

UCAS

A GUIDE TO APPLYING TO UNIVERSITY



UCAS

Getting Started

Registering

You will be registering within school on to the UCAS website - www.ucas.com in June.

During the registration process you will be given a username, password and UCAS ID Number make a note of these as you will need them every time you log on.

Choose a sensible email address for your UCAS form as all the universities you apply to will contact you via this address!!



The Application Process

The UCAS application process can be broken down into 4 steps as follows:

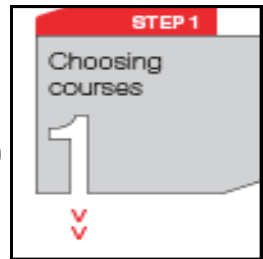
1. Choosing courses
2. Applying
3. Offers
4. Results

Each step is explained in the booklet, and further information can be found on the UCAS website and in the book 'UCAS Guide to getting into University & College' in the LRC.

Timetable for 2017/2018

Date	
June 2017	Students to register with UCAS and start to complete applications
6th Sept 2017	Applications can be sent to UCAS
15 th October 2017	Deadline for early applications to Oxford & Cambridge and for Medicine, Dentistry and Veterinary Science
15 th January 2018	Deadline for receipt of all applications except those Art & Design courses that have a later deadline date
25 th Feb 2018	UCAS Extra Service available for those who have received no offers
24 th March 2018	Deadline for receipt of Art & Design Course applications at UCAS
2nd May 2018	All replies to decisions received by 31st March need to be sent to UCAS by this date
3rd May 2018	Deadline for decisions on applications submitted by 15th Jan
7th June 2018	All replies to decisions received by 5th May need to be sent to UCAS by this date
4 th July 2018	Deadline for applying through EXTRA
16 th August 2018	A Level results – Clearing begins
20 th Sep 2018	Last date all clearing applications for courses will be accepted

STEP 1: CHOOSING COURSES



On the UCAS website homepage you will find the link for the Multi Destination Search Tool. This will enable you to search for all courses provided in particular subject areas and you can then save them to refer back to at a future date.

- Check the course entry requirements as many subjects have specific entry requirements.
- Click on the link `view course details on providers website` to give you more detailed information regarding the course entry requirements and advice on what to include in your personal statement.
- Check if you need to take an admissions test, as some courses or universities require you to sit an extra test such as the LNAT for Law or UKCAT/BMAT for Medicine.
- Check if your course or University might request an interview as some courses such as Education and Midwifery will require an interview. Some Arts and Design, TV & Film, Graphic Design and Photography courses will also require evidence such as a portfolio, to be either sent electronically or produced at interview. Acting, Drama and Theatre Studies will require attendance at an audition.
- Check the university open day dates, as attending one is the best way to see a university and get a feel for it and the course, which is important as you could be living there for the next 3 or 4 years. You are allowed time off school to visit an open day if it is **only** running on a school day, many are at weekends— but you must complete an approval form available from Mrs Paterson.

The screenshot shows the UCAS website homepage. At the top, there is a navigation bar with links for 'UCAS', 'Advisers', 'Providers', and 'Corporate information'. On the right, there are links for 'Contact' and 'Feedback'. The main header features the UCAS logo and the tagline 'At the heart of connecting people to higher education'. Below the header, there is a search bar with a dropdown menu set to 'All courses' and a search input field containing the text 'Search for courses, universities or colleges'. To the right of the search bar, there are icons for 'Sign in' and 'Register'. Below the search bar, there is a section for 'Saved searches' and a 'Search by subject' dropdown menu. The 'Search by subject' dropdown is open, showing a list of subject filters: Administration, Area studies, Arts, Biology, Educational studies, Engineering, Health studies, History, Management, Mathematics, Medicine (general and para-medical), and Performing arts. The background of the search area features a red geometric pattern and an image of three diverse young people.

CHOOSING COURSES

What to Consider?

What are your favourite subjects?

What career do you think you might go into?

Do you want to live at home or move away—what are the advantages and disadvantages?

Will the university have to be within commuting distance?

Would you like to attend a university on a self-contained campus or in a city with different sites?

Look at the range of courses available in your area of interest, could you do a combined course?

Read the course content closely do you think you will enjoy it?

Does the course offer a year in industry known as a sandwich course?

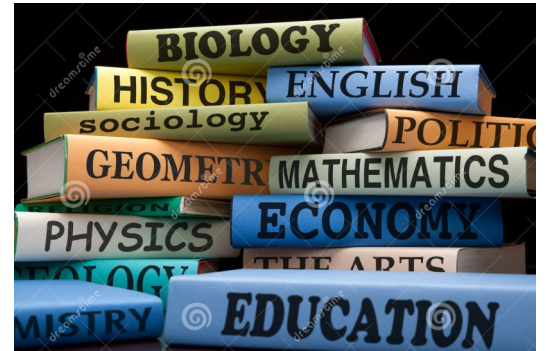
Does the course offer a year studying abroad?

