



Totton

UCAS

Guide

2019

**A Step by Step
Guide to Completing a
UCAS Application**

Important UCAS Deadlines

UCAS Application Deadlines

	College Deadline for submission to Tutor	UCAS Deadline
Music	07 September 2018	01 October 2018
Medicine Dentistry Veterinary Medicine/Science Oxford Cambridge	14 September 2018	15 October 2018
All other courses	01 November 2018	15 January 2019
Late entry courses		24 March 2019
Adult Access Students	23 November 2018	15 January 2019
Applications received after this date will be held for Clearing.		30 June 2019

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Section 1

Registering with UCAS

		UCAS undergraduate: Register and Apply for 2019 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 are not offered / secure a place	Recommend you leave this box ticked	
8	Study & career opportunities	(Information on overseas universities, etc) Recommend you leave this box ticked	
9	Products and Services that support students and How UCAS contact you.	This is basically commercial mailings. You don't have to receive marketing information.	
10	Password	7 – 14 characters long with at least one lowercase , one uppercase letter, one number and one special character	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	<i>You'll then be asked for a Buzzword</i>
14	Buzzword	Totton2019	<i>This links your application to Totton College to allow your progress coach and QTL to check your form and write your reference.</i>
15	Confirm Totton College	Confirm Totton College and select your main subject area	<i>This will mean they can track your application and add your reference from College</i>
16	Personal ID	Record this 10 digit number	<i>Store it in your phone Write it here:</i>
17	Verify Email Address	Follow the instruction – using verification code from email	
18	<i>It would be worth saving your Username, Password and Personal ID all under the same contact on your phone. You could name the contact UCAS.</i>		

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			
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.	<i>For example your proper name is Andrew but you are known as Andy. Do not simply repeat your full first name again</i>
19	Previous Surname	Leave blank unless you have changed your surname since your 16 th Birthday	<i>Ask if you are not sure</i>
20	Postal Address - Is your home permanent in the UK?	This should already be listed from the registration process. 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	<i>Spain, France etc</i>
23	Nationality	Click 'see list' or type UK National or other	
24	Dual Nationality	For most students this is left blank	<i>Click 'see list' to add 2nd Nationality</i>
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 (England) or EU National	
27	Unique Learner Number	Ask your Progress Coach for your ULN. They can find this on PICS or EBS.	<i>Ignore the 2 other sections unless you have TOEFL and IELTS.</i>
28	Passport Details	Ignore this section unless your permanent residence is outside of the EU .	
29	Fee Code	For most courses choose: '02 UK, ChI, IoM or EU student finance services'	<i>Ask if you are not sure</i>
30	Student Support	Same as Point 24 - area of permanent residence. Respond to the next 2 questions	<i>i.e. Hampshire, Southampton or Wiltshire Next questions should be 'yes' or 'no' – not 'don't know'</i>
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	<i>e.g. Martin Smith Father, Mother not Mum, Dad</i>
34	Disability	Click 'see list' No Disability – probably	<i>Dyslexia will class as a disability Ask if you are not sure</i>
35	Section Completed	Tick box and press save	<i>A red tick will appear next to the 'Personal details' section at the top left hand side of the page</i>

Section 3

Additional Information			
36	Equality Monitoring	Choose from each drop down menu	<i>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.</i>
37	National Identity	Choose from drop down menu	
38	Dual Nationality	Same as point 23 on Personal Details	<i>Dual identity likely to be blank</i>
39	Activities In Preparation For Higher Education	These are activities for HE such as summer school [i.e. SUN] NOT open days	<i>Sponsor drop down menu identifies course if you're not sure</i>
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	<i>Don't choose don't know. Check with them if you're not sure</i>
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	<i>A red tick will appear next to the 'Additional information' section at the top left hand side of the page</i>

Section 4

You can add a maximum of 5 choices

Choices			
49	Add a choice	Click to add University and course details	<i>Maximum of 5 choices. Repeat steps 49 - 56 for each choice</i>
50	Institution Code	Click 'see list' or add institution code if you know it	<i>Alphabetical Search</i>
51	Course Code	Click 'see list' or add course code if you know it	<i>Alphabetical Search</i>
52	Campus Code	Click 'see list' and choose from menu	
53	Start Date	Click 'see list' and choose from menu	<i>September 2017 or 2018 for deferred entry</i>
54	Further Details	Only complete this if it is requested within Course Finder or in the university or college prospectus.	<i>If you are applying for a combined degree, you will need to list the subjects that you intend to study.</i>
55	Live at home	Yes or No	<i>If you will live at home click yes</i>
56	Point of Entry	Leave blank if you want to start in the first year of the course	
57	Section Completed	Tick box and press save	<i>A red tick will appear next to the 'Choices' section at the top left hand side of the page</i>

