



# UCAS APPLY

*Online Applications for Higher Education 2011*

A QUICK GUIDE ON HOW TO  
GET STARTED!

*February 2010*

# WWW.UCAS.COM

UCAS (University & Colleges Admissions Service)  
*is the central application agency for approx 95% of all full time Higher Education undergraduate courses in the UK and they operate on behalf of more than 300 universities and colleges (50,000 courses)*

Their secure website is where you apply, but it also offers other vital sources of information. For example:

- **Apply** – *where you input your application*
- **Track** – *where you track your application once processed*
- **Students** – *information and guidance on Higher Education*
- **Parents** - *where parents can find the answer to many of their questions to help support you. Also, parents can register for a free copy of the UCAS Parent Guide and receive email bulletins to keep them up-to-date with the application process*
- Online bookstore
- And much, much more!

# SUMMER 2010

*Thorough research is essential in helping you with your university application. Here are some useful websites and advice which can help you*

- Visit [www.ucas.com](http://www.ucas.com)
- **Friday 12 March 2010** – visit Higher Education Fair at University of Worcester (transport organised from JMHS – see letter sent out in February) with over 100 visiting universities, plus useful seminars to attend throughout the day [www.ucas.com/events/](http://www.ucas.com/events/)
- Look at prospectuses (Private Study) or order on-line directly from institutions.
- Speak to friends, family and professionals.
- Take the Stamford Test (a short questionnaire which helps you choose your course) [www.ucas.com](http://www.ucas.com)
- Check the UCAS Big Guide published annually (Private Study)
- Make a shortlist. You should aim to put together a shortlist of potential courses and institutions. You can have up to 5 choices (*4 choices for medicine, veterinary medicine, veterinary science, dentistry*)
- Unistats – this website brings together a wealth of authoritative information to compare subjects at UK universities and colleges. [www.unistats.com](http://www.unistats.com)
- Use UCAS Big Map (copies available from Mrs Arlott) with essential information on the university application process for both students and parents
- Get out there! Visit Open Days, Taster Courses and Education Conventions:
  - Enrol on Taster Courses. A number of UK universities and colleges offer students the chance to experience academic and social life in a higher education setting
  - Details of Open Days can be found on [www.coa.co.uk](http://www.coa.co.uk) or [www.ucas.com](http://www.ucas.com) It is almost impossible for you to make your mind up about an institution from a prospectus or website – you need to take a look around the place itself! There is also a UCAS “Open Days” book which can be found in the Private Study
  - For details of forthcoming events visit [www.ucas.com](http://www.ucas.com)
- Visit [www.yougothru.co.uk](http://www.yougothru.co.uk) - a social networking site brought to you by UCAS which is an information resource for students applying or already at university
- Apply for a free UCAS Card which as well as entitling you to discounts will keep you informed with information about courses etc [www.ucas.com](http://www.ucas.com) (see posters in the Sixth Form)
- Visit UCAS TV from the homepage of [www.ucas.com](http://www.ucas.com) and watch videos on choosing a course, attending UCAS conventions and other students talking about how they decided on their course choices
- Podcasts – a number of universities and colleges are providing material free to download through iTunes

# COURSE SEARCH

- Visit Course Search at [www.ucas.com](http://www.ucas.com)
- Click on **Entry Profiles** which will give you specific course information to help you shortlist and find the course that is right for you. It also helps to differentiate between courses which have similar names. *Approximately 85% of courses have Entry Profiles which have been written by staff at the university or college.*
- Make sure that you understand the entry requirements and are realistic about the points/grades you need so you do not waste choices! To understand points, search for UCAS Tariff on [www.ucas.com](http://www.ucas.com)
- As well as your on-line application through UCAS, check if you need to do anything else: i.e. submit a paper application; admission tests; provide additional evidence requests (portfolio), attend an interview, audition, etc; information should be shown under Course Search or on Apply.

