



UCAS STUDENT GUIDE 2019

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HOW TO REGISTER ON THE UCAS WEBSITE

Go to www.ucas.com

Before you can apply you must first register. This is free and will take around 15 minutes. Click 'Register and apply for 2019 entry'. You will only need to pay when submitting your application (£24 for five choices and £18 for one choice).

Agree to the Terms & Conditions.

Complete short sections with your basic details such as name, address, mobile number and e-mail address.

Create passwords and security questions – please remember to make a note of them.

You will be given your Username – please remember to make a note of this.

Finally, click 'log-in' when prompted.

After you've logged in, when asked through whom you'll be applying. Select 'school/college' and enter the Buzzword **CLF2019**. John Cabot Academy will appear and say 'yes' this is correct. (**Please note:** all CLF Post 16 students will log in via JCA regardless of their home academy).

Now select your home academy i.e. Bristol Brunel or John Cabot.

Make a note of your personal ID number e.g. 234–115–6483, as you will need to use this number in all UCAS correspondence.

On the welcome page, click on 'Verify your e-mail address'. This will send a verification code to your e-mail address, which you must enter into the verification box before you can begin to complete your application form.

Now you can complete the seven sections of the application, which are:

- Personal details (including nationality and passport number)
- Choices
- Education
- Employment
- Statement
- View all details
- Pay/Send

KEY DATES AND DEADLINES

A complete list of all UCAS dates and deadlines can be found at www.ucas.com/key-dates.

5 September 2018	UCAS opens for 2019 entry
15 October 2018	Deadline for Oxford and Cambridge applications, and for most courses in medicine, veterinary medicine/science, and dentistry
15 January 2019	Deadline for the majority of undergraduate courses
2 May 2019	University/college decisions due on applications submitted by 15 January
15 August 2019	A Level results day
20 September 2019	Final deadline for applications to courses in 2019

UNIVERSITY ADMISSIONS TESTS

Some universities require you to sit an admissions test as part of the application process. If you apply for a course that requires an admissions test, you'll need to check the registration deadline for the test, when you will sit it, and what it includes, as well as the deadline for your UCAS application.

Many courses that require you to sit a test have a 15th October deadline, but your course may be different, so it's important you check key dates and deadlines. Most admissions tests happen between August and November the year before you're due to start your studies – some even earlier, before you've sent your UCAS application!

A full list of course related admissions tests can be found at <https://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/admissions-tests>.

**PLEASE ENSURE THAT YOU INFORM US IF YOU NEED TO
COMPLETE AN ADMISSIONS TEST**

IMPORTANT UCAS INFORMATION

1. Students apply to universities online via **UCAS – the Universities and Colleges Admissions Service** at www.ucas.com. Every aspect of the process from submitting an application to accepting offers happens through UCAS.
2. When students apply, they can **choose up to five courses from up to five different universities** (four for medicine). They complete an online application form and write a **4000 character/47 line personal statement** about their suitability for the subject.
3. Universities and colleges make offers based on academic ability, a good personal statement and extra-curricular experiences that support a student’s chosen destination.
4. Students need to **look at course entry requirements carefully**. Course offers may be subject to admissions tests, interview, audition, presentation, portfolio work or health checks.
5. All universities write **Admissions Statements** for their courses. These documents outline the entry criteria for courses in more detail and specify what they are looking for in applicants. These documents are not always easy to find but it is a key tool for success.
6. Offers sent from universities will come directly to students via UCAS – you are likely to have a **conditional offer** (requiring certain grades/points) or an **unconditional offer** (meaning the university does not require specific). Once a student has received offers from all choices he/she can accept **one firm choice** (the favourite one) and **one insurance choice** (this should be a lower offer).
7. **Student Finance** www.gov.uk/student-finance-register-login will be available for applications from March/April 2019 – exact dates will be published on the website, they encourage all applications to be made by the end of May (although for students who have late offers or go through clearing they will accept applications up to 9 months after the start of the academic year).

