

# UCAS

## A GUIDE TO APPLYING TO



# UCAS

## Getting Started

### Registering

You will be registering within school with UCAS in June –ucas.com.

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:

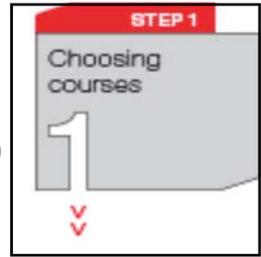
1. Choosing courses
2. Applying
3. Offers
4. Results

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 2019/2020

Date	
June 2019	Students to register with UCAS and start to complete applications
4 <sup>th</sup> September 2019	Earliest date that completed applications can be sent to UCAS
15 <sup>th</sup> October 2019	Deadline for early applications to Oxford & Cambridge and for Medicine, Dentistry and Veterinary Science
15 <sup>th</sup> January 2020	UCAS Application Deadline for most courses (some Art & Design courses have a later deadline date)
25 <sup>th</sup> Feb 2020	UCAS Extra opens (available for those who have received no offers/have declined all offers)
5 <sup>th</sup> May 2020	If you receive all offers by 31 <sup>st</sup> March, you need to reply by 5 <sup>th</sup> May
6 <sup>th</sup> May 2020	Deadline for universities to make decisions on applications submitted by 15 <sup>th</sup> January
4 <sup>th</sup> June 2020	If you receive all decisions by 6 <sup>th</sup> May, you need to reply by 4 <sup>th</sup> June
5 <sup>th</sup> July 2020	Deadline for applying through UCAS EXTRA
6 <sup>th</sup> July 2020	Clearing 2020 Opens
13 <sup>th</sup> August 2020	A Level Results Day 2020
21 <sup>st</sup> Sep 2020	Final deadline for 2020 entry applications

# STEP 1: CHOOSING COURSES

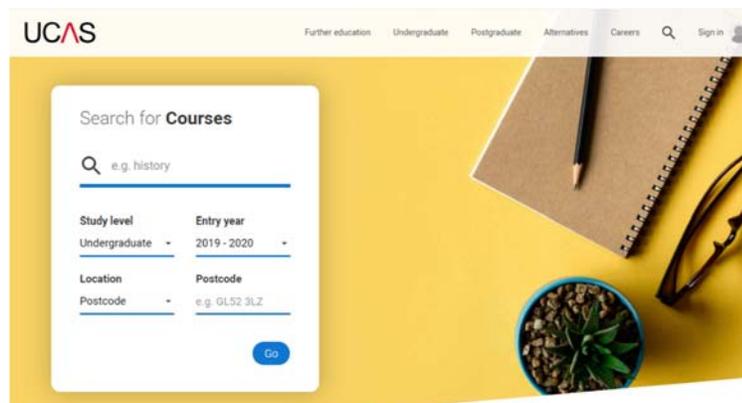


There are 50,000 undergraduate courses at over 395 universities and colleges, so you need to do your research!

Visit [ucas.com](https://ucas.com) and search for courses using the Search Tool. Select 'undergraduate' and '2020-2021' entry year. You can also search by distance or location.

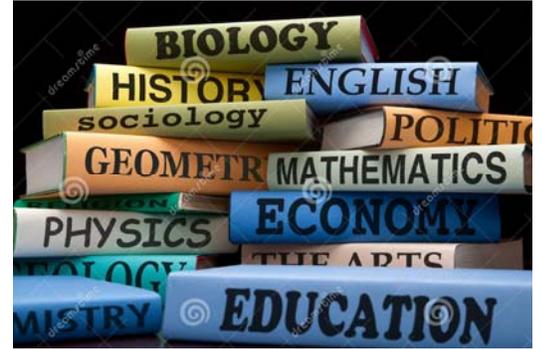
You can save your search criteria and refer back to it at a future date.

- Choose a subject that you'll enjoy studying and one that will help you reach your end goals. Consider 'new' subjects that you might not be studying at school e.g. Philosophy or Anthropology.
- Check the course entry requirements as many subjects have specific entry requirements.
- Click on 'view course details on providers websites' for more detailed information regarding the course, including, entry requirements, work placements, employability stats and advice on what to include in your personal statement.
- Check if you need to take an admissions test. Some courses or universities require you to sit an extra test such as the LNAT for Law or UKCAT/BMAT for Medicine.
- Some courses require applicants to attend an interview, such as Teaching and Nursing. Some Arts courses (Graphic Design, Fashion, Photography etc) may request a portfolio, to be either sent electronically or produced at interview. Acting, Drama and Theatre Studies will require attendance at an audition.
- Check when 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.



