

Registering

1. Google 'ucas.com'
2. Click on 'Apply'
3. Click on 'UCAS Undergraduate' Apply or track
4. Click on 'Apply for 2015 courses'
5. Click the '**REGISTER**' button, not log-in.

Most screens should be self-explanatory, but take your time when filling them in. All fields marked with an asterisk are compulsory.

1. Don't worry too much about the terms and conditions. You will be given another opportunity to read these before you part with any money (you have to accept them at this point to continue)
2. You may not have a UCAS card so tick the box that says "none of the above" (if you have one and don't have it with you, tick the "none of the above" box). If you have already got a UCAS card you will find that much of your information will 'autofill'
3. UCAS will need to contact you and you will need to check this regularly, **so use an email account that you regularly check**
4. On the email page notice that the third question at the bottom is a negative
5. Choose a **password**. You may need to say this on the phone, so nothing offensive. It must contain 6-14 characters and at least one lowercase letter, one uppercase letter and number – **why not put it into your phone so you remember it?**
6. Make a note of your **user name**. If you lose it, you have a lot of problems finding out what it is. **As above with phone!**

Now login to UCAS (click the "log in to UCAS" button)

You are applying through a "school or college". The buzzword is **beauchamp15**

UCAS Application Form

Make a note of the Personal ID number on the welcome page.

Verify your **email address** (a code is automatically sent to it when you register so check, copy and paste this in to the relevant screen).

The UCAS form has 8 sections. In the next 45 minutes you'll complete sections 1, 2, 3, 5 and 6. Sections 4 and 7 you do after the summer holidays and section 8 is written by your tutor.

1. **Personal Details**
2. **Additional Information**
3. **Student Finance**

Points to look out for:

- i. If given a drop-down box, the most likely choice is the first one.
- ii. Don't write in capitals. It looks like you're SHOUTING.
- iii. But be sure to start proper nouns (place names, forename, surname) with a capital.
- iv. If not born in the UK, you might need to research the date of first entry.

- v. If you live in Oadby, Houghton, Great Glen etc your area of permanent residence is Leicestershire. If you live in Knighton, Clarendon Park, Evington etc your area of permanent residence is Leicester. Where do your parents pay their council tax?
- vi. Unique Learner Number. Leave this blank.
- vii. Fee code. Almost certainly 02.
- viii. Nominated access. Do you want a parent or older brother/sister to make decisions on your behalf? Can't think why you'd want to do this.
- ix. Disability/special needs. Tell the full truth. It will work in your favour, never against you.
- x. Activities in preparation for higher education. Enter here any relevant residential courses. Most leave this section blank. Things like Open University can be mentioned in your personal statement.
- xi. Student Finance. We recommend 'Yes', 'Yes', 'Yes'.

4. **Choices** – Leave this blank but spend the summer holidays researching your 5 options.

5. **Education** – Take care. Many people make mistakes here.

i. **GCSEs** – Enter **all** your GCSEs, whatever the grade. If you've taken a subject twice, enter it twice.

ii. If your re-taking any ASs, enter them twice (once as a pending grade).

For most of you, the key points are

- Beauchamp College 25280 09/2011 – 07/2015 Full Time
- You took your GCSEs in 08/2013
- We have a list of the exam boards for GCSEs taken at Beauchamp. If you did them at another school check your exam certificate.
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- ii. **GCE Advanced Subsidiary (first award 2001)** – Enter **all** of your subjects **now**. The date is 08/2014. Obviously you don't yet know the results so you'll have to come back to this section of the form in late August/early September to enter your grades. You have the option of entering your modular grades as well. It's your choice but you should either enter all your modular results or none of them. If you dropped a subject half way through the year you do not include it. However if you saw it through to the end but got a U, you still have to write it down.
- iii. **GCE Advanced Level** – Enter the three/four subjects you think you'll be completing next year. The date is 08/2015 and the result is pending.
- iv. State the highest level of qualification you expect to have before you start the course. This will be '**Below honours degree level**'.

6. **Employment** – Only tell them about paid work.

7. **Personal Statement** – Complete this at the start of next term having thought about what to include over the summer holidays. We'll give more advice on writing personal statements at the subject-specific advice sessions 3.00 pm, Tuesday 3 July.

8. **Reference** – Your tutor writes this so it goes without saying that if you don't regularly attend tutor time they won't be rushing to write anything.