



UCAS

2021 Entry

Student Guidance Notes



How to complete your UCAS Application 2021

Registration

- Go to www.ucas.com and select **Apply**, then **Register/Log in to use Apply 2021**
- 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 college. **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 and 14 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 2021**' page enter your username and password in the '**Log in**' boxes.
- If you forget your log-in or want to change go through this link <https://www.ucas.com/lost-or-forgotten-your-ucas-password>

- If you have attempted to log in unsuccessfully several times you will be locked out your account, please contact UCAS help on 0371 4680468 and ask them to unlock your account.

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 before completing it, or have edited anything, or want to move to another section of your application, click on '**save**' before you exit – otherwise anything you have entered/edited may not be saved. 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**' before leaving that section.

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)
- You need to use an appropriate personal e-mail address rather than your MV one and 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 – click 'see list' and select the county you live in.
- Residential Category – click 'see list' and select.
- **Reference numbers:** insert your Unique Learner Number (ULN) which can be found on the bottom of your GCSE certificates or your results summary sheet
- Student Support - Fee code - select from the list (usually 02 student finance)

- Student Support Arrangements dropdown – you must select the city or county in which you live (e.g. Leicester if you live in the city of Leicester, 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 2022.
- Point of entry: **leave the box blank** if you want to start in the first year. The UCAS help text for this entry box states “*...If you wish to start in the first year of the course, please leave the box blank and you will automatically be considered for the first year.*” If applying for entry to a Foundation Year enter ‘0’ in the box.
- You must check carefully that you meet all 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, referee or Mrs Roberts.

Education (please take extra 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 from your actual certificates. 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 our college choose MELTON VALE SIXTH FORM COLLEGE (25300) and put an end date of August 2021 as that is when you receive your final results.

For each school and college, you must provide details of all qualifications - even if you received an unsuccessful grade ('U' grade), including those where you are still waiting to take the final exams or you are waiting for the results. Please note, **if you are re-taking a qualification** (e.g. in January or Summer 2021) you need to enter it twice (or more if applicable): once for each completed qualification with the grade achieved and once as a qualification with the result 'Pending'.

Only enter grades for **completed** courses – i.e. you should select '**Pending**' for all others that you have not received results for yet.

Use your GCSE/BTEC certificates to transfer the information into this section. Once complete scan your certificates and e-mail to our special MV e-mail – UCAS@mv16.org.uk in the subject line please put the word CERTIFICATES – followed by your full legal name.

Adding qualifications from previous schools/colleges or centres:

- Use the **Find** button to select the school/college/centre and click on the correct name to transfer the details onto your application. If the message 'No matches found' is shown, or if the school displayed is **not** the correct one (it **must** be as it appears on your certificates), click '*[click here to enter my school/centre details manually](#)*' and then type the correct name and centre number in the boxes provided. Centre numbers for your high schools can be found on your GCSE certificates and are usually 5 digits and start with 25***
- Qualifications - choose the qualification type/level e.g. GCSE from the 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 2019** (please remember that one-year courses usually go under a separate 'GCSE Short Course' heading), include Functional skills courses (which are also under a separate heading).
- **Tips for entering GCSEs/Level 2 qualifications:**
 - If your subject is listed more than once, e.g. Biology, Biology A, Biology B, please check your certificate or speak to your school, college or centre.

- **General Certificate of Secondary Education: (Grade 9 – 1)** – these are the reformed (new) qualifications – check your certificates for the correct qualification title.
- **GCSE English Language** – you **must** enter the grade you achieved for the ‘**Spoken Endorsement**’ module of this qualification. You select this from the drop-down box in the ‘Modules’ section of the qualification details (below where you have entered the qualification grade).
- **GCSE: Double Award (9-9 to 1-1)** this is the correct qualification type to enter details for what you may refer to as “GCSE Double Science”. The correct subject name is usually “**Combined sciences: Trilogy**” and you will be able to enter the grade e.g. 8-7 in the boxes provided.
- **International GCSE (Double Award) (AA to GG)** the correct science subject is usually ‘Science (Double Award)’ - please check your certificate.
- **General Certificate of Secondary Education: (Grade: A*-G)** – this is the for any of the ‘old’/unreformed qualifications that were graded A* to G
- **International GCSE** - (usually graded A* to G)
- **BCS Level 2 ECDL Certificate in IT Application Skills, or BCS Level 2 ECDL Certificate in IT User Skills** – check the correct qualification title
- **Pearson BTEC Level 1/Level 2 First Award** – check the correct qualification title
- **OCR Level 1/2 Cambridge Nationals e.g. Certificate in ICT** – check the correct qualification title
- **FCSE Level 1 Certificate in** – check the correct qualification title

Then move on to your post-16 qualifications – remember, for our college choose **MELTON VALE SIXTH FORM COLLEGE (25300)** and put an **end date of August 2021** as that is when you receive your final results.

- **Tips for entering GCEs and BTECs:**

If your subject is listed more than once in the drop-down list (e.g. English Literature, **English Literature A**, **Biology (Salters Nuffield)**, Biology, **Business**, **Drama & Theatre**) please check which the correct one is for subjects at MV16 by asking Sandy Thorley (N.B. those in **bold text** above are correct).

- **GCE Advanced Level** = A Level
- **GCE Advanced Subsidiary Level** = AS Level
- **BTEC** – make sure you choose correct course e.g. for courses you are taking at MV16 they are usually **Pearson BTEC Level 3 National Extended Certificate (360) (First teaching Sept 2016)**. Select the correct subject title. You will also need to enter the details of the modules you

have taken/will be taking, you select these from the drop-down boxes in the 'Modules' section (the section below where you have entered the overall qualification grade as '**Pending**') and you may need to 'free type' certain optional module titles. The UCAS help text advises: "*If you have not yet taken the examination, or if the results have not yet been released, please select **Pending** from the drop-down list. If there is no drop-down list, leave the box blank*". Therefore, you should enter the module details but leave the module grades blank.

Please make sure you use the correct module titles, if in doubt contact Sandy Thorley.

You will also need to enter your BTEC registration number which you can obtain by e-mailing ucas@mv16.org.uk

Ensure that **ALL** exams/qualifications you are sitting in January or Summer 2021 are entered, include Duke of Edinburgh Awards etc.

Remember - only enter grades for **completed** courses – i.e. select '**Pending**' for all others that you have not received results for yet.

When you have completed entering all of your qualifications you should select '**Below honours degree level qualifications**' from the drop-down box where you are requested to '*Please state the highest level of qualification you expect to have before you start your course*'

REMEMBER - after you make any edits/additions to a section click on '**Save**' before moving to another section! (when you have completed a section, click on '**Section Complete**' and '**Save**' again)

Employment

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

Personal Statement & Reference

- Once your personal statement has been approved by Mrs Roberts add this to section on your UCAS application form
- Your UCAS reference & predicted grades will be added to your application by Academics Services.

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

Payment

- When you select payment you will be asked for debit or credit card details. It costs £20 for one course and £26 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 £6 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 submitted to UCAS by MV16 it will be processed within **48 hours** and you will get confirmation by email.

‘Track’ will become available 24 – 48 hours after your application has been submitted to UCAS, you can use ‘Track’ to:

- add courses if you did not use all five options (BY 15/01/2021)
- 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 (but not until Mrs R gives you the go ahead 😊)

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 OR SANDY IN ACADEMIC SERVICES WHO WILL BE MORE THAN HAPPY TO HELP. E-MAIL QUERIES TO OUR SPECIAL MV E-MAIL ADDRESS UCAS@MV16.ORG.UK