# CHOOSING COURSES

## What to Consider?



### Course Content:

- What are your favourite subjects?
- Could you do a combined course?
- Read the course content (modules) closely; do you think you will enjoy it?
- Does the course offer a year studying abroad?
- Does the course offer a year in industry (sandwich course) or work placement opportunities?
- If you're unsure, look for universities that allow you to study 2-3 subjects in your first year and then continue studying your favourite(s).
- Have you got the appropriate work experience, if this is specified, such as for teaching or nursing?

### Entry Requirements:

- What grades will you need to achieve to get the UCAS points required for the course?
- Do you have the required grades at GCSE for a particular course?
- Do you need to consider taking a course that offers a foundation year so the entry criteria will be lower?
- What career do you think you might go into?

### Location:

- Do you want to live at home or move away—what are the advantages and disadvantages?
- Would you like to attend a university on a campus or in a city, spread across different sites?
- If you are moving away, do lots of research into accommodation options. Living in a student village/halls of residence is a great way to meet friends.
- Consider accommodation costs. This can vary greatly between universities.

### University life:

- Research a university's Students' Union and the type of events they run. If you have a particular hobby/interest, does the university support that?

You can check university league tables and compare university performance. Also, check if a university is TEF rated gold, silver or bronze. This is a government framework which assesses criteria including teaching excellence, student satisfaction and employment outcomes.

#### Useful Websites

[www.which.co.uk/university](http://www.which.co.uk/university)

[www.unistats.direct.gov.uk](http://www.unistats.direct.gov.uk)

[www.thecompleteuniversityguide.co.uk/league-tables/rankings](http://www.thecompleteuniversityguide.co.uk/league-tables/rankings)

[www.thestudentroom.co.uk](http://www.thestudentroom.co.uk)

# STEP 2: APPLYING



Be aware of the 15th January UCAS application deadline. 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 [ucas.com](http://ucas.com) for each section of the application form or ask Mrs Court the UCAS Administrator.

Once you have completed your application form and personal statement and chosen all your preferred courses you need to pay £25 for up to 5 choices or £20 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 .

UCAS Track

Welcome to Track  
Please log in to view your choices and track your application

Personal ID  
Password

Log In >

[Having trouble logging in?](#)

Version 4.1.0.0

UCAS

# STEP 3: OFFERS



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

Remember to take your time when replying to university offers. Do lots of research! 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 requirement. For example, a university might make you an offer of A level grades 'BBC' or '112 UCAS points' from a combination of A level and BTEC qualifications.

**Unconditional Offer** - An offer is made with no conditions attached.

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

**Withdrawal** - You might choose to withdraw or a university may withdraw you if you fail to attend an interview or don't reply to their emails.

**Invited for Interview** - You will be asked to attend an interview on a specified date at the university/college. They will send you any relevant information about what to expect and what you might need to bring. Inform Mrs Court the date of any interviews so that it does not affect your attendance and to go through practise questions.

Once you have received all your offers you then have to reply to them by a specified deadline in May (check UCAS Track as deadlines vary by student). 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 and you can apply to any courses that still have places available.

**You now need to start completing your student finance application form which is available on line between Jan/Feb at [gov.uk/student-finance](http://gov.uk/student-finance). You don't need to know which university you're going to in order to apply. The deadline for completion (in order to guarantee payment of your loans in time for your course start date), is 24th May.**

# STUDENT FINANCE OVERVIEW

Apply for Student Finance at: [gov.uk/student-finance](http://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 2020 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
- Details of your household income
- Bank account details
- If necessary, medical evidence of a disability

There is also a section to be completed by parents/guardians. 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 your university as a student loan to be repaid when you start earning **£25,725** or over per year. This money pays for your university tuition fees.

## Maintenance Loan

This loan is to cover living costs such as Halls of Residence fees. It is means tested (how much you can borrow depends on your household income). This money is paid directly your bank account in 3 instalments one at the beginning of each term. It is to be repaid when you start earning **£25,725** or over per year.

