

UCAS 2018

UCAS is the central admissions system that all UK Universities use: you fill in one form online, and it is shown to all the universities you choose (except for the section that states which other universities you are applying for – that is removed).

If you haven't done so already, go to www.ucas.com and have a look at the Undergraduate "getting started" section. Here you'll find a video that takes you through everything you need to know about applying. (<https://www.ucas.com/ucas/undergraduate/ucas-undergraduate-getting-started>)

You should also use "search for courses" on the home page to help you work out which courses are available linked to your subject preference(s).

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. Remember that it is not a good idea to apply for courses that require higher grades than you are being predicted!

To start an application, click on "apply and track", (<https://www.ucas.com/ucas/undergraduate/ucas-undergraduate-apply-and-track>) then register for 2018 undergraduate courses. Accept the terms and conditions then continue. Use a sensible password – you may have to give it to the school or UCAS or University officials later.

You should take the option of applying through school. When you do, you will be asked for a buzzword. (See your emails for this.)

Once it's 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, although there are one or two things that always seem to cause difficulty:

Your fee code is likely to be 02 student finance (rare exceptions). GCSEs etc are qualifications, so your level is "Below honours degree..."

You need to enter **all** your GCSE results and any AS results (GCE Advanced Subsidiary new) and certification dates (August 2016 and 2017 usually). There is very rarely any point in doing so, but you can record your individual modules and grades if you want.

Separately, you need to enter all your A level subjects (GCE Advanced) with results as pending, due August 2018. 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. (See the attached spreadsheet for the qualifications offered at LRGS for GCSE last year.) We will be comparing the results 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.

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.

Personal Statement: (see previous presentation e-mailed last month) You need to compose and redraft this, seeking advice from subject experts and family / friends to make sure it is just right. Type it in a Word document initially to help you spot typos and spelling errors. It needs to be about a side in length (4000 characters or 47 lines). When you paste it into the form, the programme will tell you precisely if it is too long or too short, and you can adjust it. Changing font style or size will not work to squeeze it in.

When you have completed all the sections you should **print it out** – you won't be able to see it anymore once you've submitted it otherwise. Before submitting, ask your tutor to check it – he / she can either look through the print-out or can go on to the web-site and view it. When you're certain it's ready, you need to PAY (£24 credit or debit card) and then SUBMIT. Your form is then ready for the school (namely me) to complete the last section (adding the reference and predicted grades) and final checks. It is very normal for me to return it with a message if I see anything wrong: keep checking to see if it has been returned to you – although you should also receive an e-mail if this happens. After you've altered it, you'll need to re-submit, but don't worry, you only pay once.

A few days later I will submit your application to UCAS and you will receive an acknowledgement.

SJH June 2017