

UCAS

2011

ENTRY

How to complete the form

HOW TO PROCESS YOUR UCAS FORM

1. Registering

- Go to www.ucas.com
- Click on **Apply**.
- Click on **Register/Log in to use Apply 2011**.
- Click on **Register** – do NOT try to enter details in the boxes.
- Read the information on the screen carefully, then click **next**.
- Read the information, then tick the box and click **next**.
- Fill in your Title, Gender, FULL name (including all forenames) AS ON YOUR BIRTH OR ADOPTION CERTIFICATE (unless changed by deed poll) and Date of Birth. Be very careful about capital and lower case letters – it DOES matter. You are not texting your friends, but making a formal application which could affect the rest of your life. Then click **next**.
- If you have already left school and applied through UCAS last year, click the top button if you know your personal ID number. If you are in the Sixth Form and have applied for a UCAS card earlier in the year, click the second button. If neither of these, click the third button. Then click **next**.
- Most of you, if not all, will click the top button on the next screen as your address is in the UK. Then click **next**.
- Enter your house number or name, and postcode (if you have a UCAS card this may be done for you already), then click **next**. Your postal address should now appear – if not, follow the instructions. Then click **next**.
- Fill in your telephone numbers, leaving a space between the code (e.g. 01253) and the number (this applies to your mobile number as well). Fill in your usual e-mail address (not necessarily the school one), paying careful attention to lower/upper case. Please do not use an e-mail address which could be construed as rude or offensive – admissions officers will read it. Decide whether to tick the boxes or not (making sure that you have opted to be contactable by at least one method), then click **next**.
- Choose a password, WHICH MUST CONTAIN AT LEAST ONE NUMBER, and type it in. Retype the password in the “confirm password” box. Select four security questions and type in your answers. **IT IS VITAL THAT YOU REMEMBER THESE DETAILS – WRITE THEM DOWN AND KEEP THEM SAFE. I WILL NOT BE ABLE TO TELL YOU WHAT THEY ARE.** (I will only be able to reset them for you). Then click **next**.

- You will now be told your user name, which will take the form: initials, surname, and a number. **WRITE THIS DOWN AND KEEP IT SAFE – I WON'T BE ABLE TO TELL YOU WHAT IT IS OR RESET IT FOR YOU.**
- You have now registered. You can either stop here for now and log in later, or go straight to login by clicking **log in now**.

2 Logging in for the first time

- Once you have registered you can log in to the system at any time as follows.
- Go to www.ucas.com
- Click on **Apply**.
- Click on **Register/Log in to use Apply 2011**.
- In the Login section, type in your username and password. Then click **log in**.
- Click **Through my school/college** then **next**.
- Type **imperialhotel** (all lower case, one word) into the box. This is the school buzzword. Then click **next**.
- You should now get a screen saying you are registering through Arnold School. If this is correct, click **yes**, and then **next**.
- Select your tutor group from the drop down list. (If you have already left, click **Ex-pupil**). Click **next**.
- Read the next screen carefully. **MAKE A NOTE OF YOUR PERSONAL ID NUMBER.**
- You may now be asked to type in a verification code for your e-mail address. If you used a non-school address, such as hotmail, you will have to leave this until you get home, as you will have been sent an e-mail with this code. You can still continue with other sections in the meantime by clicking the sections in the sidebar on the left. If you have your verification code, type it into the box and then click **Verify e-mail**. Then click to return to the Welcome page.
- You can now complete the sections in any order, but I will take them as they appear in the sidebar on the left of the screen. **ANY TIME YOU NEED HELP WITH A SECTION, YOU CAN CLICK ON THE QUESTION MARK NEXT TO IT.**

