Norbury Manor Business & Enterprise College *for* Girls

Sixth Form

UCAS Application
Student Information Guide

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Useful Contacts

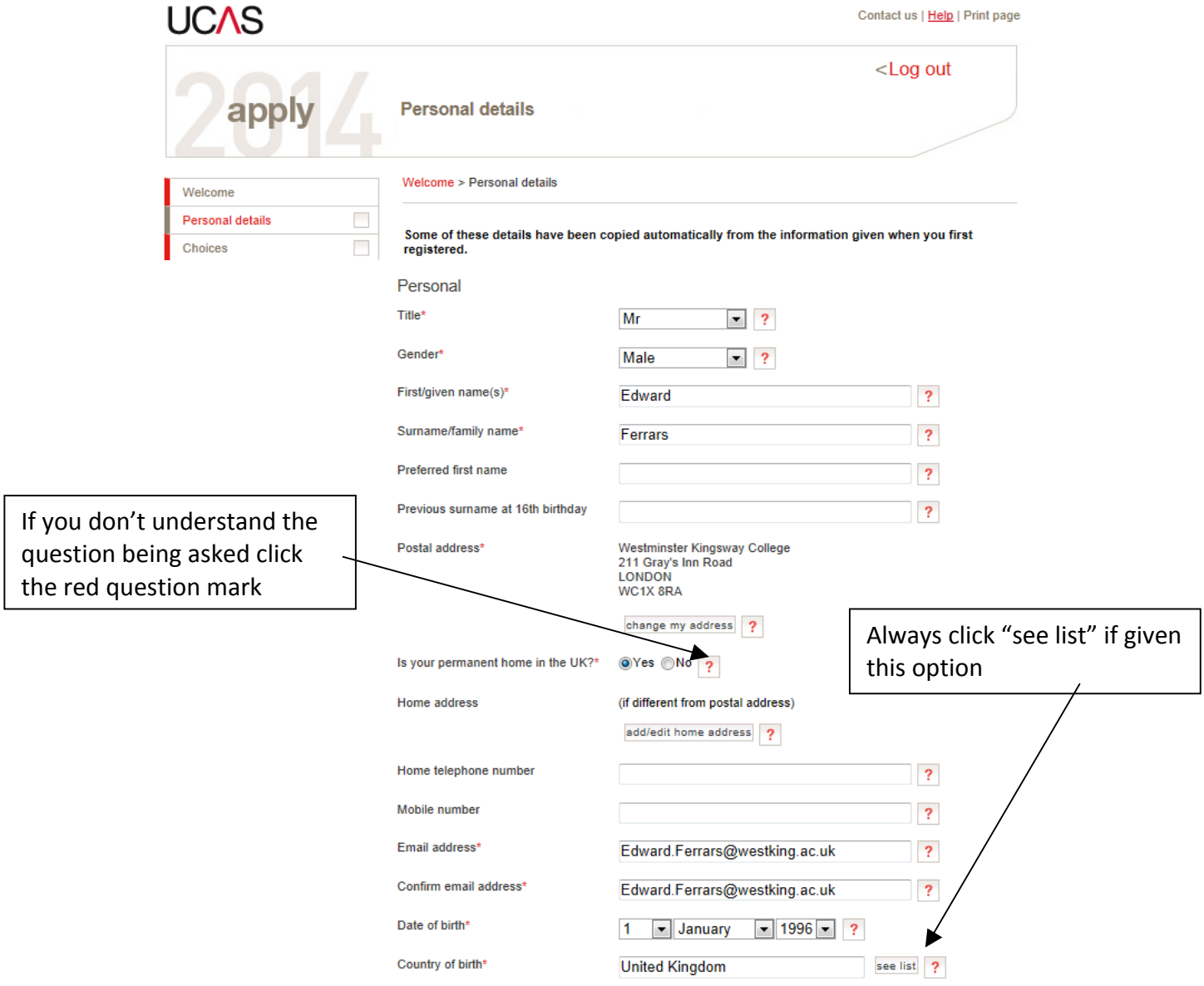
UCAS Advice Line: 0371 468 0 468
Student Finance England: 0300 100 0607
Or speak to your **tutor**

The UCAS Form – how to fill it in

Personal Details Section

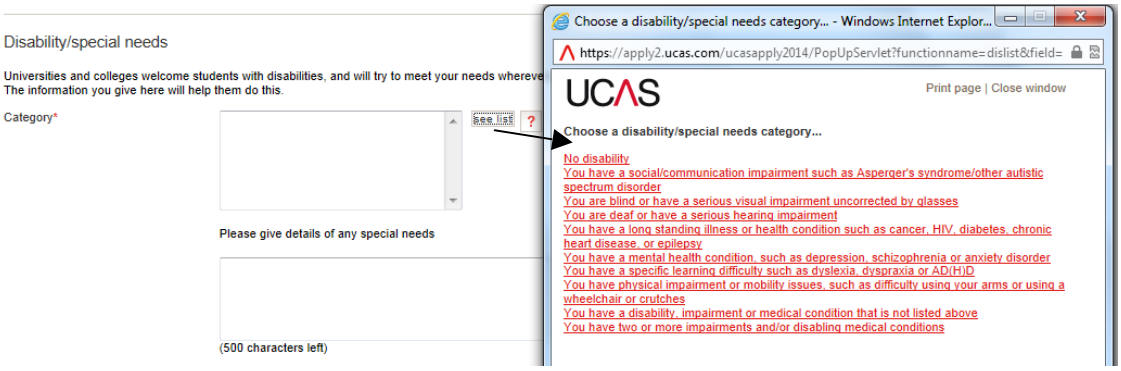
Once you have registered you will be able to log on to UCAS apply with the username and password you were given when you registered and you will be able to complete all of the seven main sections of your application form.

The **Personal Details** section continues on from the information you entered when you registered. If you have missed out any compulsory sections you will be alerted on screen by an exclamation mark - you will need to enter this information before the section can be marked completed.



