UCAS

HOW TO REGISTER AND APPLY
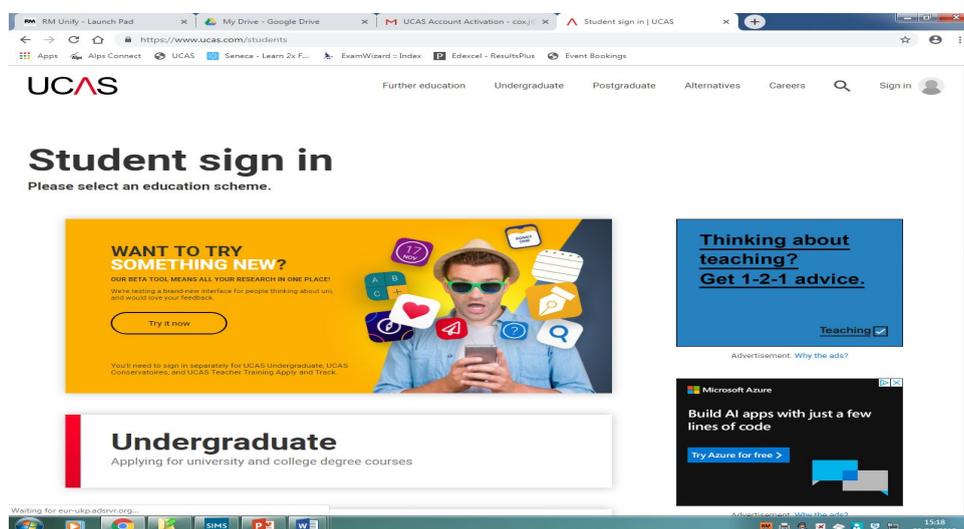
The Norwood School

Year 12 - 2021

UCAS – GUIDE

Over the next three months, applicants for 2021 entry into university will be completing their online applications. With drop-down menus, prompts and clear instructions, it's easy to think this is a simple and straightforward task. Many advisers will be familiar with a quick burst of mouse clicking followed by the exultation "I've finished!" Without prior research and preparation, though, that frenzied bout of clicking can easily lead to unnecessary trouble and an unhappy experience later.

Before embarking on the detail of the online application, do your research. First, work on your choice of subject, then find out which unis do your course, paying particular attention to content and entry requirements. Next, compose your personal statement justifying your choice.

REGISTERING ON UCAS

Registering online is the easy bit. Go to the Ucas website (ucas.ac.uk), go into "Apply" and click on "Register". YOU MUST REGISTER BEFORE YOU CAN COMPLETE UCAS - UNDER LOG IN

Click here

Make sure you <u>register</u> for <u>2021</u>....!

Then complete the registration remember the school buzzword is :

<u>Norwood2021</u>

This will only take 10 mins...

In this first section, you'll be asked for personal details. Make sure your name is how it appears on your exam entries and certificates, to avoid any issues later. Your mobile number and email address are useful to include, as both universities and UCAS increasingly use these to contact you.

Next comes the security bit. You'll be asked for a password (some schools and colleges will provide these for you) and some security questions. Remember:

• <u>Don't forget your password;</u>

• <u>Keep the username generated safe;</u>

• <u>You may need to know the answers to all your security questions in future.</u>

You'll now be asked if you are applying through your school or college. If so, you have to enter a buzzword provided by them. Make sure the correct school or college appears next. Finally, you'll be asked to verify your email address. Ucas will then send you a verification code to enable you to complete the form. Two hints here:

• The code email sometimes does not come through immediately, so patience may be required;

• If you're completing at school or college and using your personal email address, bear in mind that you may not be able to access the reply until you get home.

Now you're ready to complete the other parts of the form. Remember that it doesn't all have to be done in one go; you can save at any point and come back to it another time.

