****

**COMPLETING YOUR UCAS APPLICATION**



**STUDENT SERVICES**

**INFORMATION BOOKLET**

**Version 1 correct as at 27 May 2021 (V2)**

**DEADLINES**

All deadlines are detailed below.

We strongly advise candidates who have an application deadline in October to complete their application over summer break. Student Services will be available to support applications through this period. If in doubt, double-check your course details in the UCAS search tool for the correct deadline date or speak to your PAT, TUTOR or Student Services.

**Music Applications**

* **1 October 2021 (arrive at UCAS by 6 pm).** Closing date for music applications. Please submit applications to Student Services at least one week before this date.

**Oxford, Cambridge and most medicines, dentistry and veterinary medicine / science course applications**

* **15 October 2021 (arrive at UCAS by 6 pm).** Closing date for Oxford, Cambridge and most medicines, dentistry and veterinary medicine / science course applications. Please submit applications to Student Services at least one week before this date.

**All others**

* **10 December 2021.** The College deadline for all submissions (less those listed above). This deadline is earlier than the UCAS deadline in order to enable Student Services to thoroughly check applications and ensure the supporting references are completed accurately. Applications received after this date will still be processed but the same level of checks may not be possible.
* **26 January 2022 (arrive at UCAS by 6 pm).** Final UCAS submission for majority of courses.

**GETTING STARTED - CREATING YOUR UCAS HUB ACCOUNT?**

Your first step is to sign up to the UCAS Hub. The UCAS Hub is your start point to not only completing an application but to researching your options, compare courses & apprenticeships, make notes and build your personal statement. To sign up:

* Go to: <https://accounts.ucas.com/account/login?returnUrl=https%3A//www.ucas.com/dashboard%23/>
* Click on ‘Register’
* Add your Details. Please be careful and:
	+ Use your personal email address and not your college one.
	+ Use Initial Capitals for your name. Do not use BLOCK CAPITALS.
	+ Make a note of your password and keep it somewhere safe. Your password must be less than 30 characters and have:
		- At least 8 characters
		- At least one lowercase character
		- At least 1 uppercase character
		- At least 1 number
		- At least 1 special character
	+ Confirm you have read the instructions and then click on ‘Register’.
* You will be emailed a verification code. When you go to log on you will be asked for this code. Copy and paste it carefully and click on ‘Verify’.

You are now registered ☺

When you initially log on the system will welcome you and then take you a 4 step process. Click on ‘Ready’, then

* **Step 1.** You will be asked which year you want to start your studies. Click on 2022 – even if you are planning a gap year.
* **Step 2.** Select a level of study. This will be ‘Undergraduate’. Once you have clicked on this it will ask if you want additional information on ‘Apprenticeships’ and ‘Conservatoires’. If you do, just tick the box. Click next.
* **Step 3.** You will be asked where you live. The default is United Kingdom so all you need to do, if you live in the UK, is add your home post-code. Click ‘Next’
* **Step 4.** This is about staying up-to-date with unis, colleges, offers and more.
	+ Answer ‘Yes’ or ‘No to first 2 questions.
	+ Add your mobile number
	+ From the ‘drop-down’ options, choose up to 3 subjects you are interested in.
	+ Answer ‘Yes’ to are you still at school (if you are).
	+ Add your ‘school’ by typing ‘Bedford College’. **Important.** No matter what campus you are studying at, you should select ‘Bedford College (Cauldwell Street, Bedford)’.
	+ Click on ‘Create Account’.

You can now start your UCAS application. Before you do – explore the Hub. You now have access to lots of information, such as; registers for virtual open days, review other upcoming events, find out more about life at Uni.