(NB. Personal Details section contains more questions than shown)

Universities ask about any disability or special needs that you may have at the end of the Personal Details section; this is because universities can offer support during interviews or while you are at university and like to know if they can help support you. You will not be discriminated in any way if you answer this question and provide information about needs that you may have.

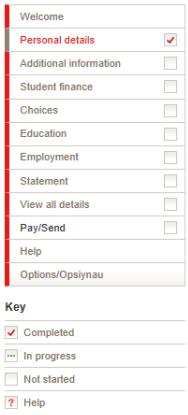


Checklist: Personal Details Section

1. **My name and address are spelt correctly with capitals in the correct places** ☐
2. **I have used a sensible email address** ☐
3. **If I have a UK passport my nationality is "UK National"** ☐
   (be careful not to confuse with your ethnicity which may be different)
4. **My area of residence is my borough e.g. Croydon** ☐
5. **My fee code is 02 and I have put in my borough where I live underneath - unless I am doing a NHS funded course (e.g. nursing/midwifery in which case this is 05).** ☐

To mark a section complete, tick the 'section completed' button just above the save button on each section i.e.

A red tick will then show against the corresponding section on the left hand side section menu:



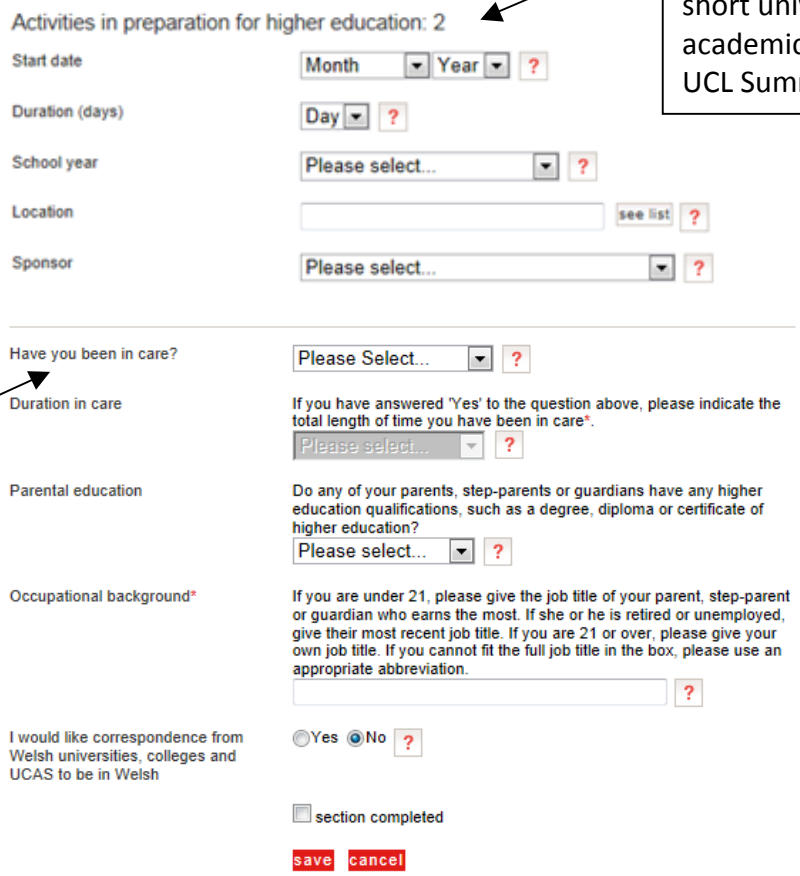
Once the Personal Details section is completed, the **Additional Information Section** is visible.

Additional Information Section

Activities in preparation for HE include things like summer schools, master classes, taster days and short university led academic courses e.g. UCL Summer Challenge

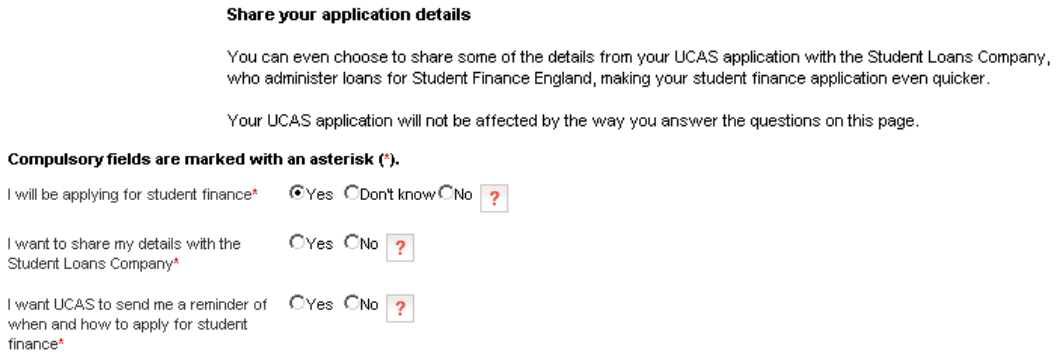
Universities and colleges may be able to offer additional assistance, for example with out of term accommodation, for those who have been in care at some stage.

Ensure you say **NO** to this question....

