

# UCAS APPLICATIONS

June/July – RESEARCH

- ▶ HE Convention
- ▶ Encourage to go to University open days
- ▶ Introduction and workshops on application process and personal statements.
- ▶ New prospectus' now in school.

Things to do:

- ▶ RESEARCH COURSES;
- ▶ REQUIREMENTS/REGISTER WITH UCAS;
- ▶ BEGIN DRAFTING PERSONAL STATEMENT.



# Six steps to applying

## Step 1: Choosing courses

Think carefully about the courses they would like to do at university or college. There are thousands of courses available at hundreds of universities and colleges. They need to choose their courses for the right reasons and do plenty of research before deciding where to go.

A list of available courses is on the [Course Search](#) section of the UCAS website: your son or daughter can choose to search by subject, qualification, location, institution, course code and other specific options.


They should check carefully the skills and qualifications needed to start a course, and where to check individual entry requirements.

# Step 2: Applying

- ▶ Student can apply online from mid-Sept: The sooner the better. Admissions tutors won't wait to send out offers – they will have more time earlier on.
- ▶ They have until:
  - 15<sup>th</sup> October for applications to Oxford or Cambridge, and all with choices for courses in medicine, dentistry, and veterinary medicine/science .
  - 15<sup>th</sup> January for receipt of applications at UCAS for all other courses.



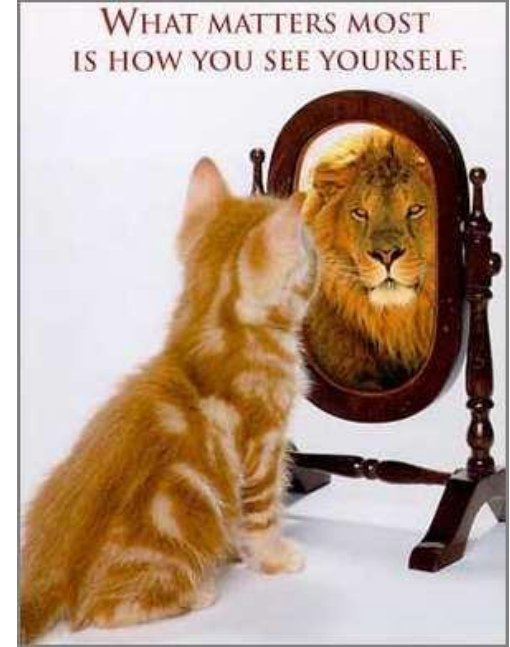
# Step 2: Applying

- ▶ For 2014 entry the fee is £22 for a maximum of 5 choices and £11 for a single choice.
  - ▶ Up to five choices.
  - ▶ Make the right choice – only apply to places they want to go. 3–4 years is a long time on the wrong course.
  - ▶ Check the code carefully.
  - ▶ Choices are not placed in order of preference at this stage.
  - ▶ Try to pick a range of universities that have different entry requirements – it is important to AIM HIGH but they also need to be realistic. On the other hand, we don't want them to under sell themselves.
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# Step 2: Applying

## The personal statement

- ▶ This is a crucial part of the application: many institutions do not hold interviews and tutors rely on the information given in the personal statement when making their decision. It is their chance to tell them why they are applying, why they have chosen the course and why the Institution should want them as a student.
- ▶ It is important that they take time to prepare this – it should be drafted and re-drafted and checked by many different people.
- ▶ The personal statement must be written by them and not copied – the university will know as they run them all through a Similarity Detection Scheme.



# Step 2: Applying

- ▶ They will then be asked to make payment before your application can be sent – this can be done via card online.
- ▶ Once the students have filled in their application it will be sent to the school – we will check the application and complete the reference before sending to UCAS for processing.

WHAT HAPPENS NEXT.....?

# Step 3: Offers

- ▶ A welcome letter and a UAN will be sent home – ensure this is kept safe as they will need it to log on to UCAS – where they can check the progress of their application.
- ▶ Once offers have been received (they don't necessarily have to wait for all to come back – please see us for advice) they can begin deciding which ones they want to accept.
- ▶ Offers will either be conditional (dependent on grades or UCAS points) or unconditional.
- ▶ They need to choose two of these offers – one will be their FIRM choice and the second their insurance.
- ▶ It is advised that the Insurance choice (in most cases) will be a lower offer – in case they do not gain the grades for their firm choice.



**OFFERS**

The word "OFFERS" is written in a bold, pink, sans-serif font. It is surrounded by several small blue stars of varying sizes, some positioned above and some below the letters, giving it a celebratory or exciting appearance.

# Step 3: Offers

- ▶ The FIRM choice should be the place they really want to go to.

## REMEMBER:

They are entering into a contract. If they achieve the grades or not and are offered a place, they will be **EXPECTED** to go.

