

UCAS Application Guide

This menu will become very familiar to you! It is always on the left-hand side of your screen, when you are editing your UCAS application. Click on the menu items to navigate around your form, saving your updates as you go.



These are the headings of each section that you must complete.

The tick-box shows your progress with each section (see key below).

Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input checked="" type="checkbox"/>
Student finance	<input checked="" type="checkbox"/>
Choices	<input type="checkbox"/>
Education	<input type="checkbox"/>
Employment	<input type="checkbox"/>
Statement	<input type="checkbox"/>
View all details	<input type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiynau	

Key

- Completed
- In progress
- Not started
- Help

To turn 'in progress' to 'Complete', you need to access each section (by clicking on the title), and mark the section complete like this:

section completed

save **cancel**

Once every section has a red tick next to it, you can click on 'Pay/send' and submit your application to your tutor.

Your tutor adds the reference and authorises the application, and the Programme Manager authorises the reference and sends it all to UCAS.

Sources of help

UCAS advisers

www.UCAS.com contains lots of **help and advice** for filling in the form, writing your personal statement and using UCAS Track.

Video guides and links to their social media platforms here: www.UCAS.com/connect



The phone number for UCAS is 0371 468 0 468.

You can phone them with any technical problems or questions about how things are meant to work, or if anything has gone wrong.

Your tutor

It's really important that you keep in touch with your tutor, to discuss your predicted grades, for them to gather information for the reference, to keep them informed of your progress and for you to get personalised advice.

The WKC Careers & Employability Team

Discuss all kinds of questions, with an **impartial Careers Advisor**:

- How to choose a degree, and related career-choice questions
- Personal statement writing and preparing for university interviews
- Questions about how the UCAS process works and troubleshooting
- And more... studying abroad, student finance, scholarships/bursaries...

Online: our website www.careersWKC.com is full of links and information.

Booking appointments: available at King's Cross, Soho and Victoria. Visit www.careersWKC.com/contact for details of how to book at one of the centres



UCAS: What's going to happen?

First steps

Register an account on UCAS.com using the buzzword

Research your degree choice options

Completing the form

There are various sections. The most difficult are 'Education', the Personal Statement and Choices. You can make five course choices.

Make sure you have a conversation with your tutor about your plans in good time, they will be starting to write references.

**Internal College Deadline
16th November 2020**

Sending the form to your tutor

Pay £26 and tell your tutor that your form is ready for authorising.

Your tutor will check and authorise your form, and add your Reference. The Programme Manager checks and authorises the reference.

College will submit your application to UCAS

**By the 15th
January
deadline
ONLY IF you
have sent it
in on time.**

Then what?... UCAS sends the application to all of your choices.

Each university does not know who else you have applied to. You wait for their decisions, then you have to decide which one/two you want to keep!

UCAS Jargon



Using the UCAS system

UCAS Apply exists so that you can apply to multiple UK universities with just one application form.

UCAS Track exists so that you can monitor the progress of your applications:

- ✓ Receive replies from universities (offers or rejections).
- ✓ Reply to your offers.
- ✓ Update your details.
- ✓ Get confirmation of your place in summer 2021.

UCAS Extra exists so that anyone with no offers from their five original choices can apply for more courses, one at a time, until the end of June 2021.



University's decisions

“Unsuccessful” – the university has not offered you a place.

“Conditional offer” – the university is offering you a place but there are some conditions, usually to gain certain grades in the courses you are still studying.

“Unconditional offer” – the university is offering you a place but usually does not require certain grades, however some require that you put them as your Firm *not* Insurance choice. Check UCAS Track for details!



Your replies

“Reply date” – you will be given a date that you must reply by; it will show in Track once all five of your choices have made a decision. If you miss this date you will lose all of your offers! Your reply deadline could be different to other people's deadlines.

“Firm acceptance” – The offer you accept and have a chance of meeting the offer conditions for (i.e. grades). If you get the grades, you go to your firm choice!

“Insurance acceptance” – the course you want to accept and will be happy to go to if you do not get into your Firm choice. The grades in the conditional offer should be lower than in your Firm choice so that you are more likely to be eligible for your insurance choice if you miss your Firm choice.

“Decline” – your response to offers you can't accept; or decline ALL your offers if you want to use Extra to make a new application (one choice at a time).



Register your account on UCAS

1. From www.ucas.com homepage, use the “Sign in” button in the top right-hand corner.
2. From the drop-down list, choose “Students” then “Undergraduate.”