Application is made up of 6 sections
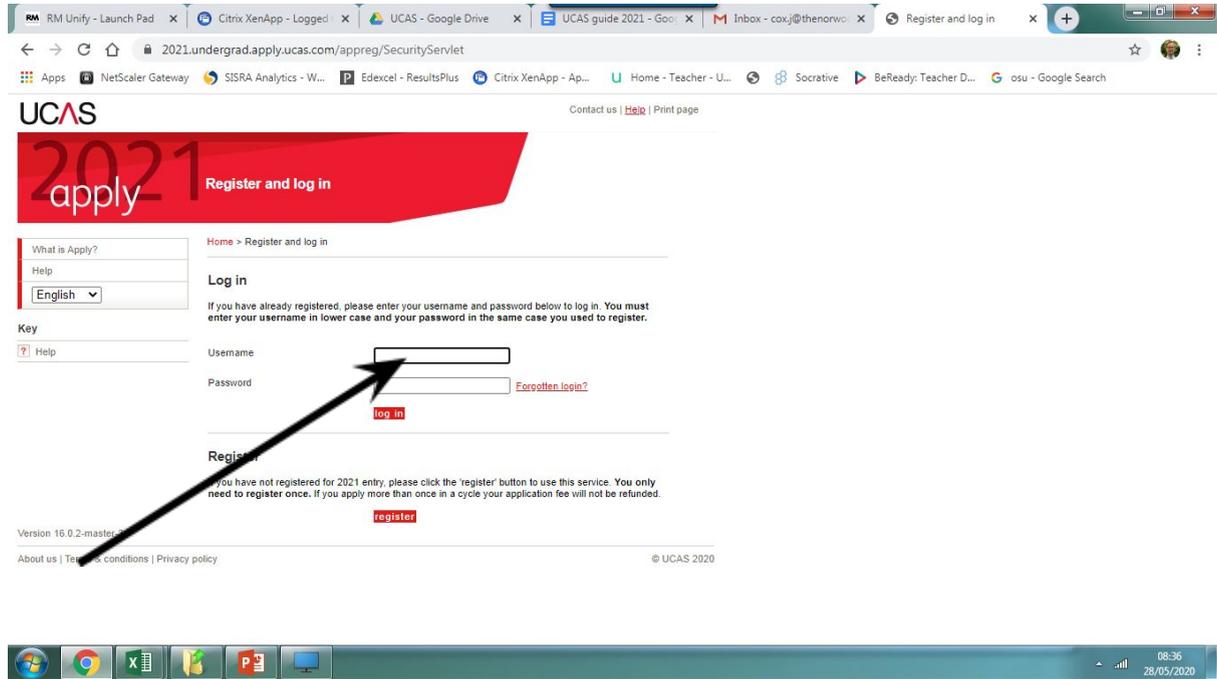
Login using username & password – Make sure you record this on your phone/diary....

Personal details:

⋯ Personal details

Personal

Title	Mr
Gender	Male
First/given name(s)	Jeremy
Surname/family name	Cox
Preferred first name	
Previous surname at 16th birthday	
Postal address	Crown Dale SE19 3NY
Is your permanent home in the UK?	Yes
Home address	
Home telephone number	
Mobile number	
Email address	cox.j@thenorwoodschool.org
Date of birth	4 March 1976
Country of birth	
Date of first entry to UK	ⓘ Missing / invalid date.
Nationality	
Dual nationality	
Area of permanent residence	
Residential category	

Insert your own address

You MUST add all your OWN DETAILS…

If in doubt always just ask the question marks that appear next to each section, they will help.

Reference numbers

Unique Learner Number (ULN)	
Test of English as a Foreign Language (TOEFL) Number	
International English Language Testing System (IELTS) TRF Number	

Student support

Fee code	02 UK, ChI, IoM or EU student finance services
Student support arrangements	Lambeth
Have you ever lived or worked in the EU (excluding the UK), European Economic Area	

It is crucial that you put 02 – otherwise you may end up paying for the fees yourself…!

Personal details

This section covers information about where you live, your nationality and your status for assessing your entitlement to student grants, loans and fees payment. The drop-down menus are clear enough, but here are a few things that may help:

• Nationality: having a UK passport means you select "UK National";

• Residential category: if unsure, answer the questions in the help box;

• Student support: most home students should choose 02 (Local Education Authority);

• Unique Learner Number: you may not have one of these - if so leave blank.

You can ignore the "nominated access" question unless you really do need somebody (usually a parent) to act on your behalf at any stage. You must complete the disability/special needs section even if you don't have a disability (in which case choose "none"). Consider this question carefully - if there is anything to identify (eg dyslexia) it should go in this section.

