

# UCAS GUIDANCE FOR 2019 ENTRY

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USERNAME:  
PASSWORD:  
UCAS ID:  
SECURITY QNS:

## **YOUR UNIVERSITY APPLICATION FLOWCHART**

(Support always available from your tutors, Faculty Administrators and Careers Adviser. Just ask.)

### **Summer term 2018 (Year 12)**

Attend college talks on Applying to University (April) and Personal Statements (July)  
Attend the college University Fair (April)

Start your research – this is a big decision and it takes dedicated effort

Book in for open days, taster days and summer schools

Talk to your subject teachers / personal tutor about your predicted grades

Talk to your tutors or Careers Adviser about your options, uni or otherwise

Register on UCAS (Applying through a school/college option) with the buzzword **henley2019**

Register for any extra exams your course requires



### **Summer holidays 2018**

Continue your research

Draft and redraft your personal statement

Top up with any work experience, extra learning etc to boost your application

Book for any late open days in Sept/Oct

Start filling in your UCAS application form



### **Autumn term 2018 (Year 13)**

Fill in the tutor form within this guide and discuss with your personal tutor

Have your predicted grades changed?

Finalise your course choices

Finalise your personal statement and complete your application form

**SEND YOUR UCAS FORM IN BY 1/11/18 (OR 1/10/18 FOR OX/CAM/MED/VET/DENT)**

Keep an eye on your email in case your form is returned to you for corrections

Use UCAS TRACK to track your application, interviews, and offers

Take any extra tests or exams required



### **Spring Term 2019**

Attend interviews, provide a portfolio as required

Keep an eye on Track and attend offer-holder days

Apply for student finance from February – May

UCAS Extra is available from Feb 2019 if you have no offers



### **Summer term 2019**

Decide on your Firm and Insurance choices (deadline dates given in Track)

Apply for university accommodation

Work hard! If you drop any subjects / EPQ, let UCAS know



### **Summer holiday 2019**

Get your results and your place!

Use UCAS Clearing or UCAS Adjustment as necessary

## MAKING YOUR HIGHER EDUCATION CHOICES

### WHERE TO START .....

Before you start, talk to your Personal Tutor and subject tutors about the **GRADES** you are predicted.

The UCAS website <http://www.ucas.com> is an essential point of reference. There is a comprehensive course search facility, entry requirements for courses, important deadline dates, the UCAS Tariff, hints on how to choose your course, advice on personal statements and direct links to all universities which in turn will give detailed information on each course. Get to know your way around the website and related social media sites.

See the list of other useful websites later in this document.

Visit the college Careers Library within Deanfield Library. There are books on how to choose your course and university, all the university prospectuses, careers information and much more.

See Learnzone / Careers and Higher Education / University page for many more hints and tips and useful links on choices, applications, personal statements, finance etc.

### UNDECIDED ABOUT WHAT TO STUDY?

You can choose a university course without having a career in mind. Employers value the skills acquired by doing a degree course - choose a subject you are really interested in.

Look in "Choosing your Degree Course and University" (by Brian Heap) in the Careers Library. This book gives lists of degree course ideas in relation to subjects studied at A level or equivalent and also career paths. Or look at <https://www.ucas.com/ucas/subject-guide-list>.

Recommended free on-line questionnaires to suggest possible courses or careers based on your interests are:

[www.fasttomato.com](http://www.fasttomato.com): a very short questionnaire which then produces a list of careers and university courses to explore. Registration code THCH. Make sure you select 'degree level' for your qualification level to see relevant careers.

[http://sacu-student.com/?page\\_id=2779](http://sacu-student.com/?page_id=2779): Spartan, a visual questionnaire which matches you to university courses and careers; Explore Tools – match your A levels to degree courses.

