



Varndean
College Brighton & Hove

COMPLETING THE UCAS FORM – 2019 ENTRY

This booklet contains:

1. **Registering onto UCAS website and Sections to be completed**
2. **Example UCAS form with a variety of qualifications**
3. **Example of a Personal Statement and useful website**
4. **What Happens Next after your UCAS form has been completed**

Other things you need!

- **'Going to University?' Pack** given out and emailed to you in March 2018. It includes **excellent resources for research and the UCAS tariff.**
- **All Exam Results slips** with breakdown of module titles and individual grades. **Please keep this information safely as you will need these module details to put onto your UCAS application form!**
- **Exam Boards** and **College and Secondary School Centre Numbers.** Please refer to your certificates.
- **Core Studies Teachers** - they are there to help and guide you. You must show them your draft Personal Statement and a copy of your UCAS application form for them to check the contents and exam results! **Core Studies Teachers produce your references to go with your UCAS application. Make sure they know you are applying.**
- **Careers Staff** will complete other checks on your UCAS form and explain the **online payment** process by debit/credit card on completion of the application. The cost is £18 for one course, £24 for 2-5 maximum.

REGISTERING ONTO UCAS WEBSITE

You will have a tutorial session to register onto the UCAS 'APPLY' system and obtain your username and password. You can then start filling in your application form.

Go to website: **www.ucas.com**

- click on Sign In
- click on Undergraduate sign in
- enter Username and password
- continue to fill in your details
- data is saved automatically and you are able to exit the program at any point and re-open to continue

COMPLETE ALL SECTIONS:

- **Personal Details and Additional Information**
- **Choices** – COURSES to study at University
- **Education** – you will need secondary school and Varndean College Centre numbers as well as your qualification Awarding Bodies, e.g. Psychology OCR.
- **Qualifications** – you will see a list of qualifications but if you cannot find the one you are looking for use the '**Other**' option which will give more qualifications and an alphabetical list to choose the first letter of subject.

You must list ALL qualifications taken + results + those to be taken (pending). Include failures and repeats. Do not miss anything!

Your qualifications/results are checked before your form is sent to UCAS. **You personally will hold up the process if you do not enter everything correctly**

- **Employment** - part time work
- **Personal Statement** Paste in your Personal Statement into your UCAS application form from a WORD document after it has been agreed and finalised with your Core Studies Teacher.
- ❖ **Finished Sections** When you have finished each section, click on "section completed" and you will see a red tick in the top left hand menu.

LOGGING OUT It is very important that you ALWAYS CLICK [**Logout**] when you come out of the application form. Do not use the [X] in the top right hand corner!

CORE STUDIES TEACHER will sign and get you to sign/date a **checklist** before sending you to Careers. This confirms that you have followed the recommendations and guidelines.

APPOINTMENT SYSTEM Throughout the Autumn term there will be appointments available in the Careers Library to have your UCAS form checked. Please make sure that you *book an appointment to see a member of the Careers Staff.*

EXAMPLE UCAS FORM

UCAS

ESSENTIAL

Look at **VIEW ALL** to read completed sections – errors will be highlighted in green

View all

- Welcome
- Personal details
- Additional information
- Choices
- Education
- Employment
- Statement
- View all details
- Pay/Send
- Help
- Options

Personal details

Personal

Title	Ms
Gender	Female
First/given name(s)	Leah
Surname/family name	Price
Preferred first name	
Previous surname at 16th birthday	
Postal address	56 Craft Road Brighton BN1 7JJ
Is your permanent home in the UK?	Yes
Home address	
Home telephone number	01273 508022
Mobile number	
Email address	l.price@hotmail.com
Date of birth	29 May 1999
Country of birth	United Kingdom
Date of first entry to UK	

Enter your own personal details

Use drop down menus

Nationality	UK national
Dual nationality	
Area of permanent residence	Brighton and Hove
Residential category	UK Citizen or EU National

Reference numbers

Unique Learner Number (ULN)

Independent Safeguarding Authority (ISA) Number

Test of English as a Foreign Language (TOEFL) Number

International English Language Testing System (IELTS) TRF Number

Most applicants will choose code 02 – Student Finance England.
If in doubt see Careers Staff

Student support

Fee code 02 UK, ChI, IoM or EU student finance services

Student support arrangements Brighton and Hove

Commercial mailings:

I want to receive sales information by email No

I want to receive sales information by text message to my mobile phone No

I do not want to receive sales information by post Yes

Nominated access

Full name of nominee Mariea Price

Relationship to you Parent

Criminal convictions

Criminal convictions No

Disability/special needs

Category You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D

Please give details of any special needs I have a reader for exams and get extra time.

