Featherstone High Sixth Form

fh6

Guide to Completing a
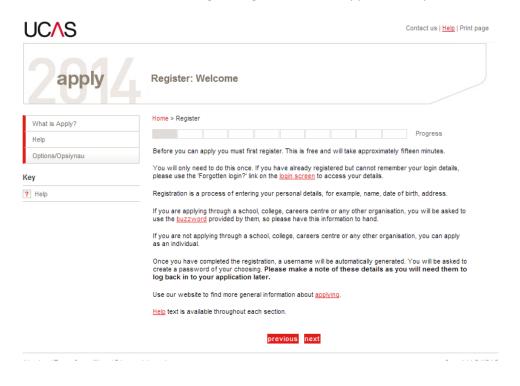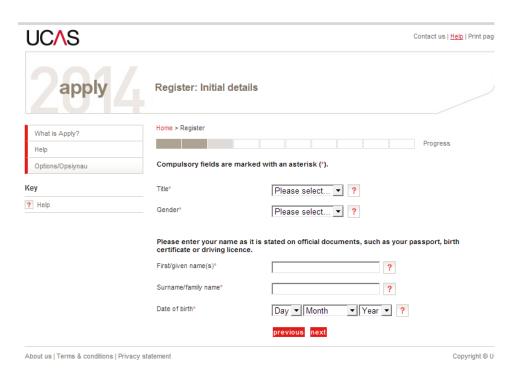
UCAS

Application Form

2013/2014

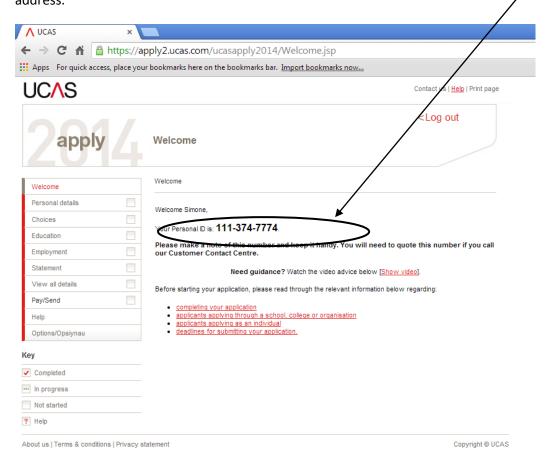| Name		Form	

UCAS Application

Go to www.ucas.com to start registering, this will take approximately 15 minutes.

Please use your Google email address to register for UCAS.

Record your Personal UCAS ID Number here:_____

UCAS Username (Given by Apply – Please make note of this as it will not be shown again)

_____

UCAS Password

_____

Record your UCAS Security Questions and Answers below:

1._____
_____
_____

2._____
_____
_____

3. _____
_____
_____

4. _____
_____
_____

Click on **"Log in now"**

How are you applying? - Click on **"Through my school/college"**

Click on **"next"**

Enter the buzzword - **featherstone14**

Click on **"next"**

Confirm that you are registering through **Featherstone High School** and click on **yes** then **next**

Select the tutor group that you are in from the drop down menu.

Click on **"next"**

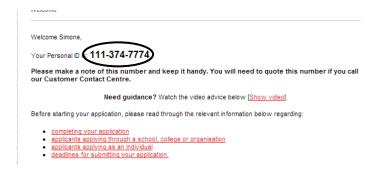You will see the "Welcome page" which will ask you to verify your email address. Click on the link asking you to verify your Google email address and you will be sent a verification code to your email address.

Access your Google email account, find the email from UCAS and copy the code into the box, then click on "verify email" on the "Welcome page".

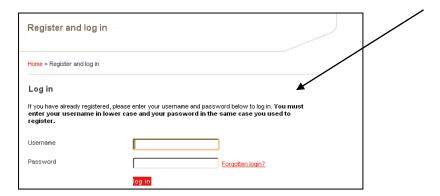Make a note of your UCAS ID Number on Page 1.

Completing UCAS Form/Returning to Your Form Once You Have Registered

In order to complete the UCAS Form you must now go to the UCAS homepage :
http://www.ucas.com/students/apply/ and log into Apply 2014.

Click on to: **Register/Login to Use Apply 2014**

You will need to use the username you have been given in order to access your form.

You need to enter your details i.e. username and password under **Log In**

There are 7 sections of this form to complete **(Your form is saved each time you log out. Do not forget to log out in order to save)**:

Under each section you will be told whether you have completed the section or not. Please refer to the **Key.**

When you have completed a section you will see a tick beside that section in the box.

Personal Details

Click on **"Personal Details"**

Some of your details will automatically be filled in as a result of the registration process

Continue to complete the form and tick below once you have completed the information.