The following easy-to-use websites give descriptions of careers and jobs, the qualifications and personal skills required, salaries and related careers:

<https://targetcareers.co.uk/>

[www.brightknowledge.org/bright-knowledge](http://www.brightknowledge.org/bright-knowledge)

[https://my.sacu-student.com/sacustudent/f?p=SACU SUBJECT EXPLORER](https://my.sacu-student.com/sacustudent/f?p=SACU_SUBJECT_EXPLORER)

<https://www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree>

If you know the profession or career you want to follow check the qualifications required. Make sure your chosen degree course is accredited by the professional body governing it. For example, to become a mechanical engineer your degree course must be accredited by the Institution of Mechanical Engineers. Make sure that it is from the course details on the university web-site.

If, having started your research, you feel you need help or advice, contact your Careers Adviser Julia Lock in the Careers Hub at the back of the College Library or email [julo@henleycol.ac.uk](mailto:julo@henleycol.ac.uk).

### SOME POINTS TO CONSIDER WHEN CHOOSING A COURSE –

The most important thing is to choose a subject that REALLY INTERESTS YOU. Ask yourself:

- What subjects do I enjoy and what do I enjoy about them?
- What subjects am I good at?
- Am I interested in doing a new subject I have never studied before?
- Is there a particular course I must take for my chosen career?
- Do I want to do a placement year (sandwich course) or have the option to study abroad?

### USING UCAS COURSE SEARCH (<https://digital.ucas.com/search>)

(<https://www.ucas.com/file/130046/download?token=CYPtczZp> for search tool advice)

- When you type in a subject keyword remember that some courses have different names covering the same subject. Often you will need to do several searches to be comprehensive.
- To search for joint honours degrees search for the two subjects together. E.g. 'Law and Economics'
- A list of 'Providers' will appear with courses available in that subject.
- Click on the course hyperlink to see more information, including entry requirements. If the course is of interest to you, you must then click through the links to the subject page on the university website to check out the course modules and full details. Check the UNISTATS data.
- Check for any 'contextual' offer for the course, or bursaries / scholarships at the university which may be relevant to you.
- The details on the universities' websites are useful when preparing your Personal Statement – look for the skills which the university specifies and then try and give relevant evidence in your Personal Statement.

**TOP TIP:** If the UCAS Course Search list is too long see if you can reduce it by using the filters on the left-hand side of the screen.

You can save courses of interest to a shortlist, or save a search strategy to reuse. You will need to register on UCAS to use this feature.

Also look at "Degree Course Offers" (Brian Heap) in the College Careers Library. This lists, subject by subject, the UCAS Tariff points required by each university, starting with the highest. This can help you make a start on which universities to research.

Other websites to search for courses: <https://university.which.co.uk/>; <https://www.ukcoursefinder.com/>;

**IMPORTANT:** When checking the university websites, consider the following very carefully:

- Are you likely to meet the course entry requirements? (Consult your subject tutors and personal tutor.) Be aspirational but realistic! Perhaps consider Foundation Years or Fd degrees / HNDs.
- Does the course focus on areas which really spark an interest? You should be able to get a year-by-year list of units/topics to be studied on each course on the University website. (NOTE: Do not rely on the name of the course. Course names are not consistent between universities, so the content of a course at one university could be completely different to that at another university even though the course name is the same).
- Do you want to study one subject or joint or combined (2 or more subjects)?
- Does the course offer a general introduction in the first year and then options to specialise in subsequent years?
- Are you looking for a course with a mixture of practice and theory? You may wish to do a sandwich course and get paid work experience. Are there opportunities to study/work abroad?
- How many hours teaching would you receive a week? (Courses will have different proportions of time allocated to lectures, seminars and tutorials and the amount of independent learning required)
- Course structure – is it modular or traditional? How flexible is it?
- How is the course assessed? (Courses vary in the emphasis placed on exams, continuous assessment and coursework – make sure it will suit you).
- Is this qualification professionally accredited? (i.e. will let you practise in your chosen profession if it is requirement of that profession?)
- Try to find out the number of applications per place on your chosen courses (e.g. on <http://university.which.co.uk/>). Some universities are very popular and receive many applications per place for some courses, so that the rejection rate is very high. Think about including one or two slightly less popular courses or universities.
- Check the course on <https://unistats.ac.uk/> or <http://university.which.co.uk/> or <http://www.whatuni.com/> or league tables where you can compare the comments of final year students studying the subject at different universities regarding the resources available, whether there was enough help, whether students were satisfied with the course, graduate employment etc. plus the actual UCAS points achieved by those students who accepted an offer.
- Check the destinations data for the course, on the university website or <https://unistats.ac.uk/>.

