



# UCAS Application Guide

UCAS

# UCAS Application Guide

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This document designed to provide you with a step by step guide of how to fill out your UCAS application.

If you have any questions about any aspect of your application please speak to Mr Leach and he will be able to help you.

## Personal Information Section

UCAS Contact us | [Help](#) | Print page

2013 **apply** **Personal details** [< Log out](#)

Welcome > Personal details

Some of these details have been copied automatically from the information given when you first registered.

Compulsory fields are marked with an asterisk (\*).

Before leaving this section please click 'save' to avoid losing any information. When you have finished all the entries please click on 'section completed' and 'save'.

**Personal**

Title\* Miss ?

Gender\* Female ?

First/given name(s)\* Amy ?

Surname/family name\* Smith ?

Preferred first name Amy ?

Previous surname at 16th birthday Smith ?

Postal address\* 12 Kitchener Road  
IPSWICH  
IP1 4DT  
[change my address](#) ?

Is your permanent home in the UK?\* ☒ Yes ☐ No ?

Home address (if different from postal address)  
[add/edit home address](#) ?

Home telephone number 01473 277240 ?

Mobile number 07852 236987 ?

Email address amy.smith@yahoo.co.uk ?

Confirm email address amy.smith@yahoo.co.uk ?

Date of birth\* 27 November 1994 ?

Country of birth\* [see list](#) ?

**Key**

- ☒ Completed
- ☐ In progress
- ☐ Not started
- [?](#) Help

Ensure you enter these details accurately

## Personal Information Section

You must fill out this box carefully to ensure your parents do not get charged for fees- Put in **code 02**

I would advise ticking the email box, it is up to you if you want to receive information by text or post

You must declare any criminal convictions

Student support

Fee code\*  ?

Student support arrangements (This field is only available if you select fee code '02 UK, Chl, IoM or EU student finance services')  
 see list ?

---

Commercial mailings:

The UCAS group of companies work with a range of companies to bring you discounts, offers, career information, graduate placements and news about products particularly of interest to students.

In addition, if you find yourself without a place, we may send tailored information from universities and colleges that have spaces available at certain times of the year.

Your preferences below do not affect us contacting you in connection with your UCAS application. They only relate to communications from other companies and tailored information from universities and colleges.

For more information take a look at our [data protection statement](#) and [terms and conditions](#).

I want to receive sales information by email ☒ and/or by text message to my mobile phone ☐

I do not want to receive sales information by post ☐

Once your application is submitted, you can change your preferences at any time in the Personal Details section in Track. All monies raised from commercial mailings are used to improve our services to applicants.

---

Nominated access

You can choose to nominate someone, eg parent/guardian/adviser, who can discuss your application with us and the universities if you are unavailable.

Full name of nominee  ?

Relationship to you  ?

---

Criminal convictions

Criminal convictions ☐ ? Please read the help text. You should tick the box only if you have a relevant criminal conviction that is not spent.

---

Disability/special needs

Category\*  see list ?

Please give details of any special needs

Declare any disability or special needs you may have, this may help you to get additional support whilst at University

## Additional Information Section

If you have attended any summer schools, information days at Universities, subject taster days etc, you can put information here, these can help your application as it shows you have extended your knowledge in the area you are applying for.

UCAS

Contact us | [Help](#) | [Print page](#)

2013

apply

Additional information

Welcome

Personal details

Additional information

Choices

Education

Employment

Statement

View all details

Pay/Send

Help

Options/Opsiynau

Key

☒ Completed

☐ In progress

☐ Not started

☐ Help

Welcome > Additional information

Compulsory fields are marked with an asterisk (\*).

Before leaving this section please click 'save' to avoid losing any information. When you have finished all the entries please click on 'section completed' and 'save'.

Ethnic origin\*

White

?

National identity\*

English

?

Dual national identity

Not applicable/not required

?

Activities in preparation for higher education: 1

For example: summer schools, Saturday university, campus days, summer academies, taster courses and booster courses. If you have not taken any such course, please leave these sections blank.

Start date

Month

Year

?

Duration (days)

Day

?

School year

Please select...

?

Location

see list

?

Sponsor

Please select...

?

Activities in preparation for higher education: 2

Start date

Month

Year

?

Duration (days)

Day

?

School year

Please select...

?

Location

see list

?

Sponsor

Please select...

?

Have you been in care?

No

?

Duration in care

If you have answered 'Yes' to the question above, please indicate the total length of time you have been in care\*.

Please select

?

4

## Additional Information Section

This is important as you may be the first person in your family to apply to university and this may help your application and open up possible funding support

Have you been in care?	<input type="text" value="No"/> ?
Duration in care	If you have answered 'Yes' to the question above, please indicate the total length of time you have been in care*. <input type="text" value="Please select..."/> ?
Parental education	Do any of your parents, step-parents or guardians have any higher education qualifications, such as a degree, diploma or certificate of higher education? <input type="text" value="Please select..."/> ?
Occupational background*	If you are under 21, please give the job title of your parent, step-parent or guardian who earns the most. If she or he is retired or unemployed, give their most recent job title. If you are 21 or over, please give your own job title. If you cannot fit the full job title in the box, please use an appropriate abbreviation. <input type="text" value="School Games Organiser"/> ?
I would like correspondence from Welsh universities, colleges and UCAS to be in Welsh	<input type="radio"/> Yes <input checked="" type="radio"/> No ?
<input type="checkbox"/> section completed	
<input type="button" value="save"/> <input type="button" value="cancel"/>	

Tick this box and click on save to complete the section when you have completed everything. It will flag up anything you haven't done.

## Student Finance Section

**apply** student finance

Welcome > Student finance

**Student finance**

**Student finance explained**

While at university or college you will have two main costs - tuition fees and living costs.

Most students will not have to pay anything up front. Depending on your circumstances, your course and where you study, you could get a range of financial support. The main types of finance are tuition fee and maintenance loans (which have to be paid back), and grants and bursaries (which don't).

