Totton

UCAS

Guide
2018

A Step by Step Guide to Completing a UCAS Application

UCAS Application Deadlines

	College Deadline for submission to Tutor	UCAS Deadline
Medicine **Dentistry** **Veterinary Medicine/Science** **Oxford** **Cambridge**	22 September 2017	15 October 2017
All other Courses and Art Courses without late entry	01 November 2017	15 January 2018
Art & Design **Late entry courses**		24 March 2018
Adult Access Students	29 November 2017	15 January 2018
Applications received after this date will be held for Clearing.		30 June 2018

Section 1	**Registering with UCAS**	Page 3
Section 2	**Personal Details**	Page 4
Section 3	**Additional Information**	Page 5
Section 4	**Student Finance**	Page 5
Section 5	**Choices**	Page 6
Section 6	**Education**	Page 6/7/8
Section 7	**Employment**	Page 8
Section 8	**Personal Statement**	Page 9
Section 9	**View all Details**	Page 9
Section 10	**Pay/Send**	Page 9
Section 11	**Review**	Page 9

Section 1

		Registering with UCAS	
		UCAS undergraduate: Register and Apply for 2018 entry	
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	If you do not secure a place	Recommend you leave this box ticked	
8	Study & career opportunities	Recommend you leave this box ticked	
9	Commercial Mailings. How we contact you.	You don't have to receive marketing information	
10	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*
11	Security Questions	You must complete all 4 security questions	
12	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*
13	How are you applying	Select - through my School/College	*You'll then be asked for a Buzzword*
14	Buzzword	Totton2018	*This links your application to Totton College to allow your progress coach and QTL to check your form and write your reference.*
15	Confirm Totton College	Confirm Totton College and select your main subject area	*This will mean they can track your application and add your reference from College*

16	**Personal ID**	Record this 10 digit number	*Store it in your phone* *Write it here:*
17	**Verify Email Address**	Follow the instruction – using verification code from email	

<u>Section 2</u>

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		
18	**Preferred Name**	If you have a first name that you prefer to be known by, which is **different** 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*
19	**Previous Surname**	**Leave blank unless** you have changed your surname since your 16th Birthday	*Ask if you are not sure*
20	**Permanent Address**	Yes – if you live there all the time	
21	**Home Address**	If the same as postal address, leave blank.	
22	**Country Of Birth**	Click 'see list' then select **United Kingdom** or the country if different	*Spain, France etc*
23	**Nationality**	Click 'see list' or type **UK National** or other	
24	**Dual Nationality**	For most students this is left blank	*Click 'see list' to add 2nd Nationality*
25	**Area Of Permanent Residence**	Click 'see list' - If you live in: Totton or the Waterside = **Hampshire** Southampton = **Southampton** Salisbury area = **Wiltshire** Dorset = **Dorset**	
26	**Residential Category**	Click 'see list' - A UK Citizen or EU National	
27	**Unique Learner Number**	Go to **iLearn** and you will find this in **ILP** under background or ask your teacher	*Ignore the 2 other sections*
28	**Passport Details**	**Ignore** this section **unless** your permanent residence is **outside** of the **EU**.	
29	**Fee Code**	For most courses choose: '02 UK, Chl, loM or EU student finance services'	*Ask if you are not sure*
30	**Student Support**	Same as Point 24 - area of permanent residence. Respond to the next 2 questions	*i.e. Hampshire, Southampton or Wiltshire* *Next questions should be 'yes' or 'no' - not 'don't know'*
31	**Criminal Convictions**	You **must** complete this if you have a criminal conviction.	*Discuss with teacher and refer to QTL*

