

Applying to UCAS



Student Preparation

2019 Entry

Name:

Tutor:

Practical things to do to prepare for your application and guidance to help you complete your online application

www.ucas.com

Early application is recommended!



Apply to UCAS Online for 2019 Entry to University

Preparation and Research

You will need to consider:

- Subject or combination of subjects to be studied
- Course content - what exactly you will be studying
- Methods of assessment - examinations or continuous assessment
- Length of the course - 2, 3 or more years?
- Entry requirements - general and specific: check the university's website
- Location - city or rural?
- Accommodation available - likely costs
- Do you want to take a gap year?

Help with making your decisions

The Student Services Area, room M017, Mylor Building has an extensive range of resource material, including University Prospectuses for your university research.

There is also a range of careers software available on the intranet to help you to make a decision if you are undecided on your future. Kudos, Degree Course Descriptions and Heap Online are all helpful, you can find them on the intranet, click on 'Student Services Documents and Websites' and they are listed under websites. You can also find them on Moodle, click on 'Student Services Truro', then 'Careers and Uni' and they are listed under 'Careers Resources'.

You can also research universities, courses and entry requirements on the UCAS website: **www.ucas.com**. All universities and colleges have a website and links are available from the UCAS site course search.

Your Personal Tutor will play a key role in guidance and should be the first reference point for queries.

Also you can speak to your PTL/DTL and to subject lecturers. Emma Seward-Adams (Student Services Team Leader) and the Careers Advisor in Student Services M017, Mylor Building have extensive UCAS experience and can help.

The College Careers Advisor is available to give careers guidance if you wish to talk through your career goals, or are unsure of your direction.

Students and ex-students, who do not have a college network account should contact Student Services for advice on their application.

Student Preparation

- Your application for university can be sent from the beginning of September 2018 (although it is available for completion from June). Go to the UCAS website, www.ucas.com to complete this online through 'Apply'.
- The College deadline for applications for Oxford or Cambridge, Medicine, Veterinary Science or Dentistry is Friday 21st September. This is to ensure meeting the UCAS deadline of October 15th (all applications are checked before leaving College.)
- For all other applications it is highly recommended that you aim to complete your online form by 26th October.** Competition for places is high, particularly in popular courses. Universities start to interview and/or offer places from September. The College Final deadline is November 23rd (including those for all Art and Design courses) to ensure meeting the UCAS deadline of January 15th. All applications are checked before leaving College.
- It is essential to research course content and entry requirements – Use the UCAS Search Tool on the UCAS website where you can enter subject, provider and location to narrow this down. It is also very important to check each university's own website for detailed information on entry requirements; there is a link from the UCAS pages. Alternatively you can use university prospectuses. Speak to your Tutor or go to Student Services if you need any information, advice and guidance.
- It is useful to be aware of any information that you will need beforehand to make your form filling problem-free. Complete the following sections and ask your Tutor to check them.

How to Apply

Register with UCAS (Complete on ILP Day)

- Download and print/save a UCAS tracking sheet off the Intranet – under the 'Student Services' heading click on 'UCAS', then click on 'APPLY UCAS Tracking Sheet' and select 'University Application Tracking Sheet'
- Visit the **Register with UCAS** website - <http://www.ucas.com/apply>
- Click on: **Register and apply for 2019 entry**
- Click on: **Register**
- Read through information and terms and conditions and tick the box to accept
- Complete all fields marked with a red asterisk (*) – other fields are not compulsory
- Your **name** must be entered in full
- Use your College **e-mail address** (you check this regularly anyway – and other e-mail accounts may spam UCAS messages)
- Enter your **Password, Username** and **UCAS ID Number** onto your tracking sheet (take care with uppercase/lowercase here)
- Click: **Log in now**
- How are you applying:** Through my school/college
- Buzzword:** GoForItNow19 (no spaces)
- Tutor/application group:** Select your tutor's name from the list
- Enter your **Personal ID** on your tracking form, e-mail your tracking form to your tutor
- Click on: **Please click here to verify your e-mail address**

University Application Tracking Sheet for 2019 applications

College Buzzword: **GoForItNow19** (GoForItNow19 is only for the 2018 application cycle)

Student Name:	Tutor Group:	College Student ID number:	PTL/DTL:
UCAS Username:	UCAS Password: <small>(Case sensitive)</small>	UCAS ID number:	
<small>GCSE Registration Number BTCC Students ONLY</small>			

GCSE Maths Grade	GCSE English Grade	GCSE Science Grade
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Predicted Grades			
Subject:	PG:	Subject:	PG:
Subject:	PG:	Subject:	PG:
Subject:	PG:	Subject:	PG:

University choice	Subject choice	Entry requirements Entrance Exam?	Checked UCAS 8 September 2018	Deferr Y/N
1.				
2.				
3.				
4.				
5.				

Please list any non-academic requirements of the course, e.g. specific skills, work experience etc.