There is also extra support for those with special circumstances, for example, if you have children or adult dependants, a disability, mental-health condition, or specific learning difficulty such as dyslexia or dyspraxia.

Repayments are based on future earnings and not on what you borrow. You only repay once you have left university and earn over a threshold.

Applying is easy and you do not have to have a confirmed place - simply use your first choice of course and change it online at a later date if you need to.

**Share your application details**

You can even choose to share some of the details from your UCAS application with the Student Loans Company, who administer loans for Student Finance England, making your student finance application even quicker.

Your UCAS application will not be affected by the way you answer the questions on this page.

**Compulsory fields are marked with an asterisk (\*).**

I will be applying for student finance\* ☒ Yes ☐ Don't know ☐ No ?

I want to share my details with the Student Loans Company\* ☒ Yes ☐ No ?

I want UCAS to send me a reminder of when and how to apply for student finance\* ☒ Yes ☐ No ?

The Student Loans Company will process your personal information in accordance with its own privacy policy. The UCAS Group of companies shall not be liable to you for any loss or damage that you might suffer in connection with use or processing of your personal information by the Student Loans Company.

**How to apply**

It's really important to find out what funding is available to you and how you go about applying for it.

You can find out everything you need to know about student finance online at the [Directgov website](#) or follow Student Finance England on [Facebook](#) and [Twitter](#) to get updates.

It is important to apply early to make sure you have everything in place before starting your course.

☒ section completed

**save** **cancel**

**2013**

**Welcome**

Personal details ☒

Additional information ☒

**Student finance** ☐

Choices ☒

Education ☒

Employment ☐

Statement ☐

View all details ☐

Pay/Send ☐

Help

Options/Opsiynau

**Key**

☒ Completed

☐ In progress

☐ Not started

☐ Help

If you are planning on applying for student finance you must tick the first box.

This is optional, but helpful to get a reminder from UCAS of when and how to apply

By sharing your details with the Student Loan Company, you speed up the process, so I advise that you tick this box

## Choices Section

You can make up to 5 choices

When you have done your research and are ready to enter your choices. Click on this button

**Choices**

Welcome > Choice summary

Please make sure you have read the latest information about course fees on our [student finance](#) pages (opens in a new window).

Please add a choice. You can make a maximum of 5 choices.

Compulsory fields are marked with an asterisk (\*).

Before leaving this section please click 'save' to avoid losing any information. When you have finished all the entries please click on 'section completed' and 'save'.

> add a choice

To enter institution code, click on [see list](#).

I am applying to Nottingham Trent, so when I click on their name it enters their code **N91** into the box.

**Choices**

Welcome > Choice summary > Choice details

To avoid losing information please click 'save' before leaving the page.

To find courses based on subject, provider and location, check entry specific fee information, please use [Course Finder](#) (opens in a new window).

Compulsory fields are marked with an asterisk (\*).

Institution code\*  [see list](#) ?

Course code\*  [see list](#) ?

Campus code\*  [see list](#) ?

Start date\*

Further details

Live at home while studying?\* ☐ Yes ☐ No ?

Point of entry  ?

[save](#) [cancel](#)

Choose an institution... - Windows Internet Explorer provided by Cople...  
https://apply2.ucas.com/ucasapply2013/PopUpServlet?functionname=instlist&field=  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
Nazarene Theological College (N11)  
Neath Port Talbot College (N13)  
Newcastle University (N21)  
Newcastle College (N23)  
New College Durham (N28)  
New College Nottingham (N30)  
Newham College London (N31)  
New College Stamford (N33)  
Newman University (N36)  
University of South Wales (formerly University of Wales, Newport) (N37)  
University of Northampton (N38)  
Norwich University Of The Arts (formerly Norwich University College Of The Arts) (N39)  
Northbrook College Sussex (N41)  
NESCOT, Surrey (N49)  
New College Telford (N51)  
Norland College (N52)  
North East Worcestershire College (N58)  
North Glasgow College (N61)  
North Lindsey College (N64)  
Northumbria University (N77)  
Northumberland College (N78)  
North Warwickshire and Hinckley College (N79)  
Norton Radstock College (N81)  
Norwich City College of Further and Higher Education (an Associate College of UEA) (N82)  
The University of Nottingham (N84)  
Nottingham Trent University (N91)  
https://apply2.ucas.com/ucasapply2013/PopUpSer...

This screen will come up when you have clicked [see list](#)



## Entering a course code

To enter course code, click on see list.

I am wanting to study Nottingham's Sociology course. So when I click the Sociology button it enters the course code L300 into the box.

**Choices**

Welcome > Choice summary > Choice details

To avoid losing information please click 'save' before leaving the page.

To find courses based on subject, provider and location, check entry requirements, and view course-specific fee information, please use [Course Finder](#) (opens in a new window).

Compulsory fields are marked with an asterisk (\*).

Institution code\*  [see list](#) ?

Course code\*  [see list](#) ?

Campus code\*  [see list](#) ?

Start date\*

Further details

Live at home while studying?\* ☐ Yes ☐ No ?

Point of entry  ?

[save](#) [cancel](#)

Choose a course... - Windows Internet Explorer provided by Copleston ...

<https://apply2.ucas.com/ucasapply2013/PopUpServlet?functionname=courselist&fie>

**UCAS**

Choose a course...