What grades will you need to achieve to get the UCAS points required for acceptance onto the course?

Do you have the required grades at GCSE that maybe specified?

Do you need to consider taking a course that offers a foundation year so the grade criteria will be lower?

Have you got the appropriate work experience, if this is specified as an expectation



Useful Websites

www.which.co.uk/university

www.unistats.direct.gov.uk

www.bestcourse4me.com

www.thecompleteuniversityguide.co.uk

STEP 2: APPLYING



Be aware of application deadlines but try and get your application in as soon as you can, as the sooner you do the sooner you will hear back from the Universities/Colleges.

There is an overview and help guide on the UCAS website for each section of the application form or ask Mrs Paterson the UCAS Administrator.

Once you have completed your application form and personal statement and chosen all your preferred courses you need to pay £24 for 5 choices or £13 for 1 choice, by either credit or debit card .

The application will then be sent to your Tutor for a reference. This will then be checked and your predicted grades added by the UCAS Administrator The completed application is then sent to UCAS and cannot be amended after this time.

What happens once UCAS have received your application?

- UCAS process your application
- You will receive a welcome letter confirming your personal details and choices and your Personal ID number which you will need to view your application status on TRACK along with your password.
- Your chosen universities/colleges can now view your application –they are not aware of where else you have applied to.
- The universities/colleges now decide whether to make you an offer or not and will inform you via TRACK .



Personal ID

Password

[Having trouble logging in?](#)

Version 4.1.0.0



STEP 3: OFFERS



You can keep up to date with your application offers on TRACK

There are various types of offers you may receive:

Conditional Offer - A provisional offer is made on the condition that you meet the specified entry requirements.

Unconditional Offer - An offer is made with no conditions attached (usually for students who already have their results and have taken a gap year.)

Unsuccessful Offer - The university/college have decided to not make you an offer, in most cases a reason is provided for this.

Invited for Interview - You will be asked to attend an interview on a specified date at the university/college and they will send you any relevant information about what to expect at the interview and what you might need to take with you. You will have the opportunity to amend this date if it is not convenient. Please tell Mrs Paterson the date of any interviews so that it does not affect your attendance and so she can go through practice questions with you.

Once you have received all your offers you then have to reply to them by a specified deadline in May.

The replies you will need to make are:

Firm Acceptance - This will be your first choice, the one that you wish to go to if you meet the entry requirements.

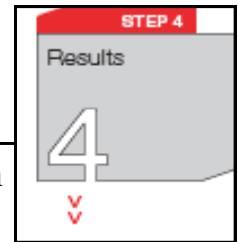
Insurance Acceptance - This is a back up choice usually with lower entry requirements that you can accept if you do not meet the entry requirements of your first choice.

The rest of your offers will then be automatically declined.

If you are unsuccessful with all of your choices, or you have changed your mind and wish to decline all of them, then you can go through UCAS EXTRA. This service opens at the end of February for you to search for any courses that still have places available. You can then apply for these courses on an individual basis. You may need to provide a new personal statement if you apply for a different course from the one you originally specified on your application form.

You now need to start completing your student finance application form which is available on line between Jan/Feb. The deadline for completion in order to guarantee payment of your loans in time for your course start date, is 31st May.

STEP 4: RESULTS



On results day check TRACK to see the offer decisions from your chosen universities which will be one of the following:

- **Accepted by your firm choice university/college** - in which case a letter of confirmation will be sent to you, which will also explain what your next steps will be.
- **Accepted by your insurance choice** - your results do not meet the conditions of your firm choice but are enough to meet your insurance offer.
- **Changed course offer** - This means that your university/college has been unable to confirm your place on the course you accepted because you have not met the original conditions, but they are willing to make you an alternative offer. If this is the case you have 5 days to reply in TRACK, after that the offer is automatically declined.
- **Decline** - your results do not meet the conditions of either of your choices-you can look for another course through the clearing system which is available until the end of September.

If you have any queries regarding your course or choices, after you have received your results you need to contact the individual university/college yourself. Staff are always available on results day to assist you through this process and provide you with any advice or guidance you may require.



Adjustment Process

There is also the optional process of Adjustment, available for those who got better results than expected and have exceeded the conditions of their firm choice. Adjustment gives them the opportunity to reconsider what and where to study, by registering with TRACK to see what other offers are available at a particular university. If you do not find a suitable place elsewhere you will remain accepted on your original course.

