UCAS APPLY

COMPLETING YOUR APPLICATION

Session 2018/19

Please use this booklet whilst completing your online application!

Detailed information for applicants and parents/carers can be found on the UCAS website. Please visit www.ucas.com. This booklet should be used as a guide to help you fill out your application.

UCAS have their own strict deadlines in place for applications, these can be found on the website. Kelso High School have adjusted these deadlines to account for school holidays etc, and to give time for pastoral staff to write all references. It is important that these deadlines are met in order to ensure applications are sent off in good time!

All applications and the personal statement must be the applicants own work.

KHS UCAS DEADLINES

Early entry is required for any course at the universities of Oxford or Cambridge and for most courses in medicine, veterinary medicine/science and dentistry. Early applicants must see their Pastoral teacher as soon as possible.

Task to be completed	Deadline Date
Online Registration & completion of sections titled Education, Employment & About You	4th October 2018
Choices	19th October 2018
Personal Statement (First Draft) to Pastoral	19th October 2018
Personal Statement (Final Draft)	7th November 2018
Completed reference sheets returned to Pastoral	12th November 2018
Applications sent to UCAS	14th December 2018

Payment
If you have only entered one course at one university or college your application fee is £13.00. If you have entered more than one choice, your application fee is £24.00. UCAS Conservatoire application fees are £24 (please inform your Pastoral teacher if you plan to apply through conservatoire).

Payment should be made by credit or debit card direct to UCAS and you do this when you have completed all sections and added your final personal statement. This is before the reference is added. You can only pay for and send your application when every section of your application is marked with a red tick. School will be able to complete a reference and send us your application after you've paid online.

PLEASE NOTE APPLICATIONS CANNOT BE SENT TO UCAS UNTIL PAYMENT HAS BEEN MADE.

Please note all deadlines **MUST** be adhered to, inability to do so will result in applications not being processed and therefore not being forwarded to UCAS in time.

BUZZWORD – KHS2019

www.ucas.com → **Apply** → **Register / Log in to use Apply 2018**

[1]   REGISTRATION

When you register you provide all your personal details, including first names, surname, title, sex, date of birth, address, telephone numbers and email address (ensure this is a responsible email address).

You need a **username and password** to log on to Apply. The registration process generates your username and you create your own password.

It is advisable to make a note of your username and password and keep them in a safe place.

When you initially register, you must provide a security question and a desired answer. If you mislay your username and password, you can obtain this information by clicking on "lost password", entering your name and date of birth and answering your security question correctly.

Tutor Group - Select your Pastoral Teacher

[2]   CHOICES

You can enter your choices in any order, but Apply will rearrange them into alphabetical order.
Each university and college will only have the details of the course or courses that you have applied for at that university or college – they will not know your other choices until much later.

You can choose up to 5 courses.

N.B. **any course at the universities of Oxford and Cambridge, or for most courses in medicine, veterinary medicine/science and dentistry there is an early application deadline of 15 October 2018. Due to the October holidays we would request that KHS early applications are sent by the 4th of October.**

[3]   APPLYING FOR ART & DESIGN COURSES

All Art and Design courses will recruit through the main UCAS scheme, allowing applicants five choices.
The application deadline for Art and Design courses will be either **15 January 2018, 18:00 or 24 March 2018, 18:00**
Course Search will display, for all courses, the application deadline selected by the institution offering that course.

[4] EDUCATION
You should provide the name, centre number, start date, finish date and type of attendance for the 3 most recent secondary schools you have attended.

KHS Centre Number = **5632838**

Qualifications - You must provide full details of all qualifications you have already gained and for those which you are currently studying and awaiting examination results.

You must enter units/modules for some qualifications, but for others it's optional - in Apply, check if there's an asterisk next to (it will be displayed as 'module/unit *'): if there is, you need to add these details. If they're optional, check the Entry Profiles in Course Search to see if universities want your units or module results and add them if they do.

Core Skills Profile / National Units - remember to complete details using your SQA certificate

Wider Achievement Awards- please enter these with details of levels achieved, this includes volunteering, Work Placement, Sports leaders and any other qualifications you have achieved within or out with school.