Additional information

Here's where the answer "I prefer not to say" enters the fray, and here the help boxes are your friend. You must complete the "ethnic origin" section but you can select the above as a response. Your answer to the parental education question can be used during the selection process, but the occupational background answer isn't available to your choices until later. It isn't yours (ie "student" or your part-time job) - you should write in the job of your parent or guardian who earns the most. If they are unemployed or retired then enter the job they used to do.

Summer schools and tasters can be included here. Don't forget to enter them even if you're saying more about them in the personal statement later.

Education

It's a good idea to wrap up this section before completing your choices and the statement. It's easy to make mistakes or miss things out, and the drop-down menus won't always correct errors. Here you'll record where you've been educated since you were 11, as well as the qualifications you've gained and those you're currently studying for.

First, enter all the institutions you've attended, making sure you get the dates correct. If in doubt, check! Clicking on "Find" and "Search" should produce your school or college and the exam centre numbers. If you took exams, make sure you say "yes" when asked if you have taken qualifications. Occasionally you may need to enter the institution and exam centre number yourself.

Once you've made sure all your schools/colleges are listed, you can start to fill in all your qualifications to date. For most this will be GCSEs.

• Include all of your results, not just the As to Cs;

• Some will be double awards under a different heading

• Some will be short courses, again under a different heading

It's now the same process for your A-level studies. For many this will entail clicking on "Advanced Subsidiary" for their AS levels and then "Advanced GCE" for their A-levels. If your school or college cashes in your AS results, this is a completed qualification and must be recorded. For exams still be to taken, put "pending" in the result box. While you can include modules and units - check with your adviser about this - few universities need this detail. Check "other qualification type not in this list" for BTec, GNVQ and other qualifications.

Hints: have your certificates or result slips in front of you so there's no confusion about exam boards or dates.

<u>Medics & Lawyers – pay attention</u>

Some will have to include additional entrance tests in this section, such as BMat or Ukcat for medicine or LNat for law.

Choices

You can enter your choices in any order here - there is no preference order as they will be automatically sorted alphabetically. It's a good idea to put in and save those choices that are definite in your mind first and add the others later. This should help you focus on what you really want. Make sure you're choosing both the correct institution and the course when you click, and pay close attention to the campus code. Occasionally, the course is not taking place where you thought. It may be on a different site or be franchised out to another college and be miles away from the main site, potentially affecting your choice.

Those intending to take a gap year and go for deferred entry for 2010 can identify their intentions here. Remember to outline your plans in your personal statement.

Employment

This section is all about paid work (part-time or full-time jobs past and present) not voluntary or work experience. These can be included in your personal statement, especially if relevant to your chosen course and career plans.

Personal statement

Don't type straight into the "Apply" section - use a word processor or similar, using the spell-check facility, and copy and paste over when you're ready. For the sake of compatibility, use Times New Roman font, size 12. Keep an eye on the length: more than 4,000 characters with spaces means trouble. You can

use 47 lines, but Ucas advises that the last line can go missing in transmission to the universities, so beware of this.

Once imported into the apply section, you'll see how much space you have left or if you are over the limit. Remember: you don't have to use all the space just because it's there. Be concise, don't waffle. And make sure it's all your own work.

When you think it's finished, click "Preview" to see what it will look like when an admissions selector sees it. Click on "Edit" if you want to make any changes.

Some general hints

• Save as you go

• At any stage, you can check your progress by clicking "View All Details";

• Mark each section off as "complete" when you're ready.

Your school or college will have their own arrangements for how you seal the deal, but everyone has to click on "Pay/Send" to forward the application to your referee. There are five tick boxes plus an "I agree" box here - it may seem tedious, but do read the text; you are saying that everything you've included is correct to the best of your knowledge.

Now you're done! It's £17 if you made 2 or more choices, £7 if only one. Remember: it hasn't electronically winged its way to Ucas and the universities until your referee has completed the reference and pasted it into the application.

Common mistakes to look out for

• Previous surname at 16th birthday - don't fill in if it's the same as now

• Home address: don't fill in if it's the same as your postal address

• Email address: remember - a university selector will see this, so avoid anything rude and crude

• Dual nationality: only fill in if you have a passport of a second country

• Permanent residence/student support: the name of your local authority

• Fee code: usually 02. Common mistakes are people selecting 01 (private finance) and 99 (other)

• Further details section on Choices section: usually leave blank, but check if university needs completion (eg subjects for a combined degree)

• Education: check for missing exams, including those to be taken, and ensure that all dates are included

• Include other admissions tests