8. On **A-Level results day**, if a student has achieved the required grades/UCAS points for their firm (or insurance choice) their offer to study at that University is confirmed - UCAS track will show the status of 'accepted'. If they haven't achieved the conditions of their offer or if they wish to change course, then:
- They may contact their chosen university to see if the university will accept them with a reduced offer for a different course.
 - They can go through UCAS **CLEARING** where universities publish what course spaces they have remaining.
 - They may choose to do something else for September such as a gap year or may have the option of re-sitting exams or modules to try and apply the following year.
9. UCAS also offer a facility called **ADJUSTMENT** whereby a student who has done better than expected and gained grades/points higher than predicted, can look for an alternative place at University. This process is normally available for approximately two weeks around results time. Remember however that many courses will already be full so choices may be limited.

THE UCAS TARIFF

The Tariff provides a fair and more transparent process of allocating Tariff points across a wide range of qualifications. Currently one third of courses on the UCAS search tool have a Tariff entry requirement. Students should always check individual course requirements, ensuring that they also have the GCSE qualifications for their chosen courses. UCAS has a useful Tariff calculator www.ucas.com/ucas/tariff-calculator.

AS Level (First year)	A Level (Second year)	BTEC Certificate (First year)	BTEC National Extended Certificate (Second year)	Points
	A*		Distinction*	56
	A		Distinction	48
	B			40
	C		Merit	32
		Distinction*		28
	D	Distinction		24
A				20
B	E	Merit	Pass	16
C				12
D				10
		Pass		8
E				6

AS QUALIFICATION

Under the UCAS Tariff the AS qualification has been repositioned to 40% of the full A level. Universities and colleges will not generally count the Tariff points from an AS qualification if the learner has progressed to the full A level. Learners should review a university or college's entry criteria for any AS requirement.

WRITING A PERSONAL STATEMENT

TEN MUST HAVES FOR YOUR PERSONAL STATEMENT!

Explain why you want to study the course

What motivates you to take this course further, at a university level? Talk about how your interest developed, what you've done to pursue it or how you've drawn inspiration from your current studies. Try to avoid overusing the word 'passion' when doing so.

Explain how you're right for the course

Provide evidence to show that not only do you meet the selection criteria, but also that you've researched the course (or profession) and understand what studying the subject at university-level will involve. Also, show that you're prepared for this by giving examples, such as having worked as part of a diverse group.

Say what you've done outside the classroom

Outline how you've pursued your interest in your chosen subject beyond your current syllabus and developed your understanding as a result. But don't just give a long list of things you've done; it's important that you give your critical views or reflections too, so admissions tutors can see how you think. Here, you could talk about specific books, quality newspapers, websites, blogs, periodicals or scientific journals you've read. Or you could discuss films, documentaries, blogs, radio programmes, podcasts and public lectures you've watched or listened to.

Why it's relevant to your course...

Reflect on your experiences, explaining what you've learnt from them or how they've helped develop your interest in the subject. It could be work experience, volunteering, a university taster session or outreach programme, summer schools, museum, gallery or theatre visits, archaeological digs, visits to the local courts, travel, competitions or a maths challenge. It's not about quantity and it doesn't have to be particularly special. The key thing is showing what you took away from it.

... and relevant to your chosen career

Reflecting on relevant experience or observations will be essential for some professional courses where, in effect, you're applying for the career as well as the course:

- Reflect on your experience, don't just describe it. Talk about the skills the profession needs, how you've noticed this and how you've developed those skills yourself.

- Whatever environment you've been in, what did you spot or learn from what happens there, or what have you observed about how the qualities exhibited by professional staff helped them engage effectively with patients or service-users?

Can you demonstrate transferable skills?

Yes, you can – and admissions tutors will want to hear about them! It could be your ability to work independently, teamwork, good time management, problem-solving, leadership, listening or organisational skills. Often universities will set these out in the description for a course. You just need to look for them.

