

Featherstone High Sixth Form



Guide to Completing a

UCAS

Application Form

2013/2014

Name		Form	
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UCAS Application

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

UCAS

Contact us | [Help](#) | Print page

2014
apply

Register: Welcome

What is Apply?
Help
Options/Opstynau

Key

? Help

Home > Register

Progress

Before you can apply you must first register. This is free and will take approximately fifteen minutes.

You will only need to do this once. If you have already registered but cannot remember your login details, please use the 'Forgotten login?' link on the [login screen](#) to access your details.

Registration is a process of entering your personal details, for example, name, date of birth, address.

If you are applying through a school, college, careers centre or any other organisation, you will be asked to use the [buzzword](#) provided by them, so please have this information to hand.

If you are not applying through a school, college, careers centre or any other organisation, you can apply as an individual.

Once you have completed the registration, a username will be automatically generated. You will be asked to create a password of your choosing. **Please make a note of these details as you will need them to log back in to your application later.**

Use our website to find more general information about [applying](#).

[Help](#) text is available throughout each section.

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UCAS

Contact us | [Help](#) | Print page

2014
apply

Register: Initial details

What is Apply?
Help
Options/Opstynau

Key

? Help

Home > Register

Progress

Compulsory fields are marked with an asterisk (*).

Title* ?

Gender* ?

Please enter your name as it is stated on official documents, such as your passport, birth certificate or driving licence.

First/given name(s)* ?

Surname/family name* ?

Date of birth* ?

[previous](#) [next](#)

[About us](#) | [Terms & conditions](#) | [Privacy statement](#)

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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**

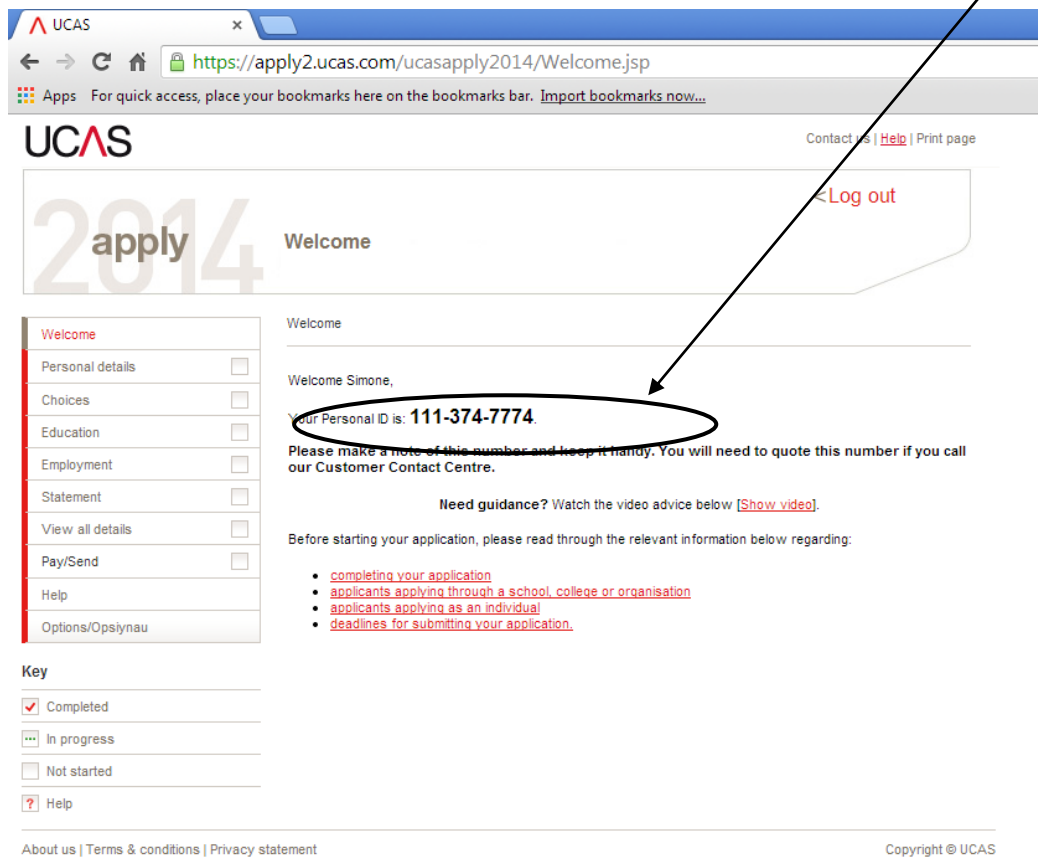
Click on **“next”**

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.



UCAS apply2014 Welcome

Welcome Simone,
Your Personal ID is: **111-374-7774**.

