**UCAS – A Step-by-Step Guide:**

**Section 1: Researching and Choosing Courses**

1. Researching WITH an idea in mind:

* Home ([www.ucas.com](http://www.ucas.com))
* ‘Search for courses’
  + Where do you normally live?

‘England’

Search courses available in:

‘2015’

* + - * Search by any or all of the following:

Course: Course title / subject

Provider: University / College / other

Location: Country / County / City / Town

1. Researching WITHOUT any idea:

* Home ([www.ucas.com](http://www.ucas.com))
* ‘Search for courses’
  + ‘Don’t know what to study?’

‘Browse’

* + - * EITHER: ‘Browse subjects by category’
      * OR ‘Go to A-Z list of subjects’

**Key Tip: Remember to check the entry requirements for the courses you choose!**

1. Entry Requirements – Tariff Tables:

**A-Levels:**

|  |  |  |
| --- | --- | --- |
| **Tariff Points** | **A Level** | **AS Level** |
| 140 | A\* |  |
| 120 | A |  |
| 110 |  |  |
| 100 | B |  |
| 90 |  |  |
| 80 | C |  |
| 70 |  |  |
| 60 | D | A |
| 50 |  | B |
| 40 | E | C |
| 30 |  | D |
| 20 |  | E |

**BTEC Diplomas:**

|  |  |  |
| --- | --- | --- |
| **Tariff Points** | **BTEC Diploma (Double)** | **BTEC Subsidiary Diploma (Single)** |
| 280 | D\*D\* |  |
| 260 | D\*D |  |
| 240 | DD |  |
| 210 |  |  |
| 200 | DM |  |
| 180 |  |  |
| 160 | MM |  |
| 140 |  | D\* |
| 120 | MP | D |
| 100 |  |  |
| 80 | PP | M |
| 70 |  |  |
| 60 |  |  |
| 40 |  | P |
| 20 |  |  |

**2. Registering on UCAS:**

a) How to register:

* Home ([www.ucas.com](http://www.ucas.com))
* ‘Apply’
  + ‘Apply or track’
    - ‘Start an undergraduate application’
      * ‘Register and apply for 2016 entry’
      * ‘Register’

This process will give you the following:

* Your UCAS username (chosen by UCAS)
* Your UCAS password (chosen by you)

**Key Tip: Write these down now somewhere you will remember and somewhere you will not lose them.**

b) What information will I need to register?

- Step 1: Read information about registering (then click ‘next’)

- Step 2: Accept terms and conditions

- Step 3: Personal details (title, gender, name (as it is on your birth certificate or passport), DoB)

- Step 4: Your postal address

- Step 5: Contact details – phone and email, and information you would like to receive)

**- Step 6: Choose a password and security questions (write your password down)**

- Finish: You will then be given your UCAS username (write your username down too)

**Key Tip: You will receive an email following your registration containing a ‘verification code’**

**3. Applying on UCAS:**

a) How to log in for the first time:

* Home ([www.ucas.com](http://www.ucas.com))
* ‘Log in’ (top right hand corner)

You will then need to enter the following:

* Your UCAS username (see registration)
* Your UCAS password (see registration)

b) What next?

- Step 1: How are you applying?: ‘Through my school/college’

- Step 2: What is your school/college **‘buzzword’?: ‘Therams2016’**

- Step 3: You are registering through Toot Hill School – is this correct?: ‘Yes’

- Step 4: If possible, select your tutor group

- Step 5: **Write down your personal ID number**

**You will also be asked to verify your email address using the ‘verification code’ emailed to you**

1. What then?

**Key Tip: Before starting your application, UCAS recommends you read through the links at the bottom:**

* **Completing your application**
* **Applicants through school, college or an organisation**
* **Deadlines for submitting your application**

1. The main points:

Your UCAS Reference from school:

Subject teachers 🡪 Tutors 🡪 College Leadership Team 🡪 Submit

Fees:

* £23 for multiple choices (most common); £12 for single choices.

