UCAS 2020 Entry

Student Guidance Notes

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UCAS – STUDENT PERSONAL STATEMENT

Have you added your personal statement to Unifrog?

YES

- Make sure you have reached the minimum of 3300 characters and have not exceeded the 4000 characters and only 47 lines are allowed.
- Check all grammar and spelling before you send (in Unifrog) the final version to your referee

NO

Add to Unifrog by 20th September for early applications & the remainder by 11th October 2019

As soon as your finished statement has been checked by your Referee and approved by Mrs Roberts you will be informed via a Unifrog email. If there are any alterations required there will be a comment made for you to follow and once actioned you need to confirm as finished again and the process re-starts

Approved Statements – log onto Apply 2020 and then copy and paste your approved personal statement into your UCAS Application. Once ALL of the sections on your application are completed, visit the UCAS office (period 3 or 4, any day) in the LRC to make an appointment. When you attend your appointment please remember to bring your GCSE/BTEC certificates and a bank card for payment.

DO NOT PRESS 'PAY & SEND' UNTIL ADVISED TO BY A MEMBER OF THE ACADEMIC SERVICES TEAM

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How to complete your UCAS Application 2020

Registration

- Go to www.ucas.com and select **Apply**, then **Register/Log in to use Apply 2020**
- Please select Melton Vale Sixth Form College and your tutor group
- You only need to **'**register' the first time you go on, after that 'log in'
- You must read the terms and conditions and accept them
- The **buzzword** will be emailed to your school e-mail address it is not to be divulged to anyone outside school. **You must enter the buzzword onto your application so that it links you to MV16.**

Use the box below to make a note of the following:

- Your **username –** ***IT DOES NOT APPEAR AGAIN***
- Your **password,** which must be between 6 and14 characters and include at least one number and one letter. Keep it clean, as we use this password for last minute changes
- Your **personal ID number** – 10 digits long

User Name	
Registered E-mail used	
Password	
Personal ID number	

You use the Personal ID and Password details (above) as your log in to the 'Apply' and 'Track' services

- If you forget your password click on 'Forgotten log in?' and enter the e-mail address you used to register with, UCAS will then re-send your details direct to you.

Logging In

- On the '**Register/Log in to use Apply 2020'** page enter your username and password in the '**Log in'** boxes.
- If you have attempted to log in unsuccessfully several times your account will be locked out, please see Julie Shaw or Sandy Thorley (Academic Services) who can unlock this for you.

Completing your application

- To access any section, click on the appropriate heading on the left hand side of the screen and follow the on-screen instructions
- **On-line help** can be accessed by selecting **help** on any screen or clicking on the question mark at the end of the box you are filling in. Watch the videos provided as they will give you all the hints and tips you need for a successful application
- If you need to finish working on a section of your application before completing it, click on '**save'** before you exit and then **log out** properly by clicking '**<Log out**' in the top right-hand corner of the red banner at the top of the screen - otherwise you won't be able to log in next time
- When you have filled in all the necessary details click on '**section completed'** and **'save'**

Personal Details

- All **mandatory information** (i.e. information that must be completed) is indicated by a red asterisk.

Most of the information is straightforward and you choose from drop down boxes but there are one or two questions to look out for:

- You **must** use your FULL LEGAL NAME (including all middle names)
- If you decide to use an appropriate home e-mail address rather than your school one you will be asked to verify it – this is not difficult and it is the way UCAS checks that the e-mail address works – they send an e-mail to the address you put on your application and it will contain a code that you then type in next time you log on to your application.

  Important -please remember to keep UCAS track updated if you change your e-mail address or contact numbers

- Area of permanent residence – enter the county you live in
- Residential Category – choose from the drop down list
- **Reference numbers:** insert your Unique Learner Number (ULN) which can be found on your GCSE certificates
- Fee code – usually 02
- Student Support Arrangements – you must enter the county in which you live (e.g. Leicestershire if you live in Melton, Rutland if you live in Oakham etc.)
- Criminal Convictions – For certain courses universities need to know if you have any relevant criminal convictions, this is part of their duty of care to all applicants/existing students. If it is relevant to the course you are applying for you will be asked to tick a box if you **have** a relevant criminal conviction. (see Help text if you are unsure)

- Nominated access - You can choose to nominate someone, e.g. parent/guardian/adviser, who can discuss your application with UCAS and the universities if you're unavailable. This section of your application is not compulsory - you don't have to nominate anyone. If you do, you enter their name and their relationship to you.

Additional Information

- Occupational Background – Occupation of the parent/guardian who earns the most money. If he/she is retired/unemployed give the most recent occupation
- Activities in preparation for higher education – these take place at all times of the year, and may go under another name, such as summer schools, Saturday university, campus days, summer academies, taster courses and booster courses. If you have not taken any courses, leave these sections blank.
  Please do not include attendance at open days.