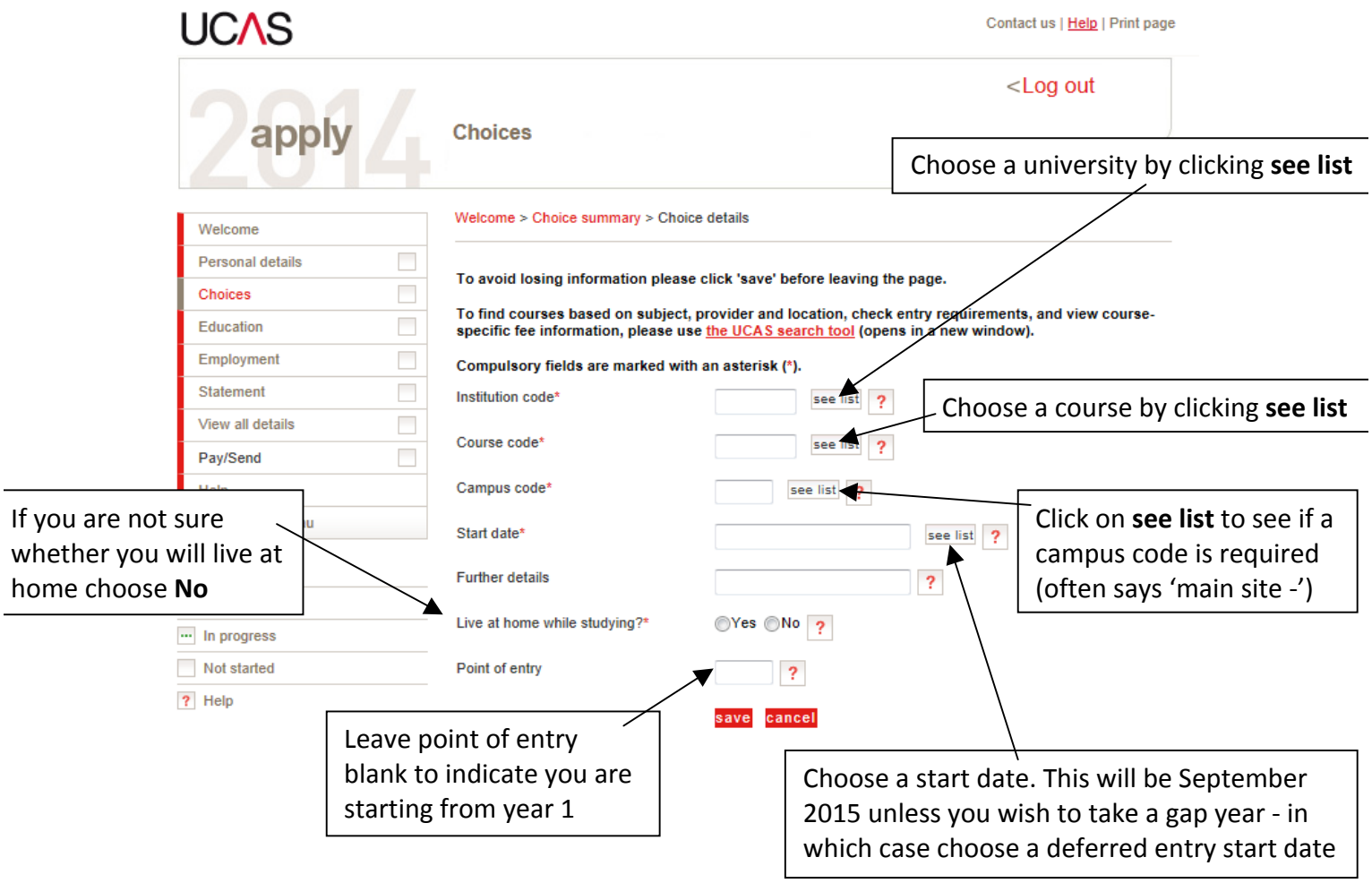


Student Finance Section

If you will be applying for student finance for your course and living costs, you can make the process easier by allowing UCAS to share some of your details with Student Finance England.If you answer 'yes' to the question "I will be applying for student finance" then two more boxes will appear. If you answer "Yes" to these questions then UCAS will send you a reminder of how and when to apply to apply for Student Finance.



Choices Section



Checklist: Choices Section

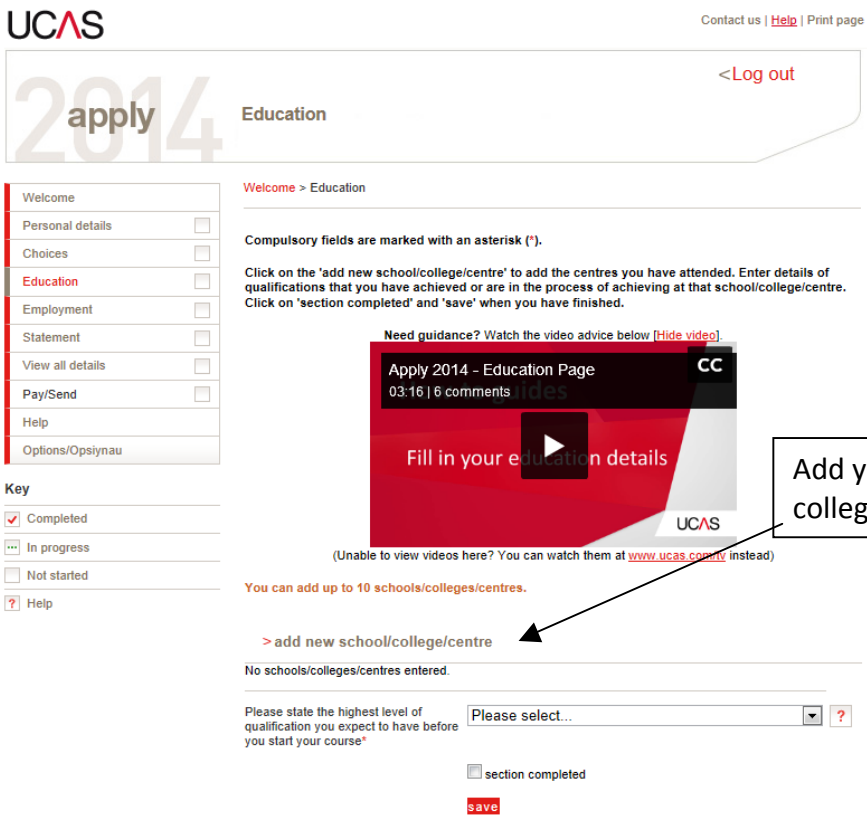
1. I have 5 realistic and balanced choices of university ☐
   NB: check the entry requirements carefully and make sure thesematch your predicted grades (if applicable)
2. My course codes and university codes are correct ☐
3. My point of entry is left blank to indicate I want to start on the first year of the course ☐
4. I have put deferred entry "yes" only if I want to take a gap year ☐

It is recommended that you consider applying for one aspirational course choice (with entry requirements just above your predicted grades), threechoices which roughly meet your predicted grades and then one choice which requires slightly lower grades as a safer option.

