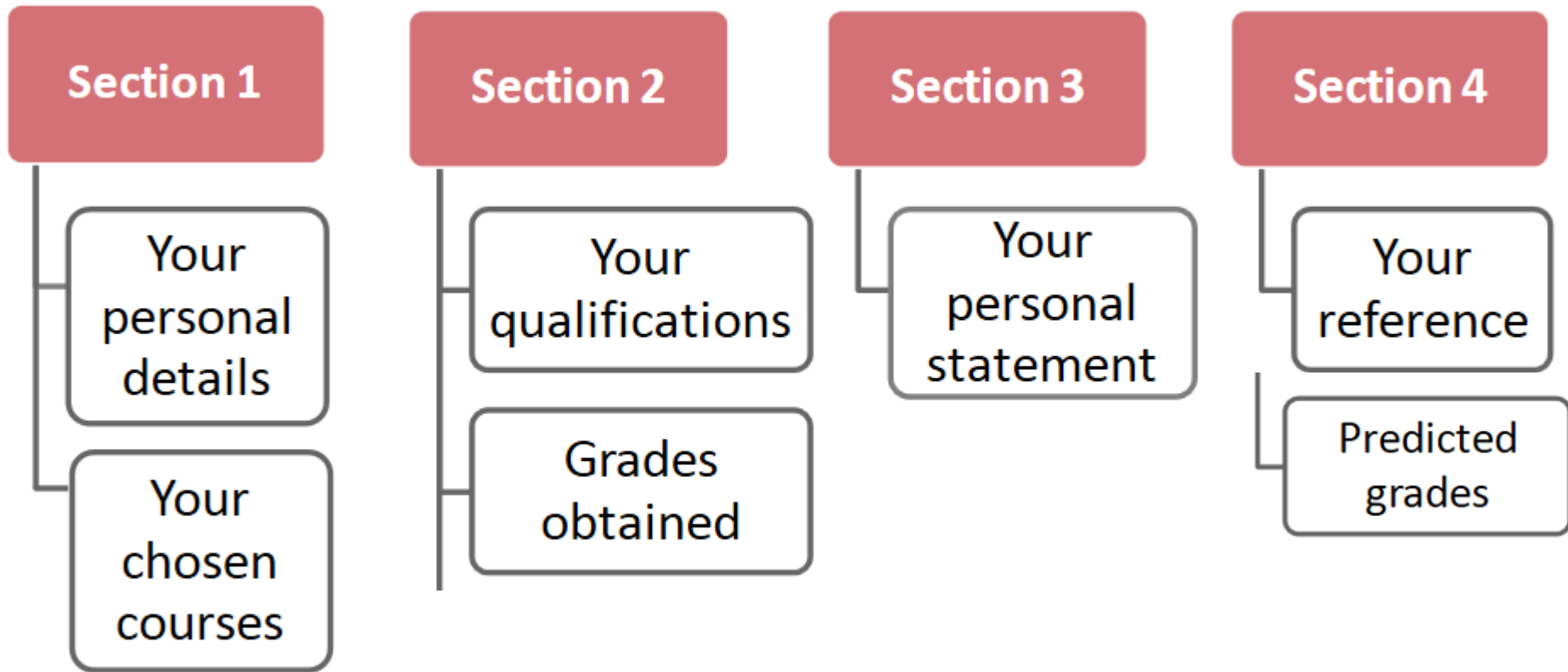


UCAS

APPLICATIONS

# The application



# **What you need to do before the summer**

- Saved UCAS.com as one of your favourites
- Logged on to UCAS and begun filling in personal details and qualifications
- Researched different courses and universities
- Attended a few Open Days
- Begun to narrow down your top 5 courses
- Found out about entry requirements and possibility of scholarships
- Admissions tests – familiarisation with format; practice tests;
- Appropriate work experience / visits / reading / research
- Drafted a personal statement

# To start an application...

Welcome	
Personal details	<input type="checkbox"/>
Choices	<input type="checkbox"/>
Education	<input checked="" type="checkbox"/>
Employment	<input type="checkbox"/>
Statement	<input type="checkbox"/>
View all details	<input type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiynau	


- Follow this link, <https://www.ucas.com/students>, click on undergraduate and then register for 2020 undergraduate courses.
- Accept the terms and conditions then continue.
- Use a sensible password.
- You should take the option of applying through school. When you do, you will be asked for a buzzword. It is **Lancaster2020**
- Once it has checked that your school is LRGS, it will ask you for your tutor group. Select the initials of your form tutor from the drop-down menu.
- Write down your username, password and ten-digit id number somewhere sensible (or e-mail them to yourself) – it may be a while before you try to use them next.
- Filling in the form should then be straightforward, especially if you watch their little videos.

