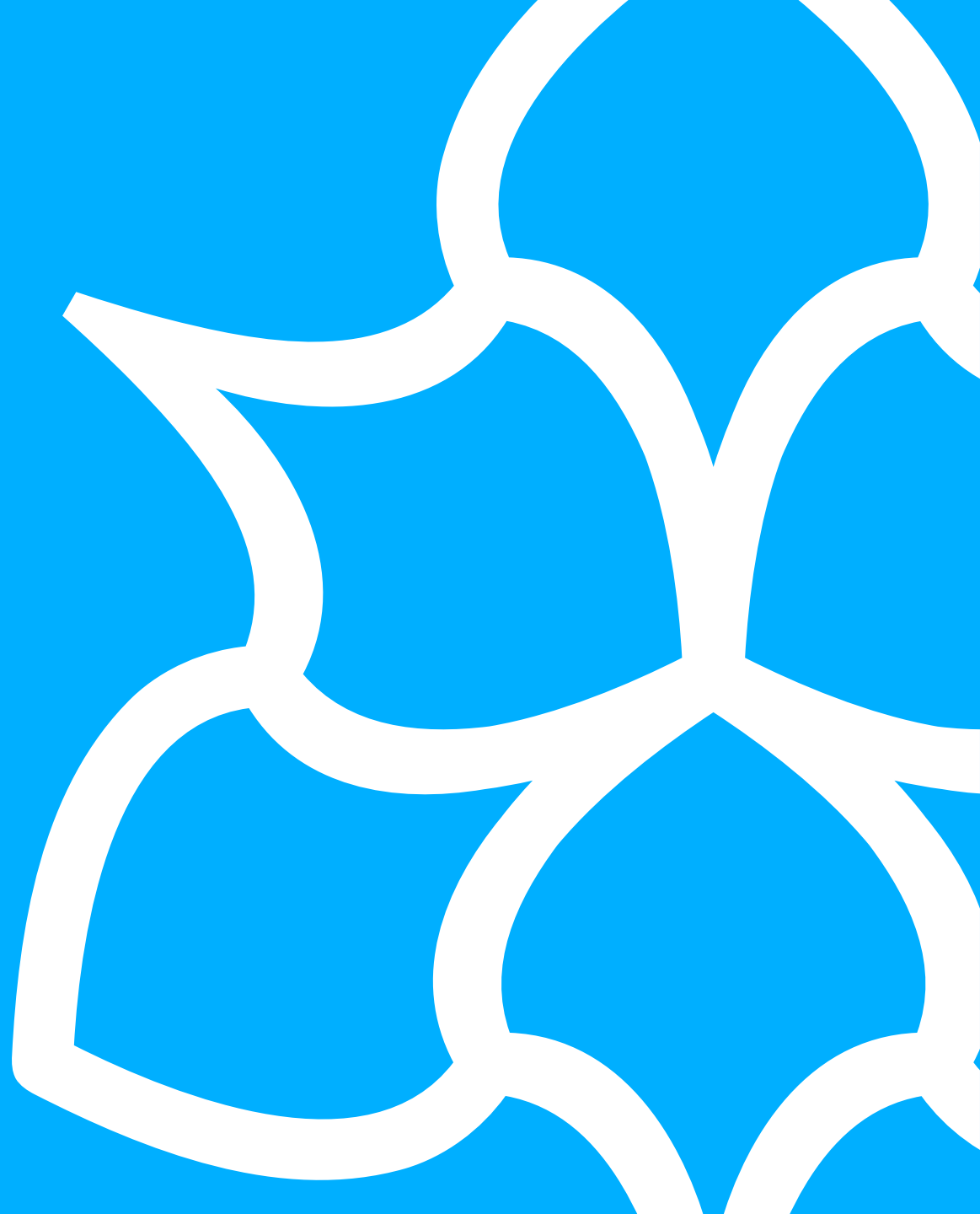


**Manchester
Metropolitan
University**

Make your statement

Personal statement workshop



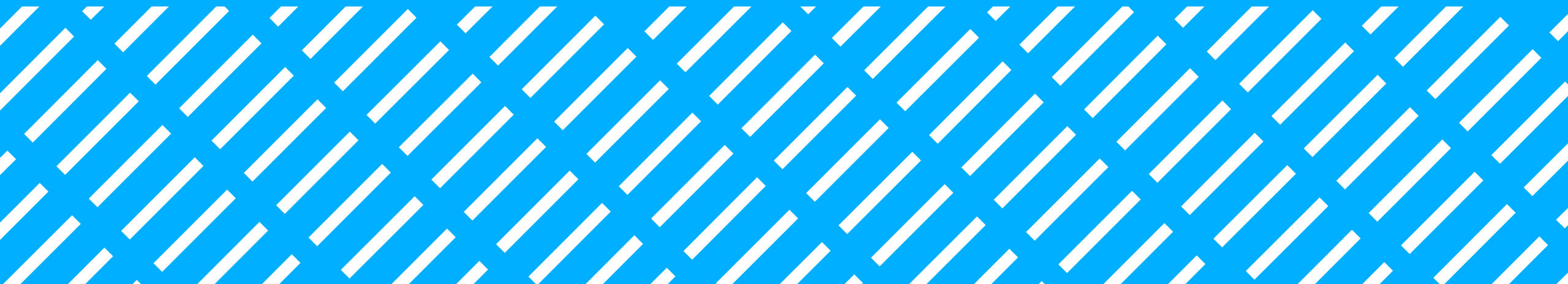
Overview

- Key dates and deadlines
- The UCAS application process
- Purpose and structure of the personal statement
- What to include in your personal statement
- Thinking about your skills and the ABC Framework
- Dos and don'ts



01

Key dates and deadlines



Key dates for 2026 entry



14 January

Initial deadline for UCAS application*



March – May*

Universities should have replied to offers



May – June*

You decide and reply to offers



28 February – 4 July

UCAS Extra – for those holding no offers
(a chance to submit a new personal statement)