Scottish Candidate Number (SCN) - can be found on your SQA certificate

[5] EMPLOYMENT
If you have done any paid full-time or part-time work, you must provide the job titles, employers' names and addresses and the dates of employment.

[6] ABOUT YOU

Personal Details - this will be completed automatically using the information you provided for Registration.

Date of first entry to live in the UK - if you were born outside the UK, but now live in the UK, you must give the date when you began living here permanently.

Residential Category -   Most applicants will be **Category A** - if unsure, you can answer a series of questions to arrive at the category that best describes you.

Criminal Convictions - any applicants entering a tick in this box, indicating a relevant criminal conviction that is not spent, will automatically be excluded from the application process.

Fee Code - most applicants from the UK will be **category 02** You should only use code 01 if you are paying all of your tuition fees from private finance and you are not eligible for assessment under student support arrangements.

Student Support Arrangements, including Tuition Fees & Loans - The Student Awards Agency for Scotland (SAAS) will assess you – enter **SAAS** under student support arrangements.

Disability or Special Needs - if you have a disability, special needs (including dyslexia or another specific learning difficulty) or a medical condition, you must select the most appropriate code from the pull-down list. Universities and colleges welcome students with disabilities and will try and meet their needs wherever they reasonably can.

If you do not have a disability, special needs or a medical condition, you must select **code O**.

[7] **PERSONAL STATEMENT** - this is your chance to tell universities and colleges why you are applying and why they should want you as a student. Although you may ask others for help this must be your own work and written in your own words. UCAS will screen for plagiarism.

You should prepare your Personal Statement using **WORD**, ensuring that you "spell check" it when you are finished and copy and paste it onto your application form.
You can copy and paste from WORD to your document to judge how much more you can include or how much you may have to reduce your statement by to fit in with the allowance.

You can enter up to 4,000 characters (this includes spaces) or 47 lines of text (this includes blank lines), whichever comes first. You do not have to use all the space provided. When you save text, the system will tell you how many characters are still available or if you have used too many characters. You can preview your statement after you have saved it.
Please note that you cannot use *italics*, **bold**, underlining or foreign characters (such as á, ë, õ) in your personal statement - the system will automatically remove these when saved.

To copy and paste - select all in WORD document and copy.
To paste to UCAS Apply use keys from keyboard - **CONTROL + V**

[8] **REFERENCE** - You should check that the choices, education, employment, about you and personal statement sections are all recorded as complete on the main entry screen. You should view all the information on your completed application and check you are happy with it.
You can then pay online and click to send your application to your referee.

Before providing a reference, your referee will check your application.

Your referee may ask you to make amendments to the information you have provided, they will return this to you electronically via UCAS. Please keep checking and make any amendments as soon as possible.

After providing a reference, your referee will approve your application and send it to UCAS.
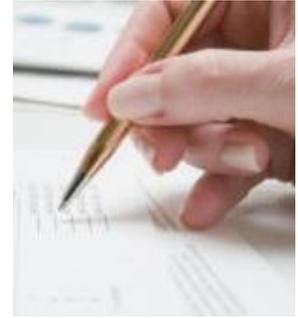
We ask you to gather reference comments from school staff and also people from outwith school (i.e. sports coaches/employers). The person who is writing your reference will pull all of this together into a single reference that will be added to your application. If you are LEAPS elligibile we will state this on your reference.

NB **Oxford, Cambridge, Medicine, Dentistry, Veterinary Science / Medicine** candidates UCAS applications should be sent on **4th October 2018**

NB **All other applications should** be sent by **14th December 2018**

UCAS – The Perfect Personal Statement

The level of emphasis and attention placed by universities on the personal statement varies, but applicants should work on the assumption that they consider it important. In some cases, the personal statement may be the deciding factor between applicants on over-subscribed courses.

A successful personal statement will usually cover the following aspects :

Why are you applying to this course ?