- **Choices**
  - You will need to choose up to **five** similar courses, and know the course codes and institution codes for each.
  - Look up typical offers and make sure your selection includes at least one course that you should get into comfortably – you will need to keep an “insurance” offer at the end, as well as a first choice.
  - Look at the details closely – some require specific GCSE attainment
  - Remember that it is not a good idea to apply for courses that require higher grades than you are being predicted!
- **Fee code** - likely to be 02 student finance.
- **Special Needs:**
  - If you have any special educational needs or there are any personal circumstances the universities need to be aware of, please ensure that you fill in the box on the form and that your tutor knows to mention them in your reference.

- **Qualifications**

- Your qualification level is “Below honours degree...”
- You need to enter **all** your GCSE results and any other official qualifications, such as LAMDA.
- Separately, you need to enter all your A level subjects (GCE Advanced) with results as pending, due August 2020.
- Remember that English, Philosophy, Geography and Business Management should be entered under “Cambridge pre-U Principal Subject”.
- Check your qualifications carefully – there are multiple options for GCSEs so make sure that the ones you select correspond to your certificates. Please note that iGCSEs are in a different category from standard GCSEs.
- We will be comparing the grades you enter with our records, so don’t inflate your grades.
- Plagiarism or dishonesty of any kind will be treated as a very serious matter by UCAS and the universities.
- We will **not** be in a position to check all of the exams boards so **you** need to get this right.
- **Make sure your form is up to date when you submit it** or you may get an offer that includes a subject you’ve dropped.

# What is a personal statement?

- A personal statement is  characters (47 lines) to show a university why they should choose you to study on their course.

# **What are personal statements used for?**

- Considering applications and near miss applications
- Providing the basis for interview questions
- A chance for the university to learn about you as a person



# What makes a personal statement successful?

- Focused & specific
- Well written & persuasive
- Structured & concise
- Personal & unique





# What are admissions tutors looking for?

- A genuine interest in and engagement with the subject and specifically the chosen course
- A motivated student
- A healthy balance between study and non-academic life
- Work Experience where appropriate
- Predicted grades in line with typical offers

# **Your Personal Statement is your chance to stand out from other applicants.**

In your personal statement answer the following questions:

- ☐ Why do YOU want to study this subject?
- ☐ What makes YOU the right person for the course?

**75 - 80% focused on your course,**  
**20 - 25% on everything else**

# Most common opening lines in personal statements.

1.

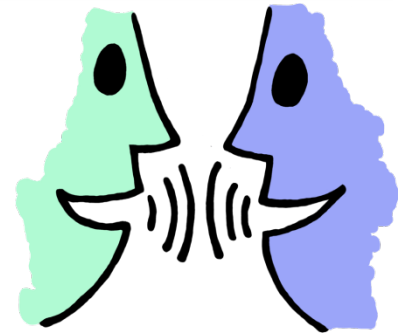
2.

3.

4.

5.

**Avoid them!**



# Suggested Structure

**1, Why do you want to study the course?**



**2, Your work experience, skills and achievements**



**3, Your hobbies and interests**



**4, Concluding Statements**



# **Why do you want to do the course?**

- Motivation?
- Specific interests?
- Link between current studies and your proposed course of study?
- How have you developed your interest in the subject?
- Why Higher Education?
- Link between current affairs and your chosen course ?
- Which modules are you most looking forward to and why?
- What skills will make you an ideal student of that subject?

A

- Action – what you do / did

B

- Benefit – what you learned

C

- Course – how it is relevant to your  
chosen course

**Example:**

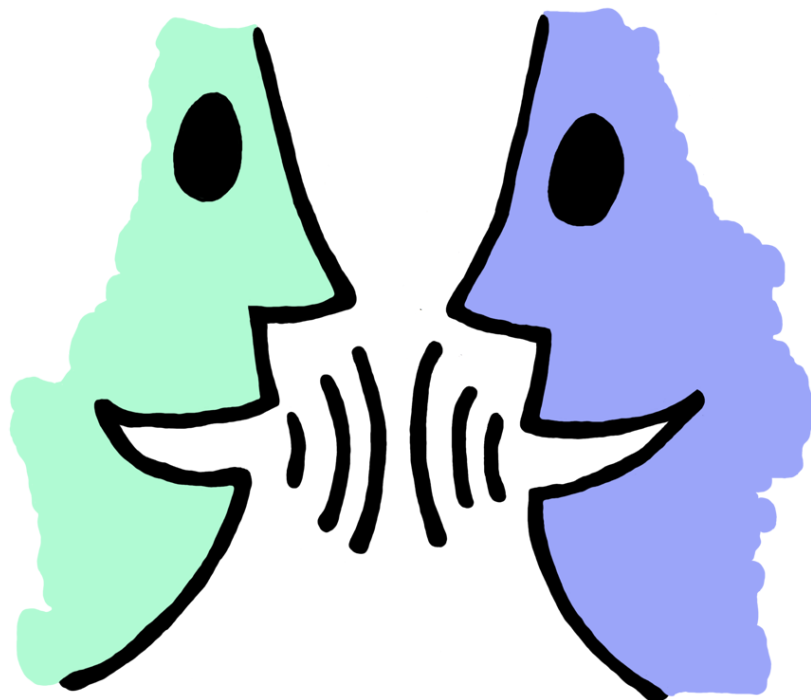
I enjoy watching French films at my local art house cinema. These give me a deeper insight into French culture, and develop my comprehension skills.