**4. Deadlines:**

|  |  |  |
| --- | --- | --- |
| **Official** | **College** | **Courses** |
| 15 October 2015 18:00 |  | Medicine, Dentistry, Veterinary medicine, Veterinary science, Oxford, Cambridge |
|  | 23rd October 2015 | All Russell Group universities (early deadlines get better results) |
|  | 27th November 2015 | All courses (early deadlines get better results) |
| 15 January 2016 18:00 |  | All courses except those above and art and design courses |
| 24 March 2016 18:00 |  | All art and design courses |

**5. Completing your application:**

You will need to complete each of the sections on the left-hand side of the screen:

* Personal Details
* Choices
* Education
* Employment
* Statement (Personal Statement)
* View all details
* Pay/send

You can log out and log back in whenever you like.

Remember to SAVE your application as you go along.

1. What is ALL the information I will need to complete my application?

**Personal Details:**

* Personal details (Name, Address, Phone, Email, DoB, Place of birth, Nationality, Citizen status)
* How you are going to finance university

The most common are:

* + 01 Private finance
  + 02 UK… student finance services [Student loan] *(You will then need to select your local authority – most probably Nottinghamshire)*
  + 99 Not known
* Information about any criminal convictions
* What information you would like UCAS to send you
* How you would like UCAS to contact you
* If you would like to name a parent/guardian to be able to discuss your UCAS application with UCAS
* Information about any disability (physical or mental)

**Choices:**

* Course choices – MAXIMUM of 5
* You will need:
  + Institution code
  + Course code
  + Campus code (if appropriate)
  + Start date
  + Whether you will live at home while studying
* Use the ‘UCAS search tool’ link in the first paragraph to help you find out this information.
* You can also use the ‘see list’ link next to each line to help you find the information.

**Education:**

* Education – you will need Toot Hill School and any previous schools at which you sat national examinations e.g. GCSEs.
* To add a school simply click ‘find’ and type the name of the school into the search box.
* You will need Toot Hill School examination number = 28308
* You will need to enter your finish date at Toot Hill School as August 2016.
* You will then need to add your qualifications – GCSE and AS Levels
* Under the school at which you achieved these, click ‘add qualifications’.

You will need both the grades and the exam boards. You should have written these in your orange Year 12 Destination Booklets so you can use this to help you do it quickly.

* To search for qualifications, simply type in the name of the qualification to the search box.
* Alternatively, if it is a qualification that many people do, you can click on the list under ‘Popular qualifications’.
* **If you cannot find your qualification**, you will need to type in the name of qualification exactly as it appears on your exam certificates.
* Copies of your exam certificates can be requested from Steve Scott in the exams office (in the old Staff Training Centre, behind the lower school dining room).
* **If you have any problems with this, simply contact UCAS on their UCAS Undergraduate Helpline Number: 0371 468 0468**

**Employment:**

* You will need:
  + Employer name
  + Employer address
  + Job description
  + Start date
  + Finish date
  + Type of work – full-time or part-time

**Personal Statement:**

* Once you have received feedback from your tutor on your personal statement, and you have reached your final draft, you will need to upload it here.
* You will have EITHER 47 lines, or 4000 characters – whichever runs out first.
* **You must take responsibility for proof-reading your own personal statement.**
* **You must also click preview so you can check the UCAS website hasn’t put any funny additional lines in (which it can tend to do when you copy and paste from word).**

**View all details:**

* Once you have completed all of the above, you will need to **proof-read and check** your own application.

**Finally – Pay and Send!**

- You will need a debit or credit card ready and your application will not be sent to the school to add the UCAS reference until after you have done this.

**6. GOOD LUCK!**

**(Remember we are here to help you!)**



**And also remember:**

**UCAS Undergraduate Helpline Number:**

**0371 468 0468**