Section completed

If you have any *special needs* this is where you will highlight your situation. Please see ADDITIONAL SUPPORT team to discuss the process and resources you may need

Additional information

Ethnic origin	White
National identity	British
Dual national identity	

Activities in preparation for higher education: 1

Sponsor	Other
Start date	6 March 2018
Duration (days)	1
School year	12
Location	Other

If you attended the HE fair in March, fill in as shown

Activities in preparation for higher education: 2

Sponsor	Other
Start date	21 June 2018
Duration (days)	1
School year	12
Location	University of Sussex

HE Information Day
OR other activities, eg:
conferences, summer
schools

Have you been in care?	No
Duration in care	
Parental education	Yes
Occupational background	Accountant
I would like correspondence from Welsh universities, colleges and UCAS to be in Welsh	No

Section completed

Student Finance

I will be applying for Student finance Yes

I want to share my details with the Student Loans Company Yes

I want UCAS to send me a reminder of when and how to apply for student finance Yes

Section completed

££ COST ££

2 or more course choices (5 maximum) - £24

1 course only - £18

Choices**[The University of Birmingham \(B32\)](#)**

French Studies and Geography (4 years) (LR71)

Campus: Main Site (-)

Live at home while studying?: No

Start date: October 2019

Deferred entry?: No

Further details: WP

Point of entry:

[Kingston University \(K84\)](#)

International Relations with French (L2RC)

Campus: Main Site (-)

Live at home while studying?: No

Start date: September 2019

Deferred entry?: No

Further details: WP

Point of entry:

[Nottingham Trent University \(N91\)](#)

French and International Relations (4 years) (RL12)

Campus: Main Site (-)

Live at home while studying?: No

Start date: September 2019

Deferred entry?: No

Further details: WP

Point of entry:

[University of Sussex \(S90\)](#)

Geography and a Language (French/Italian/Spanish) (LR7Y)

Campus: Main Site (-)

Live at home while studying?: Yes

Start date: September 2019

Deferred entry?: No

Further details: WP

Point of entry:

[Swansea University \(S93\)](#)

Geography and French (LR71)

Campus: Main Site (-)

Live at home while studying?: No

Start date: September 2019

Deferred entry?: No

Further details: WP

Point of entry:

 Section completed

Please note
All qualifications taken must be listed in this section.
This includes failures and repeats.

Education

Vardean College (56215, 09/2017 - 07/2019, FT)

You will need *school/college centre nos.*
Vardean College is 56215

BTEC Diploma (QCF)

Performing Arts (Acting)

		06/2018	Edexcel	3
Principles of Acting	06/2019	10	3	
Devising Plays	06/2019	10	3	
Contemporary Theatre	06/2019	10	3	
Drama Improvisation	06/2019	10	3	
Special Investigative Study	06/2019	10	3	
Performing to an Audience	06/2019	10	3	

Enter modules for BTEC courses

CACHE Level 3 Diploma in Childcare and Education (Early Years Educator) (VRQ)

CACHE Level 3 Diploma in Childcare and Education

		06/2019		
Engage in Professional Development	06/2019			
Longitudinal Studies	06/2019			

Duke of Edinburgh Award

Pass 06/2018 Silver

GCE Advanced Level

Select this for A levels

Classical Civilisation

Homer – The Iliad

French

RETAKE

Geography

GCE Advanced Subsidiary (first award 2001)

Biology

C 06/2018 AQA

French

A 06/2018 AQA

You need the **awarding exam boards**. Please refer to your **results certificates**.

Select this for AS levels

Classical Civilisation

Women in Athens & Rome
Homer – The Iliad

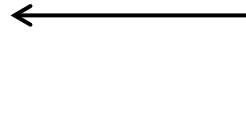
B

06/2018

AQA

B

D



For non-linear subjects enter modules for AS levels already taken

BTEC Subsidiary Diploma (6 Units)

Travel & Tourism

06/2018

The Travel and Tourism Industry 06/2019
Travel Locations Worldwide 06/2019
UK Heritage Tourism 06/2019

Other (UK Qualifications)

Community Sports Leadership Award

Pass

06/2018

OCR

Dorothy Stringer High School, Brighton (56135, 09/2012 - 06/2017, FT)

Your School Centre Number is on your results slips

Diploma in Digital Applications (DiDA)

Merit

06/2016

2

GCSE

Art & Design

B

06/2017

AQA

English Language

C

06/2017

Edexcel

English Literature

B

06/2017

AQA

French

A*

06/2017

Edexcel

Geography

A

06/2017

Edexcel

Mathematics

B

06/2017

Edexcel

Media Studies

C

06/2017

AQA

Spanish

A

06/2017

AQA

Statistics

B

06/2017

Edexcel

GCSE Short Course

Religious Studies

C

06/2017

AQA

GCSE: Double Award

Science

BB

06/2017

AQA

Warning: please enter your BTEC registration number, as you have entered one or more vocational qualifications.