Scroll down to find:

- ☐ Is your permanent home in the UK – answer correctly
- ☐ Country of Birth – Click on **"see list"**
- ☐ Date of First Entry to UK – If you were born in another country please ensure you enter the correct date of entry
- ☐ Nationality – Click on **"see list"**
- ☐ Dual Nationality – If you have a dual nationality put this in this section
- ☐ Area of permanent residence (choose from selection) – Southall would come under Ealing, Heston would come under Hounslow. Ask for guidance if you are unsure
- ☐ Residential Category - Click on **"see list"**

Reference Numbers

- ☐ Unique learner number – Your tutor will be able to give this to you
- ☐ ISA Number – Leave this blank
- ☐ Test of English as a Foreign Language (TOEFL) Number – if you have taken this test please write down the number. You will probably need to leave this blank if you have not done this
- ☐ International English Language Testing System (IELTS) Number – if you have taken this test please write down the number. You will probably need to leave this blank if you have not done this

Student Support

- ☐ Fee Code - Please see below (**DO NOT** choose "Private Finance")
- ☐ Student Support Arrangements – This would be your Local Education Authority (Same answer as Area of permanent residence)

☐ Nominated Access

Enter the full name and relationship to you of a person you would allow to act for you if you are away from home. You can leave this blank if you want to.

☐ Criminal Convictions

Only tick if you have one – it is an offence not to declare if you have one!!!

☐ Disability/Special Needs – Click on **"see list"**

Additional Information

☐ Ethnic Origin, National Identity or Dual National Identity – Choose from the drop down menu

Activities for in Preparation for Higher Education

Only complete if you have attended an official scheme (Not a Featherstone High School Activity)

☐ Have you been in care – select either **"Yes"** or **"No",** If you have please complete "Duration" (how long have you been in care"

☐ Parental Education – Choose from drop down list

☐ Type in the occupation of the highest income earner in your family (parent/guardian)

Then click "section complete" and "save"

Student Finance

Please select the appropriate field, it is most likely to be "Yes"

Click on "section completed" and save

Choices

You cannot complete this section unless you have chosen your courses and institutions to apply to.

Make sure you research properly and look at the grades required, including GCSE grades. Most Universities require a Grade C in Mathematics and English at GCSE.

University Name	Institution Code	Course Code/Name	Campus Code	Results/Points Needed

Click on "see list" for:
Institution code
Course code
Campus code
Start date

Education

Firstly you will need to enter your GCSE's. Please ensure you have your certificates or exam results with the examining body at hand.

> Compulsory fields are marked with an asterisk (*).
>
> Click on the 'add new school/college/centre' to add the centres you have attended. Enter details of qualifications that you have achieved or are in the process of achieving at that school/college/centre. Click on 'section completed' and 'save' when you have finished.
>
> You can add up to 10 schools/colleges/centres.
>
> > add new school/college/centre

Click on "add new school/college /centre

☐ Select where you have studied

Education

Welcome > Education > Where have you studied?

Compulsory fields are marked with an asterisk (*).
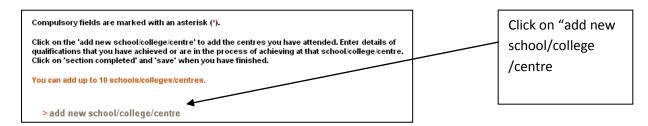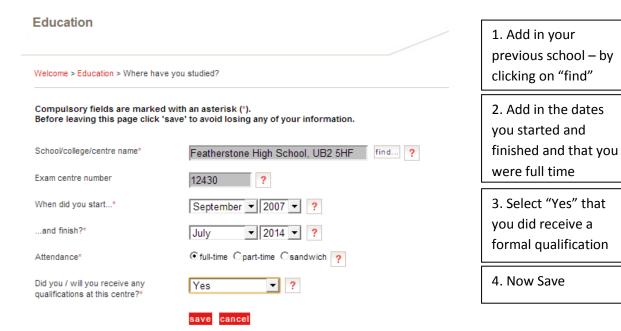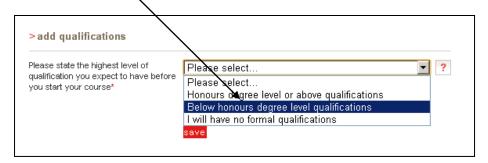Before leaving this page click 'save' to avoid losing any of your information.

School/college/centre name*	Featherstone High School, UB2 5HF	find... ?
Exam centre number	12430	?
When did you start...*	September ▼ 2007 ▼	?
...and finish?*	July ▼ 2014 ▼	?
Attendance*	⦿ full-time ○ part-time ○ sandwich	?
Did you / will you receive any qualifications at this centre?*	Yes ▼	?

save cancel

1. Add in your previous school – by clicking on "find"

2. Add in the dates you started and finished and that you were full time

3. Select "Yes" that you did receive a formal qualification

4. Now Save

☐ Select the Level of Qualification – Below honours degree level qualifications and "save"

> add qualifications

Please state the highest level of qualification you expect to have before you start your course*

Please select... ▼ ?