Make sure you then choose “Apply” for 2021 Entry

3. Click **register** below the log in boxes.
4. **By registering you are not committing to applying to university, you can change your mind at any time.**
5. When registering, use a sensible sounding email address, and choose memorable security questions and a password. **WRITE DOWN YOUR USERNAME WHEN YOU GET IT**
6. Make sure you select ‘log in to my account’ once you have created your password and been given your username, there are two more screens to do!
7. You need to **link** your application to college, to do this you need our Buzzword. Email careers@westking.ac.uk with your name and student ID number to request the buzzword
8. Next it will ask who your tutor is, find your tutor’s name in this list. “Don’t know” is an option if you really need it. Speak to the Careers Team if you need to do this.
9. To log back in another time, just choose the ‘sign in’ button in the far top right-hand corner of the UCAS homepage, as above.



If you do forget your log in details, click ‘**forgotten login**’ on the sign-in page, if still having sign-in problems, contact the Careers Team or UCAS (see page 2 for contact details).



Researching your Higher Education choices

When people talk about ‘Higher Education’ they usually mean a bachelor’s degree, which is a **Level 6** qualification:



But there are now lots of different paths. Think about all options before deciding what is right for you!

Year abroad, Four year options, Level 4 & 5, Shorter courses, Distance learning, Add a work placement, Apprenticeship route options, Part-time study

This variety means there is a lot to think about, so you need time to think and research more.

You’ll also want to think about:

- Do I want to move out of London? Do I want to live more independently?
- What kind of place do I want to live in? City, town, rural?
- What is the cost of living and does the university have a good bursary/scholarship options?
- Does this university have a good reputation for my subject area?

The big question: **what subject do I want to study?**

- What new subject options are out there that I haven’t studied before?
- What combinations can I do?
- What careers do different courses lead me to?
- **What are the entry requirements? Do I have what is needed to get into this course?**

1. **The database of all Higher Education courses in the UK:**
<https://www.ucas.com/>
2. **Unifrog tool**- an easy research tool to narrow down your degree course options to a shortlist. Use simple filters to really personalise all the info.
Higher Ideas tool- this simple software gives you a list of degree subject options, related to either your BTEC, A Level subjects or related up to three of your preferred topics of interest
Email careers@westking.ac.uk fro access to both of these tools
3. **Universities’ own websites**- these will give much more detail on course content and entry requirements
4. **Visit the university, ideally on an Open Day**- get a whole new perspective you can’t get from online reading www.opendays.com

- For more info, go to:
www.careersWKC.com
- useful links
 - access to tools and video guides
 - more advice
 - book an appointment with a Careers Adviser

UCAS Personal Statement Tips

It can be hard to explain why you want to study a particular subject at university, drafting your Personal Statement will help you make your thoughts clear.

It does not have to be perfect first time- the first draft is a step in a longer process of drafts.

What is a Personal Statement for?

Your final draft should convince the universities that you would make a great student of your chosen subject. It should NOT be: your whole life story, a desperate plea for a place, vague or full of waffle!

Be specific about the reasons why you are a good candidate for your chosen subject. You will also need **evidence or examples** to back up what you are stating. **This is what makes it 'personal'**.

Specific reason	Evidence/ example to back up my statement
"I am enthusiastic about entrepreneurship and I want to learn more about how to be a better entrepreneur through the opportunities in this course to study business planning and social media marketing."	"I have been working in my family business, a restaurant, for two years. I have talked to my mother about our marketing process, for example how she manages responses to online reviews, as social media has such a major impact on our business."

Key Facts

Your final draft Personal Statement should not exceed 4000 characters (including spaces).

You write one statement, but apply to five courses, so all five universities will be reading the same statement. However, each university does not get to know where else you've applied!

Your statement is first read by an 'Admissions Tutor'- whose job at a university is to assess UCAS applications. Sometimes they pass your application on to academic departments for second opinions by subject tutors.

Plagiarism is taken seriously – UCAS use software to detect it. It is very important that all the statement is your own writing.

Tools to get you started

Visit www.careerswkc.com/personal-statement

- Use our worksheets and checklists, link to UCAS resources and videos
- Read useful articles on personal statements by subject area and even check out some examples



Throughout the autumn term, remember....

- You need to keep good lines of communication with your tutor** as they will be writing your Reference which is attached to your UCAS application, including predicted grades. Universities take these seriously. Staff are also the ones who actually send off your application, so you need to keep them in the loop.

- You will need to do several drafts of your Personal Statement, it takes time. By the final draft, it should have **a clear structure, perfect spelling and grammar, and be an evidence-based statement, not just a plea for a place.**

- Do proper research on entry requirements.** Usually students should include both aspirational and safer options in their five course choices, in terms of entry requirements. The reason is so you can aim high, but also have room for back-up options, if everything doesn't go to plan.

- There is still time to go to **Open Days**. Take the opportunity now!

- Ask for feedback** from teachers, tutor and careers advisors. We can help if you are stuck, panicking or struggling with decisions. UCAS can also solve a lot of queries, see p.2 for contact details.