You can choose up to 5 courses but do not have to send these all at the same time. The **college internal deadline for applications to be complete is 1/11/18**. (15<sup>th</sup> January is the UCAS deadline for on-time applications.) UCAS EXTRA is available from Feb-June if you are rejected by all 5 original choices. This allows you to apply for extra courses, one at a time.

Think about including up to three courses which fit well with your predicted grades, one or two slightly above your grades and at least one course with entry requirements that you are very likely to obtain to use as your insurance choice. This must be a course you want to do at a university you would be happy to attend. You can select the option to defer your entry by one year.

## CHOOSING YOUR UNIVERSITY

Universities vary enormously in the terms of size, location, facilities, character, atmosphere and student population. The only way to see how you feel about somewhere is to experience it first hand and visit it.

Go on to the university web-site, <http://mystudentevents.com/events/> or [www.opendays.com](http://www.opendays.com) and find out about OPEN DAYS, Campus Tours, Taster days, Summer Schools and departmental visit days. You usually have to make an on-line booking to visit.

Talk to the tutors and current students when you visit.

Some things to think about:

- Do you want to be in a town, city or rural campus, in a large university or smaller university?
- Do you want to be near to home or far away?
- Would you need to travel home frequently? Transport links? Cost?
- Does the university have good facilities and resources/research for the course you wish to do?
- If there is more than one campus, does the course take place in the main university campus, or in a smaller campus possibly away from the main facilities?
- Accommodation: Cost? Are first year students guaranteed accommodation? What happens for the 2<sup>nd</sup> and 3<sup>rd</sup> year students?
- Are there good sports and social facilities?

You could organise your findings on the **Action Plan** template available on Learnzone in Careers – University – Applications.

Having chosen your universities, check the student reviews on <http://www.whatuni.com>, <https://unistats.ac.uk/> or <http://university.which.co.uk/>

## USEFUL REFERENCE BOOKS (All books listed below are in the Careers Library - reference books only)

**Degree Course Offers by Brian Heap** – a comprehensive list of where subjects can be studied sorted by UCAS tariff points required. Comments from admissions tutors. Differences between courses.

**Choosing your Degree Course and University by Brian Heap** (A level subjects and suggestions)

The Times Good University Guide

University Interviews Guide

How to Write a Winning Personal Statement

Student Finance for Dummies

University prospectuses

Gap-Year information

And more .....

## USEFUL WEB-SITES

**N.B. Many more useful websites are listed in the careers and Higher Education section of Learnzone.**

[www.ucas.com](http://www.ucas.com) – essential for course search, course information and applying to university.

[www.opendays.com/](http://www.opendays.com/) – lists all the university Open Days, with direct links for on-line booking.

<https://university.which.co.uk/> Excellent site to compare university courses, see student views and search for courses by tariff points and extra-curricular activities.

<https://unistats.ac.uk/> – gives teaching quality information and student satisfaction surveys on individual courses.

[www.whatuni.com/](http://www.whatuni.com/) - student reviews of universities, order prospectuses, search for courses.

<https://nationalcareersservice.direct.gov.uk/> - Use the job profiles to explore careers.

[brightknowledge.org/bright-knowledge](http://brightknowledge.org/bright-knowledge) - Careers and education options.