**SETTING UP YOUR APPLICATION**

Having signed in to the UCAS Hub, on your main page:

* Click on ‘Your Applications’.
* Click on ‘Undergraduate’.
* You will be asked if you are applying from a school, college or centre. Select ‘Yes’.
* You will then see a page about using a Buzzword to link your application to a school, college or centre. Once you are ready, click on ‘Continue’.
* The next page will ask you to enter a Buzzword.
	+ Type in **BedfordCollege2022.**
	+ Click on ‘Save Buzzword’.
* You will then see a page that confirms the Buzzword you have entered is for Bedford College. If you do, click ‘Yes’, if it lists another college then please click ‘No’ and check you have entered the Buzzword correctly.
* From the next page, use the drop-down menu to select your Group. Your ‘group’ will either be your Personal Achievement Tutor or, for those on an Access course, the relevant Access specialty.
* Click ‘Save’.

You have now finished setting up your application and can now start completing it.

**Note:** It is important to link your application to Bedford College. This is important as it will allow Student Services to not only review your application but to send it to UCAS once it is completed.

**COMPLETING YOUR APPLICATION**

You will see an ‘Application overview page’. This details your ‘Application status’, your choices and your profile. You now need to complete different sections within the UCAS application. The sections are:

* Choices
* Personal details
* Contact and residency details
* Education
* Employment
* Nationality details
* Supporting information
* English language skills
* Finance and funding
* Personal Statement

**Moving to different sections.** To move from one section to another, simply click in the appropriate area to the left of the page. If you need to return to main section click on ‘Return to

application overview’. You can also access each section from the ‘Application overview’ page. From this page you will also be able to see:

* Number of University choices you have made
* The percentage of your profile that you have completed.
* Progress on your Personal Statement.
* Overall percentage completed
* Sections in progress
* Sections not started
* Sections completed

**Choices**

* Add up to 5 choices of Universities/courses.

**Personal Details**

* Your name should be pre-filled. Check it is not in BLOCK CAPITALS. Use Initial Capitals only.
* Add in the other detail; title previous name(s), preferred name, date of birth and gender.

Double check everything then mark the section as complete by ticking relevant box at bottom. Lastly, save this section by clicking on appropriate link.

**Contact and Residency Details**

 **Contact details:**

* Add in a contact number (this is essential). You can also add an alternative number should you wish.
* Your email address should be pre-filled. Check it is correct. It must be a personal email address and not a college one.
* Select ‘UK address from Postal address dropdown menu then add your current home address by looking up your postcode.

**Nominated access**.

* We recommend you click ‘Yes’ and provide the details of a trusted relative or partner who you are happy for UCAS to talk to on your behalf if you are unavailable.

**Residency details**

* Complete by using the drop-down menus.
* If your home address is different from your postal address you will be required to add in your home address.

Double check everything then mark the section as complete by ticking relevant box at bottom. Lastly, save this section by clicking on appropriate link.

**Education**

* Click on ‘Add a place of Education’
* Add details of the schools you have attended. Start by typing and selecting ‘Bedford College’.
* Add the date you started at Bedford College and your expected end date.
* Select whether you are currently studying ‘Full time’ or Part time’.
* Then, answer ‘Yes’, in regard to whether you have/will have qualifications from Bedford College.
* Ensure you Save.

**Add qualifications.** Once you have entered in your **education** there will be new options to enter qualifications you have gained or are studying. Add your **BTEC, Access, CACHE, UAL or other** by:

* Clicking on ‘Add qualification.
* Selecting relevant qualification from the shortlist or searching by name in the box provided at the bottom of the page (please make sure this is correct by checking with your Tutor, PAT or Student Services if need be).
* Add qualification date (future dates are accepted).
* Select ‘Awarding organisation’ from dropdown menu.
* Select Grade awarded or ‘Pending’ if you have yet to complete the course.
* Add all modules, qualification date (future dates accepted) and grades, where awarded, for this course.
* Ensure you ‘Save’.

**If you are on a 2 year course check with your PAT, Tutor or Student Services as to whether you have to add a qualification from year 1 of your studies.**

**Add new school / college.** As detailed above, enter information about all the previous schools and colleges you have attended before Bedford 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.