The majority of admissions tutor prefer a 'front-loaded' approach, where from the first line the student sets out exactly why they are applying for the course and, in doing so, demonstrates their insight and motivation to study the subject at degree level. You should also aim to provide evidence that you fully understand what the course requirements are. For example, someone applying for a Psychology course should show that they realise the course will have scientific content and, in particular, that a facility for using statistics will be very helpful. As a general rule, at least 60% of your personal statement should concentrate on this task.

Work Experience

Include details of any jobs, work placements and experience or voluntary work and elaborate on what skills have been learned, and how these are relevant to the chosen course or future career path.
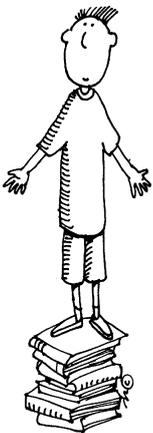
Skills & Achievements

Universities like to know the types of skills students have that will help them on the course, or generally at university. For example, you should include details of ASDAN courses, CREST awards, diplomas of achievement or Duke of Edinburgh Awards, as well as any residential courses or volunteering. Also mention anything you are proud of – such as playing for the county cricket team or achieving grade 6 in piano, any positions of responsibility you have held in or out of school.

Future Plans

If you already know your career path you should explain how the university course may help you to achieve your aims and what knowledge and experience you hope to gain from your time at university.

Old Head on Young Shoulders

In addition to academic ability, many courses will want to reassure themselves that a student has the emotional maturity to benefit from the course – in other words are they a thoughtful and reflective learner ? You could try rewording a couple of sentences so that they begin "*this experience taught me ….*".

Hobbies & Interests

Mention any hobbies and social activities that demonstrate skills and abilities, particularly if they have some relevance to the chosen degree course. Admission tutors say the strongest applicants are those who can link their extra-curricular activities to their proposed course of study.

Personal Statement Worksheet

This worksheet is designed to help you think about information you could include in your personal statement. Write down any thoughts you have as you go along. More detailed advice and guidance about writing your personal statement, including helpful video guides, is available at www.ucas.com/personal statement

Writing about the course

Why are you applying for your chosen course(s) ?

Why does this subject interest you ? Include evidence that you understand what's required to study the course, eg. if applying for psychology courses, show that you know how scientific the subject is.

Why do you think you're suitable for the course(s) ? Do you have any particular skills and experience that will help you to succeed on the course(s) ?

Do your current or previous studies relate to the course(s) that you have chosen, if so how ?

Have you taken part in any other activities that demonstrate your interest in the course(s) ?

Skills and Achievements

Universities like to know the skills that you have that will help you on the course, or generally with life at university, like any accredited or non-accredited achievements. Write these down here. Examples can be found at www.ucas.com/personalstatementskills

Skills and Achievements

Also think about any other achievements you are proud of, positions of responsibility that you hold or have held both in and out of school, and attributes that make you interesting, special or unique.

Hobbies & Interests

Make a list of your hobbies, interests and social activities. Then think about how they demonstrate your personality, skills and abilities. Try to link them to the skills and experiences required for your course(s).

Work Experience

Include details of jobs, placement, work experience or voluntary work, particularly if it is relevant to your chosen course(s). Try to link any experience to skills or qualities related to the course.

Future Plans

If you know what you'd like to achieve after completing the course, explain how you want to use the knowledge and experience that you gain. How does the course relate to what you want to do in the future ?

Dos and don'ts when writing your personal statement

- **Do** use your best English and don't let spelling and grammatical errors spoil your statement

- **Do** show that you know your strengths and can outline your ideas clearly. Use words you know will be understood by the person reading your statement

- **Do** be enthusiastic – if you show your interest in the course, it may help you get a place

- **Do** expect to produce several drafts of your personal statement before being totally happy with it

- **Do** ask people you trust for their feedback

- **Don't** exaggerate – if you do you may get caught out at interview when asked to elaborate on an interesting achievement

- **Don't** rely on a spellchecker as it will not pick up everything – proof read as many times as possible

- **Don't** leave it to the last minute – your statement will seem rushed and important information could be left out