3 Personal details

- Much of this is now already done, but the following need to be filled in.
- **Preferred first name** – fill this in ONLY if it is DIFFERENT to the first name quoted (e.g. Chris instead of Christopher, or your second forename if that is the one you are known by).
- **Previous surname.** If your surname has changed since your 16th birthday, fill in your previous name (this is very rare). Otherwise, leave this blank.
- **Is your permanent home is in the UK;** answer Yes or No.
- **Home Address.** If the address you have given is not your home address, click to add your home address (again, this is very rare at Arnold as we have no boarding). Otherwise, ignore this.
- **Country of Birth.** Type in, or click **see list** and select from the dropdown list (UK is at the top).
- **Date of first entry to the UK.** Only fill this in if you were not born in the UK.
- **Nationality.** Select from the list. For most of you this will be UK National, which is at the top.
- **Dual Nationality.** IF you have dual nationality, select your second nationality from the list. Otherwise, leave this blank.
- **Area of permanent residence.** Select from the list. For most of you this will either be Blackpool (if you live within the Blackpool Unitary Authority) or Lancashire (if you live in Fylde, Wyre, Ribble Valley, Preston etc.) If you are not sure, check which authority your parents pay Council Tax to, or which authority collects your dustbins.
- **Residential Category.** Select from the list. For most of you this will be A, but if you are not a UK Citizen or EU National, use the Help button (the question mark).
- **The next section, for various reference numbers, will not apply to any of you. Please leave all of these blank.**
- **Passport details.** This section only needs to be filled in if your permanent home is outside the EU. Otherwise leave it blank.
- **Student Support - Fee code.** For most of you this will be 02 (Student Finance Services) or 05 (Department of Health Bursary for certain Health related courses such as Physiotherapy, Occupational Therapy, but not Medicine). **THE CODE WILL ONLY BE 01 (Private Finance) IF YOU HAVE NOT BEEN ORDINARILY RESIDENT IN THE UK FOR THE LAST 3 YEARS.** If you are not sure, ask.

- **Student support arrangements. If your fee code is 02** select the name of your Local Education Authority from the list. This should be the same as your area of permanent residence, i.e. Blackpool or Lancs, as appropriate.
- **Mailings from UCAS.** Check that you have read the boxes carefully and ticked the appropriate ones. Only click the third one if you do NOT want to receive post from UCAS about your application.
- **Nominated Access.** This section is ONLY for those who want another person, for example a parent, to act on their behalf – for example those who have already left school and are going on a gap year to the wilds of Outer Mongolia. If this is the case, fill in this bit, and remember to give your nominee all the relevant passwords, ID numbers etc. For everybody else, leave this section blank.
- **Criminal convictions.** If you have a criminal conviction, read the Help box to see whether or not you need to declare it. Hopefully this is not the case and you can pass straight on.
- **Disability/Special Needs.** This includes specific learning difficulties such as dyslexia, dyspraxia etc. You need to select one (the options include “No disability”) and if you have filled in anything other than “No disability”, give details of the support you need, e.g. extra time in exams, use of a word processor, enlarged lecture notes/exam papers, ground floor room (if you have mobility difficulties) etc.
- **Finally, click Section Completed and Save, if you are sure you have filled in all the relevant bits.** You then get a very satisfying tick in the Personal Details section on the left.

4 Additional Information

- **Ethnic Origin.** Use the drop-down list.
- **National Identity** is for if you feel strongly about being English, Welsh etc. If you don't, use British or “I prefer not to say”. You can if you wish choose Dual National Identity, for example if you have one Welsh parent and one Scottish. Otherwise ignore this box.
- **Activities in preparation for higher education.** This will not be relevant for most of you, but it could refer, for example, to Summer Schools run by the National Association of Gifted and Talented Youth.
- **Have you been in care?** Select Yes or No. If you answered yes, you then need to select one of the lengths of time from the drop-down list.
- **Parental Education.** Answer the question – you have the option “I prefer not to say”, but there is no reason not to say this. There has been a lot of scaremongering in the media about this question – universities are NOT going to discriminate against you if

your parents went to university. They just want a fuller picture of their applicants' background.

- **Occupational Background.** The occupational background should be that of the highest earning parent, NOT yourself (unless you are over 21!). Give the actual occupation, not the name of the company. This is again for UCAS statistics only, and is so you can be allocated to a socio-economic group. Thus "Managing Director" is fine. NHS is not – you need to specify "Doctor", "Nurse" etc. "Self-employed" alone is not sufficient – give the type of work. If in doubt, ask me.
- **Correspondence in Welsh.** Answer Yes or No.
- **Finally, click Section Completed and Save, if you are sure you have filled in all the relevant bits.**

5 Choices

This is probably one of the last sections you will complete. Click **Add a Choice**, then choose by institution and course code, which you can obtain from the UCAS website, but it is just as easy to use the drop down list. You can fill in up to FIVE courses, of which only 4 can be medicine, dentistry or veterinary science. You do not have to use all five choices. You can choose more than one course at the same university if you have a good reason for doing so, but this counts as more than one choice. **You MUST make sure your choices are realistic in terms of your predicted grades; check the requirements via the UCAS website, and ask your teachers what your predictions are.** It is OK to apply for one or two which are JUST above your predictions, as long as you realise they may reject you. It is also important to realise that you may get rejections anyway, particularly for competitive courses such as English, Medicine, Physiotherapy, Law, History and Drama.

