



UCAS APPLY

Online Applications for Higher Education 2018

A QUICK GUIDE ON HOW TO
GET STARTED!

March 2017

UCAS

(University & Colleges Admissions Service)

<https://www.ucas.com/corporate/about-us/who-we-are>

- UCAS is an independent charity providing information, advice, and admissions services to inspire and facilitate educational progression. Their services support young people making choices after their GCSEs, as well as those applying for undergraduate and postgraduate courses.
- In 2014, their undergraduate admissions service handled almost three million applications from 700,000 UK, EU, and international students. They are proud to have helped 512,000 students secure a full-time place at one of over 380 universities and colleges across the UK.
- They also provide information, advice, and admissions services for UK Conservatoires, for Initial Teacher Training (UCAS Teacher Training), taught postgraduate courses (UCAS Postgraduate), and for young people looking to move to a new school or college after they've taken their GCSEs (UCAS Progress).

<http://www.ucas.com>

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 (and Initial Teacher Training, Postgraduate Courses and where to study after your GCSEs)*
- **Parents** - *where parents can find the answer to many of their questions to help support you. Also, parents can register to receive e-bulletins to keep them up-to-date with the application process*
- Online bookstore
- And much, much more!

WHAT YOU NEED TO DO SUMMER 2017

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

- Visit <http://www.ucas.com/>
- Look at prospectuses (Private Study) or order on-line directly from institutions.
- Speak to friends, family and professionals.
- Speak to Y13 students about how they researched and made their decisions.
- Make a shortlist. You should aim to put together a shortlist of potential courses and institutions. You can have up to 5 university choices (*4 university choices for Medicine, Veterinary Medicine, Veterinary Science, Dentistry*)
- Get out there! Visit Open Days, Taster Courses and Education Conventions:
 - Enrol on Taster Courses or Summer Schools. A number of UK universities and colleges offer students the chance to experience academic and social life in a higher education setting. Check their websites.
 - Study a free online course like [FutureLearn](#).
 - Find out more at a [UCAS higher education event or a university or college open day](#).
 - Details of Open Days can be found on www.coa.co.uk or <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!
 - For details of forthcoming events visit <http://www.ucas.com/>
- Unistats – this website brings together a wealth of authoritative information to compare subjects at UK universities and colleges. unistats.direct.gov.uk/
- Visit UCAS TV from the homepage of <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
- Download a copy of the UCAS Little Guide (NB: 2017 version, check website for updated version): <https://www.ucas.com/file/51076/download?token=PM2XguIn>
- Parents – download Parents Guide: (NB: 2017 version, check website for updated version): <https://www.ucas.com/ucas/undergraduate/getting-started/ucas-undergraduate-parents-and-guardians>
- Parents - register for e-newsletter to keep up-to-date with the application process <http://web.ucas.com/parents-signup>

PREDICTED GRADES

- When visiting Open Days and doing your course research it is important that you are realistic!
- Separate notes have been prepared called “Predicted Grades Explained for University Applications” to help you fully understand this process.
- In addition, the form attached to the notes will need to be completed and returned to your Mentor in early September

UCAS TARIFF

- The UCAS Tariff is a means of allocating points to post-16 qualifications used for entry to higher education.
- The Tariff has changed from **September 2017** entry
- Not all institutions use the Tariff and may use **grades** instead
- Check carefully entry requirements
- See tariff calculator to check your qualifications:
- <https://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/ucas-undergraduate-tariff-points>

COURSE SEARCH

- Visit Course Search at <http://www.ucas.com/> (NB: course information is not updated for 2018 entry until May/June)
- This will give you specific course information to help you shortlist and find the course that is right for you. It will also help to differentiate between courses which have similar names but the content is different.
- As outlined in previous slides, 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 <https://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/ucas-undergraduate-tariff-points>
- 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.

OPEN DAYS

- It is important that you visit open days during the summer for your shortlisted universities to find the place which is right for you.
- You should check that universities accept your qualifications i.e *BTEC* in lieu of A-levels – do not assume they will! May be worth checking before you visit.
- Always ring the University Admissions Office if you have a query and if possible, it is always a good idea to get confirmation in writing from the person you spoke to.

NUMBER OF CHOICES

- A maximum of 5 university choices (simultaneous), except for the following:
 - Medicine, dentistry, veterinary medicine or veterinary science – **maximum of 4 university choices**.
 - 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 university, the student may wish to give an explanation in their personal statement.
- If you wish to defer your entry to **2019**, you should first check with the university 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 university 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 23 May, 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.

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: <http://www.ucas.com/>*

Notes:

- *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 for courses that are full. Check Course Search at <http://www.ucas.com/> or ring the university admissions office 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, 4000 characters in Times New Roman (12)**). *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 **£13** – one university choice or **£24** for two-five university choices (*student pays by credit card once application is complete before sending to referee (Mrs Arlott)*).
- <https://www.ucas.com/ucas/undergraduate/apply-and-track/filling-your-ucas-undergraduate-application>

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 Hawksworth, 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 (March 2017) 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 <http://wwwucas.com/>

STUDENT FINANCE

- As Student Finance is a major factor when considering Higher Education the link shown below may provide answers to any questions you may have.
- Please use this as a guide only and be aware that the information is aimed at current students going to university from September 2017. The information is likely to change for entry in September 2018.

www.gov.uk/student-finance/overview

OTHER USEFUL RESOURCES

- www.ucas.com
- www.thestudentroom.co.uk/
- www.university.which.co.uk/
- <http://www.bestcourse4me.com/>
- www.whatuni.com/
- www.thecompleteuniversityguide.co.uk/
- <http://www.theguardian.com/education/universityguide> 2017, check site for updated version
- www.thecompleteuniversityguide.co.uk/times-university-guide-and-league-tables/ 2017, check site for updated version
- <http://www.thecompleteuniversityguide.co.uk/league-tables/rankings> - 2017, check site for updated version
- http://www.thesundaytimes.co.uk/sto/public/university_guide/article1607931.ece
- <http://icould.com/watch-career-videos/>
- Also check: W:\Sixth Form\Experience\Post 18\Life after Sixth Form - website links.xlsx