BTEC Registration Number	XXXXX
Please state the highest level of qualification you expect to have before you start your course	Below honours degree level qualifications

Please ask your BTEC tutor for your registration number. You MUST complete

Section completed

Employment

New Look

Address: Western Road Brighton

Nature of work: Retail Assistant

From August 2016 to present, part-time

Section completed

How much room do you have to write your personal statement?

Personal statement

47 lines - 4000 characters

You should prepare your personal statement as a word processed document. After discussion with your Personal Tutor, paste the text into the application.

You can enter 4000 characters including spaces for your personal statement. When you copy and paste on-line the system will automatically tell you how many more characters are still available or if you have used too many characters.

You can view the layout and format of any text you entered before or after you have saved it.

You will not be able to change the presentation of your personal statement by using features such as bold, italics, or underlined text.

EXAMPLE

Having thoroughly enjoyed my A level studies in Geography and French, I have chosen to continue to study these subjects in greater depth. Geography will enable me to understand the world in a true global sense and becoming bi-lingual has always been one of my ambitions ever since I went on a French exchange to Lyons.

section completed

EXAMPLE OF A PERSONAL STATEMENT for History and Politics

Extracted from the website: www.studential.com

There are many examples of personal statements on this website listed by subject.

Please **DO NOT COPY or PLAGIARISE** these statements directly but use them to gain ideas.

History and politics have had a profound impact on my outlook. From childhood, the tangible history I found in castles, museums and family photographs appealed uniquely to my imagination. As I grew up my interest in the past introduced me to the political traditions and ideas of my community, and the study of politics became equally absorbing. Both subjects retain their fascination for me, the extent of their interrelation making them a perfect platform for a more complete understanding of our world and its future.

My A level studies have confirmed my commitment to history and politics, and encouraged me to challenge and expand upon my perceptions of the subjects. The diversity of historical opinion I have discovered, in Kershaw's historiographical surveys for instance, has particularly interested me, and led me to explore texts on historical theory including Carr's 'What is History?' Peter Clarke's 'Hope and Glory' drew my attention to the historical roots of contemporary political problems, as well as the timeless themes of politics. The more explicitly human aspect of the disciplines similarly enthuses me, and I have enjoyed reading biographies such as Strachey's 'Queen Victoria' and Paul Routledge's 'Mandy', finding them insightful, as well as enjoyable. University lecture days, talks from local politicians, and visits to Westminster and the Welsh Assembly have all been valuable and stimulating experiences, allowing me to engage in my proposed area of study guided by my growing curiosity.

My greater involvement in the school community has been a rewarding aspect of sixth form life. As well as being a prefect, I have been active in the year 12 charity committee and have participated in the 'Toe-by-Toe' reading scheme. For the past year I have been editor of the school newspaper, requiring of me the ability to work in a team and to deal with pressures of time. This role, along with my position as secretary of the school council, has seen me develop greater flexibility in my written style. I have particularly enjoyed competing for my school's debating team at local and regional levels, which has taught me to research, structure and maintain a line of argument.

A highlight of the past year has been participating in a French exchange programme, developing my linguistic and communicative skills. I find experiencing different ways of life through travel fascinating, and hope to organise an independent trip to Paris with my French class later in the year. Outside school, my interests in art and literature are a helpful balance to my academic work. I have also been a member of Circus Eruption, a group working with able-bodied and disabled young people through the medium of circus skills, for six years.

I have a real passion for current affairs and it is my long term ambition to go into journalism; a career in which the unique insight into society provided by the combination of history and politics would be invaluable. I have already completed a week of work experience at a local newspaper, during which I had two independently researched articles published, and which I hope to follow-up with further placements during a gap year. This break would allow me to travel more widely, consolidate my skills in French, learn a further European language or work abroad, and would equip me with skills and experiences that could only enrich my time at university.

WHAT HAPPENS NEXT?

This is what happens once you have completed your UCAS application form, paid and sent to referee (Varndean College) and been **signed off by CAREERS**

- ❖ From this point you will **not be able to change your form**. You will only be able to **view** your form.
- ❖ It will be checked by members of staff. **This process can take up to 10 working days to complete** during the busy period in November and December.
- ❖ If changes are needed on the form, we will return the form to you for you to make changes. When completed **you must re-send the form to the Referee. You will not be requested to pay again.**
- ❖ Your form, with completed reference, will be **sent electronically** to UCAS by the college.
- ❖ You will receive an email to acknowledge receipt of your application and be sent an **acknowledgement letter** via 'TRACK' on the **UCAS** website.
- ❖ **If you do not receive a letter from UCAS, contact your Referee/Administrator to check that the form has been sent.**
- ❖ To check the progress of your application, you must use 'TRACK' regularly by entering your UCAS Personal ID Number.

REMEMBER!!

- You must see your **Core Studies Teacher** with your UCAS application form and Personal Statement.
- If you by-pass them, the college will not know you have an application that needs processing.
- There are thorough internal procedures in place to make the application process as smooth as possible for you – so **MAKE SURE YOU USE THEM!**