<https://www.prospects.ac.uk/> – Graduate destinations. Careers with your degree.

[www.qaa.ac.uk](http://www.qaa.ac.uk) – to research the quality of (some) Higher Education courses

[www.gov.uk/browse/education](http://www.gov.uk/browse/education) – information on all aspects of HE, including Student Finance

[www.thestudentroom.co.uk/content.php?r=5659-Student-Finance](http://www.thestudentroom.co.uk/content.php?r=5659-Student-Finance) - Student Finance advice

Follow UCAS on Facebook and Twitter to be notified of important information concerning your application, interviews and offers.

If you need help or advice, contact Julia Lock, Careers Adviser, in the Careers Office at the back of the College Library. (julo@henleycol.ac.uk)

## The UCAS Tariff 2017

The complete UCAS tariff can be found at <https://www.ucas.com/ucas/tariff-calculator>.

UCAS tariff points are used by about a third of universities when making conditional offers. Other universities will ask for certain grades in A level or Diploma courses. Check with a university to be clear about the exact details of an offer.

Ask your personal tutor to confirm your predicted grades which will be added to your UCAS application.

A Level	AS Level	EPQ	90-credit BTEC Diploma	Extended BTEC Diploma (QCF); National BTEC Diploma in Children's Learning, Play & Dev	Uni of the Arts Level 3 Diploma	Uni of the Arts Extended Diploma
A* = 56		A* = 28	D*D* = 112	D*D*D* = 168	D = 84	D = 168
A = 48	A = 20	A = 24	D*D = 104	D*D*D = 160	M = 60	M = 120
B = 40	B = 16	B = 20	DD = 96	D*DD = 152	P = 36	P = 72
C = 32	C = 12	C = 16	DM = 80	DDD = 144		
D = 24	D = 10	D = 12	MM = 64	DDM = 128		
E = 16	E = 6	E = 8	MP = 48	DMM = 112		
			PP = 32	MMM = 96		
				MMP = 80		
				MPP = 64		
				PPP = 48		

### Speech and Drama Exams (LAMDA)

Grade	Grade 8	Grade 7	Grade 6	Performance Studies
Distinction	30	16	12	24
Merit	27	14	10	16
Pass	24	12	8	8

### Certificate in Graded Examination in (Theatre) Dance

Grade	Grade 8	Grade 7	Grade 6
Distinction	20	16	12
Merit	18	14	10
Pass	16	12	8

### Certificate in Graded Examination in Music Performance

Grade	Grade 8	Grade 7	Grade 6
Distinction	30	16	12
Merit	24	12	10
Pass	18	10	6

### Certificate in Graded Examination in Music Theory

Grade	Grade 8	Grade 7	Grade 6
Distinction	10	8	6
Merit	9	7	5
Pass	8	6	4



## YOUR UCAS APPLICATION FORM

These notes on the UCAS application system are for guidance. See the APPLY and TRACK section of [www.ucas.com](http://www.ucas.com) for more information.

The notes in this information sheet are to help avoid common errors and explain the college process.

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### KEY DATES

Mid-May 2018	Applicants can register for UCAS applications for 2019 (or 2020 deferred).
18 <sup>th</sup> July 2018	Applicants can register for UCAS Conservatoires Apply 2019 and start their applications
Mid-September 2018	Applications can be sent to UCAS.
1st October 2018 6pm	Deadline for Music courses at Conservatoires (other courses may differ.)
15th October 2018 6pm	Closing date for applications for Oxford, Cambridge, medicine, dentistry and veterinary medicine or veterinary science. Applications should be submitted to college by 1/10/17.
<b>1st November 2018</b>	<b>College recommended date for completion of applications (except 15/10/18 deadline courses). The college will guarantee to process applications received by this date in time for the UCAS deadline of 15<sup>th</sup> January.</b>
15th January 2019 6pm	UCAS closing date for “on-time” applications. Applications received by UCAS after this date are marked “late” and do not have to be considered by universities.
25th February 2019	UCAS Extra opens for students who have received no offers or who have declined all their offers
Jan – Feb 2019	Student Finance opens for applications – Apply by May 2019
30th June 2019	All applications received after this date will go directly into Clearing

Note: There are also deadline dates for accepting offers – this date will differ for each student as it is dependent on when all the offers are received. The deadline date will be displayed on the student’s UCAS Track page. The earliest deadline date is early May.