For some universities you need to choose a **campus code**. Make sure the course you wish to do is offered at the campus you choose. For Oxford, Cambridge and Durham, this is where you choose your preferred college, or indicate that you have no preference. For most universities there is only one choice, which will be the one called "main site".

You cannot apply to both Oxford and Cambridge.

For some courses, e.g. languages, you may be required to fill in **further details**. These will be in the form of a code or codes which you can obtain from the UCAS website in the course search function (make sure you are looking at 2011 details) in the section "details required to fill in your UCAS form". If you are NOT required to fill in further details, leave this box blank, **but you must check the UCAS website for every course you choose to see if this is the case.** (It is quickest to search by course code on each of your choices to do this). Occasionally you will have to refer to the actual prospectus to find the codes.

Fill in the Start date as either 2011, or 2012 if you wish to take a gap year. Use the drop-down list, as this gives you the correct month as well.

If you wish to live at your **present** home while you are at university (i.e. travel from home every day), click the Yes box. Otherwise, click No.

Leave the **point of entry** box blank unless you are applying for entry into the second year at a Scottish university, in which case, enter 2 in this box.

Click **save** to save each choice as you make it. You can come back later to alter your courses or add more.

The next screen lists your choices so far. You can add another choice or come back later. This screen also tells you if you need to take an admissions test for any of your courses; if this is the case and you were unaware of it, please see me.

The bottom section only applies if you have already left school and have previously applied through UCAS.

Then proceed to the next section, or click **log out** if you have finished for now.

6 Education

- Highest level of qualification – click on **Below honours degree level qualifications** from the drop-down list
- For each school or Higher Education Institution you have attended **since the age of 11**, click on **add new school/college**, then **Find**, type Arnold (or as appropriate for other schools), click **search**, and use the list to select the correct name of the school. Select the month and year in which you started the **senior** school (NOT Arnold Junior School) – for most of you this will be September 2004. Enter the Date of Leaving as July 2011. Click the **Full time** button. Answer yes or no, from the drop-down list, to the question about whether you have obtained or will obtain any formal qualifications at this school (for Arnold this will obviously be Yes). Then click **save**.
- For each appropriate school, click **add qualifications**.
- If you did GCSE at Arnold, click **add a qualification**, and then **International GCSE**. Enter your maths date (all summer exams are regarded as June) , Awarding Body (Edexcel) and result. Then click **save**.
- Click **add a qualification** and then **GCSE**. Select one of your GCSE subjects from the list and fill in the Date (all summer exams are regarded as June), Awarding Body (i.e. exam board) and Grade. Click **Save and add similar** to add more GCSEs.

PLEASE BE CAREFUL WITH ENGLISH. IF YOU WERE AT ARNOLD, YOU DID WJEC ENGLISH AND ENGLISH LITERATURE. YOU DID NOT DO ENGLISH LANGUAGE.

- When you have added all your single subject GCSEs, click **Save**.
- If you did your GCSEs elsewhere you may have done GCSE short courses. You enter these in a similar way, but you will have to click “other” when adding a qualification, then click G and select GCSE short course.

- PLEASE NOTE THAT YOU MUST ENTER ALL ATTEMPTS AT A SUBJECT – for example, if you retook a GCSE you must put BOTH results in. You must also enter all results even if you did not pass. Your qualifications WILL be checked.
- Click **Add qualifications** and repeat the process with your AS and A level subjects by clicking **GCE Advanced Subsidiary (NEW-first award 2001)** or **GCE Advanced Level** as appropriate. **The date for all of these is June 2011 as your AS results will not be cashed in till then.** Do not list a subject as both AS and A level – if you are taking it to A level, you will not have an AS in it as well. Don't forget General Studies.

DO NOT FILL IN ANY MODULE RESULTS unless you have left school with completed A levels as the results will not be cashed in until next year. If you have any results worth boasting about, we will mention it in the reference; you will see this before the form is sent so you can check we've got it right. Leave the Grade box blank, or select Pending from the drop-down list. However, some universities will ask you for your module results (including resits) at a later date; this is happening more and more often. You have been warned!