Please select...
Honours degree level or above qualifications
Below honours degree level qualifications
I will have no formal qualifications

save

☐ Add qualification – select "add qualification

You will be prompted with the screen below:

Please choose your qualification type from the list...

Advanced Extension Awards
Applied GCSEs (formerly GCSEs in Vocational subjects)
BTEC Award
BTEC Certificate
BTEC Diploma
BTEC Extended Certificate
BTEC First Certificate
BTEC First Diploma
BTEC National Award
BTEC National Certificate (2003 onwards)
BTEC National Diploma (2003 onwards)
CACHE Award in Child Care and Education
CACHE Certificate in Child Care and Education
GCE Advanced Level
GCE Advanced Level with Advanced Subsidiary (9 units)
GCE Advanced Level: Double Award
GCE Advanced Subsidiary (first award 2001)
GCE Advanced Subsidiary: Double Award
GCSE
GCSE Combined Course
GCSE: Double Award

Other qualification type not in this list

Add in the qualifications you have gained.

Click on GCSE and choose a subject – add the date you took it, the awarding body and the grade obtained.

If you completed a BTEC in Year 11 click on BTEC First Certificate or Diploma (depending on what you completed), add the date you completed it and the awarding body.

You will need the exact name of the subject, the grade and board sat. If your qualification is not listed then select "Other qualification type not in this list"

A1 and A2 Level

☐ As Level – select "GCE Advanced Subsidiary (first award 2001)"

GCE Advanced Level: Double Award
GCE Advanced Subsidiary (first award 2001)
GCE Advanced Subsidiary: Double Award
GCSE

☐ A level – Select A Level and ensure all modules are filled in correctly with the grade as "Pending". The qualification date will be August 2014.

GCE Advanced Level
GCE Advanced Level with Advanced Subsidiary (9 units)
GCE Advanced Level: Double Award
GCE Advanced Subsidiary (first award 2001)

BTEC (Level 3)

☐ **BTEC Registration Code –** You will be given this by your tutor
☐ Choose the correct **BTEC course** - Check with your BTEC teacher to get the correct course name
☐ **Level 3** to be selected
☐ List all modules that have been completed last year (Year 12) and the ones that you will be completing this year (Year 13) and select the results as "Pending". Please ensure all modules are stated.

☐ **Qualification Date** - July 2014

BTEC Certificate

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

Do not enter your BTEC here if you began it during or after September 2010 - go back to the list of qualifications and select the relevant BTEC (QCF) qualification.

Subject*	Health and Social Care ▼ ？
	(other)
Qualification date*	July ▼ 2014 ▼ ？
Awarding organisation*	Please select... ▼ (other) ？
Level*	Please select... ▼
	(other) ？
Grade*	Please select... ▼ (other) ？

Module / unit 1

Subject	Communication ？
Qualification date	July ▼ 2014 ▼ ？
Grade	Please select... ▼ (other) ？

add another module

> back to summary

save   save and add similar

tement   Copyright © UCAS

GCSE

☐ If you are retaking GCSE Maths and English please select grade as "Pending"

> **When you have finished - check it all over – this section is VERY important.**
>
> Once you have entered all your subjects click "section completed" and "save".

Employment

Add details of any PAID jobs you have had or have at the moment. If you do not have any part time employment then tick "section completed". Once you have added your employment details also tick "section completed".

Personal Statement

Add in your statement once it has been completed and checked by your tutor and heads of year. You must remember to save your work in this section. If you log out without saving than all will be lost!

Word count for Personal Statement in MS Word is:

Calibra Font Size 11
42 Lines
3,802 Characters with spaces
Keep the margins as standard

Pay and Send

Once you are happy that you have checked everything, print out your application and ask your tutor to check it. Once your tutor has checked it click on "pay/send"

☐ Click on the 4 boxes to agree with the statements and then "I agree"

☐ Check your choices are correct:
  o Are they the universities and courses you meant to apply for?

Remember you **CANNOT** change your mind once you have sent the form.

☐ Click on "card payment details"

☐ Add your credit/debit card details – this is the only way to pay

☐ Click on "make payment" UCAS will tell you how much is required.

The UCAS form will be NOT sent to UCAS straight away. We do that. **IT WILL NOW TAKE US 10 WORKING DAYS TO SEND THE FORM AS LONG AS THERE ARE NO MISTAKES ON IT.** We will contact you if there are any problems so please respond quickly to any emails sent.

If there any mistakes in the sections then your form will be unlocked and sent back to you.

Please check emails daily!