5 July – October

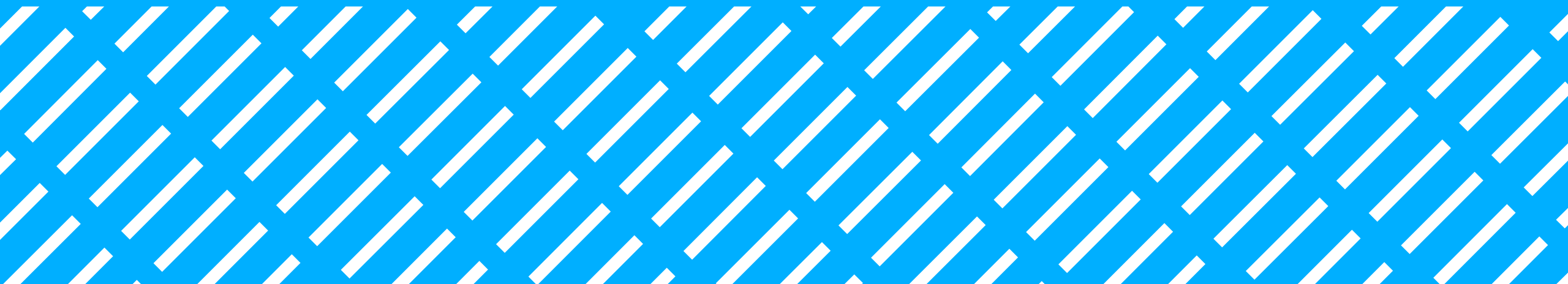
Clearing

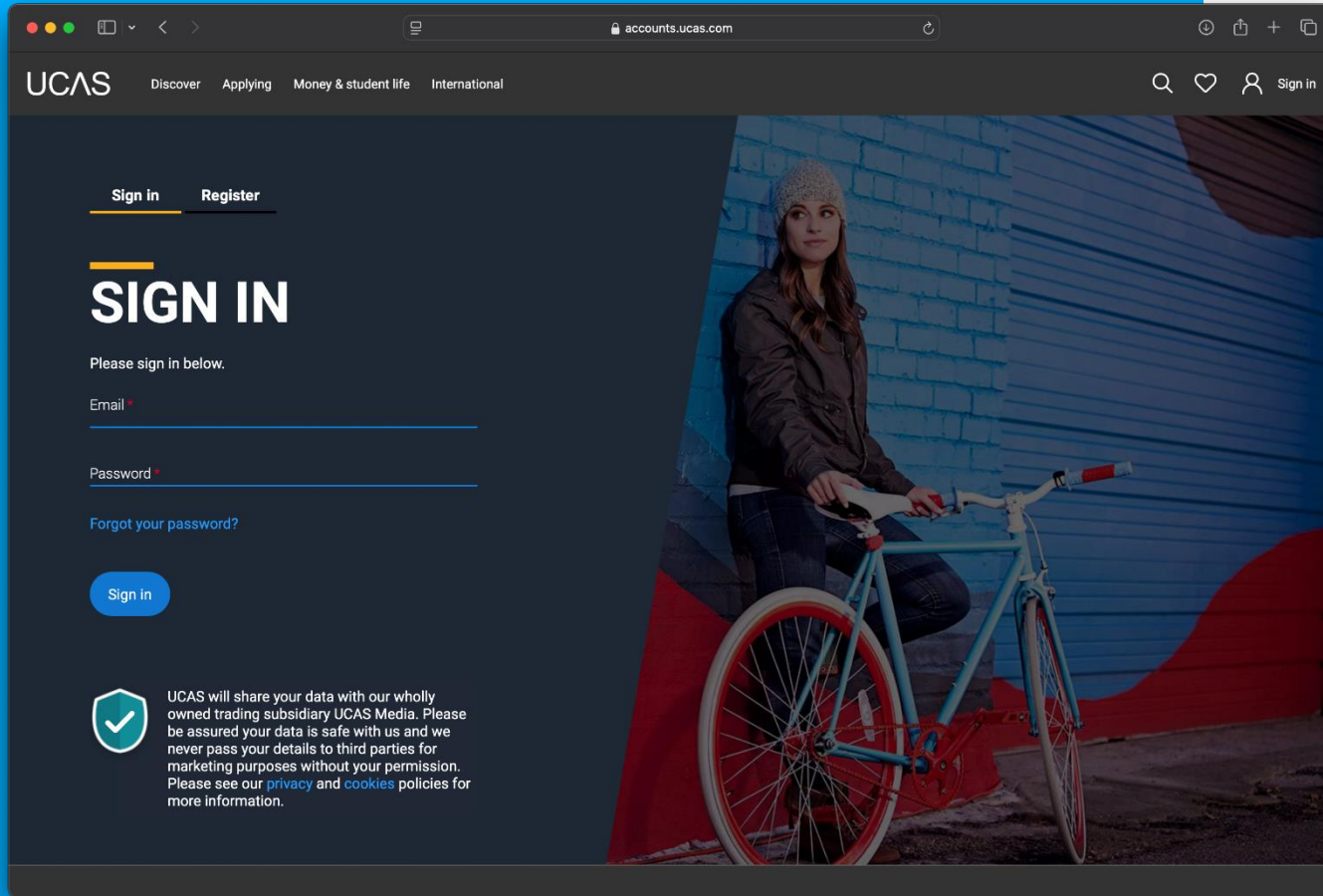
*For September 2026 entry, reply dates will depend on the date you received your last decision from universities. See [How To Accept or Decline University Offers & Deadlines For Your Replies](#) for more information at [UCAS.com](#)



02

The UCAS application process





Before you start your application

Explore UCAS.com. before you register your account.

- Look at your options in your chosen area (subject guides)
- Search courses. Filter by subject region. Look at entry requirements.
- Over 32,000 courses to choose from

Your UCAS application

- You can register on the UCAS Hub on **13 May**
- You can submit your application from **2 September**
- Apply by the **14 January*** deadline to start a course in September 2026
- Your school/college deadlines are usually earlier than this
- Some courses, such as medicine and dentistry will also have earlier deadlines than this