Expand on the most relevant ones

But don't simply rattle off all the skills you think you have. Think about which ones relate most readily to the course you're applying to – another reason to search for your course and read up about it, as you write your statement. Then demonstrate how you've developed, used and continued to strengthen these.

Again, admissions tutors want to hear about specific examples, like:

- positions of responsibility (what did you achieve, how has it improved your self-confidence?)
- Young Enterprise, Duke of Edinburgh's Award (what was the biggest challenge, how did you overcome it?)
- volunteering or a part-time job (what have you observed, what extra responsibilities have you taken on, what skills have you demonstrated yourself?)

Show that you're a critical thinker

University is all about being able to think independently and analytically, so being able to demonstrate that you're already working in such a way is a big plus point.

Briefly explaining how one of your A-level subjects, a BTEC assignment, placement, or additional studies such as the Extended Project Qualification (EPQ) has made you think more critically could be a way of doing this.

What's the long-term plan?

Mention what your longer term goals are if you can do it in an interesting way and you've got a specific path in mind. If you do, then try to show a spark of individuality or imagination.

Keep it positive

It can be difficult to get started with your personal statement, but don't panic. Start with your strengths, focus on your enthusiasm for the course and talk positively about yourself.

Preparing

your personal statement



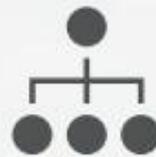
1. Preparation

- You can only write one personal statement, so don't mention a uni or college by name.
- Check uni and college websites to see what skills and qualities they'd like you to have.
- Make a list of things you want to include.
- Start drafting early.



2. What to include

- Why you're interested in the subject.
- Your enthusiasm for the subject.
- How your previous studies relate to the course(s).
- Relevant aspects of jobs, placements, work experience or volunteering.
- Activities or hobbies that show your interest in the subject.
- Any training or achievements that show your skills.
- Demonstrate you're a great candidate and you have skills and qualities they're looking for.



3. How to write it

- Introduction – start with an opening sentence that encourages the reader to read on.
- Structure what you want to include in an order that's most relevant to what the unis and colleges are looking for.
- Conclusion – reinforce your commitment, enthusiasm and skills suited to uni / college life.
- Check your grammar, spelling and punctuation.
- Leave time to get feedback and redraft.



4. Technical details

- Length – up to 4,000 characters or 47 lines of text (including spaces and blank lines).
- Make sure you don't copy – our software detects any similarities and this could jeopardise your application.

REFERENCE INFORMATION

At the same time that you complete your application and write your personal statement, your teachers will be busy writing statements about you. Statements from all of your teachers are collated and your Academic Mentor then uses them to write a reference similar in length to your personal statement. This is submitted via the UCAS website and sent off at the same time as your completed application.

The aim as a subject teacher is to add value to a student's application. UCAS describe the need for insightful, objective, and meaningful contributions.

We ask teachers to include:

- Academic and Practical skills specific to your subject
- Student capacity as an independent learner
- Performance in individual assignments/modules or course components
- Are these results a fair reflection of ability?
- Examples of exploring the subject beyond the bounds of the curriculum
- Ability to work hard and keep to deadlines
- Any additional preparation by student in support of application
- Attainment in comparison to rest of group
- Motivation and suitability for the chosen HE course

USEFUL LINKS

For further key dates - www.ucas.com/key-dates

To find undergraduate courses – www.ucas.com/search

Which? University offers independent information on universities - www.which.co.uk/university

For guidance, inside tips and advice from current undergraduate students - www.which.co.uk/universityadvice

Take a look at a university from the comfort of home - www.ucas.com/virtual-tours

For information on university open days - www.ucas.com/opendays

Some universities offer taster courses - www.ucas.com/taster-courses

[How to complete the UCAS application - www.ucas.com/fillinginyourapplication](http://www.ucas.com/fillinginyourapplication)

Writing a personal statement - www.ucas.com/personalstatement

Student Finance - www.gov.uk/studentfinance