

How to fill in your UCAS form 2012

The UCAS 'Apply' system is a secure, web-based, online application form.

'Apply' is available to applicants on line.

College will provide you with a username and password which will allow you to fill your application form out online and to send the application electronically to UCAS via the internet.

To see the online application form go to www.ucas.com/apply/index.html

UCAS no longer accepts paper copy applications (unless you want to apply in Welsh*). All applications through UCAS are now online. You can apply from any computer with internet access.

Once you have set up your application you can change it and make corrections as necessary, before submitting the final version.

Registering

You can start your application by going to www.ucas.ac.uk/apply and clicking into 'registration'.

Use the password and buzzword given by College to access the UCAS form.

Completing your UCAS application

A powerpoint presentation is available on Moodle to help you with this

Information you will need at hand:

When filling out your UCAS application you'll be asked to provide information in the following categories:

- **Education and qualifications**

What qualifications do you currently hold and what qualifications are you currently working towards?

This section of the form will ask you to fill in your qualifications and where and when you completed them. Schools and colleges each have a centre number and there is a **UCAS search** facility to help you with this. When you are asked for your qualifications, this refers to BOTH:

- **qualifications you have already received AS levels, GCSE's BTEC, Key Skills, Functional skills and Music, Drama qualifications etc**

Music, Dance, Drama or Speech qualifications

If you have music qualifications, such as ABRSM or equivalents, dance qualifications, such as RADA or equivalents, drama or speech qualifications, only enter each subject once with the highest grade you achieved.

Open University credits -YASS

You should provide details of the programme code, the programme title and the number of credit points for all the Open University programmes you have completed or are currently studying.

Other qualifications	Board	Result	Date

Some universities and colleges require applicants applying for certain subjects to sit additional admissions tests as part of the admissions process eg UKCAT.

You should enter details for any admissions tests you have already taken with results and for any admissions tests you still need to take.

International students will need to enter their IELTS information

Personal details

What personal details are you expected to provide?

Full name

Address

Contact numbers and email address

Permanent address

You need to enter your **ULN (unique learner number)**
This can be found on your student details under your photo

Other details

Date of first entry to live in the UK

If you were born outside the UK, but now live in the UK, give the date when you began living here permanently.

Residential category

The level of tuition fees you pay (home or overseas) depends on your residential category. In this section, you are asked to assess which residential category applies to you.

If you're not sure which category to use, you can answer a series of questions to arrive at the category that best describes you. The code you choose is provisional. The universities and colleges make the final decision on your residential category and they have the right to decide which category you are in.

For most students the code will be IK Citizen or EU National

Student Support details

Put the city/county that you reside in eg Nottingham or Nottinghamshire,

Fee code

What is a fee code and where can you find out which one to use?

You must choose a code from the pull-down list to show 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 category **02**. Any other code means you will have to pay fees of up to £20,000 per year.

You should only use code **01** if you are paying all of your tuition fees from private finance eg International students and you are not eligible for assessment under student support arrangements. If all, or part, of your tuition fees will be paid by an award from another organisation (for example, a National Health Service bursary, a company sponsor or a training agency), please choose the appropriate code. If you are still applying for sponsorship, give the name of your first-choice sponsor in your personal statement.

Disabilities and special needs

What information should you provide if you are disabled or have special needs?
See Additional Support if you are unsure.

Universities and colleges welcome students with disabilities, and will try to meet their needs wherever they reasonably can. The information you give in the application will help them do this. We will also use this to monitor progress in equal opportunities in higher education.

If you have a disability, special needs (including dyslexia or another specific learning difficulty) or a medical condition, you must select the most appropriate code from the pull-down list. If you do not have a disability, special needs or a medical condition, you must select code 0.

Additional information

You only need to enter information for parents' education, occupational background, ethnic origin and national identity if you live in the UK.

Your universities and colleges will not see any of this information until after they have made a decision on your application. This information helps UCAS monitor applications and equal opportunities.

Activities in Preparation for HE

Include here summer schools sponsored by universities or Aim Higher etc

Activity	Sponsor	Date

Personal statement

The personal statement section is your chance to really sell yourself. Use the template on the student portal to help you.

Personal statements are an important part of the UCAS application form and provide an opportunity for you to show university admissions tutors that you are worth offering a place to. Sometimes a really outstanding personal statement can convince admissions tutors to give you an unconditional place.

Try to look at your personal statement from the point of view of an admissions tutor. They want enthusiastic and committed students - your personal statement needs to show that you can fit this description.

It can take a great deal of time and patience to get it right. It can only be done properly when you are sure about what you want to do and why you want to do it.

If you are applying for different subjects on the same form you will need to explain your decisions clearly or the universities may feel that you haven't actually made your mind up.

There are limits on the size. You can enter 4,000 characters, including spaces, for your personal statement. You can use up to 47 lines of text. When you save text, the system will automatically tell you how many more characters are still available.

UCAS recommends that you prepare your personal statement offline, for example in a word processor, and paste it into the online form when you are happy with it.

Paying

If you have only entered one course at one university or college in the courses section, your application fee is £11.

If you have entered more than one choice in the courses section the fee will be £22

This fee is payable directly to UCAS – follow the directions given – you can pay with a credit or debit card.

References

When you are happy with your application, you can send it online to your Referee – this is your Tutor. Your tutor will check it, provide a reference and submit it for you.

Make sure you send the application to your referee in good time so they have time to reference before the deadline. **It takes up to 10 working days to check your form reference- it may take longer if your form is sent back to you to amend.**

Declaration

You must click on the terms of use of the Apply system and read all the information about the declaration and the Data Protection Act before clicking on the box to confirm your agreement to these terms of use.

You must then confirm your agreement to the statements on the declaration screen and pay your UCAS fee before you can send your application.

Drop – in help sessions

Russell Dickin will be available to offer help to those of you who have difficulty accessing the UCAS system and filling in your details etc. A timetable of his availability is below

Day/ time	8.50- 9.50	9.55- 10.55	11.15- 12.15	12.15- 1-15	2.05- 3.05	3.10-4.10
Mon 27th June						F B2.14
Tues 28th June					B B2.14	B B2.14
Wed 29th June				D B2.14		
Thurs 30th June	E B2.14					G B2.14
Fri 1st July	A B2.14			B B2.14	C B2.14	
Mon 4th July			E B2.14	E B2.14		
Tues 5th July	G B2.14	G B2.14	A B2.14		B B2.14	
Wed 6th July	C B2.14	C B2.14	D B2.14	D B2.14		
Thurs 7th July	E B2.14	E B2.14	F B2.14	F B2.14		
Fri 8th July	A B2.14		B B2.14		C B2.14	