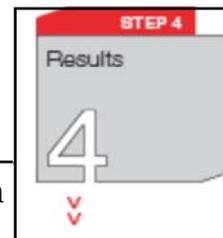
If you are planning to live at home while you study, the amount you can borrow will be less than someone living away from home.

If you have a learning difficulty or health problem, you can apply for Disabled Students' Allowance (DSA). This money isn't means tested and doesn't have to be repaid.

School will give you much more advice and information regarding student finance. MMU will come into school to explain it in more detail in January 2020.



# STEP 4: RESULTS



On A Level Results Day , UCAS TRACK will update at around 8am with the offer decisions from your chosen universities:

- **Accepted by your Firm Choice** - TRACK will display your confirmation letter, which will contain any further instructions.
- **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 conditions, but they are willing to make you an alternative offer. You can accept the revised offer or decline and go with your insurance choice.
- **Clearing** - if your results do not meet the conditions of either of your choices, you can look for another course through UCAS Clearing. You'll need to phone universities and enquire about course vacancies. They'll only speak to the applicant—your parents or teachers can't phone on your behalf.

Note that **UCAS Track will not tell you your exam results. You must come into school to collect your results in person.** If you're away for Results Day, you'll need to inform the school in advance, in writing, nominating someone to collect your results on your behalf.

## **UCAS Adjustment**

There is also the option of Adjustment, available for students who got better results than they expected and have exceeded the conditions of their firm choice.

Adjustment gives them the opportunity to reconsider what and where to study. You could look at an alternative university or an alternative course. If you do not find anything suitable, your Firm Choice will be safe.

## **Be Prepared**

Have a contingency plan for A Level Results Day, just in case things don't go as you expected.

- Would you consider another course?
- Would you consider the same course at a different university/college?
- Do some research and make a shortlist of institutions that you could contact on the day.

## **Remember**

Staff are always available on Results Day to provide you with any advice or guidance you may require.

## UCAS Points

### Pearson BTECH Level 3/OCR Cambridge Technical

Extended Diploma	Diploma	Extended Certificate	UCAS Points
D*D*D*			168
D*D*D			160
D*DD			152
DDD			144
DDM			128
DMM	D*D*		112
	D*D		104
MMM	DD		96
MMP	DM		80
MPP	MM		64
		D*	56
PPP	MP	D	48
	PP	M	32
		P	16

### A Levels

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

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

### Optional Extended Project Qualification

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

# Completing the Application Form

- Once you've registered with UCAS you can start your application.
- Visit [ucas.com](http://ucas.com) and go to Apply and Track.
- Go to 'Start' or 'Continue' an Undergraduate Application.
- Register and Apply for 2020 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.

## What do Admissions Teams look for?

- Your qualifications and predicted grades
- Good knowledge of and commitment to the subject
- Display a passion and enthusiasm for the subject
- A good attitude to learning and development
- The ability to articulate yourself fluently and accurately

## Personal Details

**Nominated Access** - You only need to complete this section if on occasions, you would like to name a family member or Mrs Court to speak to UCAS or Universities and Colleges on your behalf. If not leave it blank.

## Additional Information

This section also allows you to talk about your individual circumstances, such as your parental education. This information is becoming more important to universities who may be able to give additional consideration to students from low socio-economic groups or who are first generation to consider Higher Education.

**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 include 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 £20 or up to 5 courses at a cost of £25. Leave blank until you are certain of your choices. For Oxbridge, you can only choose to apply for either Cambridge or Oxford University. For Medicine/Veterinary/Dentistry, you can only apply to 4 of these courses.

# Completing the Application Form

## Continued

### **Education**

Enter your secondary school start and leaving dates— list all GCSE /BTEC qualifications taken and their grades, even if any were ungraded. There are lots of qualification options, so double-check you are selecting the correct one. If a particular qualification isn't available in the short list it can be entered manually under 'others.'

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. For the majority of students, the grades will be pending for now. 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 (company name, address, job description and start/finish dates). 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 your chance to show universities why you want to study the course and why you'd make a great student!

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, including copying and pasting your completed personal statement, you must then pay by debit card . Your application will then be sent to Mrs Court to be checked and your tutor reference added.

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.