How to use Adjustment

1. Register in TRACK, by clicking on 'Register for Adjustment' on your choices screen.
2. Contact a university of college to find another place.
3. The university/college will check that you exceed the conditions of your first choice offer.
4. The institution will tell you if they can offer you a place, and you tell them if you want to accept it.
5. If you are accepted through Adjustment, your Track screen will be updated with the new choice and you will be sent a confirmation letter.

STUDENT FINANCE OVERVIEW

Website to apply - www.gov.uk/student-finance.

Links to the student finance website can also be found on the UCAS website. All the information about course fees and how to apply for student finance can be found here. Also individual University websites will give you all relevant information regarding their course fees and any scholarships or bursaries that are available to students

The link to apply for finance for 2018 applications will open in February of next year.

You will need the following documents and information to complete your application:

- National Insurance Number
- Passport details
- Income details of your household
- Bank account details
- If necessary medical evidence of a disability

There is also a section to be completed by parents and they will need their National Insurance Number as well.

Student Finance advises you and your parents to complete your applications as early as possible as you may be asked to send evidence in to them and this can take time. This is to ensure that you receive your finance package in time for the start of your first term at university.

Tuition Fees

Paid by the Government directly to you university as a student loan to be repaid when you start earning £21,000 or over per year.

Maintenance Loan

Paid by the Government into your Bank Account in 3 instalments one at the beginning of each term as a loan to be repaid when you start earning £21,000 or over a year. The loan is to cover living costs such as Halls of Residence fees. If you are planning to live at home your Maintenance Loan for living costs may be slightly reduced.

School will give you much more advice and information regarding student finance in 2018 and MMU will come into school to explain it in more detail in January.



student finance
england

UCAS Points BTECH

Extended Diploma	Subsidiary Diploma	Certificate	UCAS Points
D*D*D*			168
D*D*D			160
D*DD			152
DDD			144
DDM			128
DMM			112
MMM			96
MMP			80
MPP			64
	D*		56
PPP	D		48
	M		32
		D*	28
		D	24
	P	M	16
		P	8

AS/A2 Levels

AS	UCAS Points
A	20
B	16
C	12
D	10
E	6

A2	UCAS Points
A*	56
A	48
B	40
C	32
D	24
E	16

CACHE L3 Early years Educator: Diploma in Childcare and Education

CACHE	UCAS Points
A*	168
A	144
B	120
C	96
D	72

Optional Extended Project Qualification

EPQ	UCAS Points
A*	28
A	24
B	20
C	16
D	12
E	8

Completing the Application Form

- **Log onto www.ucas.com**
- **Go to Apply and Track.**
- **Go to Start or Continue an Undergraduate Application.**
- **Register and Apply for 2018 entry.**
- **Enter your username and password.**
- **You can leave the site at any time you do not have to complete it in one sitting, just remember to press save at the end of each section.**
- **Always log off when you have finished.**

Personal Details

Nominated Access - You only need to complete this section if you would like to name a family member than can speak to UCAS on your behalf if you are not available. If not leave it blank.

Additional Information

Activities in preparation for university— This does not include open days you have attended. You can add the trip to Liverpool University on 3rd July and any taster days or Summer Schools you have been to.

Student Finance

Highlight code 02 to show that you will be applying for Student Finance . Then in the drop down box either highlight Manchester if your postcode begins with M or Trafford if it begins with W.

Choices

These can be entered at any time after you have completed your research and attended any open days . You can choose to enter 1 course at a cost of £13 or up to 5 courses at a cost of £24. Leave blank until you are certain of your choices.

Completing the Application Form

Continued

Education

Enter your secondary school start and leaving dates— list all GCSE /BTEC qualifications taken and their grades, Mrs Paterson will have a list for each of you.

Enter Altrincham College Sixth Form start and leaving dates—enter all qualifications you will be sitting in May/ June of the following year with their individual module titles (available from Mrs Paterson if you are not sure) The grades will be pending unless you are completing them as an AS qualification, then enter the result after results day in August.

Your highest level of qualification will be `below honours degree`

Employment

List any paid work that you have undertaken—if you have never had a job then leave this section blank but tick as complete.

Any voluntary work or unpaid work experience should be mentioned in your personal statement.

Personal Statement

This is a maximum of 4000 characters, including spaces and can be no longer than 47 lines.

You will get plenty of advice about how to write this over the coming weeks.

Start to complete it on a word document so that it can be easily altered . You can then copy and paste it onto your application once it is completed.

Payment

When you have completed every section of the application form and copied and pasted your completed personal statement onto it, you must then pay by debit card . Your application will then be sent to Mrs Paterson, UCAS Administrator, to be checked and your tutor reference added—at any time during this stage you can still amend your form.

Your application will then be sent to UCAS who will forward it individually onto each of your chosen universities.

From this point on you will be notified by UCAS via e mail if something has changed on your application. You will then need to log on to UCAS `Track `to see what the change is.