

# COMPLETING YOUR UCAS APPLICATION



## STUDENT SERVICES INFORMATION BOOKLET

## Deadlines

The UCAS deadlines will be clearly marked on the course profile found on – this will indicate if the UCAS deadline is 15<sup>th</sup> January or 24<sup>th</sup> March (15<sup>th</sup> October for Oxford/Cambridge and most Medicine/ Veterinary/Dentistry courses).

The College deadline is **(11 Dec 20)**. This deadline is earlier than the UCAS deadline and is set so that Student Services can thoroughly check applications and ensure the supporting references are completed accurate. Applications received after this date will still be processed but the same level of checks may not be possible.

## Getting Started

If you wish to apply to university you must apply on-line. Click on a web browser icon, such as **Internet Explorer**, and then type **www.ucas.com**, where you will see a link to **Apply or track**.

From the opening screen, you can access **UCAS apply information**, which includes **user guides** offering useful advice for completing your application.

## Register

1. Go to this website's homepage and click on **Apply**.
2. Select **Start or Continue on Undergraduate Application**.
3. Click on **register/log in to Apply 2021**.
4. Follow the online instructions to register and enter your personal details.
5. Ensure you enter in ALL your contact details – if we need to contact you regarding your application we will use the information from this section.
6. You **MUST** enter in a valid email address to be able to send your form off.
7. Choose a password, select four security questions and enter relevant answers.
8. Click **next** to complete the first part of your registration and to create a username.

**Top Tip:** Make a note of your username and password, you will need them to start your application and every time you log in.

## Login

Follow the link to **Log in**, you will then be asked '**How are you applying?**' If you are applying through Tresham, highlight **through my school/college**. (first option).

## Getting started

**Buzzword.** This needs to be entered so your application can be viewed by the college.

The buzzword for Tresham 2020/21 is – **TreshamCollege2021**

This will bring up the Kettering Campus address – **ALL** applicants will be applying through this campus in 2020/21 even if your course is based at Corby.

**Course details.** You will then need to select the course you are currently completing so your UCAS application form can be seen by your referee. Please make sure you enter the right course. If your course is not on the list please speak to your Tutor, PAT or visit the Student Services Team.

**Personal ID.** Make a note of your Personal ID at this point. You will need this information if you need to contact UCAS at any point.

**Verify your email address.** You will be prompted to verify your email address by checking your email and verifying a code.

## Sections


**Sections within application.** The different sections within the UCAS application are listed down the side of the screen. Each section can be selected by clicking onto its name. The sections are:

- Personal Details
- Choices, Education
- Employment
- Statement
- View All Details
- Pay & Send (only accessible when all sections are complete)

**Moving to different sections.** To move to a different section, simply click on its name. If you need to return to the 'Main Menu' screen at any time, click on the 'Welcome' section shown on the left of the screen.

**Missing information.** If you miss out any of the essential information required, you will be alerted by a red exclamation mark.

**Completing a section.** When you have completed a section, a summary will appear on screen. If you are happy with the information you have provided, click on 'section completed'.

The section will then be marked **Complete** (  ).

However, if you have started but not finished a section, it will be marked 'In Progress' (...). If you have not started a section, the box will be blank.

**Help.** You can access the help text at any time by clicking  next to each entry box.

## Section - Personal details

### Who are you?

- Type in your own details
- Confirm your postal address.

### Home address

- Confirm the address given during registration is your permanent address.

### Telephones and email

- Complete **ALL** the contact details. These are optional fields however we advise you complete them in case we need to contact you at a later stage.

The above field will already be filled in from the registration process – **please check all information is correct.**

### Nationality

- Select your nationality from the list provided
- Select your residential category from the list provided

### Reference Numbers

- Only enter these in if you have previously attended short courses with the universities and or other events listed.

### Passport

- You only need to enter in your passport details if your permanent home is outside the EU

**Student Support.** If you are applying for student finance you need to fill this section as follows:

- Code '02' should be highlighted for student loans

### **Nominated Access**

- Enter in the name of a relative or partner to talk to UCAS on your behalf if you are unavailable.

### **Disability/Special needs**

- Enter all fields needed whether support is needed or not.

**Tick section complete** once all relevant details have been added – note you can return to this section to amend at any point even if you have ticked section complete. **Then click SAVE**

### **Section - Choices**

This section allows you to enter your university or college choices. This information would normally be taken from the UCAS website, the UCAS Directory or the prospectuses of your chosen universities or colleges.

You can add up to 5 choices in this section.

**Selecting your choice(s).** Enter the **Institution** and **course codes** – if unknown click 'see list' to search alphabetically. Leave **point of entry** blank to indicate that you wish to start the courses in year 1.

**Tick section complete** once all relevant details have been added – note you can return to this section to amend at any point even if you have ticked section complete. **Then click SAVE.**

### **Section - Education**

Enter your highest qualification that you intend to have achieved before you start at University. If it will be a BTEC National Diploma, Access or A-Levels you will choose the selection **Below Honours degree level** from the pull-down list.

**Add new school / college.** Add your current course of study by clicking on this and:

- Entering **Tresham College** – this will automatically insert the college code once selected.
- Enter the date started and end date (Jul 21).
- Indicate whether you are a full-time or part-time student.
- Answer YES to did you/will you receive a formal qualification from this school/college.