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

<a href="#">Secondary Design and Technology Education (XWC2)</a>	3FT Hon	BSc
<a href="#">Secondary Physical Science Education (XF19)</a>	3FT Hon	BSc
<a href="#">Social Work (L500)</a>	3FT Hon	BA
<a href="#">Sociology (L300)</a>	3FT Hon	BA
<a href="#">Sociology and Politics (LL23)</a>	3FT Hon	BA
<a href="#">Software Engineering (G600)</a>	4SW Hon	BSc
<a href="#">Spanish and Chinese (RT41)</a>	4SW Hon	BA
<a href="#">Spanish and Communication &amp; Society (RP49)</a>	4SW Hon	BA
<a href="#">Spanish and English (RQ43)</a>	4SW Hon	BA
<a href="#">Spanish and European Studies (4 years) (RR49)</a>	4SW Hon	BA
<a href="#">Spanish and History (4 years) (RV41)</a>	4SW Hon	BA
<a href="#">Spanish and International Relations (4 years) (RL42)</a>	4SW Hon	BA
<a href="#">Spanish and Italian (4 years) (RR43)</a>	4SW Hon	BA
<a href="#">Spanish and Linguistics (4 years) (RQ41)</a>	4SW Hon	BA
<a href="#">Spanish and Media (RP43)</a>	4SW Hon	BA
<a href="#">Spanish and Philosophy (RV45)</a>	4SW Hon	BA
<a href="#">Spanish and TESOL (4 years) (RX41)</a>	4FT Hon	BA
<a href="#">Special &amp; Inclusive Education and Educational Development (X391)</a>	3FT Hon	BA
<a href="#">Sport &amp; Leisure and Social &amp; Inclusive Education (X401)</a>	3FT Hon	BA

This screen will come up when you have clicked see list

## Entering Campus code

**Choices**

Welcome > [Choice summary](#) > Choice details

To avoid losing information please click 'save' before leaving the page.

To find courses based on subject, provider and location, check entry requirements, and view course-specific fee information, please use [Course Finder](#) (opens in a new window).

Compulsory fields are marked with an asterisk (\*).

Institution code*	<input type="text" value="N91"/>	<a href="#">see list</a>	<a href="#">?</a>
Course code*	<input type="text" value="L300"/>	<a href="#">see list</a>	<a href="#">?</a>
Campus code*	<input type="text" value="-"/>	<a href="#">see list</a>	<a href="#">?</a>
Start date*	<input type="text"/>		
Further details	<input type="text"/>		
Live at home while studying?*	<input type="radio"/> Yes <input type="radio"/> No		<a href="#">?</a>
Point of entry	<input type="text"/>		<a href="#">?</a>

[save](#) [cancel](#)

Click on [see list](#) on Campus code

You will only see a dash in the box, but that is correct!

This screen will come up when you have clicked [see list](#)

Click on [Main Site](#) to enter into the campus code box

## Entering other information on choices screen

### Choices

Welcome > Choice summary > Choice details

To avoid losing information please click 'save' before leaving the page.

To find courses based on subject, provider and location, check entry requirements, and view course-specific fee information, please use [Course Finder](#) (opens in a new window).

Compulsory fields are marked with an asterisk (\*).

Institution code*	<input type="text" value="N91"/>	<a href="#">see list</a>	<a href="#">?</a>
Course code*	<input type="text" value="L300"/>	<a href="#">see list</a>	<a href="#">?</a>
Campus code*	<input type="text" value="-"/>	<a href="#">see list</a>	<a href="#">?</a>
Start date*	<input type="text" value="September 2013"/>	<a href="#">see list</a>	<a href="#">?</a>
Further details	<input type="text"/>		<a href="#">?</a>
Live at home while studying?*	<input checked="" type="radio"/> Yes <input type="radio"/> No		<a href="#">?</a>
Point of entry	<input type="text"/>		<a href="#">?</a>
<input type="button" value="save"/> <input type="button" value="cancel"/>			

You start date will be 2014, this is just an example

To enter start date click on [see list](#).

Click **yes** or **no** if living at home whilst studying

Click **save** when complete

## Choices summary

### Choices

Welcome > Choice summary

Please make sure you have read the latest information about course fees on our [student finance](#) pages (opens in a new window).

You've chosen 1 course(s) so far. You can still choose up to 4 other course(s).

Compulsory fields are marked with an asterisk (\*).

Before leaving this section please click 'save' to avoid losing any information. When you have finished all the entries please click on 'section completed' and 'save'.

> add a choice

Nottingham Trent University (N91)		> edit
Sociology (L300)		> remove
Campus: Main Site (-)	Live at home while studying?Y	
Start date: September 2013	Deferred entry? N	
Point of entry:		

☐ section completed

save

When you have successfully entered a choice it will look this. Check the details carefully to make sure it is correct.

If you have made a mistake it can be changed here. Or you can delete a choice if you wish.

When you have made all your choices you must click section complete and save

## Completed Choices Section

Your completed choices section will look like this

### Choices

---

Welcome > Choice summary

---

Please make sure you have read the latest information about course fees on our [student finance](#) pages (opens in a new window).

You have used all of your 5 choices.

Before leaving this section please click 'save' to avoid losing any information. When you have finished all the entries please click on 'section completed' and 'save'.

---

**The University of Aberdeen (A20)**

> edit

Sociology (L300)

Campus: Main Site (-)Live at home while studying?Y> remove

Start date: September 2013Deferred entry? N

Point of entry:

**University of Derby (D39)**

> edit

Sociology (L300)

Campus: Main Site (-)Live at home while studying?Y> remove

Start date: September 2013Deferred entry? N

Point of entry:

**The University of Essex (E70)**

> edit

Sociology (L300)

Campus: Main Site (-)Live at home while studying?Y> remove

Start date: October 2013Deferred entry? N

Point of entry:

**The University of Manchester (M20)**

> edit

Sociology (L300)

Campus: Main Site (-)Live at home while studying?Y> remove

Start date: September 2013Deferred entry? N

Point of entry:

**Nottingham Trent University (N91)**

> edit

Sociology (L300)

Campus: Main Site (-)Live at home while studying?Y> remove

Start date: September 2013Deferred entry? N

Point of entry:

## Education Section

The first thing you need to do is enter the details of the schools you have sat exams at. To add a school click on **add new school/college**  
The screen below will come up

**Education**

Welcome > Education

Compulsory fields are marked with an asterisk (\*).

When you have entered all of your centres and qualifications, click on 'section completed' and 'save'.

You've added details for 1 school/college/centre(s) so far. You can still add details for 9 more.

[> add new school/college/centre](#)

To add Copleston, click on **find** and enter "Copleston", it will automatically put the centre number in.