Action	Date	Initials
1. Tutor approves Application, Personal Statement, checks Qualifications.		Tutor
2. Tutor completes Reference via MIS.		Tutor
3. Tick Payment Method Credit/Debit Card <input type="checkbox"/> Cash <input type="checkbox"/> Obcas <input type="checkbox"/> <small>(Obcas must be payable to Farn & Remitt College and paid to Finance or to the Curriculum Sec. with the student's Name and Address on the back)</small>		Tutor
4. Tutor prints completed form and gives to Curriculum Secretary with completed Application Tracking Sheet. Reference is sent to PTL/DTL via online database		Cur Sec
5. Form checked by Oxbridge support tutor (if applicable)		Oxbridge tutor
6. Form given to PTL/DTL for checking		Cur Sec
7. Form & Reference approved by PTL/DTL and passed to Senior Manager		PTL/DTL
8. Form approved by SM and returned to Curriculum Secretary Are amendments required to form? (please tick one) YES <input type="checkbox"/> NO <input type="checkbox"/>		SM
9. Amendments to application form are made by Curriculum Secretary. Reference and Predicted Grades are added to APPLY by Curriculum Sec. Curriculum Secretary sends form to UCAS.		Cur Sec
10. Final hard copy made for file		Cur Sec

- Enter the **Verification code** into the box – and click on **Verify e-mail**
- Click on: **Click here to return to the welcome page**

You're now registered with UCAS! Having got this far, you can now **Log out** and **Log in** again at anytime, anywhere you have an internet connection – assuming you don't forget your username and password (if you do, your tutor now has them to remind you). To log back in, visit the UCAS website (<http://www.ucas.com/apply>) – and click on **Register and apply for 2019 entry**, then log in with your username and password.

The following sections can now be completed in any order (with the exception of **Pay/Send** – which has to come last. You are aiming to achieve a red tick for each section on the left hand side, then you can send. You can save and log out at any time.

Personal details (Complete on ILP Day)

- Select **Personal details** from the menu on the left-hand side of the page
- Complete all fields marked with a red asterisk (*) – other fields are not compulsory
- **Unique Learner Number (ULN)** – You'll find this on your Student Advantage page (there's no * - but College does require you to complete this)
- **Fee code 02** - You will need to know how you are going to be funded for your course as you must choose a code from the drop down box on the form. Most students apply for loans and grants through Student Finance
- England (Fee Code 02). **If you are considering any Fee Code other than 02, please contact your Tutor**
- You can then add Cornwall under Student Support Arrangements

When done, tick **section completed** – and **save** (you can **save** without ticking **section completed** if you have to stop work on this before you've finished).

Additional information (Complete on ILP Day)

This section refers to activities/events/open days you've attended such as the UCAS Fair, ask your tutor if unsure.

- Select **Additional information** from the menu on the left-hand side of the page
- Complete all fields marked with a red asterisk (*) – other fields are not compulsory
- When done, tick **section completed** – and **save** (you can **save** without ticking **section completed** if you have to stop work on this before you've finished).

Choices

- Select **Choices** from the menu on the left-hand side of the page
- Click **add a choice**
- Complete all fields marked with a red asterisk (*) – other fields are not mandatory
- You can make 1 to 5 choices, we would recommend making 5. Some of these can be optimistic choices (based on you scoring higher than your predicted grades – ask your tutor/lecturers for these); some should be realistic (based on your scoring your predicted grades). At least one should be an insurance choice – based on you scoring lower than your predicted grades.
- When done, tick **section completed** – and **save** (you can **save** without ticking **section completed** if you have to stop work on this before you've finished).

In order to complete the choices section you need to research thoroughly the courses for which you are applying. You can apply to a maximum of five courses (four courses for medicine, dentistry and veterinary science plus one other choice outside these areas). Research initially through the 'Course Search' on the UCAS website (www.ucas.com) or by reading prospectuses which are available in the Student Services Resource Area in M017, Mylor Building. **Read all course details and entry requirements on the university's own website before applying. Entry requirements may ask for specific GCSE grades, as well as A level, IB or Extended Diploma grades / points.** Speak to your Tutor or arrange guidance through Student Services if you need help.

Note down your choices here:

<u>Name of University</u>	<u>Full Title of Course</u>	<u>Entry requirements</u>
1.		
2.		
3.		
4.		
5.		

Education

- Select **Education from the menu on the left-hand side of the page**
- Click **add new school/college/centre** (This will be Truro College (53840) and your school/schools, start with your school)
- Complete all fields marked with a red asterisk (*) – other fields are not compulsory
- Click **add qualifications**
- Click on qualification under the popular qualifications or use the search box if not shown
- Enter qualifications as they appear on your certificates (check the records on your Student Advantage webpage are also correct – as they must match; if they don't take the relevant certificates to the exams office to have your Student Advantage updated)
- Click **Save and add similar** – until all your GCSEs have been entered (you have to declare them all), at which point click **save**
- Click **add new school/college/centre**
- **School/college/centre name** enter **Truro and Penwith College** (When did you start and when will you finish? e.g. July 2019)
- Click **add qualifications**
- Enter details for achieved qualifications you have or are currently studying at Truro and Penwith College
- You have to declare them all – even U grades (there is NO getting around this!), and even ones you're re-taking)
- Click **save**
- When done, tick **section completed** – and **save** (you can **save** without ticking **section completed** if you have to stop work on this before you've finished).