**Add qualifications gained.** As detailed above, for previous schools / colleges click ‘add qualification’.

**Entering International colleges / 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 college / qualification as per above.
* Complete the information
* Ensure you save

**BTEC Registration Number**. If you have stated you are on a BTEC course you will be required to provide your BTEC registration number on the main ‘Education’ page. You can obtain this from your Tutor or PAT.

**Unique Learner Number**. All applicants must complete this. It can be found on all your certificates or by asking your PAT, Tutor or Student Services.

**Highest qualification level.** Select from dropdown menu. For most applicants this would be ‘Below honours degree qualification’.

Double check everything then mark the section as complete by ticking relevant box at bottom. Save this section by clicking on appropriate link.

**Employment**

* Click on ‘Add Employment’
* DO NOT USE BLOCK Capitals. Use Initial Capitals.
* Click on ‘Save’.
* Leave blank if you have no employment history.

Double check everything then mark the section as complete by ticking relevant box at bottom. Save this section by clicking on appropriate link.

**Nationality Details**

* From dropdown menus answer questions
* If your country of birth is not United Kingdom you need to complete the date you first entered the UK.
* If you do not have ‘Dual nationality’ – leave blank.
* If your ‘Nationality’ is anything other than United Kingdom and you have Dual Nationality you will be required to confirm:
	+ Whether you need a visa to study in the UK, and,
	+ Whether you have previously studied in the UK.
	+ If from the EU, whether you have settled or –pre-settled status in the UK.

Double check everything then mark the section as complete by ticking relevant box at bottom. Save this section by clicking on appropriate link.

**Supporting Information**

* Answer from dropdown menus.

Mark the section as complete by ticking relevant box at bottom. Save this section by clicking on appropriate link.

**English Language Skills**

* Answer ‘Yes’ or ‘No’ as to whether English is your first/primary language.

Mark the section as complete by ticking relevant box at bottom. Save this section by clicking on appropriate link.

**Finance and Funding**

* Select from drop-down menu.
	+ If you are getting a Student Loan then select: UK, Chl, IoM or EU Student finance services.
	+ Select your home county for Student support arrangements.

Mark the section as complete by ticking relevant box at bottom. Save this section by clicking on appropriate link.

**Personal Statement**

Full details on how to write your personal statement can be found in the ‘Student Services’ Guide to Completing Your Personal Statement – 2022

* Copy and paste your personal statement into the provided space.
* Check spelling.
* Check your last line is not missing (if you have used more than 47 lines or 4,000 characters it will cut off anything over).
* Check and check your Personal Statement again.
* Save draft
* Go to Save & Preview
* Check formatting.
* Check spelling.

Double check everything then mark the section as complete by ticking relevant box at bottom. Save this section by clicking on appropriate link.

**COMPLETED?**

**Diversity and Inclusion**. A Diversity and Inclusion box will appear.

* Select answers from dropdown menus.
	+ Add any activities in preparation for higher education, such as attending; Saturday university courses and summer academies.

Mark the section as complete by ticking relevant box at bottom. Save this section by clicking on appropriate link.

**Checking.** You can check that you have completed everything by going to the ‘Application overview’. Applications status will be shown as 100% and you will be able to submit by clicking on ‘Review and submit’.

**Pay & Send button.** Once you have reviewed your application you should click on Pay & Send. This will take you to a ‘declaration’ screen.

**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!**

**How much?** If you only apply for one course at one university or college, your application fee is **£22**. If you have entered more than one choice, your application fee is **£26.50**.

Once you have paid and pressed submit, your UCAS application will sit with Student Services. Student Services will be able to see that it is ready to send to UCAS and will check it. If there are any errors, Student Services will return your application to you and send you an email as to what remedial action might be required.

**REFERENCES**

Let your referee (your tutor) know early that you are applying in order they have time to prepare your reference and let them know once you have submitted it. They will then attach it to your application and, again, Student Services will check it.

**WHAT NOW?**

Student Services will check your application and your reference which will be 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. However, 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 01234 291770 or email studentservices@bedford.ac.uk to book an appointment.