



Making a UCAS Application

5th June 2019

Name.....

How to Complete your UCAS Application Form

www.ucas.com/apply

You should be on the **Register with UCAS** page.

Select **Undergraduate**.

Scroll down until you get to the box that says **2020 Entry Apply**.

Select this box.

Select Register (you do this the first time and on subsequent entry use log in).

Read the Register: Welcome notes, select **next**.

Read the Terms and Conditions for the use of Apply, tick **box at the bottom**, select **next**.

Enter information (Remember Capital letters at the start of names etc. and your name should be the same as that on your exam certificates so that there is no confusion when results have to be sent to the universities.)

Go through all the information, filling in everything accurately. Make sure the email address that you use is one you use as all information will be sent to this. You also need to be able to access this email address today to get a verification code for your application.

The security section – **IT IS ESSENTIAL THAT YOU KEEP A RECORD OF THIS IN YOUR PLANNER, ON YOUR PHONE OR SOMEWHERE SAFE.**

My password is:

Security Question 1 answer is:

Security Question 2 answer is:

Security Question 3 answer is:

Security Question 4 answer is:

My username is:

Login now

How are you applying? Click on a 'Through my school/college'

Your **Buzzword** is **J6bghs2020**

Select Yes - next

Click on the arrow to select your tutor group.

My personal ID is:

Click to **verify your email address**.

Go onto your email to get the verification code you need to continue.

Enter the code.

Go to Welcome Page

Start to complete the application form by clicking on the separate headings at the left hand side of the screen e.g. Personal Details, Choices, Education, etc. Enter your names and title as it will appear on your application form. Remember Capital letters at the start. The name you use should be the same name as will be on your results certificates. If you do not use the same name, this will cause confusion when the universities are trying to access your results.

**When you get to the bottom of each section
make sure you click section complete and save.**

1) Personal Details

Complete this section with all relevant details. All sections with a * must be completed. Use the ? to get advice.

Area of Permanent residence is East Riding of Yorkshire or Kingston-Upon-Hull.

Reference Numbers – Leave this section blank.

Student Support Section - Fee Code = 02 even if you are not getting a loan and the student support arrangements are again either East Riding or Kingston-Upon-Hull. Only put 99 Unknown if you are really not sure and discuss with your tutor or a member of the pastoral team.

Nominated Access - Enter the name and relationship to you of the person who will deal with your application form if you are not able to do so.

Disability/special needs include any information you feel is relevant, e.g. medical issues, 25% extra time for exams, dyslexia. Keep it brief as it will be explained more in your tutor reference and any accompanying documentation. If no disability then select **No disability** from the list.

2) Additional Information

Complete the **Equality Monitoring section**.

Activities in Preparation for Higher Education

Include the UCAS Convention on 18th June - location University of Hull and Sponsor is Other. You should also include Summer Schools and other events you have attended / will be attending but **not Open days**.

Have you been in care? Yes/No

Parental Education – Does either of your parents have a degree? Yes/No?

Occupational background - from the drop down menu pick the description that best matches the highest wage earner in the immediate family. You MUST live with them and they MUST have parental responsibility for you.

3) **Student Finance**

Read the section and accept. Student finance details will be collected later.

4) **Choices**

You may not have decided yet. Just fill in a potential course. You can apply for one course or up to five courses. You can come back to this section when you have made your decisions. If you are applying for medicine, veterinary or dentistry you get 4 choices in this field and one other choice which does not have to be related to your original chosen subject.

5) **Education**

You will need to add at least TWO Schools

Boys add Beverley Grammar and Beverley Grammar and High School Joint Sixth.

Girls add Beverley High School and Beverley Grammar and High School Joint Sixth.

If you attended another establishment for GCSEs you need to ensure that this is referred to instead of Grammar or High School.

Add GCSE's under the Grammar or High School.

Add AS, A2's and full A-level qualifications under the Beverley Joint Sixth.

For your GCSE's (General Certificate of Secondary Education) – these need to be entered under the correct school.

All qualifications should have **August** as the month (Not May/June).

For your GCE Advanced levels - the title of the subject you are studying and the exam board.

All qualifications should have **August** as the month (Not May/June). Put **Pending** for the result and ignore the modules, these do not need to be filled in. Save this and include other qualifications until all your A levels are listed.

Other qualifications – BTECs, diplomas and other academic qualifications should be listed under the school you were attending at the time of the award.

You can include music, dance and other awards / exams you have taken including ones like NPLQ (National Pool Lifeguard Qualification). Grades 5 and above should be listed for all relevant exams.

If you have taken EPQ (Extended Project Qualification) you can include the title and further details. You can include the grade when you get the result in the summer. The exam board for this is OCR.

If you are completing Core Maths include that as well - AQA Certificate Level 3 Mathematical Studies.

The **Highest Level of qualification** you will have will be – Below Honours level

6) Employment

This section is for completion only if you have a part-time job and is not for work experience.

Your **Personal Statement** must be a maximum of 47 lines 4000 characters – **under no circumstances should it be copied** – it will go through a plagiarism detector at UCAS

Your tutor can see your form at all times and will add **your reference** to your application (again a maximum of 47 lines 4000 characters).

When you press pay and send – you have only sent the form to the school not to UCAS. Miss Gardiner (BHS registered students) and Mrs Field (BGS registered students) will send it back to you if it needs to be corrected. You will need to do your corrections and then press pay and send again, however the second time you will not need to pay.

The earliest the school can send your completed application off is 4th September 2019.

Oxbridge, medicine, veterinary, dentistry and some LIPA all have to be sent from the school by 15th October 2019. Conservatoire entries are often earlier than 15th October and have to be handled differently to other university applications. Please let your tutor know if you are applying to a conservatoire.

All other entries must be completed by 15th January 2020.

Check carefully the courses you are applying as there may be early entries for specific courses at a specific university. Some courses have alternative dates and these could be later than the 15th January.