



Hayesfield  
Sixth Form

Using 'apply' the  
UCAS on-line  
application system

The '*apply*' program on the UCAS website is used for nearly all full time courses in higher education.

The exceptions are:

- ☞ A few Foundation degrees at FE colleges
- ☞ Some performers' courses at drama and dance schools
- ☞ Some foundation years

For some institutions you have to fill out a second form as well as a UCAS form:

- ☞ Liverpool Institute of performing arts
- ☞ East 17 Acting School (University of Essex)

An increasing number of courses require you to complete an aptitude test for which you will have to register - and pay a fee. You must check the requirement for the universities to which you apply. Examples are:

- ☞ UKCAT, LNAT, BMAT

**In order to be able to use '*apply*' you will need**

- ✓ The current school buzzword - which is: **Freud2011**
- ✓ Internet access
- ✓ To be able to pay online using a credit or debit card (**charges are £11.00 for one choice, £21.00 for two or more**)
- ✓ To have talked through your ideas with your tutor, including showing her/him your draft personal statement

Log on to the UCAS website [www.ucas.com](http://www.ucas.com) to register for '*apply*', you will need to provide some answers to security questions and will be issued with a user name and password, make sure you keep a note of these you will need them every time you access the '*apply*' program.

Note: you have to provide an email address that you access regularly - and remember to check it.

**Your user name**

**and password**

## Completing the form

Most sections are easy to complete and there is a help button in each section. However, here are some of the most frequently asked questions, or most frequently made mistakes section by section!

### Personal details

**Student support:** for most of you the fee code is 02 LEA, use the drop down menu to enter the name of your local council.

If you are applying for nursing, midwifery, and similar courses you may be funded by the NHS, in which case the fee code is 05 DH

If you have a **criminal conviction** it is important that you read right through the advice given in Help so you know if you will have to declare anything

**Disability/special needs** covers things like dyslexia and may give you access to extra help and funding, don't ignore it.

### Additional information

**Activities in preparation for higher education:** refers to recognised summer school courses, or Aimhigher activities.

### Courses

There is no order of preference here; your entries are automatically sorted into alphabetical order. Each university only sees its entry; they don't know where else you have applied

The question marks will lead to alphabetical lists which will select codes for you

Point of entry can be left blank unless you are an FDg student looking for second year entry

### Education

This is probably the most difficult section!

Centre numbers for other schools can be found by clicking 'search'

Hayesfield School is 50709

You need to have full details of your qualifications. You will need to enter:

- ✎ GCSE / GCSE Double Awards / Short courses / other qualifications (AIDA etc) with results
- ✎ GCE Advanced subsidiary (AS) including all the units with results
- ✎ GCE Advanced Level to be taken, including all the A2 units, results will be 'pending'

Don't forget music exams and other qualifications you may have.

## **Employment**

For employers name enter the name of the firm not your manager, short address ie name of town and county will do

## **Personal statement**

You have up to 47 lines in Verdana point 12

The program will convert any other font types of sizes to this

There is no spell check, so it is advisable to cut and paste from Word!

You must show your personal statement to your tutor before entering it in the form, it is also a good idea to get a variety of other people you trust to read it for you - but don't let them write it for you.

**DO NOT BE TEMPTED TO 'BORROW' BITS FROM OTHER PERSONAL STATEMENTS. UCAS RUNS ALL PERSONAL STATEMENTS THROUGH PLAGIARISM SOFTWARE BEFORE SENDING THEM TO THE UNIVERSITIES.**

Simple, clear, precise language is the key

Clicking 'help' leads to a very useful article on what to include.

It is crucial to save regularly if you are typing the statement in directly because if you leave the computer for a while UCAS will time you out. (Best to compose in Word, see previous note about spell check)

## **Once the form is finished**

As you complete each section you will be asked to click 'section finished'

Once all the sections are complete it is a good idea to check your form through with your tutor - this saves a lot of to-ing and fro-ing later. It also alerts your tutor to the fact that a reference is needed.

Click on 'send to referee', at this stage you will be asked to pay.

Once the reference has been added, all the forms are checked by Mrs. Banks and then passed on to Ms Draisey. She is the named referee and reads all forms before we send them to UCAS.

Please bear in mind that references are not written instantly, at busy times in the term there will be a delay between you sending the form to referee and it being sent on to UCAS. If you don't complete your form until the deadline, then it will be late in arriving at UCAS.

## **Useful dates**

### **Mid September**

Apply forms can be sent to UCAS

### **1<sup>st</sup> October**

School guide date for applications to Oxford Cambridge, Medicine, Dentistry, Vet.

