Totton

UCAS

Guide

2015

A Step by Step Guide to Completing a UCAS Application

Important UCAS Deadlines

UCAS Application Deadlines for 2014

	College Deadline for submission to Tutor	UCAS Deadline
Medicine Dentistry Veterinary Medicine/Science Oxford Cambridge	26 September 2014	15 October 2014
All other Courses and Art Courses without late entry	24 October 2014	15 January 2015
Art & Design Late entry courses		24 March 2015
Adult Access Students	28 November 2014	15 January 2015
Applications received after this date will be held for Clearing.		30 June 2015

Section 1

		Registering with UCAS	
1	**Terms & Conditions**	Accept Terms & Condition	
2	**Title,Gender, First Name, Surname**	Use drop down menus and make sure you use your **full name.**	*Use __capital__ letters for each name* *Not necessary to include your middle name*
3	**Date of Birth**	Use drop down menus	*Double check you have selected the correct dates*
4	**Postal Address**	UK resident – then add house number or name and post code	*Use __capital__ letters for each new word & __all__ capitals for postcode*
5	**Telephone Numbers**	Include both home and mobile	*Make sure you update these details if they change*
6	**Email Address**	Avoid a comic or unsuitable email address; use your college email address or set up a separate email	*Admissions tutors make judgements about inappropriate addresses*
7	**Keeping you informed**	Recommend you leave this box ticked	
8	**Commercial Mailings**	You don't have a receive marketing information	
9	**Password**	6 – 14 characters long with at least **one lowercase**, **one uppercase** letter and **one number**	*You must remember your __Username__ and __Password__.* *Give a copy of both to your progress coach for safekeeping.* *Store it as a contact in your phone*
10	**Security Questions**	You must complete all 4 security questions	
11	**Username**	You will now see your **username**. Record it somewhere safe.	*You must remember your __Username__ and __Password__.* *Give a copy of both to your tutor for safekeeping.* *Store it as a contact in your phone*
12	**How are you applying**	Select - through my School/College	*You'll then be asked for a Buzzword*
13	**Buzzword**	totton2015	*This links your application to Totton College to allow your progress coach and QTL to check your form and write your reference.*
14	**Confirm Totton College**	Confirm Totton College and select the faculty you are working in for 'Your Future' Days	*STEM, Humanities & Creative Industries, Skills for Life or Business Services* *This will mean they can track your application and add your reference from College*
15	**Personal ID**	Record this 10 digit number	*You'll need this to validate your email address.* *Write it here:*
16	**Verify Email Address**	Follow the instruction	*You'll need to log back in*

Section 2

You are now registered and you can begin to fill out your application form. Some aspects of the form will already be completed from your initial registration

	Personal Details		
17	**Preferred Name**	If you have a first name that you prefer to be known by, which is <u>**different**</u> to your first/given name, enter it here.	*For example your proper name is <u>Andrew</u> but you are known as <u>Andy</u>. Do not simply repeat your full first name again*
18	**Previous Surname**	<u>**Leave blank unless**</u> you have changed your surname since your 16th Birthday	*Ask if you are not sure*
19	**Permanent Address**	Yes – if you live there all the time	
20	**Home Address**	If the same as postal address, leave blank.	
21	**Country Of Birth**	Click 'see list' then select **United Kingdom** or the country if different	*Spain, France etc*
22	**Nationality**	Click 'see list' or type **UK National** or other	
23	**Dual Nationality**	For most students this is left blank	*Click 'see list' to add 2nd Nationality*
24	**Area Of Permanent Residence**	If you live in: Totton or the Waterside = **Hampshire** Southampton = **Southampton** Salisbury area = **Wiltshire** Dorset = **Dorset**	
25	**Residential Category**	Click 'see list' - A UK Citizen or EU National	
26	**Unique Learner Number**	Go to <u>**iLearn**</u> and you will find this in <u>**ILP**</u> under background	*Ignore the 2 other sections*
27	**Passport Details**	<u>**Ignore**</u> this section <u>**unless**</u> your permanent residence is <u>**outside**</u> of the <u>**EU**</u>.	
28	**Fee Code**	'02 UK, Chl, loM orEU student finance services' <u>**or**</u> '05 DH Regional Health' for courses such as nursing, midwifery, social work etc	*Ask if you are not sure*
29	**Student Support**	Same as Point 24 - area of permanent residence. Respond to the next 2 questions	*i.e. Hampshire, Southampton or Wiltshire*
30	**Criminal Convictions**	You **must** complete this if you have a criminal conviction.	*Discuss with teacher and refer to QTL*
31	**Commercial Mailings**	Should be complete as this was done during registration process	
32	**Nominated Access**	Please refer to the notes for this on the UCAS site. It is a good idea to put a parent/guardian down who can act on your behalf if you are away	*e.g. Martin Smith* *Father, Mother <u>not</u> Mum, Dad*
33	**Disability**	Click 'see list' No Disability – probably	*Dyslexia will class as a disability* *Ask if you are not sure*
34	**Section Completed**	Tick box and press save	*A red tick will appear next to the 'Personal details' section at the top left hand side of the page*