I am particularly looking forward to the film module so that I can better understand the social and political context of French film-making.

A

B

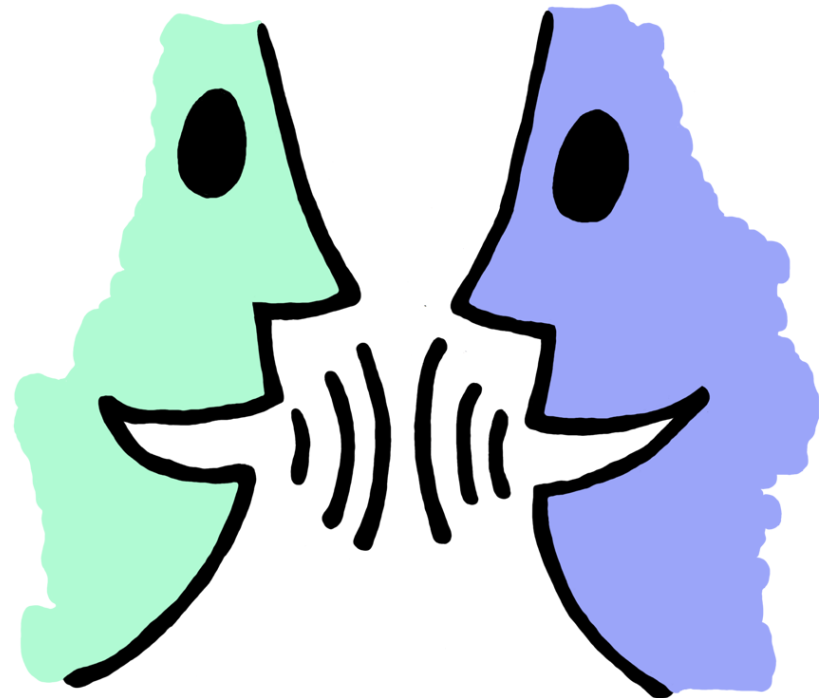
C





# Which skills will you need to exemplify for these courses?

- Law
- Medicine
- Physics
- Marketing



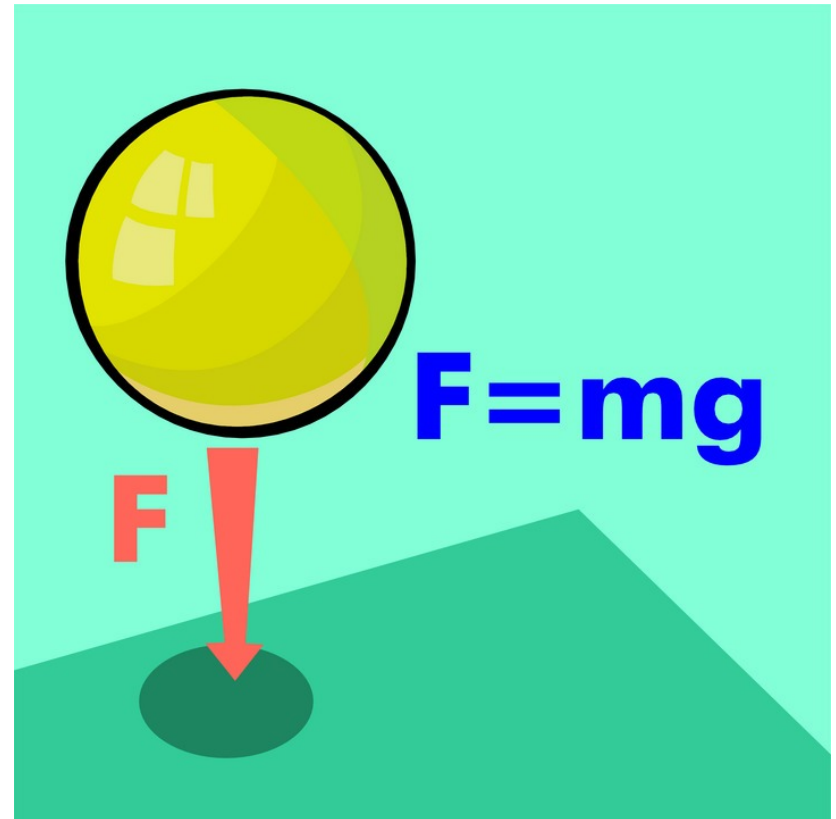
- Good Communication Skills
- Persuasive
- Eloquent
- Confident
- Organised
- Analytical