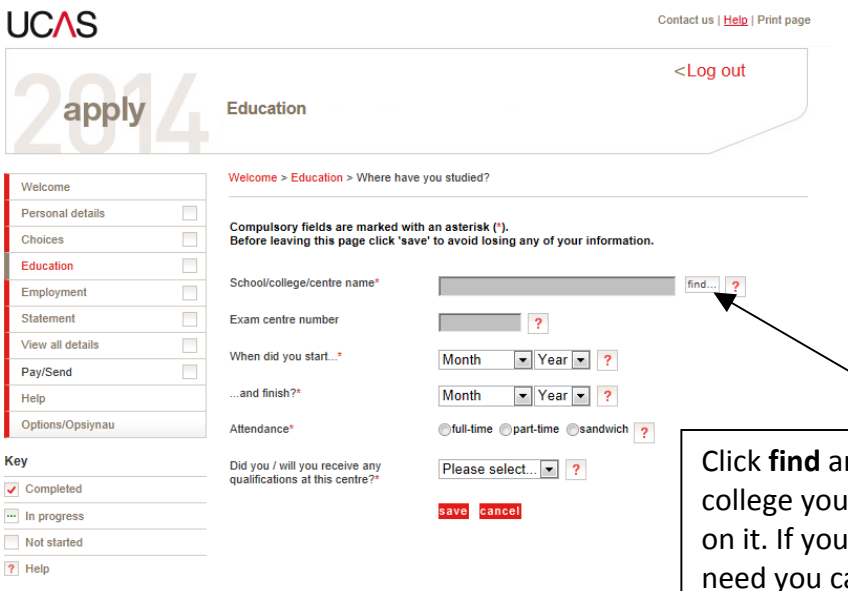
If you need help with choosing universities or courses your Tutor or 6th Form Team can help you

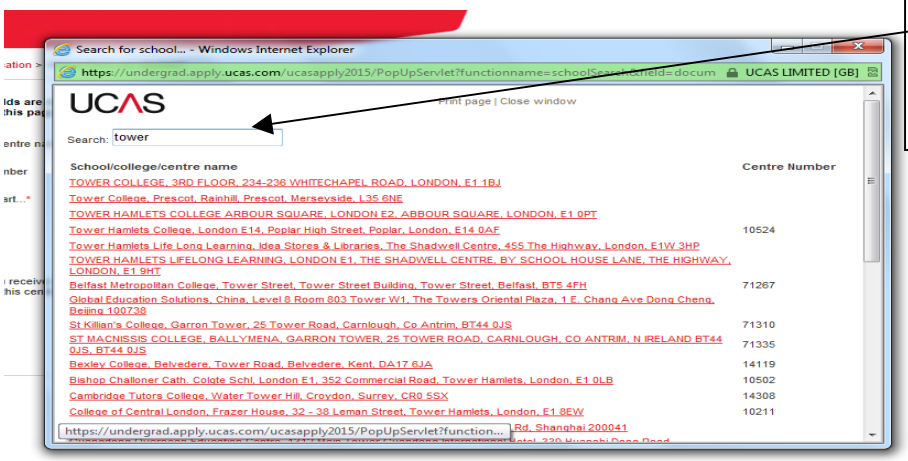
Education Section

This is a very important section so take care to enter **ALL** your previous secondary school, college qualifications and grades accurately - even if you did not do well in the qualification or you did not complete the course you attended. You should also enter the current qualifications you are taking at NMBEC, including if you took AS levels what grades you got for those.



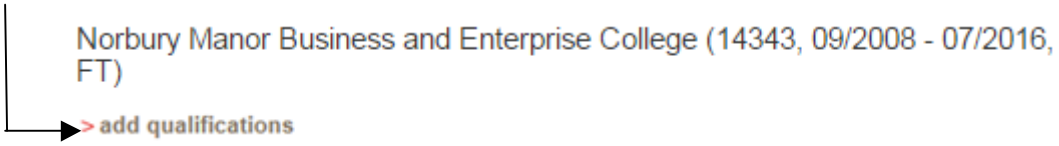
Once you have clicked 'add new school/college/centre' a new screen appears:





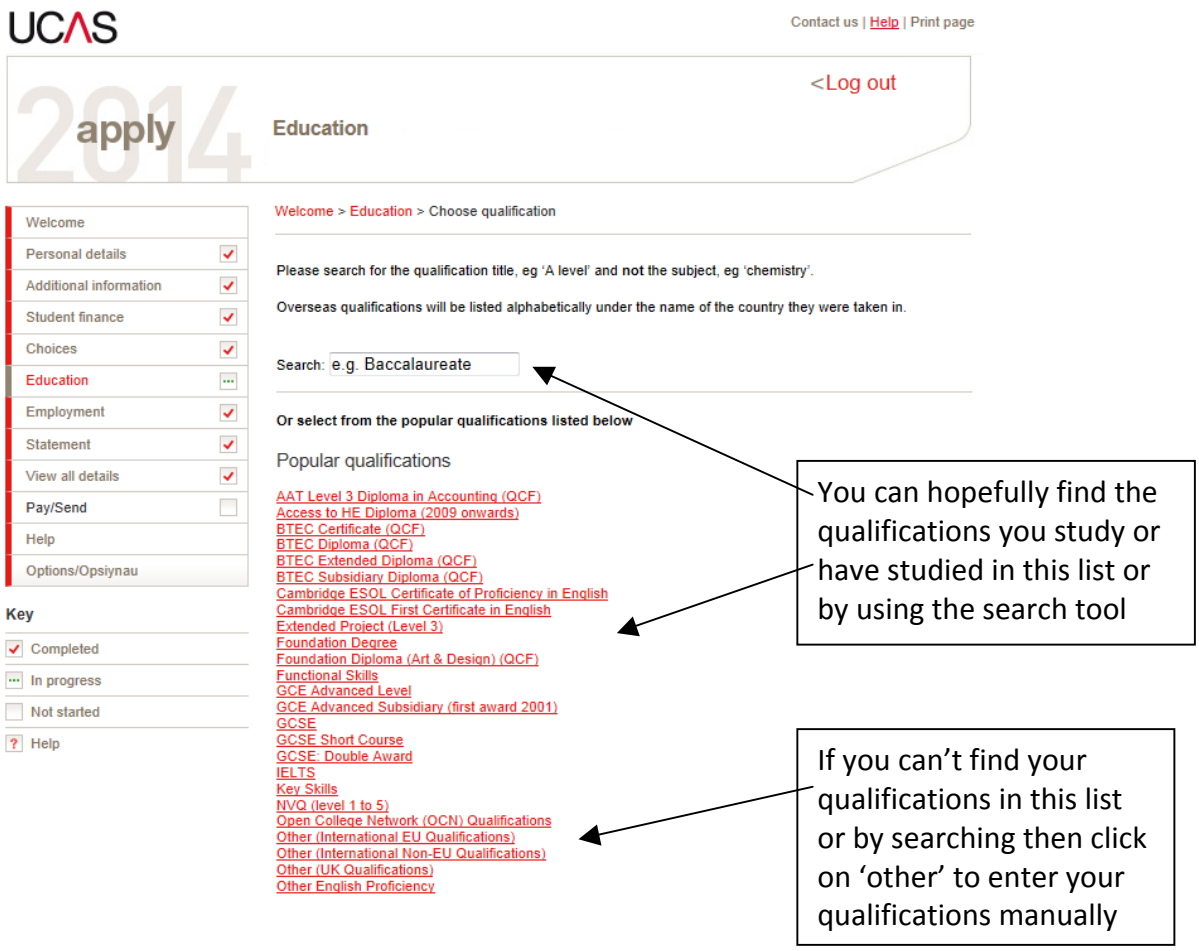
Type in the school or college you want to add. If you can't find what you need you can click "my school or college is not listed here" to type the name in manually

Once you have added your school, college or centre of study into the system, you should click on the 'add qualifications' link to enter the qualifications you studied at that place e.g.:



The 'add qualifications' link opens a new page with NMBEC most commonly studied qualifications listed. Please choose the qualifications you would like to add and enter required information. You will need to use any past certificates.

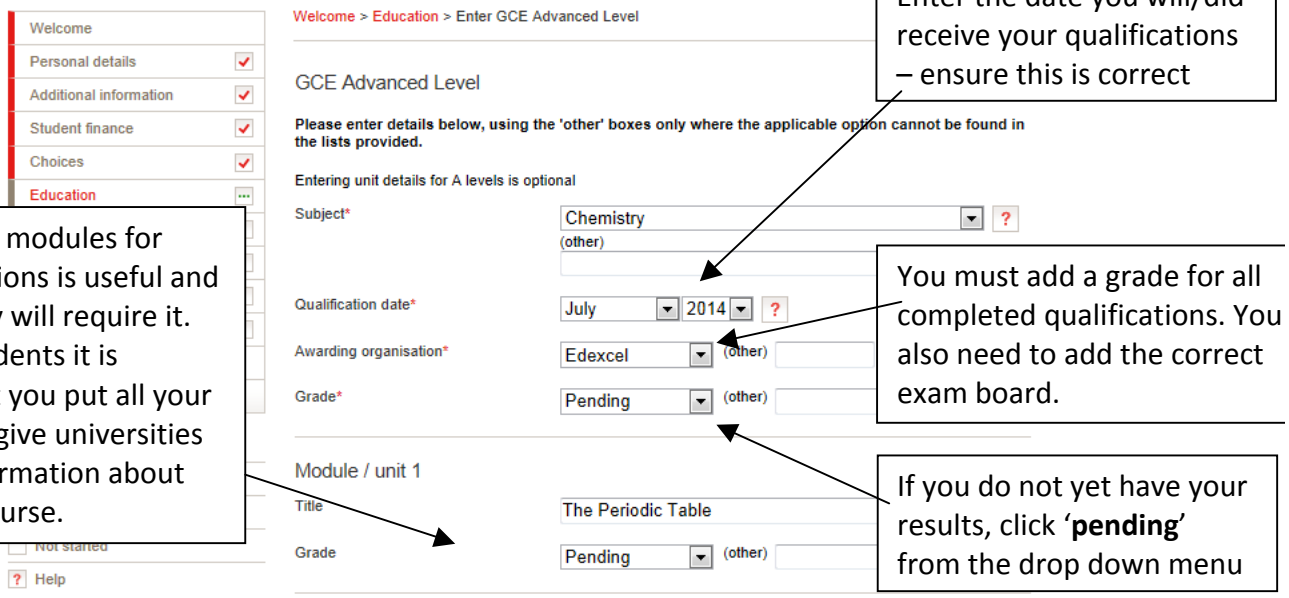
Adding Qualifications:



You can hopefully find the qualifications you study or have studied in this list or by using the search tool

If you can't find your qualifications in this list or by searching then click on 'other' to enter your qualifications manually

Once you have found your qualification you can add details for example, A-Levels:



Enter the date you will/did receive your qualifications – ensure this is correct

Adding in your modules for your qualifications is useful and your university will require it. For Access students it is important that you put all your modules in to give universities maximum information about your Access course.

You must add a grade for all completed qualifications. You also need to add the correct exam board.

If you do not yet have your results, click '**pending**' from the drop down menu

Adding Qualifications: An example, successfully completed for 'A level' including a re-sit....