**Education**

Welcome > Education > Where have you studied?

Compulsory fields are marked with an asterisk (\*).  
Before leaving this page click 'save' to avoid losing any of your information.

School/college/centre name\*   ?

Exam centre number  ?

When did you start...\*   ?

...and finish?   ?

Attendance\* ☒ full-time ☐ part-time ☐ sandwich ?

Did you / will you receive any formal qualifications at this centre?\*  ?

Fill in the start and finish date for your time at that school

Click on **full time**

Click on **yes**

Click on **save**

## Adding Qualifications

**Education**

Welcome > Education

Compulsory fields are marked with an asterisk (\*).

When you have entered all of your centres and qualifications, click on 'section completed' and 'save'.

! Please select the highest level of qualification you expect to have before you start your course.

You've added details for 1 school/college/centre(s) so far. You can still add details for 9 more.

> add new school/college/centre

Copleston High School Ipswich (19227, 09/2007 - 07/2013, FT) > edit > remove

> add qualifications

Please state the highest level of qualification you expect to have before you start your course\*

! Please select the highest level of qualification you expect to have before you start your course.

Below honours degree level qualifications

☐ section completed

save

You now need to add your GCSE, AS level, A2 and other courses and results. Click on add qualifications to begin

Shows the schools you have attended and the dates. If you have sat examinations at another school you need to add them to your application in the same way

Enter Below honours degree level qualification

## The Subject List

You will get this menu every time you click **add qualification**.

### Education

Welcome > Education > Choose qualification

Please choose your qualification type from the list...

[AQA Baccalaureate](#)  
[Adult Literacy Certificate](#)  
[Adult Numeracy Certificate](#)  
[BTEC Award \(QCF\)](#)  
[BTEC Certificate \(QCF\)](#)  
[BTEC Diploma \(QCF\)](#)  
[BTEC Extended Diploma \(QCF\)](#)  
[CACHE Award in Child Care and Education](#)  
[CACHE Certificate in Child Care and Education](#)  
[CACHE Diploma in Child Care and Education \(2007 onwards\)](#)  
[CACHE Level 3 Extended Diploma for the Children & Young People's Workforce \(QCF\)](#)  
[Dance](#)  
[Duke of Edinburgh Award](#)  
[Extended Project \(Level 3\)](#)  
[GCE Advanced Level](#)  
[GCE Advanced Level: Double Award](#)  
[GCE Advanced Subsidiary \(first award 2001\)](#)  
[GCE Advanced Subsidiary: Double Award](#)  
[GCSE](#)  
[GCSE Combined Course](#)  
[GCSE Short Course](#)  
[GCSE: Double Award](#)  
[Key Skills](#)  
[Music Qualification - Graded Practical \(ABRSM and equivalent\)](#)  
[Music Qualification - Graded Theory \(ABRSM and equivalent\)](#)  
[OCR National Award](#)  
[OCR National Certificate \(6 Units\)](#)  
[OCR National Diploma \(12 Units\)](#)  
[Other \(UK Qualifications\)](#)  
[ifs Diploma in Financial Studies](#)  
[ifs Level1/Level 2 Qualifications \(not QCF\)](#)

[Other qualification type not in this list](#)

I want to enter my GCSE's first, so click **GCSE**

If you cannot see the qualification you want listed then click here.



## Entering a GCSE Qualification

**Education**

Welcome > Education > Enter GCSE

**GCSE**

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

Do not enter your Short Course GCSEs here – go back to the list and select 'GCSE Short Course'. As well as your GCSEs you must also enter any not yet completed qualifications essential to your application.

Subject\*  ?  
(other)

Qualification date\*   ?

Awarding organisation\*  (other)  ?

Grade\*  (other)  ?

> back to summary

**save** **save and add similar**

Enter the subject you have studied. In this case Mathematics

Enter the month and year you sat the exam.

Put in the exam board. You can get this from your exam certificates, or from you teachers

The grade you achieved, don't be tempted to inflate your grades

You can click **save and add similar** to continue to add your GCSE's, or **save** when you have added them all.

## Adding an AS Qualification

Click on [add qualifications](#) to begin,  
it will take you back to this screen

### Education

[Welcome](#) > [Education](#) > Choose qualification

Please choose your qualification type from the list...

[AQA Baccalaureate](#)  
[Adult Literacy Certificate](#)  
[Adult Numeracy Certificate](#)  
[BTEC Award \(QCF\)](#)  
[BTEC Certificate \(QCF\)](#)  
[BTEC Diploma \(QCF\)](#)  
[BTEC Extended Diploma \(QCF\)](#)  
[CACHE Award in Child Care and Education](#)  
[CACHE Certificate in Child Care and Education](#)  
[CACHE Diploma in Child Care and Education \(2007 onwards\)](#)  
[CACHE Level 3 Extended Diploma for the Children & Young People's Workforce \(QCF\)](#)  
[Dance](#)  
[Duke of Edinburgh Award](#)  
[Extended Project \(Level 3\)](#)  
[GCE Advanced Level](#)  
[GCE Advanced Level: Double Award](#)  
[GCE Advanced Subsidiary \(first award 2001\)](#)  
[GCE Advanced Subsidiary: Double Award](#)  
[GCSE](#)  
[GCSE Combined Course](#)  
[GCSE Short Course](#)  
[GCSE: Double Award](#)  
[Key Skills](#)  
[Music Qualification - Graded Practical \(ABRSM and equivalent\)](#)  
[Music Qualification - Graded Theory \(ABRSM and equivalent\)](#)  
[OCR National Award](#)  
[OCR National Certificate \(6 Units\)](#)  
[OCR National Diploma \(12 Units\)](#)  
[Other \(UK Qualifications\)](#)  
[ifs Diploma in Financial Studies](#)  
[ifs Level1/Level 2 Qualifications \(not QCF\)](#)

[Other qualification type not in this list](#)

Click on [GCE Advanced Subsidiary \(first award 2001\)](#) to add  
AS Levels

## You need to enter these after the August results

**Education**

Welcome > Education > Enter GCE Advanced Subsidiary (first award 2001)

GCE Advanced Subsidiary (first award 2001)

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

For AS subjects please enter when you plan to 'certificate' your AS. If you are in any doubt about this you should check with your school or college, or whoever is helping you with your application. Or you can contact our Customer Service Unit. Click on the 'contact us' link at the top of the page for our contact details. Entering unit details for AS levels is optional.