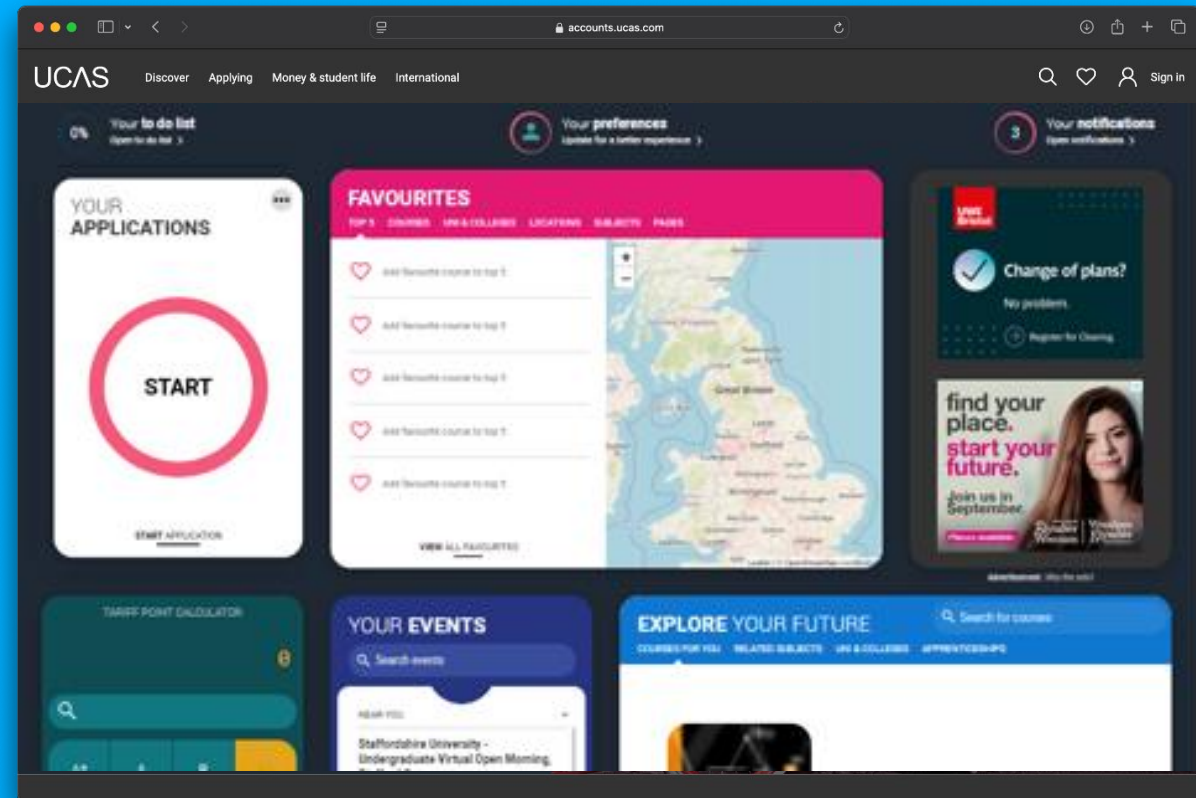
* Equal consideration deadline



Your UCAS application for 2026 entry

- Register to use the UCAS Hub (ucas.com/apply)
- Personal details
- Course choices – up to five
- Full education history
- Employment history
- Personal statement
- Final check
- Reference, pay your fee and send
- Cost: £28.50 for one to five courses*

*From September 2024, any student applying through their school or college who has been in receipt of free school meals at any point in the last six years will be eligible for a fee waiver.