**Add qualifications.** Once you have entered in your **education** there will be a new option to enter in the qualification you are studying. Add your **BTEC, Access, CACHE** by:

- Click add a qualification.
- Select the appropriate **BTEC / Access / CACHE** qualification you are currently taking (make sure this is correct by checking with your Tutor, PAT or Student Services if need be).
- Enter the **ALL** the modules you are studying.
- If you have completed a unit, add the date achieved and result.
- If you have not completed the unit, leave the grade as 'pending' if there is a drop-down menu that permits (BTEC) or leave blank (CACHE and Access). Put the date to be achieved as Jun 20.
- If given the option, add credit value and Level for each unit.

If you are studying or have studied a BTEC course you will need to enter your **BTEC Registration Number** – this can be retrieved from your tutor.

**Add new school / college.** Enter information about all the previous schools and colleges you have attended before Tresham College. If the name of the school or college you are looking for does not appear, it may be that it

has changed its name, does not have a sixth form or no longer exists. In this case, enter the school or college name and centre number directly into the relevant boxes.

- Use the 'Search...' button to find your previous school or college you attended.

**Add qualifications gained.** Click 'add qualification'. You can use the first page with the most common qualifications on, or use the search box at the top of the section if your qualification is not listed on the first page. Qualification date is the date you will achieve the qualification – not the date you started it.

### Entering GCSEs

- Click **GCSE**
- Enter the subject, awarding body, grade received and the date you received that grade.
- Click **save and add similar** – this will allow you to enter more GCSE's

### Entering GCE AS Levels (Advanced Subsidiary)

- Click **add a qualification**.
- Select **GCE Advanced Subsidiary** - first award 2001
- Enter subject details as shown above. If you have not completed your AS Levels then please type **pending** when supplying your Grade.
- Enter the modules you are studying
- Click **save and add similar** – this will allow you to enter more As levels

### Entering GCE A Levels

- Click **add a qualification**.
- Select **GCE Advanced Level**
- Enter the A Levels you are taking or have completed.
- Enter the modules you are studying.
- Leave the grade as pending if you have not completed the course.
- Click **save and add similar** – this will allow you to enter more A levels

### Entering Key Skills

- Click on **add a qualification** and search by name in the top box.
- Choose **K** from the alphabetical list running along the top
- Select **Key Skills** from the list
- Enter the details as required.
- Click **save and add similar** – if you have completed more

**Entering International qualifications.** If you have studied international qualifications, then you can enter the details of the qualifications you have previously taken in this section.

- Search by the name of the qualification if it is not listed.
- Select the appropriate letter to search for the type of qualification you completed.
- complete the information

**Summary of Education.** A summary of the education section will appear on screen. Tick section complete once all relevant details have been added – note you can return to this section to amend at any point even if you have ticked section complete. **Then click SAVE.**

### Employment

**Add employment.** Add employment by clicking on 'add an employer' and complete the information as required. The name of the employer is the business name. You can then add additional employers if required. Tick section complete once all relevant details have been added – note you can return to this section to amend at any point even if you have ticked section complete. **Then click SAVE.**

## Personal Statement

Full details on how to write your personal statement can be found in the 'Student Service's Guide to Completing Your Personal Statement – 2021'.

We advise you to prepare your statement in Microsoft Word and then copy and paste it into the space provided. This is because there is not spell check on the UCAS page. You can see how many lines you have available by clicking **save**. You can enter up to **47 lines** (4000 characters) within this space.

You will need to click **preview** to check your work before you are able to mark it as complete. Once you have, click **SAVE**. Of note, you can return to this section to amend at any point even if you have ticked section complete. If you have completed the section, click on **section finished**.

## Section – View all details

When you have filled in all the relevant sections of your application, each section will have a red tick next to it on the left-hand tool bar. You should then click on the 'View all details' section and thoroughly check your application. Click on complete. You can then go back and amend any part of your application or go to Pay & Send.

## Section – Pay & Send

**Pay & Send button.** Once you have completed and viewed your application you should click on Pay & Send. This will take you to a 'declaration' screen. **Note:** This will NOT send your form to UCAS.

**Declaration.** Please read the declaration screen and tick the boxes to indicate that you have read and agreed to the *terms of use of the apply system*. Click on 'I Agree', to agree to the declaration.

You will then be presented with the '**how do you want to pay?**' screen. There are two ways that you can pay your application fee – by credit card or by cash/card at Customer Services. Click on your preferred payment method.

If you pay at Customer Services you will be given a receipt which you will need to take to Student Services. **Your application form will not be sent to UCAS unless payment has been made!**

If you only apply for one course at one university or college, your application fee is **£20**. If you have entered more than one choice, your application fee is **£26**.

Once you have paid and pressed to submit, your UCAS application will sit with Student Services. They will be able to see that it is ready to send to UCAS.

## What now?

Student Services will check your application and your reference which will have been submitted by your tutor. They will return your application to you if they find any errors with a request you amend. You can also ask for your application to be returned as long as this is before the submission deadline.

Once you have amended any errors you will need to select 'Pay & Send' again. Whilst you will not have to pay again you will have to complete the declaration again.

## Submitting your application to UCAS

Once your application is complete and correct, Student Services will contact you and ask for confirmation that you are happy for them to submit your application to UCAS. On receipt of this confirmation, Student Services will submit your application.

## Who can help?

If you would like help with your UCAS application, or personal statement, please speak to your Personal Achievement Tutor in the first instance. Additionally, you can contact Student Services on 01536 413232 or email [studentservices@tresham.ac.uk](mailto:studentservices@tresham.ac.uk) to book an appointment.