November 2018

**UCAS Applications**

Well done to all of you who got your UCAS applications off before half term.

Those still to apply:

I hope your UCAS application is going well - hopefully your application form is almost completed and you have almost finalised your personal statements with your mentors.

Just to remind you the process is;

* you need to make sure you and your mentor are happy with your final version of your personal statement;
* you have filled in and saved all sections of the application form;
* you have copied and pasted your personal statement onto the form - it lets you know if you are over the word count - if so cut the required amount and then re copy and paste it;
* Your mentor will be writing your reference using references from your individual teachers. They also include your predicted grades - discuss these with your mentor - if they are not what you are expecting or what you feel you can realistically achieve - discuss with your teacher. If they agree to increase your predictions you need to let your MENTOR know.

**THE INTERNAL DEADLINE FOR THE ABOVE TO BE COMPLETED IS 19TH NOVEMBER**[THIS IS BEFORE THE ACTUAL UCAS DEADLINE TO ENSURE EVERYONE GETS THEIR APPLICATIONS OFF IN GOOD TIME.]

Once you have completed your form you need to PAY AND SEND - you are **not** sending to UCAS but to your final UCAS checker [M Law /C Price /R French]

You need to let your checker know when you are ready to pay and send so they can check your form thoroughly and arrange a meeting to discuss any amendments - then you can press SEND to UCAS!

Any questions about the process see your mentor.