- **31<sup>st</sup> March 2012** If UCAS receive an application by 15 January, the universities and colleges should aim to have sent UCAS their decisions by this date (**but they can take longer**).
- **9<sup>th</sup> May 2012** If UCAS receive all decisions from their universities/colleges by 31 March, your son or daughter needs to reply to any offers by this date. If UCAS don't receive their replies, they will decline the offers on their behalf.



# Step 3: Offers

- ▶ If they have used all five choices and have no offers or have declined any offers received. EXTRA gives them an opportunity to have an additional choice through UCAS.
- ▶ EXTRA operates from mid-February to the end of June. Universities and colleges with vacancies will list them on the course search. They can apply for available courses one at a time.
- ▶ Between Feb/March most Universities will hold an Open day. It is important that they make every effort to attend their choices – as this could make all the difference.

# Step 4: Results

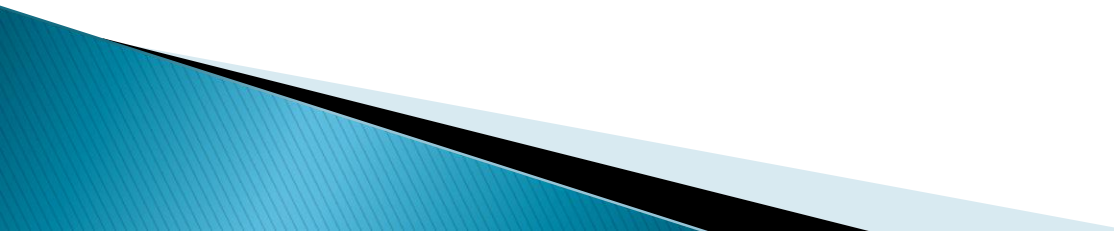


- ▶ If they have met all of the conditions of their offer, the university will confirm their place (can be viewed online).
- ▶ If they have not met all of their conditions, and have not been accepted at their FIRM they may have met the conditions of their INSURANCE choice.
- ▶ If they have not made the conditions of either, they may enter Clearing to search and apply for courses which still have vacancies.
- ▶ They will need to be available to talk to admissions tutors if this is the case.

# Step 5: Next steps.....

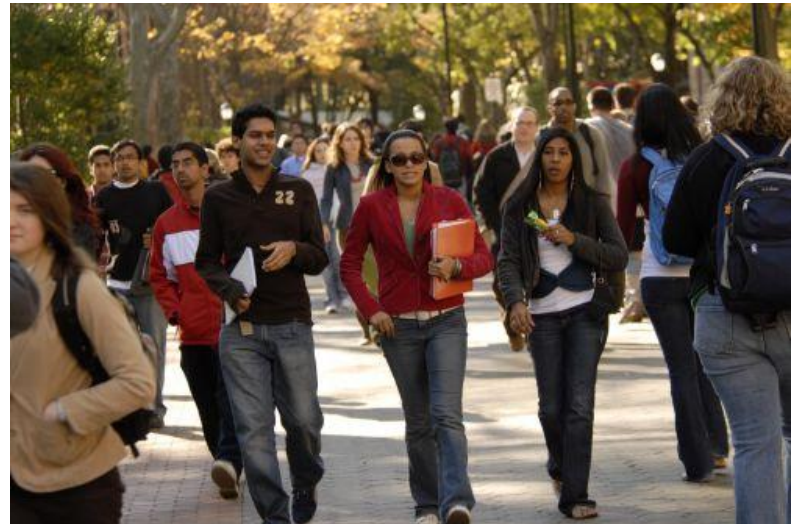
- ▶ Clearing – is available from July for those who have completed an application but have not managed to secure a place.
- ▶ Courses with vacancies are published on the UCAS website from results day.
- ▶ They will need to contact universities direct to discuss their suitability.
- ▶ The university will confirm a place – this then needs to be applied for online using the Track service – the university will then accept them on to the discussed course.
- ▶ ALL students will receive a confirmation letter through the post from their University.

# Step 5: Next steps.....

- ▶ Adjustment – Each year some applicants pass their exams with better results than expected. This may mean that some will have exceeded their firm choice offer. Adjustment provides an opportunity for these to reconsider where and what to study, whilst still being able to keep their original firm choice.
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# Step 6: Starting University or College

- ▶ READY, STEADY, STUDY.....
- ▶ After all the planning and organising involved, the end is almost in sight.
- ▶ Things to do:
  - ▶ Finance
  - ▶ Insurance/TV licence
  - ▶ Accommodation
  - ▶ Transport
  - ▶ Communication
  - ▶ Things to take



For more information about starting life at University visit:

- ▶ [www.UCAS.com](http://www.UCAS.com)
- ▶ Contact us [t.dowling@cttc.staffs.sch.uk](mailto:t.dowling@cttc.staffs.sch.uk) [h.warren@cttc.staffs.sch.uk](mailto:h.warren@cttc.staffs.sch.uk)  
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