## THE PROCESS –

1. All UCAS applications from the College will be submitted using the UCAS web-site “Apply & Track” option. You must apply “through the College” using the buzzword (see Registration below) to obtain a reference from the College.
2. You will be able to log in to your form at any time from any computer which has internet access.
3. You do not have to complete the form all at once, but can enter information, save it and return to the form when you want to continue.
4. Once you have completed the application you click on PAY & SEND and pay the fee (£18 for one course choice or £24 for more than one choice) on-line to UCAS by credit or debit card.
5. This sends the form electronically to Henley College so that the reference can be added and the form checked. At this stage the form is locked so you will not be able to make any alterations unless you ask your Faculty Administrator to send it back to you. Once checked, it will be sent to UCAS.
6. UCAS will send you confirmation of receipt of the application. Use the TRACK system to monitor the progress of your application and reply to your offers online.

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## WHEN TO APPLY –

The College recommended deadline is **1<sup>st</sup> November 2018**. This allows time for your Personal Tutor to compile a reference which will reflect your suitability for the courses you have chosen from information given by each of your subject tutors. Medicine/Vet science/Dentistry/Oxbridge has a UCAS deadline of 15<sup>th</sup> October 2018, hence these applications should be completed by the beginning of October.

Your form will also be carefully checked and will be sent back to you by your Faculty Administrator if there are any errors for you to correct – all this takes time. **Applications received after 1st November will be processed as quickly as possible but may not reach UCAS by the 15 January deadline.**

You are advised to start your form asap and complete all the sections on your personal details, education, qualifications and employment.

The remaining two sections are the most important, your Course Choices and Personal Statement. Allow yourself plenty of time to research your course choices and to draft your personal statement so that you can discuss both with your Personal Tutor – completing these two sections should not be rushed. Note that you do not need to use all five choices and that you can also add more choices before 15 January 2018 (up to a maximum 5) after you have submitted your application – you can do this online via “Tracking Your Application”.

Admissions Tutors in universities usually start offering places from the middle of September, as soon as they start arriving from UCAS. Although all applications sent to UCAS by 15 January will be considered by your chosen universities you should give yourself the best possible chance and try to get your application in early – aim for October half term.

Applications received by UCAS after 15 January will be marked late. Although they will be processed and sent in the normal way, universities do not have to consider them.

**Admissions Tests** - Note that separate admissions tests may be required for some courses (see the university website) and these have different registration deadline dates. You are responsible for making your own registration.

## HOW TO APPLY –

### To Register -

1. Go to [www.ucas.com](http://www.ucas.com) and click on REGISTER. Choose UNDERGRADUATE REGISTRATION, then REGISTER AND APPLY FOR 2019 ENTRY. Any question marked with a \* MUST be answered.
2. The first time you use the system you will need to register to set up your account. Give all your first names, as shown in your examination certificates. Continue to fill in the registration pages, choosing a password and security answers.  
**MAKE A NOTE OF THE USERNAME ASSIGNED TO YOU**, then choose 'Log in now'.
3. Choose to register 'through a school or college', NOT as an 'Individual'.
4. **The buzzword is henley2019.**

**Do not register as an 'individual'.** References will only be supplied to students who apply through the college. This also applies to ex-students who are applying up to three years after leaving College.

If you mistakenly register as an individual you can ask for the application to be transferred by pressing the Choices button on the left hand side of your Welcome page and ask to be linked to the College. You will need to enter the buzzword henley2019. Notify [julo@henleycol.ac.uk](mailto:julo@henleycol.ac.uk).