Subject\*  ?

Qualification date\*   ?

Awarding organisation\*  (other)  ?

Grade\*  (other)  ?

Module / unit 1

Title  ?

Grade  (other)  ?

Module / unit 2

Title  ?

Grade  (other)  ?

Module / unit 3

Title  ?

Grade  (other)  ?

> back to summary

Enter the subject that you have studied at AS Level. In this case History.

Enter the month and year you sat the exam.

Put in the exam board you are studying. Ask if you are not sure.

The overall grade you achieved.

You need to enter the details of all the AS units you have studied. If possible give the unit title as this shows very quickly what you have covered. You can get them from your subject teachers if you are unsure

The grade you achieved in each unit

You can click **save and add similar** to continue to add your GCSE's, or **save** when you have added them all.

If you are retaking an AS Unit next year you need to show this on your UCAS application. This example will show you how to put in a retake, I am using AS Biology to demonstrate. There are 3 units in AS Biology. I am happy with 2 of my unit results and am accepting them, but I have decided to retake the other unit.

You enter the subject details here as you have already done when entering your other AS subjects

I only enter the units that I am **NOT** retaking here. I have accepted these and must enter grades

Click **save and add similar**. The next page will show you how to enter the unit you are retaking.

**Education**

Welcome > Education > Enter GCE Advanced Subsidiary (first award 2001)

GCE Advanced Subsidiary (first award 2001)

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

For AS subjects please enter when you plan to 'certificate' your AS. If you are in any doubt about this you should check with your school or college, or whoever is helping you with your application. Or you can contact our Customer Service Unit. Click on the 'contact us' link at the top of the page for our contact details. Entering unit details for AS levels is optional.

Subject\*  ?  
(other)

Qualification date\*   ?

Awarding organisation\*  (other)  ?

Grade\*  (other)  ?

Module / unit 1

Title  ?

Grade  (other)  ?

Module / unit 2

Title  ?

Grade  (other)  ?

Module / unit 3

Title  ?

Grade  (other)  ?

> back to summary

**save** **save and add similar** **delete**

I still put in my overall grade at AS even though I am only listing 2 units, as this is the grade I was awarded at the time

I leave this blank as I am retaking 1 unit.

## Entering an AS retake

**Education**

Welcome > Education > Enter GCE Advanced Subsidiary (first award 2001)

GCE Advanced Subsidiary (first award 2001)

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

For AS subjects please enter when you plan to 'certificate' your AS. If you are in any doubt about this you should check with your school or college, or whoever is helping you with your application. Or you can contact our Customer Service Unit. Click on the 'contact us' link at the top of the page for our contact details. Entering unit details for AS levels is optional.

Subject\*  ?  
(other)

Qualification date\*   ?

Awarding organisation\*  (other)  ?

Grade\*  (other)  ?

---

Module / unit 1

Title  ?

Grade  (other)  ?

---

Module / unit 2

Title  ?

Grade  (other)  ?

---

Module / unit 3

Title  ?

Grade  (other)  ?

> back to summary

You enter the subject details here for AS Biology again

You put **pending** for the overall grade. This shows that your grade is unknown as you are retaking the unit

You put the details of the unit you are retaking next summer here

You put **pending** for the unit grade,

If you were retaking more than one unit you would add the details in here

## Adding A2 subjects

Enter the subject details of the subjects you are studying at A2

You enter the grade as **pending** as you have not sat the exam yet

In the space for units 1—3 you can put your AS units in, but you do not need to as the information is already on the AS section of your application.

Dates will be next summer in your case June 2014

You can put in the units you are studying for A2 in the space for units 4—6, but again you do not need to, if you do put the grades as pending

**Education**

Welcome > Education > Enter GCE Advanced Level

GCE Advanced Level

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

Entering unit details for A levels is optional

Subject\*  ?  
(other)

Qualification date\*   ?

Awarding organisation\*  (other)  ?

Grade\*  (other)  ?

Module / unit 1

Title  ?

Grade  (other)  ?

Module / unit 2

Title  ?

Grade  (other)  ?

Module / unit 3

Title  ?

Grade  (other)  ?

Module / unit 4

Title  ?

Grade  (other)  ?

## Adding other Qualifications

If this is the case you just follow the same process as before. For example here is how to add the Extended Project

**Education**

Welcome > Education > Choose qualification

Please choose your qualification type from the list...

- [AQA Baccalaureate](#)
- [Adult Literacy Certificate](#)
- [Adult Numeracy Certificate](#)
- [BTEC Award \(QCF\)](#)
- [BTEC Certificate \(QCF\)](#)
- [BTEC Diploma \(QCF\)](#)
- [BTEC Extended Diploma \(QCF\)](#)
- [CACHE Award in Child Care and Education](#)
- [CACHE Certificate in Child Care and Education](#)
- [CACHE Diploma in Child Care and Education \(2007 onwards\)](#)
- [CACHE Level 3 Extended Diploma for the Children & Young People's Workforce \(QCF\)](#)
- [Dance](#)
- [Duke of Edinburgh Award](#)
- [Extended Project \(Level 3\)](#)
- [GCE Advanced Level](#)
- [GCE Advanced Level: Double Award](#)
- [GCE Advanced Subsidiary \(first award 2001\)](#)
- [GCE Advanced Subsidiary: Double Award](#)
- [GCSE](#)
- [GCSE Combined Course](#)
- [GCSE Short Course](#)
- [GCSE: Double Award](#)
- [Key Skills](#)
- [Music Qualification - Graded Practical \(ABRSM and equivalent\)](#)
- [Music Qualification - Graded Theory \(ABRSM and equivalent\)](#)
- [OCR National Award](#)
- [OCR National Certificate \(6 Units\)](#)
- [OCR National Diploma \(12 Units\)](#)
- [Other \(UK Qualifications\)](#)
- [ifs Diploma in Financial Studies](#)
- [ifs Level1/Level 2 Qualifications \(not QCF\)](#)
- [Other qualification type not in this list](#)

Click on **add qualification** to access this subject menu

Click on **Extended Project (Level 3)**

Fill out dates and exam boards as normal

**Education**

Welcome > Education > Enter Extended Project (Level 3)

! Grade is mandatory for completed examinations.