Choices

- If you know the university, course and, if applicable, the campus codes these can be entered directly. Alternatively you can select courses from the drop down menus
- You should also indicate if you plan to live at home and if you wish to defer your entry to 2021
- **You** must check carefully that you meet the entry requirements for **each** course you are applying for so that you do not waste a choice (you should have used UNIFROG to check these) - any queries please talk to your tutor.

Education (please take care when completing this section)

Universities need to know where you've studied and which qualifications you are taking/have taken. You must fill in details of your schools or colleges, then list your qualifications, one by one. You must include all schools and colleges that you have attended since the age of 11, even if you withdrew from your course. There is space to enter up to 10 centres.

For this college choose MELTON VALE SIXTH FORM COLLEGE (25300) and put an end date of August 2020 as that is when you receive your final results.

For each school and college, you must provide details of all qualifications for which you have accepted certification from an awarding organisation (even if you're re-taking all or part of the qualification in Summer 2020) **and** all qualifications for which you are currently studying or awaiting results.

- Use your certificates/results statements to transfer the information into this section (all of your certificates **must** be brought in for your UCAS appointment with Sandy Thorley)
- Use the **find** button – if there are no matches click on the **red school or college not found** and this will return you to the previous page and you can type the information in manually

  Centre numbers for your high schools can be found on your GSCE certificates and are usually 5 digits and start with 25***
- Choose level e.g. GCSE from list – *if you took exams in another country please find the correct title and do not use an English equivalent*
- Start with your GCSEs and include any that you took early in Years 9 & 10 putting the correct date you received your results i.e. **August 2018** (please remember that one-year courses go under a separate 'GCSE Short Course' heading), include Functional skills courses (which are also under a separate heading) and then move on to your post-16 qualifications:

  A Level = GCE Advanced Level

  BTEC – make sure you choose correct course e.g. for courses you are taking at MV16 - *Pearson BTEC Level 3 National Extended Certificate (360) (First teaching Sept 2016)*. You will need your BTEC registration number which you can get from your subject teacher (or off your certificate for level 2 BTEC)
- Ensure that **ALL** the exams & qualifications you are sitting in Summer 2020 are also entered, include Duke of Edinburgh Awards etc.
- Only enter grades for **completed** courses – i.e. you should select '**pending'** for all others that you have not received results for yet.

Employment

- Enter details of any paid employment (past or present) including any weekend or holiday jobs. Unpaid or voluntary work should be not be put down but should be mentioned in your personal statement.

Personal Statement

- Please **now use** the flow chart at the beginning of this booklet
- This section allows 47 lines of text, minimum of 3300 and up to 4,000 characters (including spaces).

Payment

- When you select payment you will be asked for debit or credit card details.

  It costs £20 for one course and £25 for more than one course. If you submit your application with one course choice and want to add more at a later date you will have to pay the extra £5 directly to UCAS via debit/credit card. If eligible you can also add extra choices in Track.

Checking the status of your application

- At any stage you can select **view all,** to preview or print a copy of your application.

What happens once UCAS receive your application?

Once your application is sent to UCAS it will be processed within **48 hours** and you will get written confirmation.

'Track' will become available 24 – 48 hours after the form has been submitted to UCAS, you can use 'Track' to:

- add courses if you did not use all five options
- find out what decisions universities/colleges have made about your application
- see your interview invitations and reply to them
- make your decision about Firm and Insurance places

MAKE SURE YOU CHECK TRACK ON A REGULAR BASIS!

You have 14 days after your application is sent to UCAS to make changes to the courses if you wish. Otherwise your choices CANNOT be changed without contacting the Universities direct.

IF YOU HAVE ANY QUERIES OR PROBLEMS AT ANY TIME PLEASE CONTACT JULIE SHAW OR SANDY THORLEY WHO WILL BE MORE THAN HAPPY TO HELP, OR E-MAIL QUERIES TO UCAS@MV16.ORG.UK

ACTION	DEADLINE
Nominate 3 teachers for to complete your reference	6th September
Register and log on to UCAS Apply 2020	6th September
Personal Details, Education & Employment sections complete	13th September
Personal Statement completed in Unifrog	11th October
Courses selected & checked	11th October
Personal Statement – final version submitted on Unifrog	25th October
UCAS appointment made by	22nd November
UCAS fee paid by	6th December

PLEASE NOTE THE UCAS FINAL DEADLINE FOR APPLICATIONS TO THE UNIVERSITIES OF OXFORD & CAMBRIDGE, AND FOR MOST COURSES IN MEDICINE, DENTISTRY & VETERINARY MEDICINE/ SCIENCE COURSES IS 15th OCTOBER 2019

EARLY APPLICANTS – THE MV16 INTERNAL DEADLINE IS MONDAY 7th OCTOBER