Section 5

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	<i>This will add the centre number</i>
59	Add start & finish dates	e.g. Start September 2016 Completion June 2018	
60	Attendance	This is full time for most students. If you are an Access student click on 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	<p>Add Qualifications</p>	<p>For each school/college you need to say what qualifications you studied.</p> <p>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</p> <p>You need to include every unit and every grade for each vocational subject you have/are studying. These can be found for qualifications studied at Totton College by opening 'UCAS – Course and Unit Titles PDF' available on <i>iLearn homepage</i>.</p> <p>Make sure 'Qualification date' is consistent, and that spelling and punctuation is accurate.</p>	<p><i>UCAS – Course and Unit Titles PDF contains awarding organisations and Unit titles (where required) for all subjects</i></p> <p><i>A08/17 or 08/18</i></p>
65	<p>Add a Level 2 BTEC First</p> <p>or</p> <p>Level 3 BTEC National</p> <p>or</p> <p>Level 3 OCR CTEC</p>	<p>To add a BTEC level 2 qualification type the correct level of course e.g.:</p> <p><u><i>BTEC First Diploma</i></u> <u><i>BTEC First Extended Certificate</i></u></p> <p>To add a Level 3 qualification click/type the correct level of course e.g.:</p> <p><u><i>BTEC Subsidiary Diploma (QCF)</i></u> <u><i>BTEC 90 – Credit Diploma (QCF)</i></u> <u><i>BTEC Diploma (QCF)</i></u> <u><i>BTEC Extended Diploma (QCF)</i></u> <u><i>OCR Level 3 Cambridge Technical</i></u></p> <p>Select subject from drop down menu or type into other if not available on list Include qualification date – Aug 18 or Aug 19 Awarding Organisation Edexcel Level 2 or 3 Grade Pass, Merit, Distinction or Pending</p> <p>Or</p> <p>Cut and paste module/unit titles from PDF Include qualification date – Aug 18 or Aug 19 QCF Credit Value – see PDF Level 2 or 3 Grade Pass, Merit or Distinction or Pending</p> <p>BTEC Registration Numbers are available from Course Leaders</p>	<p><i>Group Units by Year 1 and Year2</i></p> <p><i>Use capitals for Grade</i></p>
66	<p>Add Foundation Diploma for Art & Design</p>	<p>To add a BTEC level 3 qualification type: <u><i>BTEC Diploma in Foundation Studies (Art & Design) (QCF)</i></u> Include qualification date – Aug 19 Awarding Organisation Edexcel Result pending</p> <p>Cut and paste module/unit titles from PDF Include qualification date – Aug 18 or Aug 19 QCF Credit Value – see PDF Level 3 Grade Pass, Merit or Distinction or Pending</p> <p>BTEC Registration Numbers are available from Course Leaders</p>	<p><i>Use capitals for Grade</i></p>

67	Add a GCSE	<p>To add a GCSE click or type: <u>GCSE, GCSE Short Course or GCSE Double Award</u></p> <p>Select subject from drop down menu or type into other if not available on list</p> <p>Include qualification date – Aug 18/Aug 19</p> <p>Awarding Organisation available on 'UCAS – Course and Unit Titles PDF'</p> <p>Include grade or pending if yet to complete</p>	
68	To add functional skills	<p>To add a functional skill click or type: <u>Functional Skills</u></p> <p>Select skill from drop down menu or type into other if not available on list</p> <p>Include qualification date – Aug 18/Aug 19</p> <p>Awarding Organisation available on 'UCAS – Course and Unit Titles PDF'</p> <p>Level Entry, 1 or 2</p> <p>Include result</p>	
69	Add Music qualification	<p>To add a Music qualification click or type: <u>Music Qualification - Graded Practical (ABRSM and equivalent)</u></p> <p>Will need to add to select instrument from drop down menu</p> <p><u>Music Qual.- Graded Theory (ABRSM and equiv.)</u></p> <p>Include qualification date</p> <p>Awarding Organisation available on 'UCAS – Course and Unit Titles PDF'</p> <p>Select Grade level</p> <p>Include result</p>	
70	Add enhancement Courses	<p>To add an enhancement course click or type: <u>the name of course or Other (UK Qualifications)</u></p> <p>Subject/titles must be added copy from 'UCAS – Course and Unit Titles PDF'</p> <p>Include qualification date – Aug 18/Aug 19</p> <p>Awarding Organisation available on 'UCAS – Course and Unit Titles PDF'</p> <p>Include result or pending if yet to complete</p>	<i>Speak to staff or FM for your faculty if you are unsure</i>
71	Repeat process	<p>Add your secondary schools or other educational establishments where you have taken qualifications.</p>	
72	Section Completed	<p>Do not tick this section until you have updated your subjects in September.</p>	<i>When completed a red tick will appear next to the 'Education' section at the top left hand side of the page</i>

Section 6

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	<i>Be specific, don't waffle Check you have used capital letters for name of Company etc</i>
73	Section Completed	Tick box and press save	<i>A red tick will appear next to the 'Employment section at the top left hand side of the page</i>

Section 7

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	<i>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</i>
75	Preview	Preview statement for section to be complete	<i>Sometimes UCAS will suggest substituted characters. This shouldn't have an impact on your statement e.g. £ - GBP</i>
76	Section Completed	Tick box and press save	<i>A red tick will appear next to the 'Statement' section at the top left hand side of the page</i>

Section 8

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	<i>You are able to enter up to 47 lines based on the preview or 4000 characters including spaces</i>
78	Section Completed	Tick box and press save	<i>A red tick will appear next to the 'View all details' section at the top left hand side of the page</i>

Section 9

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

Review

Approval			
80	Approval	Once you have paid and sent your application, your Progress Coach and Assistant Principal will check	<i>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.</i>

	<p>your UCAS application and personal statement.</p> <p>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!</p> <p>When your Progress Coach and Assistant Principal approve the application it will then be sent to UCAS</p>	
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