

# YOUR GUIDE TO THE UCAS PROCESS

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It may seem like a daunting task, but it's simpler than you think to apply for a university place. If you are applying for a place through Confetti, you'll need to have some essential information to hand.

## **MAKE A START**

When you log-on to [www.ucas.com](http://www.ucas.com), you'll be asked for your 'College Buzzword'.

This year's buzzword is **PANTHERS**.

### **What you'll need**

- Your current course information – supplied by your personal tutor
- The full title of the courses
- List of course units
- Remember to include any English/Maths qualifications you're taking
- Name of tutor providing your reference
- Previous course information\*

\*Details of ALL the courses you've taken previously and the grades/passes you got. You have to include ALL previous qualifications you've taken, including those that you took at Secondary school. Remember to include any Functional Skills, (English/Maths) qualifications.

You may also need the BTEC Registration Number for any BTEC qualifications you already have. You can get this from EST.

## **APPLY**

**Once you have registered on UCAS Apply, you will complete 7 different sections:**

- Personal Details
- Student Finance (UK and EU only)
- Choices – up to 5 choices are available
- Education (If you are doing a L3 BTEC Extended Diploma, you will need to add each unit individually)
- Employment
- Personal Statement
- References

**After you have made your application:**

Once you have sent your application to UCAS, you can track your progress through the system and respond to offers, on line.

**Go to the UCAS website and click 'track'. To log in you will need the following:**

- Application Number
  - User name
  - Password
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## PERSONAL STATEMENT

### Personal statement structure

1. Why this course?  
Illustrate interest in and understanding of the subject
  2. Education:  
Use this to illustrate relevant skills & knowledge. Talk about your current or most recent course. What have you learned or enjoyed? Bring in any other relevant education you have done.
  3. Employment/Voluntary work:  
Use this to show your relevant skills & knowledge; e.g. link to self-motivation, organisation skills and social skills. Remember your transferable skills.
  4. Extra Curricular:  
Use this to demonstrate any relevant skills & knowledge; link to interpersonal skills, organisational skills. Involvement with clubs/ organisations/community; Sports, Drama, After School, Scouts/ Guides, Church, Charity. Are you a parent? If so then talk about your organisational/time management skills.
  5. Conclusion:  
Round up your reasons for applying & your aims for the future.
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### **Course choice**

It is important to understand that if you apply for very different courses you won't be able to write an effective Personal Statement. Try to avoid selecting widely differing courses where possible. Although individual institutions do not know which other courses you have applied for, the personal statement should be tailored to the courses you are applying for.

### **Copycatch**

There are some example personal statements on the internet that have been used by applicants, in some cases word for word.

The service UCAS uses, called Copycatch, finds statements that show similarity, works out how much of the statement may have been copied, and reports the findings. It helps admissions staff at universities and colleges judge applications, and it is the institutions who decide what action, if any, to take regarding notified cases.



### **What happens if a personal statement has similarities?**

- Any statements showing a level of similarity of 10% or more are reviewed by members of the UCAS Similarity Detection Service Team.
  - Applicants, universities and colleges are notified at the same time by email when an application has similarities confirmed.
  - Admissions tutors at individual universities and colleges decide what action, if any, to take regarding reported cases. Ultimately your application could be withdrawn.
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## TIPS

- The personal statement is an opportunity for you to explain why an institution should offer you a place to study. It is essential that you spend some time planning, drafting, writing and checking this section. EST, ALS and your tutors can help with this.
  - You should first produce your personal statement in a word document then cut and paste it on to the application form as there are no spell check features available within the application form.
  - You can use up to 4,000 characters, including spaces & 47 lines of text with a maximum of 80 characters per line.
  - When you paste the statement on to the application form it will tell you how much space you have left.
  - You will not be able to select a font, use bold, underline or italics. You may find that you need to reformat the text when you paste it on to the application form.
  - The online system will automatically time-out after 30 minutes of inactivity, so you must ensure you save it.
  - Look at your module breakdowns - it will help you write your personal statement. Match your skills and interests to the course.
  - Identify your best skills and shout about them
  - Show, don't tell! Use examples to back up what you are saying!
  - Don't repeat yourself - space is limited so use it wisely
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## IMPORTANT DEADLINES

Confetti deadline: **6th December**

Your application must be submitted to us by this date.

This is to allow us enough time to attach your reference and send the application off in time for the official UCAS deadline (15th Jan).

Applications submitted after 6th Dec will still be sent to UCAS, but we can't guarantee that it will be processed in time to meet the 15th Jan deadline.

### **YOU CAN STILL APPLY FOR HE COURSES AFTER THE 15TH JANUARY DEADLINE.**

If your application is received by UCAS after the deadline you will be considered a late applicant and may not have the same pick of courses. However, most universities/colleges do continue to accept applications (if there are places available) long after 15th Jan (including Confetti!) but you should check with each one before you apply just to make sure.

### **Key dates for starting university in 2015**

6th DECEMBER 2014  
- Confetti deadline

30th JUNE 2015  
- Applications after this date held for clearing

This document is available in alternative formats.  
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