Section 3

		Additional Information	
35	**Equality Monitoring**	Choose from each drop down menu	*You are asked about ethnic origin, religion, sexual orientation and gender identity. You do not have to answer these questions. If you do complete, this data is for monitoring purposes and does not get sent to individual universities.*
36	**National Identity**	Choose from drop down menu	
37	**Dual Nationality**	Same as point 23 on Personal Details	
38	**Activities In Preparation For Higher Education**	These are activities for HE such as summer school [i.e. Aim Higher] NOT open days	*Sponsor drop down menu identifies course if you're not sure*
39	**Have you been in care**	Yes or No. If yes, add duration	
40	**Parental Education**	Do your parents/step-parents/guardians have any higher education qualifications Yes, No, or I'd prefer not to say	***Don't choose don't know.*** *Check with them if you're not sure*
41	**Background Occupation**	If you're under 21, you need to add the job description for your parent who earns the most	*Use a capital at the start of each new word. Ask them if you're not sure*
42	**Section Completed**	Tick box and press save	*A red tick will appear next to the 'Additional information' section at the top left hand side of the page*

Section 4

		Student Finance	
43	**Applying for student finance**	Click Yes, I don't know or No	
44	**Share details with loans company**	Sharing your details will mean you won't have to add data again	
45	**UCAS to send reminder**	We recommend you get UCAS to remind you	
46	**Section Completed**	Tick box and press save	*A red tick will appear next to the 'Student Finance' section at the top left hand side of the page*

Section 5

Use the 'Choosing You Course' guide on iLearn to help you finalise your choices

		Choices	
47	**Add a choice**	Click to add University and course details	*Maximum of 5 choices. Repeat steps 47 - 54 for each choice*
48	**Institution Code**	Click 'see list' or add institution code if you know it	*Alphabetical Search*
49	**Course Code**	Click 'see list' or add course code if you know it	*Alphabetical Search*
50	**Campus Code**	Click 'see list' and choose from menu	
51	**Start Date**	Click 'see list' and choose from menu	*September 2014 or 2015 for deferred entry*
52	**Further Details**	Only complete this if it is requested within Course Finder or in the university or college prospectus.	*If you are applying for a combined degree, you will need to list the subjects that you intend to study.*
53	**Live at home**	Yes or No	*If you will live at home click yes*
54	**Point of Entry**	Leave blank if you want to start your first year	
55	**Section Completed**	Tick box and press save	*A red tick will appear next to the 'Choices' section at the top left hand side of the page*

Section 6

Refer to UCAS unit names document when adding qualifications completed at Totton College

		Education	
55	**Add New School/ College**	Click on find – type Totton and select	*This will add centre number*
56	**Add start & finish dates**	Start September 2012 Completion June 2014	
57	**Attendance**	Full time for most students	
58	**Did you receive qualifications**	Yes	
59	**Save**	This then adds school or college to homepage of education section	
60	**Highest level of Qualification**	Select - **below honours degree level**	
61	**Add New School/ College**	Repeat the above steps for your previous school(s).	
61	**Add Qualifications**	Open **'UCAS – Course and Unit Titles PDF'** available on *iLearn homepage* or through following links from top right hand side of homepage *Careers Resources, The HE Student Guide, Quick Links box at top right hand side of page* Make sure **'Qualification date'** is consistent **All** qualifications **must** be **entered**, even if you received an **unsuccessful grade**, if you are still waiting to take the final exams or if you are waiting for the results Please add all AS and A2 subjects. These can be deleted at a later date once Year 2 choices are confirmed.	*UCAS – Course and Unit Titles PDF contains awarding organisations and Unit titles (where required) for all subjects* *Aug 14 or Aug 15*
62	**Add an AS or A2 Course**	To add an **AS subject** click or type: *GCE Advanced Subsidiary (first Award 2001)* To add an **A2 subject** click or type: *GCE Advanced Level* Select subject from drop down menu or type into search box if not available on list Include qualification date – Aug 14/Aug 15 Awarding Organisation available on **'UCAS – Course and Unit Titles PDF'** Include grade or pending if yet to complete Module/Unit titles must be added. **Cut and paste from PDF** Include Module/Unit grade or pending	*Double Award – A levels must be added through:* *GCE Advanced Subsidiary Double Award* *GCE Advanced Level Double Award*