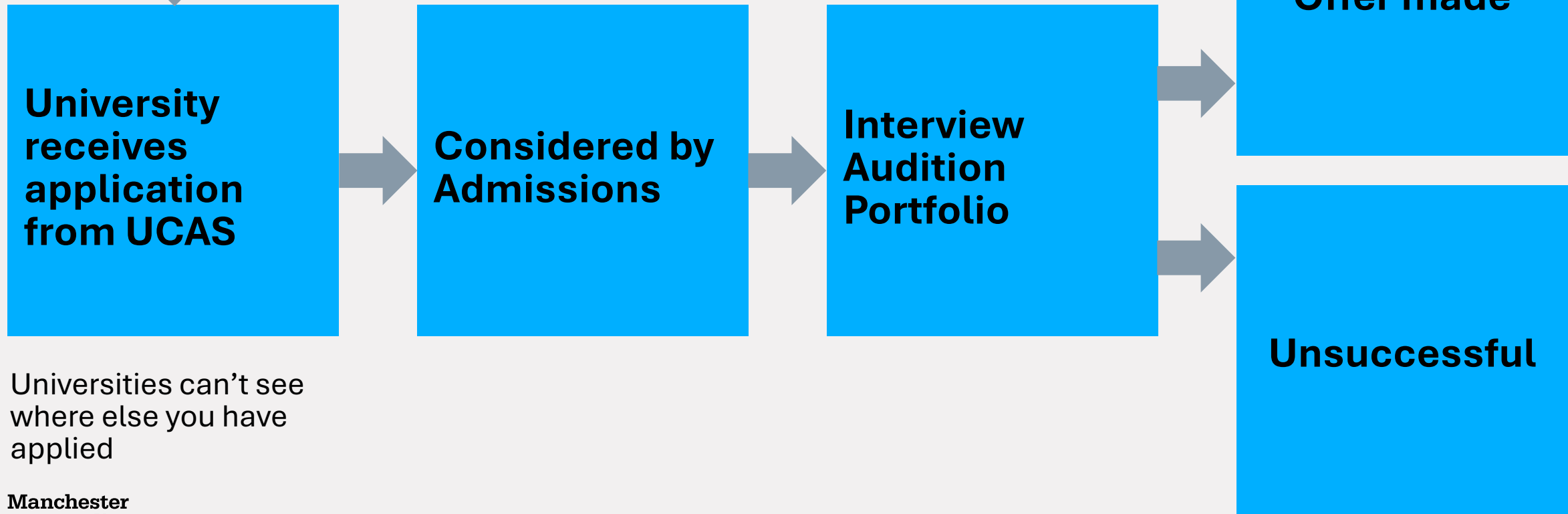


Advice for completing your application

- Provide all of your Level 2 qualifications, for example GCSEs
- Double check that your Level 3 qualifications are correct and accurate – ask your tutors if you are unsure
- Include your full secondary education history
- Include your full employment history (for the last 5 years if there has been a gap in education)
- Use a personal email address or keep your contact information up to date in the UCAS Hub