# NUMBER OF CHOICES

- A maximum of 5 choices (simultaneous), except for the following:
  - Medicine, dentistry, veterinary medicine or veterinary science – **maximum of 4**.
  - Oxbridge – students can only apply to **one** (i.e Oxford or Cambridge), not both. *(Students can only apply to both if they already hold a degree or expect to hold a degree before the course starts).*
- There is no disadvantage to applying for a variety of courses and may increase your chance of an offer; however, if these courses are at the same institution, the student may wish to give an explanation in their personal statement.
- If you wish to defer your entry to 2012, you should first check with the institution that the course will be available the following year; if so tick the “defer” box next to your course choice on your application. *If you decide **after** your application has been sent to defer, then you will need to contact the institution directly.*

# WHEN DO I APPLY?

- To give yourself the best chance, **as soon as possible** (exact deadlines are on the next slide).
- You can begin your online application from mid-June, although completed applications cannot be submitted to UCAS until September. *See Mrs Arlott for Quick Reference Guide on how to register.*
- Allow plenty of time for your Mentor to write your reference; along with your personal statement this can be the most important part of your Application. Green reference forms are available either on paper or electronically from Mrs Arlott for you to pass/email to all your subject teachers.

# APPLICATION DEADLINES

- **15 October** – Oxbridge, Dentistry, Medicine, Veterinary Medicine or Veterinary Science
- **15 January** – all other applications not listed above and some Art & Design courses\*
- **24 March** – some Art & Design courses\*

*\*Art & Design: students need to check carefully the “application deadline date” in Course Search on UCAS website: [www.ucas.com](http://www.ucas.com)*

## NB:

- *By complying with these deadlines, universities and colleges have **agreed** to consider your application.*
- *You can apply as late as 30 June, however universities and colleges will consider at their discretion if they still have vacancies. If a student applies late they should explain the reasons in their Personal Statement.*
- *Universities and colleges can close courses if they have received enough applications **after** the above deadlines to ensure that students who apply later do not waste choices to courses that are full. Check Course Search at [www.ucas.com](http://www.ucas.com) for status.*
- *Applications received after 30 June will go to Clearing and students will be notified by UCAS.*

# APPLICATION PROCESS

## *(online application - Apply)*

There are 6 sections:

- About you – personal details
- Additional information
- Courses – your choice of course
- Education – school / college details, academic qualifications
- Employment – relevant work experience
- Personal Statement – your chance to promote your application. This can be prepared in advance in Word and then cut and pasted (47 lines of text). *Make sure it is your own work! UCAS carry out checks to verify that personal statements are the applicant's own work. UCAS will also carry out verification checks on identity and academic qualifications.*
- Once all sections are complete, you must pay and send to referee (Mrs Arlott) who will check application and add Mentor's reference. It will be either be sent to UCAS or returned to student for amendment (usually hard copy is printed and marked up with changes). Student then re-sends application to referee.
- Fees £11 – one choice or £21 for more than one choice *(student pays by credit card once application is complete before sending to referee (Mrs Arlott)).*

# QUICK REFERENCE GUIDE

- To help you get started, a quick reference guide is available to assist you with registering and steering you through the online application process. See Mrs Arlott for your copy.
- Don't be afraid to ask questions and seek advice from Mr Jones, Mr Price, Mrs Arlott, Subject Teachers or your Mentor. It is important that you get it right!
- Finally, don't worry if it seems daunting, it isn't once you get started. Students will have the opportunity to attend a more detailed presentation in September on the application process. Throughout the year advice and guidance will also be given on preparing for interviews, student finance, responding to offers and what to do if you do not get the offers you want.

*The information contained in this presentation is only a summary of the main points to get you started. At the time of printing (February 2010) the information was correct but UCAS often announce any changes in the summer. For more comprehensive and up-to-date information you should always check the UCAS website [www.ucas.com](http://www.ucas.com)*