5. Follow the on-screen instructions to complete the registration. For TUTOR / APPLICATION GROUP enter your faculty (or Oxbridge if you plan to apply to Oxford or Cambridge). You will then be assigned your UCAS ID number. Verify your email address as instructed.
6. **Make a note of your USERNAME, PASSWORD and UCAS ID NUMBER**, then continue to complete each section of the form, listed on the left.

Look on the APPLY & TRACK help section of UCAS for detailed information on how to answer each question. You will save time as common errors will be avoided and your form will not need to be returned to you. If you have the option, always choose from a pick-list.

## NOTES FOR COMPLETION OF FORM (including common errors to avoid) -

### NAME AND ADDRESS –

1. Make sure you use your **exact College-registered name**, including all first names, as this will be the name registered for your exams. (If this is not the same name as your passport/birth certificate please contact the UCAS helpline to discuss.) Do not re-enter your surname under 'previous surname'.
2. Use capital letters in the correct places (do not "text-type" any parts of the form - remember that these details will automatically go into the universities' databases).

### STUDENT SUPPORT –

1. Your fee code is likely to be 02.
2. For student support arrangements you should choose from the pick-list the name of your County Council or Local Authority to which your household pays Council Tax.

3. Enter any disability details honestly. This will prompt the university to offer support, but will not impact on your application in any way.
4. Reference numbers – leave blank.

## YOUR COURSE CHOICES –

**IMPORTANT :** Discuss your choices with your Personal Tutor and re-check your predicted grades with your subject tutors before completing this section.

1. Normally you should aim to choose 3 courses which reflect your predicted grades, 1 course slightly higher and 1 insurance choice with entry requirements you will definitely achieve. You should be happy to accept and do any of the courses you put down. Be aspirational but realistic.
2. You can select up to 5 choices, although you need not use all the choices at once. You can add other choices (up to a total of 5) on-line later via TRACK, providing you have not replied to any offers you may have been sent.
3. You can only choose 4 medicine, dentistry or veterinary medicine / veterinary science courses, but can use your 5th choice for other subjects.
4. You will need the institution code, course code, campus code (if relevant) and further details required (if relevant) for your chosen courses. You can find these on Course Search on [www.ucas.co.uk](http://www.ucas.co.uk) or the university websites. Use the SEE LIST option to find your choice as a double-check.

## EDUCATION – ‘Add new school/college/centre’

1. Enter Henley College first (Search under Henley College not The Henley College) and then your secondary school(s).
2. Gillott’s School is searched under GILLOTT’S (using an apostrophe)

## QUALIFICATIONS –

This section can be complicated. Enter all your GCSEs, diplomas etc taken at secondary school plus all qualifications being taken at college.

See <https://www.ucas.com/connect/blogs/entering-levels-and-levels-your-ucas-application> for help on entering AS and A Levels.

Diploma students should enter the result from their first year (e.g. 90-credit BTEC subsidiary diploma, IT, June 2018, DD) plus a ‘pending’ result for the full qualification to be completed in 2<sup>nd</sup> year (e.g. BTEC Extended Diploma, IT, June 2019, pending).

You must put down all your examination results if they have been certificated – passes and fails – and also all examinations or qualifications you intend taking (use “pending” for a result in the future).

## COMMON ERRORS IN ENTERING EXAMINATIONS –

### A2 (GCE Advanced level) and AS (GCE Advanced Subsidiary) –

- Enter all AS results if they have been or will be certificated, even if you are going to resit a module to improve your grade.

**IMPORTANT: RE-SIT MODULES** - If you are going to re-sit modules, enter this as a separate Advanced Subsidiary exam to be taken in 2018, with result as pending. Although it is not compulsory to enter the individual units you are re-sitting, it may help to clarify your situation if you do enter them.