Your application journey

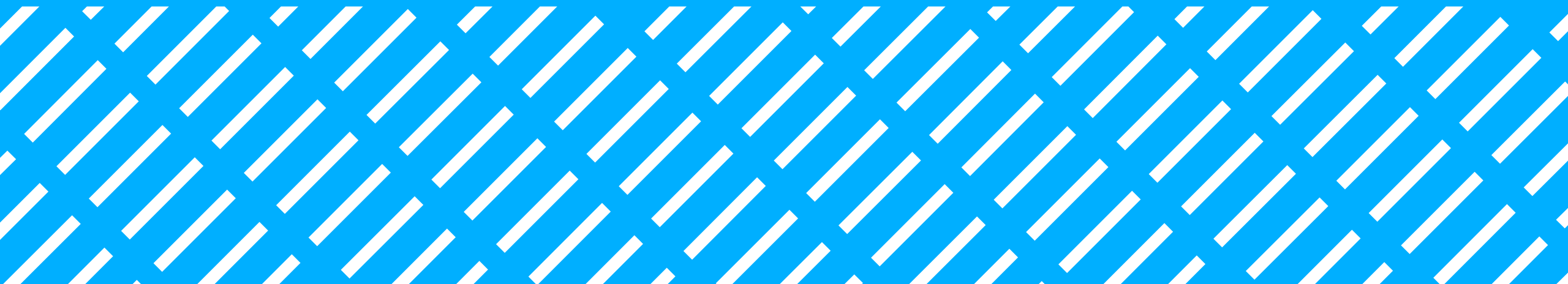
Start



Universities can't see where else you have applied

03

Making decisions about your offers



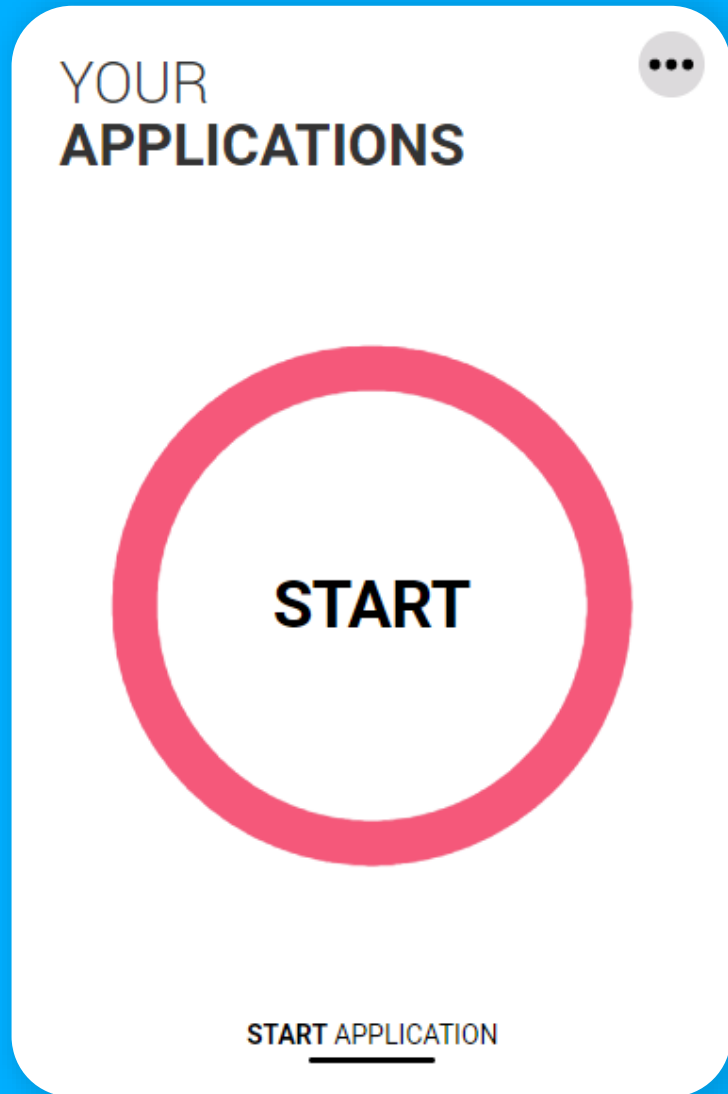
Making decisions about your offers

Conditional offer

Usually means that your offer is conditional on you achieving certain exam results but can include other things. You can find the specific details of your individual offer when you log into your **UCAS Hub**.

Unconditional offer

You've already met the entry requirements. Check the offer carefully. By accepting an unconditional offer, you are committing to go to that institution.



