



Thursday 27th September 2012

UCAS Application

Information

UCAS



What is UCAS?

- University Central Admission Service
- All applications are completed online
- www.ucas.com
- All correspondence is completed via post, text and email
- UCAS offers a secure site for all details to be processed
- All stages of the application process can be checked



University Application Process

- All applications are completed online
- www.ucas.com
- Girls need to sign up to the UCAS system using the buzzword “atterbury13”
- They will have to set their own username and password and remember it
- At all stages details can be tracked and changes suggested



The UCAS application process- the application form

SECTIONS INCLUDE;

- Personal details
- Activities in preparation for Higher Education
- Choices
- Education
- Employment
- Personal Statement
- Reference
- Predicted Grades



What decisions should they be thinking about?

- What do you want to study?
- What are your potential career choices?
- What research have you completed in preparation for this choice?
- Where do you wish to live?
- How long do you want to be at University for?
- What **grades** are the universities looking for?
- What are your A Level targets/current grades in comparison to the standard course offers?



The Personal Statement

- A supporting statement to explain your choice of course
- Details include subjects studied, interests, skills, abilities, work experience, future career plans
- This is restricted in size, therefore it needs to be concise and well written
- Form tutors and subject specialists will help to draft your ideas and check final copies



Choices for Higher Education

- Do not need to be listed in order of preference
- Choose very carefully
- Look at course content, assessment style, % employment rates and other relevant details
- You are making a vital investment in your future!



The Application process

- You need to declare all GCSE and AS level results
- You need to know which examination boards you have completed
- You must state which A2 courses you are following, including specifics of the course modules – If you are unsure, you must ask your subject teachers.



The Application process

- The predicted UCAS grades are usually your minimum target grades – unless in exceptional circumstances and you are exceeding your targets
- Targets are reviewed after AS results are published in August
- Your reference is completed by your form tutors at the present time with contributions from your subject teachers (see the Year 13 UCAS Transition sheets which form the basis of the references)



What do the offers from universities involve? Grades or UCAS Tariff Points?

A2 Grade	Tariff	AS Grade	Tariff
A*	140		
A	120	A	60
B	100	B	50
C	80	C	40
D	60	D	30
E	40	E	20



Is there any flexibility with the university offers?

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- E.G. Offer ABB University of Birmingham Achieved ACC, offered alternative course to the original choice.
 - E.G. Offer AAB Manchester University Achieved BBB but was accepted.
 - E.G. Offered CCC/240 points for Canterbury University. Achieved BCD, rejected course due to preference to study elsewhere – entered clearing and was offered a course at Keele University



Completing the final stages

Payment

- The overall cost for 2013 is £23 for 5 courses.
- If you are paying by cash or cheque the payment must be handed into Mrs Kirby in 6th Form Office.
- If you are paying by debit card, the payment must be made **before** you attempt to send the application to your referee in the Autumn term.



Writing the UCAS Reference

A summary reference using the following aspects;

1. The Subject Teacher's Input – reference forms from September 2012
2. Comments from subject reports
3. The Form Tutor's Input – what is your contribution to life in the 6th Form?
4. All references are completed individually based on their PSE folders and checked by Mrs Atterbury before they are submitted
5. You can ask to see your reference if you wish



The final Stages (1)

Sending Applications to UCAS :

- You must mark your application as complete and click on send to referee. If you do not click on send to referee it will remain locked in your area.
- Your tutor checks the full application and approves it. If amendments need to be made you must check with your tutor.
- If changes are made it will be returned to you. You must then click on send to your referee again.



The Final Stages (2)

- You can print off a copy of your application when it has been checked and approved by your tutor.
- Your tutor then adds their reference and marks the application as complete.
- I will then check and approve your reference and input your predicted UCAS grades
- Once an application has been sent to be approved, the system prevents you from making further changes at this stage.
- If I find any errors after it has been completed, I can return it to you BEFORE it is sent to UCAS.



The Final Stages (3)

- I will add a note to your application explaining why I am returning it
- You need to send the application back once you have rectified the errors.
- When the application and reference have been approved, the application will be listed in the Send to UCAS section.



The Final Stages (4)

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- Once it has been sent to UCAS, it cannot be returned.
 - I will send it to UCAS when all final checks have been made with you present.
 - Good Luck – You can now focus on achieving your highest grades.



**Any
Questions?**