GCE Advanced Level

Art & Design: Fine Art		08/2016	Edexcel
English Literature		08/2016	OCR
Eng Lit: Poetry & Prose 1800-1945			
History		08/2016	Edexcel

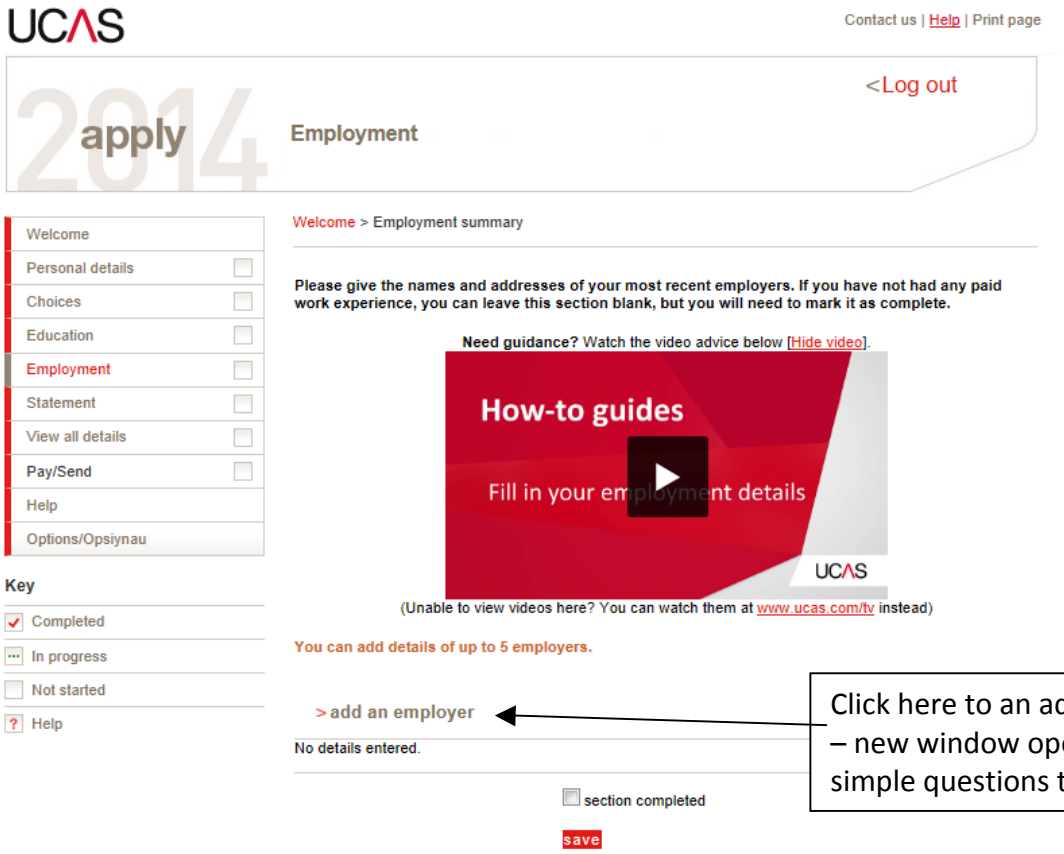
GCE Advanced Subsidiary

Art and Design: Fine Art	B	08/2015	Edexcel
Fine Art 1		B	
Fine Art 2		B	
English Literature	B	08/2015	OCR
Eng Lit: Literature Post-1900		A	
History	B	08/2015	Edexcel
History 1 Option D		A	
History 1 Option C		C	
Psychology A	B	08/2015	AQA
GCE Psychology A Unit 1		B	
GCE Psychology A Unit 2		B	

Checklist: Education Section

1. **I have added all my GCSE's or GCSE equivalents as taken at previous school/colleges and correctly selected whether they were single, short or double award (will say on your certificates).** ☐
2. **I have included all other qualifications that I hold such as functional skills, key skills or Extended project qualifications** ☐
3. **I have put my current qualifications and any exams I have taken so far on my form; for future exams I have selected my grades as 'pending' and selected NMBEC as the institution and checked that the dates are correct.** ☐
4. **I have included all my units for BTEC national/A level/Access course where necessary** ☐
5. **I have included my BTEC registration number (if applicable)** ☐
6. **My exam dates and exam boards are correct (this can cause issues if they are not!).** ☐