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

UCAS closing date for Oxford Cambridge, Medicine, Dentistry, Vet.

### **1<sup>st</sup> December**

School guide date for all other applications

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

UCAS closing date for applications

## **After the form has been sent**

UCAS will send you a welcome pack by post soon after your form arrives. This will include your UCAS reference number and password enabling you to follow the progress of your application and to reply to offers using 'track'

## Getting started with your personal statement

This page is designed to help you get together all the information you could include in your personal statement. You can then use this as a starting point for your first draft.

<b>Course Choice</b>	
Remember, as a rough guide; use half the personal statement to write about your chosen course.	
Why have you chosen this course?	
What interests you about this subject area?	
What specific topics do you enjoy and why?	
<b>Career path</b>	
Do you know what career path you want to follow? Give details	
How does the course tie in with your chosen career?	
Have you had any relevant work experience?	
<b>Personal achievements and responsibilities</b>	
Add any details where relevant, which you could include in your statement	
Have you been a prefect?	
Have you been a member of your school council?	
Are you involved in peer counselling or mentoring?	
Have you completed the Duke of Edinburgh Award?	
Have you helped to organise any events, for example a fundraising event?	
Have you taken part in school assemblies or helped with open days?	
<b>Extra-curricular activities</b>	
Add any details where relevant, which you could include in your statement	
Do you play a musical instrument?	
Are you a member of a choir, an orchestra or a band?	
Do you play any sports?	
Have you represented your school or other organisation in a sport?	
Have you represented the school in any other way?	
Have you been involved with any dramatic productions?	
Are you involved in any charity or volunteer work?	
Do you have any other hobbies?	
Have you been on any relevant visits, for example to art galleries for art courses or hospitals for nursing?	
Anything else?	

## Your skills

It is a good idea to mention any skills that you have gained through your work experience or extra-curricular activities and give examples of when you have used them. Your work experience or hobbies may not always seem to be directly relevant at first, but you will have used and developed important skills that will be valued by universities. You should mention skills that are related to the course, in addition to more general skills.

Use the section below to note the skills you have and examples of where you have used them. To help start you off, an example is provided.

<b>Skills</b>	<b>Example(s)</b>
Communication skills	<i>Dealing with customers face to face and over the phone when working weekends at Marks &amp; Spencer.</i>
Organisational skills	
Working as part of a team	
Leadership skills	
Using Information Technology	
Creativity	
Problem solving	
Communicating in another language	
Negotiation skills	
Anything else? Consider specific skills relevant to your course	

# Application checklist

Stay on track with your UCAS application by using this checklist.

## Research stage

- ✓ Speak to your teachers, career advisers, family and friends about what you want to do next. Decide on the course you want to study.
- ✓ Check whether you need to have done some work experience to apply for the course. This can be a requirement of many courses, such as teaching, medicine or social work.
- ✓ Find out if you need to take any tests as part of your application process. For example, some universities may require you to sit the UK Clinical Aptitude Test to apply for a medical or dental degree.
- ✓ Identify universities that you want to go to, narrowing your selection to between 5 and 10.
- ✓ Research the universities using their websites and prospectuses. Speak to anyone you know who has been there.
- ✓ Visit the universities and/or attend open days.
- ✓ Decide on your five final university choices.
- ✓ Decide if you want to take a gap year.

## Application stage

- ✓ Write your personal statement.
- ✓ Arrange a reference from your school.
- ✓ Register online at [www.ucas.com/students/apply](http://www.ucas.com/students/apply). Your school or college will give you a 'buzzword' that you will need to enter during the registration process.
- ✓ You may wish to view the guided tour of the application form at [www.ucas.com/students/apply](http://www.ucas.com/students/apply). This takes you through the different stages of the form.
- ✓ Complete the application form. You can save your form and return to it at a later date, so you don't need to fill it all out in one sitting.
- ✓ Get your teacher/careers adviser to check your application.
- ✓ Submit your application form before the deadline. It's important to get your application in early, so try to submit it at the beginning of the UCAS cycle in September.

## Post-application stage

- ✓ Prepare for and attend any interviews you may be invited to by universities.
- ✓ If you don't receive any offers from universities, make further applications as appropriate through UCAS Extra.
- ✓ After receiving decisions from the universities, confirm your firm and insurance choices.
- ✓ Submit your forms for the HE maintenance grant and student maintenance loan.
- ✓ If needed, apply to university through clearing in August. This is for students who have not secured a place at university for the current year.

## Your Notes