32	**Commercial Mailings**	Should be complete as this was done during registration process	
33	**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 __not__ Mum, Dad*
34	**Disability**	Click 'see list' No Disability – probably	*Dyslexia will class as a disability* *Ask if you are not sure*
35	**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			
36	**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.*
37	**National Identity**	Choose from drop down menu	
38	**Dual Nationality**	Same as point 23 on Personal Details	*Dual identity likely to be blank*
39	**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*
40	**Have you been in care**	Yes or No. If yes, add duration	
41	**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*
42	**Background Occupation**	If you're under 21, you need to add the job description for your parent who earns the most Click 'find' and type job.	
43	**Correspondence in Welsh**	Leave as 'No'	
44	**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			
45	**Applying for student finance**	Click Yes, I don't know or No	*Best to click Yes – if you are unsure*
46	**Share details with loans company**	Sharing your details will mean you won't have to add data again	
47	**UCAS to send reminder**	We recommend you get UCAS to remind you	
48	**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

You can add a maximum of 5 choices

		Choices	
49	**Add a choice**	Click to add University and course details	*Maximum of 5 choices. Repeat steps 47 - 54 for each choice*
50	**Institution Code**	Click 'see list' or add institution code if you know it	*Alphabetical Search*
51	**Course Code**	Click 'see list' or add course code if you know it	*Alphabetical Search*
52	**Campus Code**	Click 'see list' and choose from menu	
53	**Start Date**	Click 'see list' and choose from menu	*September 2017 or 2018 for deferred entry*
54	**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.*
55	**Live at home**	Yes or No	*If you will live at home click yes*
56	**Point of Entry**	Leave blank if you want to start your first year	
57	**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	
58	**Add New School/ College**	Click on find – type Totton and select	*This will add the centre number*
59	**Add start & finish dates**	Start September 2016 Completion June 2018	
60	**Attendance**	Full time for most students/Access part time	
61	**Did you receive qualifications**	Yes	
61	**Save**	This then adds school or college to homepage of education section	
62	**Highest level of Qualification**	Select - **below honours degree level**	
63	**Add New School/ College**	Repeat the above steps for your previous school(s).	

64	**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	_UCAS – Course and Unit Titles PDF contains awarding organisations and Unit titles (where required) for all subjects_ _A08/17 or 08/18_
65	**Add a Level 2 BTEC First** **or** **Level 3 BTEC National** **Or Level 3 OCR CTEC**	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 Subsidiary Diploma (QCF)_ _BTEC 90 – Credit Diploma (QCF)_ _BTEC Diploma (QCF)_ _BTEC Extended Diploma (QCF)_ _OCR Level 3 Cambridge Technical_ Select subject from drop down menu or type into other if not available on list Include qualification date – Aug 17 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 17 or Aug 18 QCF Credit Value – **see PDF** Level **2** or **3** Grade **Pass/Merit or Distinction** or **Pending**	_Group Units by Year 1 and Year2_ _Use capitals for Grade_ _BTEC Registration Numbers are available from Course Leaders_
66	**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 17 Awarding Organisation **Edexcel** Result **pending** Cut and paste **module/unit** titles from PDF Include qualification date – Aug 16 or Aug 17 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_
67	**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 16/Aug 17 Awarding Organisation available on **'UCAS – Course and Unit Titles PDF'** Include grade or pending if yet to complete	

68	**To add functional 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 16/Aug 17 Awarding Organisation available on **'UCAS – Course and Unit Titles PDF'** Level Entry, 1 or 2 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 16/Aug 17 Awarding Organisation available on **'UCAS – Course and Unit Titles PDF'** Include result or pending if yet to complete	*Speak to staff or FM for your faculty if you are unsure*
71	**Repeat process**	Add your secondary schools or other educational establishments where you have taken qualifications.	
72	**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		
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*

Review

	Approval		
80	**Approval**	Once you have paid and sent your application, your Progress Coach and Assistant Principal will check your UCAS application and personal statement. Your application may be returned to you with suggested changes on it. When you have made the changes, click on 'send' again. Don't worry, you won't need to pay again! When your Progress Coach and Assistant Principal approve the application it will then be sent to UCAS	*Your Progress Coach may return your application a number of times. Don't worry, this is normal! Make sure that you make all the changes they suggest before resending.*