Employment Section

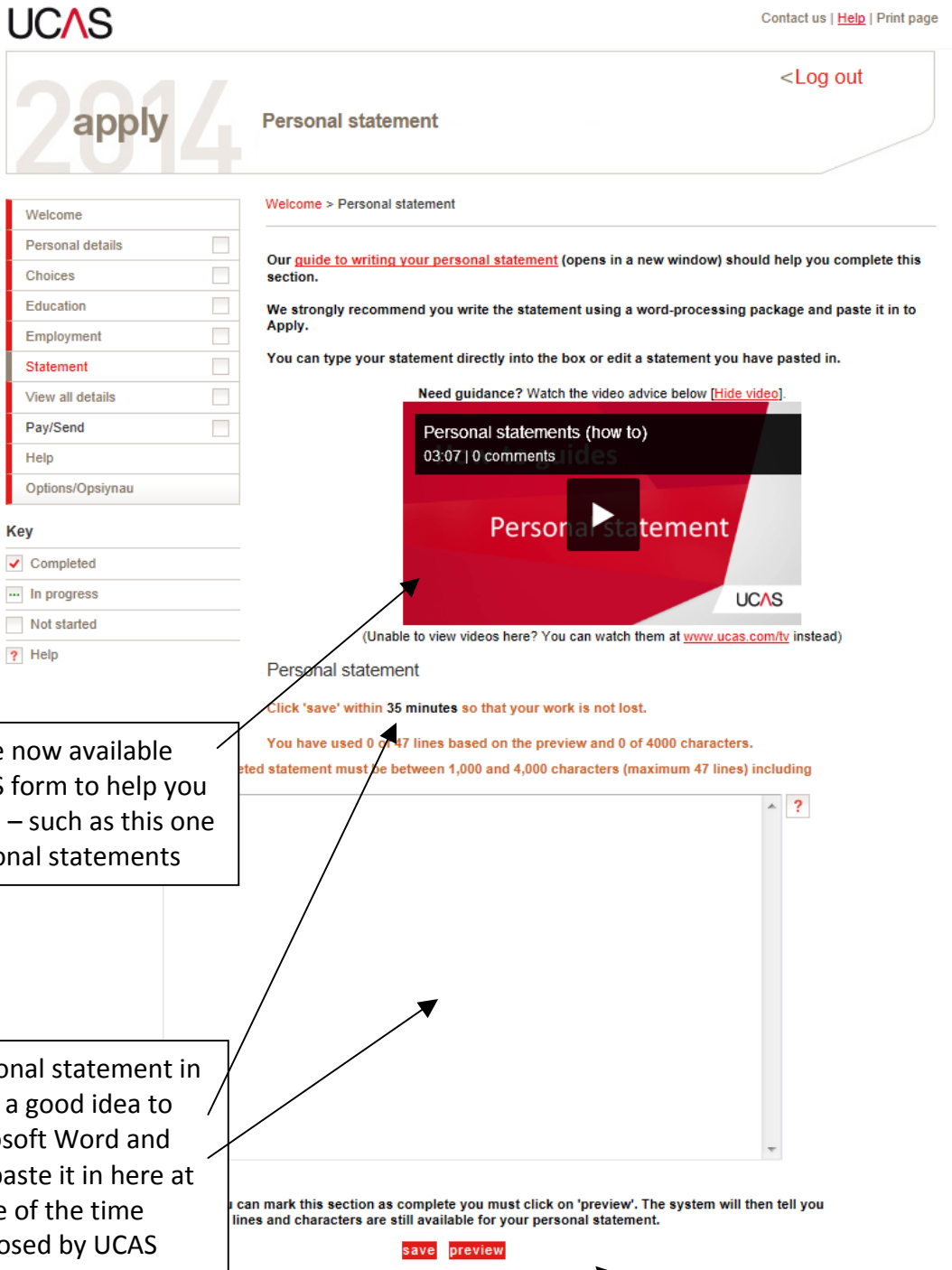


Checklist: Employment

1. **You can list up to 5 past employers – this could be full time, part time or holiday jobs** ☐
2. **Work experience – unpaid experience can be included in your personal statement, unless you are applying for Social Work or Youth Work.** ☐
3. **To complete this section click "section completed" then "save"** ☐

Personal Statement Section

As part of your UCAS application, you are required to write a personal statement to elaborate on your application for your chosen course(s) at university. As your same UCAS application goes to all of your university choices, your personal statement should take this into account.



Short videos are now available within the UCAS form to help you when filling it in – such as this one on writing personal statements

Input your personal statement in this space – it is a good idea to write it in Microsoft Word and then copy and paste it in here at the end because of the time constraints imposed by UCAS

Preview your personal statement here – you cannot click section complete until you have done this

What is a personal statement?

- Your opportunity to show universities that you are well motivated and have a proven interest towards your chosen subject **AS WELL AS** to convince them you would be an asset to a university
- Remember this is the one section of the application where you can write in your own style **AND** try to convince the university why they should offer **YOU** a place

Who reads the personal statement?

- The Admissions Team at the universities you apply to. The personal statement helpsuniversities to make a decision as to whether to offer you a place
- Courses which interview will often use the personal statement as part of the interview process so be prepared to answer questions on what you have written!
- UCAS uses **Similarity Detection Service software** to scan your statement for plagarism issues; please therefore ensure it is your **own** work – **never** copy your statement from the web or friend!

How do I write my statement?

- It mustn't be longer than 4000 characters including spaces **OR** 47 lines – whichever is the shorter
- At least 65 - 75% of your statement needs to be to needs to be about why you are interested in the subject, why you would like to study it at university, how this interest developed, anything you have done to develop your interest outside of your study and discussing links to your studies
- You can use the personal statement mind map on the UCAS website to help you plan your statement: http://www.ucas.com/sites/default/files/personal-statement-full-size_0.pdf
- Use proper sentences and paragraphs – not lists– universities will judge your writing skills
- Provide evidence of things you have done to support statements or claims you are making
- You cannot use bold, underlining or italics in your statement it will not translate from Word
- Draft, draft and draft again – most students will draft their statement 7-8 times
- Prepare your statement in Word first and when finished 'cut and paste' into 'apply' – this helps with re-drafting, spell checking and avoiding UCAS time out issues

Checklist: Personal Statement

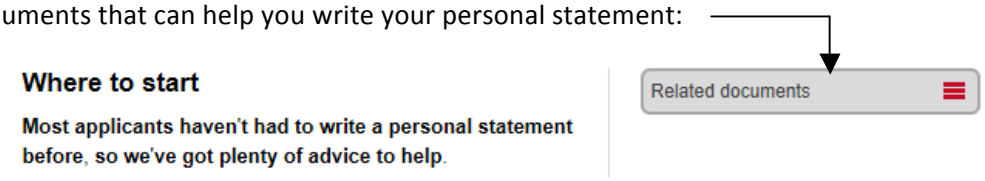
1. **Double check and triple check your spelling, grammar and punctuation** ☐
2. **Remember your statement must be your own work - the UCAS Similiarity Detection Service will detect if it is not** ☐
3. **Askyour Personal Tutor to read through your personal statement** ☐

What then?