Tracking your application

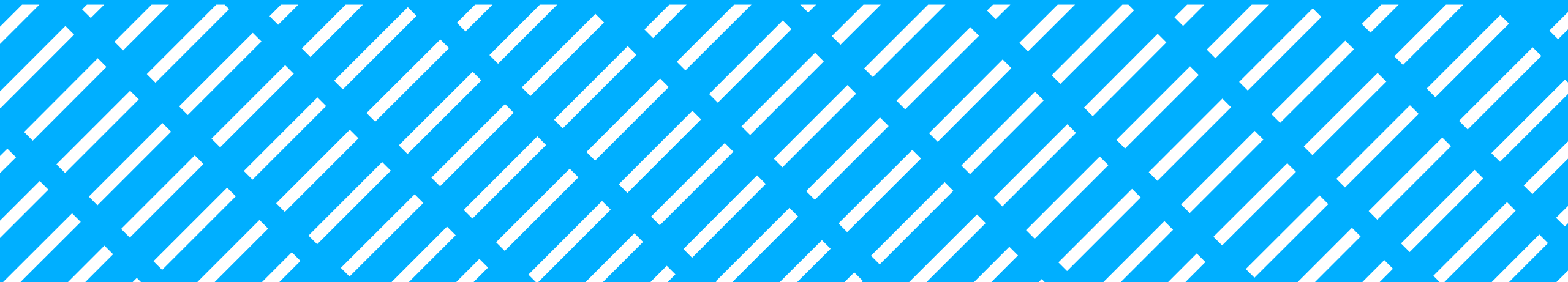
You can use your **UCAS Hub** (ucas.com/hub) to check the progress of your application. This is where you will receive and respond to your offers.

After receiving decisions from all your choices, you will need to choose your options:

- **Firm:** If you meet the conditions of the offer, you will be placed here (your first choice).
- **Insurance:** If you are not placed with your firm, you may be placed with your insurance choice (acts as a backup).