**Extended Project (Level 3)**

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

Subject\* The Wives of Henry VIII ?

Qualification date\* January 2013 ?

Awarding organisation\* AQA (other) ?

Grade\* A (other) ?

! Grade is mandatory for completed examinations.

> back to summary

save save and add similar

Click on **save** to exit screen

This screen will come up

You need to put in the topic your project is about

If you know your grade put it in or leave it as **pending**

## Finished Education section

This is what a finished Education section looks like

These are my A2 subjects. They show no grade as I have not sat

AS subjects, this shows all my grades for the subjects I have studied and that I am retaking 1 unit in Biology

### Education

Welcome > Education

Compulsory fields are marked with an asterisk (\*).

When you have entered all of your centres and qualifications, click on 'section completed' and 'save'.

You've added details for 1 school/college/centre(s) so far. You can still add details for 9 more.

> add new school/college/centre

Copleston High School Ipswich (19227, 09/2007 - 06/2013, FT)

Extended Project (Level 3)

[The Wives of Henry VIII](#) A 01/2013 AQA

> add Extended Project (Level 3)

GCE Advanced Level

[English Literature B](#) 06/2013 AQA

[History](#) 06/2013 Edexcel

[Psychology A](#) 06/2013 AQA

> add GCE Advanced Level

GCE Advanced Subsidiary (first award 2001)

[Biology \(Salters-Nuffield\)](#) 06/2013 Edexcel (1 module)

[Biology \(Salters-Nuffield\)](#) C 06/2012 Edexcel (2 modules)

[English Literature B](#) A 06/2012 AQA (2 modules)

[History](#) A 06/2012 Edexcel (2 modules)

[Psychology A](#) B 06/2012 AQA (2 modules)

> add GCE Advanced Subsidiary (first award 2001)

GCSE

[French](#) A 06/2012 AQA

[English Literature A](#) B 06/2011 AQA

[Geography](#) A 06/2011 Edexcel

[Mathematics](#) A\* 06/2011 Edexcel

[Science: Biology](#) A 06/2011 AQA

[Science: Chemistry](#) B 06/2011 Edexcel

[Science: Physics](#) A 06/2011 AQA

> add GCSE

> add qualifications

Please state the highest level of qualification you expect to have before you start your course\*

Below honours degree level qualifications

☐ section completed

save

When you are happy that you have entered all your qualifications, you need to click section completed and then save



## Employment Section

**Employment**

Welcome > Employment summary

Please give the names and addresses of your most recent employers. If you have not had any paid work experience, you can leave this section blank, but you will need to mark it as complete.

You can add details of up to 5 employers.

> add an employer

No details entered.

☐ section completed

save

Click on add an employer

**Employment**

Welcome > Employment summary > Employment details

Please enter your employment details below.

Compulsory fields are marked with an asterisk (\*). Before leaving this page, click 'save' to avoid losing any of your information.

Employer name\* W H Smith ?

Employer address\* Tavern Street Ipswich ?

Job description\* Sales assistant ?

When did you start?\* July 2011 ?

When did you finish? September 2013 ?

Type of work\* ☐ full-time ☒ part-time ?

save cancel

Fill out the details of your job

Make sure you do not click full time for your job!

Click save when finished

## Personal Statement Section

The personal statement is one of the most important parts of your application. It is where you get to sell yourself to the universities that you wish to apply to

### Personal statement

This is a useful guide to help you

Welcome > Personal statement

Our [guide to writing your personal statement](#) (opens in a new window) should help you complete this section.

We strongly recommend you write the statement using a word-processing package and paste it in to Apply.

You can type your statement directly into the box or edit a statement you have pasted in.

### Personal statement

Click 'save' within 35 minutes so that your work is not lost.

You have used 0 of 47 lines based on the preview and 0 of 4000 characters.

You need to draft your statement and then I advise you to paste it into this box

click **preview**, this will show you what your statement will look like on your application (see next page)

Don't forget to save your work

Before you can mark this section as complete you must click on 'preview'. The system will then tell you how many lines and characters are still available for your personal statement.

save preview

## The Personal Statement Preview Screen

This is really useful to see how many characters and lines you have used

### Personal statement

Welcome > Personal statement > preview

To make changes to this section click 'edit' below. Before leaving this section please click 'save' to avoid losing any information. When you have finished, please tick the 'section completed' box and click 'save'.

You have used 46 of 47 lines based on the preview and 3917 of 4000 characters.