- If you have certificated AS and are continuing the subject to a full A level you must enter both the AS (with the result) and the full A level (result pending).
- You may enter the unit grades of certificated AS (and A level if already taken) although this is not compulsory.
- If you have listed a certificated qualification but are taking the whole qualification again to improve your grade, you must also list this second attempt.

### Admissions Tests –

Enter any Admissions Test your course requires you to take (e.g. BMAT, LNAT, UKCAT, TSA etc.) and the result if you have already taken it.

### GCSEs -

There are 4 separate qualifications for GCSE exams. List your results under the correct qualification

- GCSE
- GCSE Double Award (e.g. Science)
- GCSE Short Course
- Applied GCSE in Vocational Subjects (e.g. Health & Social Care)

### Diplomas

You may have taken a variety of different diplomas at school. Check the name carefully on the certificate, and search for this qualification if it is not listed on the screen. If you cannot find it via searching, input the qualification under 'Other – UK'.

### Music and Dance Examinations -

You should only enter your highest level qualification for Music and Dance examinations.

### If you decide to drop a subject after submitting your application form –

You should notify UCAS of the change. Otherwise this might result in a delay in the university confirming your place on results day.

**PERSONAL STATEMENT –**

See [later](#) in this document for help and advice on the content of your personal statement.

1. Prepare your statement off-line as a Word document. The statement should have no more than 4000 characters including spaces and should not exceed 47 lines of text. (Min. 1000 characters.)
  2. You cannot use formatting such as bold, italics or underlining.
  3. Copy and paste the final draft and paste it into the application form and click save before and after making any alterations.
  4. You must preview your personal statement before you can mark this section finished.
  5. You should keep a printed copy of your final statement as you will be asked about it at interview.
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**WHEN YOU HAVE COMPLETED AND CHECKED YOUR FORM –**

1. Before sending the application, complete the UCAS Pre-application form at the end of this booklet, attach a copy of your Personal Statement and discuss your application with your Personal Tutor so that the reference can be prepared. If you have any personal circumstances affecting your application, these may be better recorded in the tutor reference than the personal statement.
2. After you have discussed your application with your tutor, click “Pay/Send”. You will be asked for payment (£24 or £13 for a single choice) which you do on-line by debit or credit card.
3. Once you have sent your form, it will be locked and you will not be able to make any alterations unless your Faculty Administrator sends it back to you.
4. The forms are checked and if you need to correct any mistakes, your Faculty Administrator will advise you, usually by college e-mail, so check this every day otherwise your application will be delayed.
5. The reference and predicted grades will be added to the form. The completed form will then be sent to UCAS.
6. UCAS will send you an acknowledgment of your application plus details of the Track system on the UCAS website to enable you to monitor the progress of your application and reply to your offers.
7. Finally, keep checking UCAS Track for your offers!  
Deadlines vary, but the earliest you will have to decide is the beginning of May 2019. You will then choose your ‘Firm Conditional’, your ‘Insurance Conditional’ (hopefully with lower grades) and then reject other offers. Think carefully about Unconditional offers – is it really where you want to go?  
If you have no offers, or decide to reject those you have, you can make a new choice from the end of February 2019 through UCAS EXTRA.
8. Student Finance will open for applications in Feb/March 2019. It is advisable to complete your application by the end of May 2019. Make sure you explore any bursaries or scholarships on offer by the universities.
9. ‘Clearing’ opens in mid-August 2019 for any late applicants (post June 2019) or those who have not been accepted on any of their initial choices.  
‘Adjustment’ is available for those who have done better than expected, and would like to see if other universities would now offer a place.

## TUTOR FORM

**BEFORE SENDING YOUR UCAS APPLICATION** attach your Personal Statement to this form and discuss with your Personal Tutor so that the reference can be prepared.

