the grammar, spelling and punctuation right, and redraft your statement until you're happy with it.
- Proofread and read it aloud to hear what it sounds like. Ask advisers/family members to check it too.

3. Format

- You can use up to 4,000 characters or 47 lines of text (including spaces and blank lines).
- We recommend you write your statement first and then copy and paste into your online application (but watch out for the character and line count – the processor might get different values because it doesn't count tabs or paragraphs).
- When you add to your online application click 'save' regularly because it will time out after 35 minutes of inactivity.

If you want to send any more information you can ask unis and colleges if they'll accept further details – if they say yes you should send it direct to them once UCAS have sent you your Welcome letter (so you can include your Personal ID).

4. Don't copy!

- Don't copy anyone else's personal statement or from personal statements posted on the internet. Make sure your personal statement is all your own work.
- UCAS screen all personal statements across their Copycatch similarity detection system. If you are found to have similarity in your personal statement, your application will be flagged, you, together with your choices will receive an email alert and this could have serious consequences for your application.

Personal Statement Checklist

(Please read this before you give your statement to a teacher to read!)

1. Intro:

- Why do you want to study this subject? – show your enthusiasm (passion, excitement, fascination, intrigue etc.)
- Sound like you are genuinely keen and interested

2. Unique selling point (leave this bit out if you can't think of anything):

- Do you have a USP that makes you particularly stand out for this course? – some particular relevant work experience? - a visit? - a qualification? – something that no/few other people can say?
- E.g. you are applying for Business and you have already set up your own business, met Lord Sugar, worked for Richard Branson etc.

3. Your academic enthusiasm/record:

- Start with the A level that is most relevant to your course (e.g. for English, start with English)
- Mention the parts of your A Level that you have most enjoyed
- Mention 'extras' – wider reading; lectures; visits; talks; conferences etc.
- Say something about each of the A Levels/BTECs you study (either they have given you knowledge or skills that will help you in this course)
- If you have done especially well in a unit (e.g. got full marks) then say so

4. Other 'academic' stuff:

- Extended Project
- Other qualifications

5. Work experience/hobbies/voluntary work/responsibilities:

- Ideally show a link between your w/exp and your course
- Show that you are enthusiastic – a 'rounded' person
- Give examples of things that you have done
- What else can you offer to university life?

6. Conclusion:

- Why would you make a good student? – commitment, hard work, enthusiasm, dedication etc.

Final Checklist before you Pay and Send

- Check personal details are correct
- Fee code should be 02
- You have added you Unique Learner Number
- You have added your nominated access (usually a parent)
- You have entered all your GCSEs with the correct grades
- You have entered your A levels and/or BTECs as pending
- YOU HAVE PROOFREAD YOUR PERSONAL STATEMENT