Last saved date: 19 June 2013 13:17:40

1 I find the human body an amazingly complex system and one that is extremely fascinating. The  
2 complexity has always inspired me to develop my knowledge to understand the processes that  
3 exist and as I continue to learn and understand how the human body works my fascination in the  
4 subject grows. With this scientific knowledge and developed interpersonal skills I aim to  
5 become a good doctor, improving the quality of life of a diverse range of people.  
6 My desire to achieve in a career in medicine has been strengthened by what I have discovered  
7 in my A Levels. I have been fascinated by the structure of cells, particularly the adaptations  
8 of the gametes. They undertake such precise and important functions but yet are astonishingly  
9 small microscopic structures. I am currently reading 'Biomedicine and the Human Condition'  
10 which has introduced me to some completely new ideas such as the remarkable telomeres.  
11 I have also been fascinated by the processes of In -Vitro Fertilisation (IVF) after  
12 discovering that I myself was conceived through IVF. I have enjoyed researching IVF and other  
13 treatment options for fertility problems. I would love the opportunity to further develop my  
14 understanding of the problems of infertility at degree level.  
15 I am also producing a piece of extended writing on the NHS Reform. As part of the project I  
16 asked doctors to complete a questionnaire asking their views on the reform, the results have  
17 illustrated the controversy of the issue.  
18 My work experience placements both in clinical and ward settings and also in a GP surgery have  
19 given me a valuable insight into the work of many healthcare professions including doctors. I  
20 quickly realised the significance of cooperation to develop an effective multidisciplinary  
21 team that can communicate well to deliver a good standard of healthcare. A doctor in my  
22 opinion needs to have good leadership and teamwork skills, good communication to build up a  
23 trusted rapport with the patients and of course compassion.  
24 In the past year I have attended several talks on a variety of topics at the local hospital.  
25 The talks such as A&E life were very insightful. I have also attended a Sutton Trust Summer  
26 School, one of the most enjoyable experiences I have ever had. The experience gave me a real  
27 insight into the life of a medical student, my favourite part being a lecture on how nerves  
28 work.  
29 For the past three years I have also worked in a tea room. I feel that the work has prepared  
30 me for adult life, allowing my communication skills to develop in the process. Basketball has  
31 been a passion of mine and I have played national league basketball while also representing  
32 Suffolk, East of England, and participating in England Development Training Camps. These  
33 experiences have taught me valuable lessons in leadership and teamwork, all of which will  
34 benefit me in my chosen career. Coaching and leading sessions at a junior running club have  
35 also strengthened these skills.  
36 Volunteering at a residential home for the elderly that specialises in Dementia sufferers has  
37 been a valuable experience, forcing my people skills to develop due to the communication and  
38 memory difficulties faced by sufferers. I relish the challenges this opportunity has given me  
39 and I now feel that in the future as a doctor I would feel confident in treating such a  
40 patient. I also play my clarinet to the residents. I feel music has the ability to allow  
41 sufferers to whom access via language is hard or impossible, to experience happy moments  
42 despite their progressive illness.  
43 I would relish an opportunity to study such a fascinating subject at university. My  
44 hardworking attitude and dedication will enable me to cope with the demands of such a course.  
45 While my enquiring mind will inspire me to develop my knowledge further as I progress as a  
46 medical student and doctor.

> edit

Remember you only have **47 lines** or **4000 characters** to write your statement. So be concise!

Empty lines in your statement count as a line. To be able to write more do not have blank lines. This statement has none which allows for more words

click **edit** to take you back to the Personal Statement page and remember to save when you get there!

## Completing your application

The screenshot shows the UCAS 2013 'apply' page. At the top left is the UCAS logo. To its right is the text '2013 apply' in large, light grey font. Further right is a 'Welcome' message. In the top right corner, there are links for 'Contact us', 'Help', and 'Print page'. Below the 'Welcome' message, there is a list of application sections on the left, each with a checkbox. The sections are: 'Welcome' (checked), 'Personal details' (checked), 'Additional information' (checked), 'Student finance' (checked), 'Choices' (checked), 'Education' (checked), 'Employment' (checked), 'Statement' (checked), 'View all details' (unchecked), 'Pay/Send' (unchecked), 'Help', and 'Options/Opsiynau'. To the right of this list, the page says 'Welcome Amy,' followed by 'Your Personal ID is: 109-813-3829.' Below this, it says 'Please make a note of this number and keep it handy. You will need to quote this number if you call our Customer Service Unit.' and 'Before starting your application, please read through the relevant information below regarding:' followed by a bulleted list of links: 'completing your application', 'applicants applying through a school, college or organisation', 'applicants applying as an individual', and 'deadlines for submitting your application.' There are three callout boxes with arrows pointing to specific elements: one pointing to the 'View all details' checkbox with the text 'When you have completed every section you will see ticks next to every section'; another pointing to the Personal ID number with the text 'This is your Personal UCAS Id number. You will need this when corresponding with UCAS so make a note of it and keep it safe'; and a third pointing to the 'View all details' checkbox with the text 'When you have completed every section click on view all details. See next page for how to finish your application'.

UCAS

Contact us | [Help](#) | [Print page](#)

2013 apply

Welcome

When you have completed every section you will see ticks next to every section

<Log out

Welcome

Welcome Amy,

Your Personal ID is: **109-813-3829**

This is your Personal UCAS Id number. You will need this when corresponding with UCAS so make a note of it and keep it safe

Please make a note of this number and keep it handy. You will need to quote this number if you call our Customer Service Unit.

Before starting your application, please read through the relevant information below regarding:

- [completing your application](#)
- [applicants applying through a school, college or organisation](#)
- [applicants applying as an individual](#)
- [deadlines for submitting your application](#)

When you have completed every section click on view all details. See next page for how to finish your application

Welcome	<input checked="" type="checkbox"/>
Personal details	<input checked="" type="checkbox"/>
Additional information	<input checked="" type="checkbox"/>
Student finance	<input checked="" type="checkbox"/>
Choices	<input checked="" type="checkbox"/>
Education	<input checked="" type="checkbox"/>
Employment	<input checked="" type="checkbox"/>
Statement	<input checked="" type="checkbox"/>
View all details	<input type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiynau	

## [View all details](#)

You can now scroll through your whole application. I would print it out and read through it carefully to check for any mistakes

When you are happy with your application click on **section completed** and this will show that you are ready to send your application, and then **save**

W H Smith  
Address: Tavern Street Ipswich  
Nature of work: Sales assistant  
From July 2011 to September 2013, part-time

☒ **Personal statement** [> edit](#)

I find the human body an amazingly complex system and one that is extremely fascinating. The complexity has always inspired me to develop my knowledge to understand the processes that exist and as I continue to learn and understand how the human body works my fascination in the subject grows. With this scientific knowledge and developed interpersonal skills I aim to become a good doctor, improving the quality of life of a diverse range of people. My desire to achieve in a career in medicine has been strengthened by what I have discovered in my A Levels. I have been fascinated by the structure of cells, particularly the adaptations of the gametes. They undertake such precise and important functions but yet are astonishingly small microscopic structures. I am currently reading 'Biomedicine and the Human Condition' which has introduced me to some completely new ideas such as the remarkable telomeres. I have also been fascinated by the processes of In -Vitro Fertilisation (IVF) after discovering that I myself was conceived through IVF. I have enjoyed researching IVF and other treatment options for fertility problems. I would love the opportunity to further develop my understanding of the problems of infertility at degree level. I am also producing a piece of extended writing on the NHS Reform. As part of the project I asked doctors to complete a questionnaire asking their views on the reform, the results have illustrated the controversy of the issue.