- Cut and paste your statement into 'apply'
- Click 'preview' and check how many lines and characters are left. If your statement is too long it will have been cut off at the end and you will need to edit it and make it more precise.
- Once you have previewed and are happy your statement fits click on 'section completed' and 'save'

Suggested reading to help you with your personal statement:

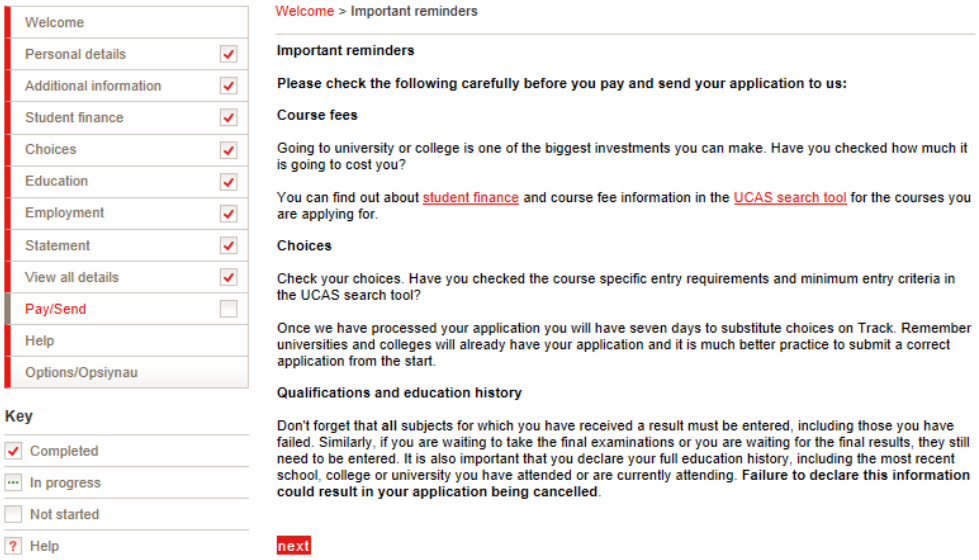
- UCAS personal statement support: http://www.ucas.com/how-it-all-works/undergraduate/filling-your-application/your-personal-statement. On this page you will find a drop down menu of related documents that can help you write your personal statement:



- Pure Potential: http://www.purepotential.org/university/the-ucas-form. Advice on completing your UCAS form and writing personal statements.

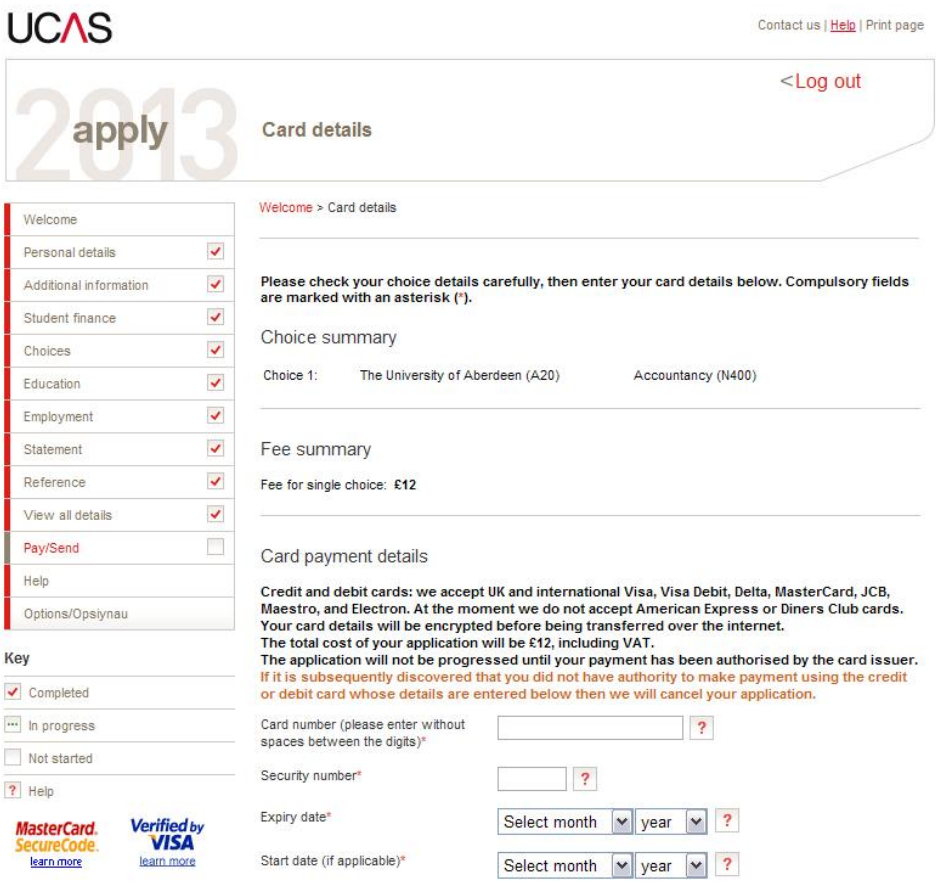
The Final Stages of Your Application

- Having completed all sections of the UCAS form and ticked 'section completed' for each section, you should now have 7 red ticks on the left hand progress menu. To complete your form go to **'View All Details'** and read through your form carefully to make sure there are no mistakes.
- If everything is correct click on **'section completed' and 'save'.** You should now have 8 red ticks.
- Read the **'Important reminders'** page that is then displayed. If you do need to add or change anything to your application you can still go in and do this at this stage.



- When everything is finished, click 'next', read the 5 declaration statements, tick the boxes to agree to them and click on **'I agree'.**
- You are now ready to '**pay/send**'. Click on this red button and enter your credit/debit card details. You will only be able to pay by card (please have the bill payers permission if it is not your card).

Example of what the enter card details section should resemble:



Final Details:

- The UCAS fee is **£12 for 1 course choice and £23 for between 2 - 5 choices**. Payment must be made online by credit or debit card before your form can be sent.
- **You must let your tutor know once you have completed your UCAS form and paid so they can proceed with adding your reference.** It will be sent to their UCAS account automatically, but it is important that tutors also know that it is waiting and can check for it as well.
- Remember - once you have clicked "**pay/send**" your form is locked and you cannot make any changes to it, unless your tutor releases your form back to you. If you need to correct a mistake before your tutor sends it off then advise them immediately. **Once your form has been to sent to UCAS you cannot make changes to it in most cases.**
- Your tutor will approve your UCAS form, add your reference and then send the form to Mr Tyrrell, who will check and **send your form to UCAS on your behalf**. It is important to keep in touch with your tutor as they may return the form to you to correct any mistakes they find.