

STUDENT GUIDE - How to Apply to UCAS Online

Registering on the UCAS Apply Website:

- Go to the UCAS website at www.ucas.com/students
- Scroll down and select Undergraduate
- Click Apply for 2020 entry
- If this is your first time of using this site, you will need to register. This will take about 15 minutes. **DO NOT TRY TO LOGIN IF IT IS YOUR FIRST TIME.** Click on “register”
- Read the welcome page and click next
- Read and accept the terms and conditions
- Continue answering the questions on the next few pages
- Select communication preferences
- You will be given a username
- Click log in now
- You are applying through “my school/college
- The school’s buzzword is **HUS2020** – in capitals
- Choose your current tutor group
- Make a note of your personal ID
- You have now completed the registration

After you have registered – login:

- Complete the easy bits first, e.g. personal details
- Leave the ‘Choices’ section until you have decided on your universities
- Do a draft personal statement in word and spell check before the end of the summer term
- Post the personal statement in the post-box on the S drive as soon as possible

Finally:

- If you forget your login details, click on the ‘forgotten login’ link
- If you still cannot log in/need further help, come to the Sixth Form Office
- Once you have completed the online application click to give the school permission to view your application and responses.
- Pay and send with the buzzword and it will come to the Sixth Form team. (payment is by credit/debit card directly to UCAS)
- We attach the reference and put in the predicted grades
- We will return it to you if there are errors.
- Then book an appointment through Mrs Brandham so that the application can be sent off with you present

UCAS application: Sections to complete

1. Personal details
2. Additional information
3. Student finance
4. Choices
5. Education
6. Employment history
7. Personal statement

Staff can monitor your progress of completion online. You can complete all sections except the choices and final draft of the personal statement before the end of the summer term.

Please check the following on the UCAS application form:

Checked Yes/no	
	<u>Personal details</u>
	Use a capital letter at the start of your name
	No previous surname – leave it blank
	Postal address is usually the same as home address
	No school e-mail as you need to access it over the summer of 2020
	Leave reference number section blank
	Fee code - 02
	Nominated access – only if you want others/parents to see the application; not compulsory
	You have to declare criminal convictions
	On disability/special needs – Universities recommend giving as much detail as possible for SEND/mental health issues so you are entitled to extra support – it will not go against you
	<u>Additional Information</u>
	Activities in preparation for HE – only some will have these e.g. summer schools
	If you have been in care – be honest as support can be put in place to help you not to go against you
	Parent education – up to you whether you fill it in
	<u>Student Finance</u>
	Say yes to student finance to keep options open
	<u>Choices</u>
	5 choices – they will be in a random order and the universities cannot see where else you have applied to or whether they are the first or fifth choice
	You can apply for less than 5 and add choices at a later date, as long as you have not replied to your offers
	<u>Education</u>
	You must enter all of your qualifications that you have taken, including your GCSEs and any ungraded results (e.g. U at an AS subject)
	GCE Advanced Level = A Levels (pending results)
	GCE Advanced Subsidiary = AS (enter actual grades)
	Enter your results as pending
	You can add Duke of Edinburgh awards
	Enter your BTEC registration number
	Put 'below honours degree level qualifications'
	<u>Employment</u>
	Only if you have had paid employment
	<u>Personal statement</u>
	Only add once you are happy that this is the final version
	Please check it through again once uploaded