My work experience placements both in clinical and ward settings and also in a GP surgery have given me a valuable insight into the work of many healthcare professions including doctors. I quickly realised the significance of cooperation to develop an effective multidisciplinary team that can communicate well to deliver a good standard of healthcare. A doctor in my opinion needs to have good leadership and teamwork skills, good communication to build up a trusted rapport with the patients and of course compassion.

In the past year I have attended several talks on a variety of topics at the local hospital. The talks such as A&E life were very insightful. I have also attended a Sutton Trust Summer School, one of the most enjoyable experiences I have ever had. The experience gave me a real insight into the life of a medical student, my favourite part being a lecture on how nerves work.

For the past three years I have also worked in a tea room. I feel that the work has prepared me for adult life, allowing my communication skills to develop in the process. Basketball has been a passion of mine and I have played national league basketball while also representing Suffolk, East of England, and participating in England Development Training Camps. These experiences have taught me valuable lessons in leadership and teamwork, all of which will benefit me in my chosen career. Coaching and leading sessions at a junior running club have also strengthened these skills.

Volunteering at a residential home for the elderly that specialises in Dementia sufferers has been a valuable experience, forcing my people skills to develop due to the communication and memory difficulties faced by sufferers. I relish the challenges this opportunity has given me and I now feel that in the future as a doctor I would feel confident in treating such a patient. I also play my clarinet to the residents. I feel music has the ability to allow sufferers to whom access via language is hard or impossible, to experience happy moments despite their progressive illness.

I would relish an opportunity to study such a fascinating subject at university. My hardworking attitude and dedication will enable me to cope with the demands of such a course. While my enquiring mind will inspire me to develop my knowledge further as I progress as a medical student and doctor.

☐ section completed [save](#)

## Sending your Application

UCAS

2013 apply View all

Welcome > View all

When you are ready to send your application click on **Pay/Send**

☒ Personal details > edit

☒ Additional information

☒ Student finance

☒ Choices

☒ Education

☒ Employment

☒ Statement

☒ View all details

☐ Pay/Send

☐ Help

☐ Options/Opsiynau

**Key**

☒ Completed

☐ In progress

☐ Not started

☐ Help

**Personal details**

**Personal**

Title	Miss
Gender	Female
First/given name(s)	Amy
Surname/family name	Linton
Preferred first name	Amy
Previous surname at 16th birthday	Linton
Postal address	12 Kitchener Road IPSWICH IP1 4DT
Is your permanent home in the UK?	Yes
Home address	
Home telephone number	01284489126
Mobile number	07531769987
Email address	lintonamy1@gmail.com
Date of birth	18 November 1993
Country of birth	United Kingdom
Date of first entry to UK	
Nationality	UK national
Dual nationality	
Area of permanent residence	Suffolk
Residential category	UK Citizen or EU National

Reference numbers

**Declaration**

Welcome > Declaration

**Tick boxes if you agree:**

☒ ☐ I have read and agree to be bound by the [declaration](#).

☒ ☐ I confirm that the information given on this application is true, complete and accurate and no information requested or other material information has been omitted.

☒ ☐ I agree to my personal data being processed by UCAS and passed to my chosen educational establishments, and understand how my data will be used.

☒ ☐ I accept that, if I do not fully comply with these requirements, UCAS shall have the right to cancel my application and I shall have no claim against UCAS or any higher education institution or college in relation thereto.

☒ ☐ I agree to allow details of my application and its progress to be shared with my school / college / centre.

[previous](#) [I agree](#)

Make sure you tick all of the boxes and then click **I agree**

## Making Payment

### Card details

Welcome > Card details

Please check your choice details carefully, then enter your card details below. Compulsory fields are marked with an asterisk (\*).

Choice summary

Choice 1:	University of Derby (D39)	Sociology (L300)
Choice 2:	The University of Essex (E70)	Sociology (L300)
Choice 3:	The University of Manchester (M20)	Sociology (L300)
Choice 4:	Nottingham Trent University (N91)	Sociology (L300)

Fee summary

Fee for multiple choice: £23

Card payment details

Credit and debit cards: we accept UK and international Visa, Visa Debit, Delta, MasterCard, JCB, Maestro, and Electron. At the moment we do not accept American Express or Diners Club cards. Your card details will be encrypted before being transferred over the internet. The total cost of your application will be £23, including VAT. The application will not be progressed until your payment has been authorised by the card issuer. If it is subsequently discovered that you did not have authority to make payment using the credit or debit card whose details are entered below then we will cancel your application.

Card number (please enter without spaces between the digits)\*  ?

Security number\*  ?

Expiry date\*  Select month ▼ year ▼ ?

Start date (if applicable)\*  Select month ▼ year ▼ ?

Issue number (if applicable)\*  ?

Name as it appears on the card\*  ?

The next screen you see may be payment card verification through your card issuer, provided to give you added protection when applying online.

[previous](#) [make payment](#)

Enter your card details here to pay

Click **make payment** to move to final screen

I cannot show you the final screen in this guide as this as far as I can go with this application!

Follow the onscreen instruction and click send to UCAS. Remember that when you send your application it comes to me and I will then sort the reference and send it to UCAS for you

I will check your application for any errors and if there are any, we can still put them right before it is sent to UCAS