- Enter Music and Speech & Drama results in the same way, entering only the HIGHEST level in each instrument. You can also enter the Young Enterprise exam, Open University YASS courses, BTEC First Diploma etc (where you will have to state the module results), Duke of Edinburgh etc.
- When you have finished all your qualifications, click **section completed**.

7 Employment

- This bit is easy! Just click **Add an employer** and fill in the details. This is only about PAID employment, not unpaid work experience or voluntary work (which you can put into your Personal Statement). If you are still doing a job, do not fill in a finish date. The Employer's name is the name of the company, not your line manager's name. Click **section finished** when complete. If you have no paid employment, just click **Section Complete**.

8 The Personal Statement

The statement should NOT be written directly into the box, as there is no spell checker, and it is very difficult to edit while keeping the formatting correct. Instead, you should type your statement as a separate Word document, remembering you have a maximum of 4000 characters including spaces and you should use 12 point Times New Roman. (This is a maximum of 47 lines as it appears on the UCAS form).

YOU MUST LEAVE A BLANK LINE BETWEEN PARAGRAPHS. Do not indent the first line of a paragraph.

When you have finished, transfer your statement into the form by copying and pasting from your Word document. If at any time you wish to amend your statement, do so in the Word version, delete the version in the UCAS form, and paste the new version across as above. You should therefore keep it with you at all times on a memory stick so you can edit it while at school.

Remember that the most important part of your personal statement is why you want to do the course – this should be your first paragraph, and should be longer than the rest of the statement. It is no use writing 2 lines about the course and 30 about your interest in stamp collecting (unless, of course, you are applying for a course in stamp collecting...) Follow this with any experience you have which is relevant **TO THE COURSE** (e.g. work experience for medics, lawyers and teachers; what you have liked about A level History for historians; what you have read about philosophy if that is what you are applying for, etc.) Finally, you can talk about positions of responsibility such as the Ball Committee or being a Prefect (say what you have learned from these), and then your interests – sport, D of E, music etc.

When your statement is finished, hit **preview** and click **save** if you are sure you don't want to edit it.

DO NOT let other people write your statement for you (including parents); admissions tutors will notice. 40 year-olds write quite differently to teenagers!

DO show your statement to other people for criticism (including parents).

Above all, DO NOT use the Internet. A couple of years ago, hundreds of applicants for Medicine apparently first thought about Medicine as a career when their pyjamas caught fire. Guess how many of them were offered places? UCAS now uses software to detect plagiarism.

At this stage you should click **view all details**, print off the form, and hand it to your tutor who will suggest amendments.

ONLY AFTER HE/SHE IS SATISFIED WITH YOUR FORM SHOULD YOU GO ON TO THE NEXT SECTION.

9 Pay/Send

- First you need to tick all the boxes and agree to the terms.
- Next you need to pay for your application using a debit or credit card. You may need to access your parents and their plastic for this. If for any reason this is impossible, please see me and we can make another arrangement.
- Once you have paid, your form will be “Sent to Referee”, so I will know it is ready for me to process; you cannot alter anything on it at this stage. However, I will almost certainly pass it back to you for editing after unlocking it. It is very unusual for a form to go through without editing, so don't feel you are being picked on – most

of you will get a printout with red ink on it. You will then need to edit the form (which I will have “unlocked”) and **redo the Declaration and Send to Referee** section. You then need to hand **the original** printout (the one with red ink) to either your Tutor or me (whoever sent it back to you) – this is so we can just recheck the corrections, not the whole form. You can of course take a new printout for yourself at any stage. **I GET VERY GRUMPY WITH PEOPLE WHO DO NOT RETURN THIS PRINTOUT TO ME, AS IT MEANS I HAVE TO CHECK THE WHOLE LOT AGAIN.** You have been warned!

Please note that I cannot process any form which has not been sent to the referee.

When your form has been accepted by me and I have your reference, I will send both through to the General Office. You should look for your name to be published on the plasma screen and then make an appointment to see Mr Keefe, Mr Jenkinson or Mr McKeown. He will discuss your application and predicted grades with you, and you will be able to see the reference. Only after this interview will I send the form to UCAS. After this, no changes can be made.

IF YOU NEED HELP AT ANY STAGE, PLEASE ASK ME – IT’S WHAT I’M HERE FOR.

M. Thornton
12 July 2010

There follows a printout of a sample form which you may find useful.