- Academically Excellent
- Strong Time Management
- Good Organisational Skills
- People person
- Strong communication skills
- Ability to multi-task



- Good Analytical Skills
- Problem Solving
- Attention to Detail
- Mathematical Focus



- Creative
- Confident
- Team worker
- Organised
- Good Communication Skills



Prove that you have the skills  
through giving specific examples

“The strongest applicants are those who can link their extra curricular activities with their proposed course of study” - UCAS



# **Unpick the skills that you have developed through your hobbies, work experience, voluntary work and part-time job.**

Key skills to consider include: -

- Communication and interpersonal skills
- Confidence
- Creativity
- Curiosity
- Debating – ability to construct arguments
- Independent learner
- IT
- Leadership
- Organisation
- Problem Solving & Initiative
- Responsibility
- Teamwork & commitment

# Achievements & Responsibilities

- Head Boy / prefect team
- Academic Awards
- Charity fundraising
- Duke of Edinburgh
- CCF
- Drama productions
- Scouts
- Mentoring
- Leading clubs / societies
- Sports / music awards
- Seward Committee
- Part Time Job
- EPQ
- MOOC
- Essay competitions
- Lectures / workshops attended?

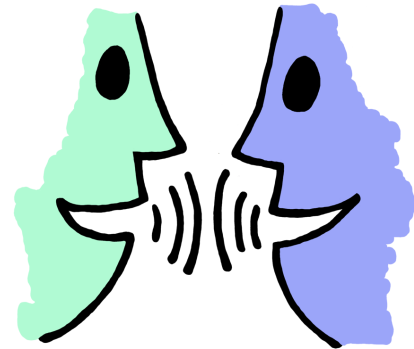
Always ask  
yourself why you  
are including a  
point.



# What skills can a part-time job demonstrate?



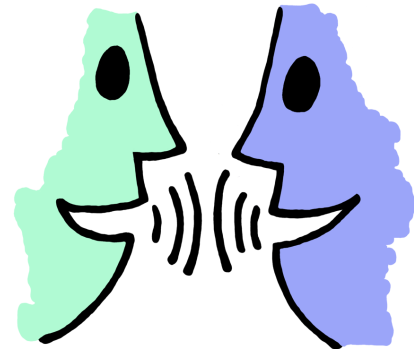
- Position of responsibility
- Financially independent
- Excellent communication skills - customer service
- Time management
- Organisational skills
- Confidence talking to new people



# What skills can be demonstrated by being a member of a sports team?



- Excellent team working skills
- Strong leadership qualities
- Time management
- Dedication and commitment
- Resilience



# Concluding statement

- Future goals & aspirations
- What can you bring?
- Re-focus on the course
- Looking forward

# Final Tips

Do...

- ✓ Use an appropriate e-mail address
- ✓ Be analytical - exemplify and justify
- ✓ Write in a positive style
- ✓ Be honest
- ✓ Draft and re-draft
- ✓ Write in Word first
- ✓ Check spelling and grammar; refine vocabulary; avoid contractions; check for typos
- ✓ Check all details are correct
- ✓ Consult family, friends and teachers
- ✓ Allow plenty of time to write it and improve it
- ✓ Be prepared to discuss what you've written at interview

# Don't...

- Use lists
- Make statements without justification
- Overdo verbose synonyms
- Plagiarize
- Repeat yourself
- Try to be funny
- Begin every sentence with 'I'
- Put it off

# What to do once you've written your personal statement

- Get feedback on your draft from subject specialists
- Liaise with your form tutor
- Compare predictions to course choices
- Fill in your course choices
- Find out about interviews and prepare for them
- Enter for any aptitude tests your chosen courses require
- Submit your application and pay
- Keep an eye on both emails – we'll contact you via email to make corrections if we spot errors
- Once school sends your application to UCAS, keep an eye on 'track' to check that your application has been submitted

## **TIME LINE**

Have your draft personal statement completed by the end of this term and ask for feedback (Subject specialist / tutor)

**October 15<sup>th</sup>**

**Deadline:**

**Oxford & Cambridge Applications  
Medicine, Dentistry and Veterinary  
Science**

**LRGS deadline –  
15<sup>th</sup> September**

**January 15<sup>th</sup>**

**Deadline:**

**All courses  
(except some Art & Design)**

**LRGS deadline –  
straight after  
October half-term**

**Submit as soon as possible**