04

The purpose and structure of the personal statement



Your personal statement

Your personal statement is an important part of the application process as it's an opportunity to talk about yourself and your passions, outside of your grades.

The aim:

- To impress the admissions tutor
- To stand out from similar candidates

What are universities looking for?

When reading your personal statement, admissions tutors are looking for you to show your passion, subject knowledge, and relevant skills or experiences to prove you have the potential to succeed in your chosen course.





The structure of your personal statement

The personal statement has changed in format for 2026 entry, from one longer piece of text to three separate questions.

This is designed to make the process easier. The questions will help you get started, highlight your achievements, and give strong examples that show you're a great fit for your course.

How much should I write?

Each answer will have a minimum character count of 350 characters. The 4000 overall character limit (including spaces) remains the same, as does what you're expected to include.

3 questions to answer

Question 1

Why do you want to study this course or subject?

Question 2

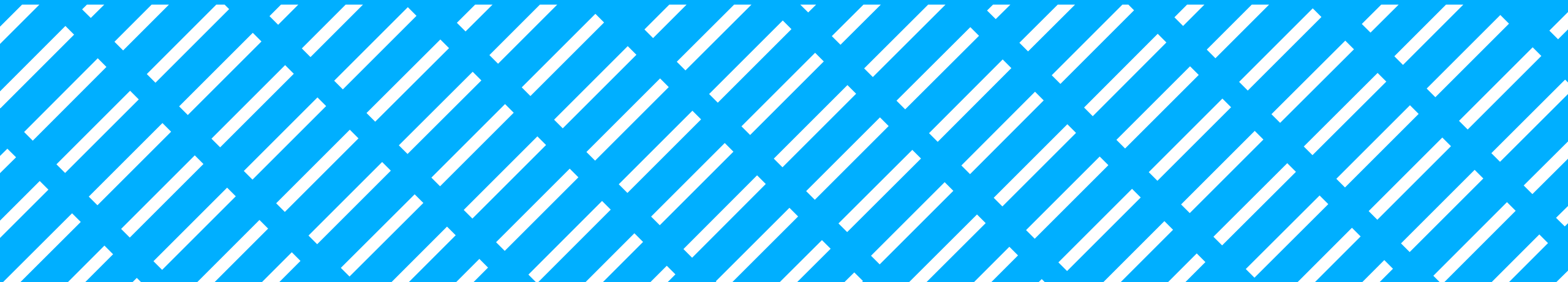
How have your qualifications and studies helped you to prepare for this course or subject?

Question 3

What else have you done to prepare outside of education, and why are these experiences useful?

05

What to include in your personal statement



Question 1

Why do you want to study this course or subject?

Examples of what you might talk about here are:

Your motivations for studying this course(s)

Here, you can share any role models, experiences, or passions that inspired your interest in the subject and led you to choose this course.

Your knowledge of this subject area and interests

You can show your passion for the subject by mentioning any extra research, books, or experts that inspired you. Highlight super-curricular activities to demonstrate curiosity and commitment beyond the classroom.

Your future plans and why this is a good fit for you

If you have a career goal, you could explain how the course will help you get there; if not, you could show how it aligns with your values and future aspirations.

Question 2

How have your qualifications and studies helped you to prepare for this course or subject?

Examples of what you might talk about here are:

How your studies or training relate to your chosen course(s) or subject area

Here you can include your most recent and relevant formal education—whether from school, college, training, or even a short online course. Focus on what best supports your chosen course(s).

What relevant or transferable skills you have that make you a great candidate

Maybe there are a couple of subjects that have helped you develop a core set of skills required for your chosen course(s). Or a particular module that helped you understand where your interests and strengths lie.

Any relevant educational achievements

You can skip discussing grades—they're shown elsewhere in your application. Highlight standout achievements like competitions, leadership roles, or key contributions in school activities.

Question 3

What else have you done to prepare outside of education, and why are these experiences useful?

Examples of what you might talk about here are:

Work experience, employment, or volunteering

You can reflect on any work or volunteering experience—virtual or in-person—and the skills you gained that relate to your chosen course.

Personal life experiences or responsibilities

Is there a situation you've personally overcome that has influenced your decision? Are there responsibilities such as caring for a family member that has helped you develop essential qualities for the course like resilience and empathy?