63	**Add a Level 2 BTEC First** **or** **Level 3 BTEC National**	To add a BTEC level 2 qualification type the correct level of course: _BTEC First Diploma_ _BTEC First Certificate_ To add a BTEC level 3 qualification click/type the correct level of course: _BTEC Certificate (QCF)_ _BTEC Subsidiary Diploma (QCF)_ _BTEC 90-Credit Diploma (QCF)_ _BTEC Diploma (QCF)_ _BTEC Extended Diploma (QCF)_ Select subject from drop down menu or type into other if not available on list Include qualification date – Aug 15 Awarding Organisation **Edexcel** Level **2** or **3** Grade **Pass, Merit, Distinction** or **Pending** Cut and paste **module/unit** titles from PDF Include qualification date – Aug 14 or Aug 15 QCF Credit Value – see PDF Level **2** or **3** Grade **Pass/Merit or Distinction** or **Pending** BTEC Registration Numbers are available from Course Leaders	_Group Units by Year 1 and Year2_ _Use capitals for Grade_
64	**Add Foundation Diploma for Art & Design**	To add a BTEC level 3 qualification type: _BTEC Diploma in Foundation Studies (Art & Design) (QCF)_ Include qualification date – Aug 15 Awarding Organisation **Edexcel** Result **pending** Cut and paste **module/unit** titles from PDF Include qualification date – Aug 14 or Aug 15 QCF Credit Value – see PDF Level **3** Grade **Pass/Merit or Distinction** or Pending BTEC Registration Numbers are available from Course Leaders	_Use capitals for Grade_
65	**Adding City and Guild Qualifications**	To add a City & Guild qualification type: _City & Guilds (other than NVQs)_ Cut and paste **Subject** from PDF Include qualification date – Aug 14/Aug 15 Level select from drop down list Result **pending** or **qualification completed** Cut and paste **module/unit** titles from PDF Include qualification date – Aug 14 or Aug 15 QCF Credit Value – see PDF Result **Pass, Fail** or Pending	
66	**Add a GCSE**	To add a GCSE click or type: _GCSE, GCSE Short Course or GCSE Double Award_ Select subject from drop down menu or type into other if not available on list Include qualification date – Aug 14/Aug 15 Awarding Organisation available on **'UCAS – Course and Unit Titles PDF'** Include grade or pending if yet to complete	

67	**To add function skills**	To add a functional skill click or type: *Functional Skills* Select skill from drop down menu or type into other if not available on list Include qualification date – Aug 14/Aug 15 Awarding Organisation available on **'UCAS – Course and Unit Titles PDF'** Level Entry, 1 or 2 Include Result	
68	**Add FSMQ**	To add a FSMQ click or type: *Free Standing Mathematics Unit (Old) / Qualification (New)* Select qualification details from drop down menu or type into other if not available on list Include qualification date – Aug 14/Aug 15 Awarding Organisation available on **'UCAS – Course and Unit Titles PDF'** Level **Foundation** Include Result	
69	**Add Music qualification**	To add a Music qualification click or type: *Music Qualification - Graded Practical (ABRSM and equivalent)* Will need to add to **select** instrument from drop down menu *Music Qual.- Graded Theory (ABRSM and equiv.)* Include qualification date Awarding Organisation available on **'UCAS – Course and Unit Titles PDF'** Select Grade level Include Result	
70	**Add enhancement Courses**	To add an enhancement course click or type: *the name of course* or *Other (UK Qualifications)* Subject/titles must be added copy from **'UCAS – Course and Unit Titles PDF'** Include qualification date – Aug 14/Aug 15 Awarding Organisation available on **'UCAS – Course and Unit Titles PDF'** Include result or pending if yet to complete	*Speak to staff or QTL for your faculty if you are unsure*
71	**Section Completed**	Do not tick this section until you have updated your subjects in September.	*When completed a red tick will appear next to the 'Education' section at the top left hand side of the page*

Section 7

You can add up to 5 different employer's details

Employment			
72	**Add an employer**	Need to add Employer Name, Address, Job Description, Start & Finish Dates, Type of work	*Be specific, don't waffle* *Check you have used capital letters for name of Company etc*
73	**Section Completed**	Tick box and press save	*A red tick will appear next to the 'Employment section at the top left hand side of the page*

Section 8

Statement			
74	**Statement**	Write your statement in word-processing package such as word to help with spell checking and word count and then copy into your UCAS application	*You are able to enter up to **47 lines** based on the preview or **minimum of 1000** characters up to a **maximum of 4000** characters including spaces*
75	**Preview**	Preview statement for section to be complete	*Sometimes UCAS will suggest substituted characters. This shouldn't have an impact on your statement e.g £ - GBP*
76	**Section Completed**	Tick box and press save	*A red tick will appear next to the 'Statement' section at the top left hand side of the page*

Section 9

View all details			
77	**View All Details**	This section will show your completed application form It will also identify any sections of the form which are incomplete	*You are able to enter up to **47 lines** based on the preview or **4000** characters including spaces*
78	**Section Completed**	Tick box and press save	*A red tick will appear next to the 'View all details' section at the top left hand side of the page*

Section 10

Pay/Send

Pay/Send			
79	**Pay/Send**	Follow on the on screen prompts	*You must have verified your email to submitted your application* *There are several different ways for you to pay*