Name:
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Personal Tutor:
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Year of University Entry:
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Predicted Grades for each subject (as given by your subject tutors.) <b>Check these with your Personal Tutor.</b>
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### UCAS CHOICES:

University	Course	Course Entry requirements

Comments (if any):
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## YOUR PERSONAL STATEMENT

Put simply, you need to demonstrate that you understand the course you have applied for and the demands it will place on you, and that you will be an interesting and enthusiastic student to teach. It is restricted to 47 lines and 4000 characters, including spaces.

- Be concise and make it easy to read, with a clear structure.
- Check spelling and grammar.
- Start early to give time for several drafts.
- Begin with your motivations and end on a positive note.
- Your Personal Statement must be **ALL YOUR OWN ORIGINAL WORK**. All Personal Statements are run through plagiarism software by UCAS which will pick up any copied material. UCAS will inform universities of any statements showing more than 10% copied material.
- Once you have drafted your statement, ask yourself if it really conveys your enthusiasm for the course. Check it. Can you answer ‘**So what?**’ about each sentence? Use **ABC**: Action, Benefit, relevance to Course. When you are happy with it, show it to your personal tutor.

See Learnzone / Careers and Higher Education / University / Personal Statements for extensive advice and weblinks on personal statements. There is an excellent section on writing Personal Statements on the UCAS website under ‘Apply & Track’. <https://www.ucas.com/ucas/undergraduate/apply-track/writing-personal-statement>.

1. Focus 75% of the personal statement on the subject you want to study
  - Discuss why you are applying to study the course, identifying any specific areas of interest that you’d like to develop as part of your studies. You should also link your present studies to the proposed degree. Demonstrate that you have researched and understood what the degree contains, the entry requirements, why you want to study it and why you are suitable.
  - Clearly demonstrate a good understanding and enthusiasm for the subject. Present your academic reading or extra study/online courses/research you have completed relevant to the degree subject. Mention any extra-curricular activities which are related to your degree subject.
  - Demonstrate that you understand the skills to succeed. For example, analytical skills, research skills, communication skills, organisational skills, motivation, alongside the specific skills required for the degree. You will need to evidence these claims with examples of when and how you have used these skills, alongside the results achieved.
  - Give an indication of what you hope the degree will allow you to do in the future, and any specific career aspirations you may have, as this demonstrates commitment to the chosen subject.
2. Focus a maximum of 25% of the personal statement on what you do outside of the classroom
  - What do you enjoy? What makes you stand out from the crowd? How does this link to the subject that you want to study, or show your readiness for university? Don’t just list lots of activities – pick the most relevant and explain the skills you have gained.
  - The Admissions Tutor will be looking for your potential to succeed and a real interest in the subject. Relevant work experience or part-time work will demonstrate your commitment and your broader understanding of the subject / future career.
3. If you are planning a gap year, state what you plan to do and why.
4. Do not try to be funny – others may not have the same sense of humour as you.



**Paragraph 1: Grab the attention of the reader**

Say why you want to study the subject. What sparked your interest? Evidence?

**Paragraph 2: Educational background**

Give a brief outline of the subjects you are studying and how they are relevant to your chosen subject area. What extra-curricular learning / experiences can you talk about to demonstrate your enthusiasm and commitment? Examples and evidence.

**Paragraph 3: Why this degree?**

What has led you to decide to study this subject and why? What appeals to you about the course content / structure / modules/ travel opportunities etc? How do you know the course is right for you?

**Paragraph 4: Achievements**

Do you have personal or educational achievements relevant to your application? Positions of responsibility? Explain what and why, don't just give a list. This might be a hobby, part-time job or work experience, or perhaps competition success, an exhibition, summer school or talk. How have they informed your degree / career choice? What transferable skills have you developed? Examples and evidence.

**Paragraph 5: Why you?**

Why should the university consider you? How can you demonstrate your ambition, your study skills, your practical skills...? What have you got to offer the university? How will you make the most of the experience? Examples and evidence.

**Paragraph 6: Summary**

This will tie together all the information above and leave a lasting impression on the reader.