Hobbies, achievements outside of school or college and any extracurricular or outreach activities

You can include extracurriculars like sports, music, community work, or summer schools—especially roles of responsibility, achievements, or qualifications that show why you'd make a great student.

How can I know what skills to evidence?

- Read university or college course information on UCAS
- Read the course content information on uni or college website
- Look at how a course might be assessed
- Chat to a student ambassador on Unibuddy who already does the course
- Take a subject spotlight session on UCAS
- Take a uni or college subject taster session
- Ask questions to subject lecturers at an open day
- Research job adverts of careers you might be interested in the future
- Take the UCAS careers quiz and look at the skills listed for each result
- Interview someone already in a career you're interested in

Ready, set, go...

**List as many
achievements,
personal
experiences or
skills you have**

**You have
3 minutes**

Go!

Remember to use your ABC...

Activity

Academic, sport,
work experience,
volunteering

Benefit

Skills/knowledge
gained, achievement,
experience

Course

Link the example
to the course

ABC example

Activity

‘Whilst I am studying at college, I also have a part-time job at Asda’

Benefit

‘This has improved my ability to balance my time between work and studies’

Course

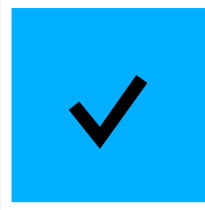
‘This will be useful in a Law degree, where I will need to balance my time between studies and pro bono work’

Some dos and don'ts

Do



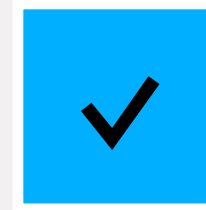
Draft, draft and draft again. You're unlikely to write a perfect statement straightaway, so be patient.



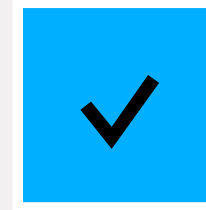
Back up any statements with examples. Think ABC!



Keep the reader engaged by varying your language. Avoid using "I" at the beginning of every sentence or repeating words/phrases.



Check out the relevant course pages on university websites.



Ask people to read it and give feedback. Tutors, advisers, family, friends – they can all help you to arrive at that perfect personal statement.

Some dos and don'ts

Don't

A large, bold, black 'X' centered within a blue square with a white border.

Feel the need to use overly elaborate or formal language.

A large, bold, black 'X' centered within a blue square with a white border.

Waffle. Be concise, as this will help you to make the most of the limited word count.

A large, bold, black 'X' centered within a blue square with a white border.

Copy anyone else's work. UCAS uses similarity detection software to check for plagiarism.

A large, bold, black 'X' centered within a blue square with a white border.

Submit your statement without checking and rechecking for mistakes.

A large, bold, black 'X' centered within a blue square with a white border.

Lie. Writing about experiences you haven't had or embellishing others could cause you problems later down the line.

A large, bold, black 'X' centered within a blue square with a white border.

Use quotes unless they truly add something to the statement.

Where to go next

ucas.com

Look at subject personal statement guides, virtual work experience and get drafting using the personal statement builder

mmu.com

Research your course in more detail, and book an Open Day to learn more about studying at Manchester Met

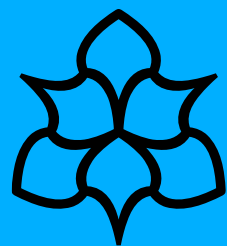
thestudentroom.co.uk

View example personal statements for a huge range of subjects (but don't be tempted to copy)



Over to you...





**Manchester
Metropolitan
University**

Good luck

If you have any questions at all,
you can contact our friendly team.

Course Enquiries

mmu.ac.uk/course-enquiry
01612476969

mmu.ac.uk

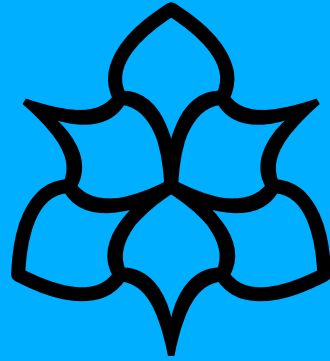


Virtual tour

Start your tour at
virtualexperience.mmu.ac.uk

Chat to a student

Start your conversation at
mmu.ac.uk/chatwithus



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