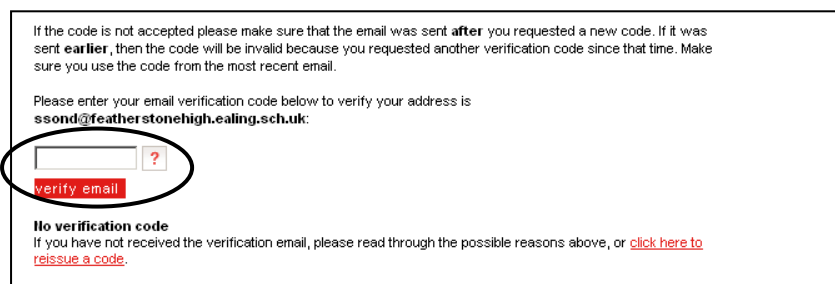
Please make a note of this number and keep it handy. You will need to quote this number if you call our Customer Contact Centre.

Need guidance? Watch the video advice below [\[Show video\]](#).

Before starting your application, please read through the relevant information below regarding:

- [completing your application](#)
- [applicants applying through a school, college or organisation](#)
- [applicants applying as an individual](#)
- [deadlines for submitting your application](#)

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".



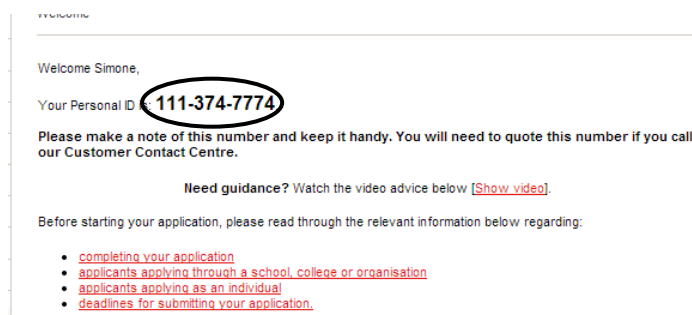
If the code is not accepted please make sure that the email was sent **after** you requested a new code. If it was sent **earlier**, then the code will be invalid because you requested another verification code since that time. Make sure you use the code from the most recent email.

Please enter your email verification code below to verify your address is **ssond@featherstonehigh.ealing.sch.uk**:

[verify email](#)

No verification code
If you have not received the verification email, please read through the possible reasons above, or [click here to reissue a code](#).

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



Welcome Simone,
Your Personal ID is: **111-374-7774**.

Please make a note of this number and keep it handy. You will need to quote this number if you call our Customer Contact Centre.

Need guidance? Watch the video advice below [\[Show video\]](#).

Before starting your application, please read through the relevant information below regarding:

- [completing your application](#)
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- [applicants applying as an individual](#)
- [deadlines for submitting your application](#)

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**

Register and log in

Home > Register and log in

Log in

If you have already registered, please enter your username and password below to log in. You must enter your username in lower case and your password in the same case you used to register.

Username

Password [Forgotten login?](#)

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:**)

Welcome

Personal details

Choices

Education

Employment

Statement

View all details

Pay/Send

Help

Options/Opsiynau

Key

Completed

In progress

Not started

Help

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.

Key

Completed

In progress

Not started

Help

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)

Student support

Fee code* ?

Student support arrangements (This field is only available if you select fee code '02 UK, ChI, IoM or EU student finance services')
 [see list](#) ?

- 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

Welcome > Additional information

Compulsory fields are marked with an asterisk (*).

Before leaving this section please click 'save' to avoid losing any information. When finished all the entries please click on 'section completed' and 'save'.

Ethnic origin* ?

National identity* ?

Dual national identity ?

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)

Occupational background*

If you are under 21, please give the job title of your parent, step-parent or guardian who earns the most. If she or he is retired or unemployed, give their most recent job title. If you are 21 or over, please give your own job title. If you cannot fit the full job title in the box, please use an appropriate abbreviation.

?

I would like correspondence from Welsh universities, colleges and UCAS to be in Welsh Yes No ?

section completed

Then click **“section complete”** and **“save”**

Student Finance

Compulsory fields are marked with an asterisk (*).

I will be applying for student finance* Yes Don't know No

The Student Loans Company will process your personal information in accordance with its own privacy policy. The UCAS Group of companies shall not be liable to you for any loss or damage that you might suffer in connection with use or processing of your personal information by the Student Loans Company.

How to apply

It's really important to find out what funding is available to you and how you go about applying for it.

You can find out everything you need to know about student finance online at the [Directgov website](#) or follow Student Finance England on [Facebook](#) and [Twitter](#) to get updates.

It is important to apply early to make sure you have everything in place before starting your course.

section completed

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

To avoid losing information please click 'save' before leaving the page.

To find courses based on subject, provider and location, check entry requirements, and view course-specific fee information, please use [Course Finder](#) (opens in a new window).

Compulsory fields are marked with an asterisk (*).

Institution code*

Course code*

Campus code*

Start date*

Further details

Live at home while studying?* Yes No

Point of entry

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*	<input checked="" type="radio"/> full-time <input type="radio"/> part-time <input type="radio"/> sandwich		?
Did you / will you receive any qualifications at this centre?*	Yes		?
<input type="button" value="save"/> <input type="button" value="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	
<input type="button" value="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* ?
(other)

Qualification date* ?

Awarding organisation* (other) ?

Level* ?
(other)

Grade* (other) ?

Module / unit 1

Subject ?

Qualification date ?

Grade (other) ?

[> back to summary](#)

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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:

Calibri 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:
 - 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!