In this **Education** section you must provide full details of the following:

- All GCSEs taken, regardless of the grade you achieved
- All qualifications for which you have accepted certification, even if you are retaking units
- All qualifications for which you are awaiting results

You may also include details of performance in individual units of qualifications such as AS and A level.

If you are taking an Extended Diploma, you should list the modules taken at the end of your first year entered as the 90 Credit Diploma and the grades you achieved. International qualifications can also be included.

For Exam boards please refer to the Exams Information page on the College Intranet.

You are advised to list qualifications below:

Subject	Level / qual. E.g. GCSE	Result	Awarding Body (Exam board)	Date of results
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Qualifications Achieved

Qualifications to be completed (pending)

You must make sure that the details of your qualifications are accurate.

Don't forget to add any additional qualifications that you have such as Duke of Edinburgh, First Aid, music etc., you can add these under 'Other'.

Employment

- Select **Employment** from the menu on the left-hand side of **page**. This section is for paid employment only – Voluntary work is important, but should be mentioned in your **Personal Statement** rather than here. If you've had no paid employment, just tick **Section completed** - and **save** (you can always change this later).
- Click **add an employer**
- Complete all fields marked with a red asterisk (*) – other fields are not compulsory
- **Employer name** enter the name of the organisation (not the name of a person)
- **Employer address** enter the full postal address – postcode included (if in doubt, look it up/ask your employer!)
- **Job description** enter your specific role within the organisation
- **Type of work** e.g. part-time
- When done, tick **section completed** – and **save** (you can **save** without ticking **section completed** if you have to stop work on this before you've finished).

This section is particularly important if you are applying for a course which requires work experience: e.g. Health courses, Primary Teaching, Social Work etc. Details of these should also be included in your personal statement, particularly if they are relevant to the course you are applying for.

You can list the names and addresses of up to five most recent employers.

1.
2.
3.
4.
5.

Personal Statement

Inserting your Personal Statement is simply another step in the application process. However, given the importance attached to it, your tutor will support you in writing it through a separate process (rough draft, first draft, improved draft, final draft etc.) You copy and paste your Personal Statement in from Word once your final draft is ready.

You will need to write a personal statement as part of your application. This section allows 47 lines of text with up to 95 characters per line. We recommend that you prepare your personal statement offline using a word processing package and paste the personal statement in (by clicking the personal statement box and holding down - Ctrl V). The personal statement is your chance to tell your chosen universities and colleges why you are applying for your subject/course and why they should want you as a student.

The plan below is a suggested outline; it is not intended to be prescriptive.

Paragraphs 1 and 2: Why are you applying to study X?

This might include:

- Experience of X at A level/IB/Ext. Dip
- Aspects of studying X which you have particularly enjoyed
- Areas of X you'd like to explore further
- Any in-depth study of X, e.g. course-work or Extended Essay
- Any X-related trips or visits e.g. Language Exchange trips, field trips, art visits etc.
- Any X-related work experience: what you gained from it/what it helped you to understand
- Career aim

N.B. Relevant work experience is particularly important for some courses and you should write about it in detail. Always have your statement checked by Emily Myatt (emilym@truro-penwith.ac.uk) for Medicine / Dentistry / Veterinary or Student Services for Teaching and Health related subjects.

If you are applying to Oxford or Cambridge, you must register on the Oxbridge 2019 entry Moodle site for all updates and mailings.

- **If you are not already studying X, explain why it attracts you.**
- **Draw on related A level / IB / Ext. Dip. course elements.**

Paragraphs 3 and 4: Study Skills

- Skills you have acquired through your course at Truro College e.g. research for course work; gathering and ordering information; independent study.
- Ext. Dip: specialist options, work experience, additional qualifications
- IB: combination of Arts, Sciences and Humanities plus CAS and ToK
- A Levels: range and breadth of subjects including any completed AS Levels

- Briefly, additional studies such as Critical Thinking or General Studies/Academies
- IT skills

Highlight any particularly impressive marks gained in individual modules. N.B. A separate sheet, entitled 'Personal Statements - Transferable/Employability Skills', aimed to help you with these paragraphs, is available from Student Services or on the Student Services Moodle site.

Paragraph 5: Life Skills

- Positions of responsibility: are you involved in anything where other people rely on you? E.g. sports teams, music, drama, Young Farmers, surf life-saving.
- What have you contributed to school and college life? E.g. Student Council, Sports Academies, prefect, mentor, reading helper.
- Personal achievements such as Duke of Edinburgh Award.
- Paid or voluntary employment: employability skills gained, e.g. teamwork, communication skills, problem-solving etc.

Paragraph 6: Personal Interests

- Any interests not already covered: these may be related to the course for which you are applying or give a fuller picture of you as an individual.
- Any plans you have for a Gap year.
- Ways in which you might contribute to university life.

Paragraph 7: Conclusion

- A statement about the qualities you possess which will make you a good undergraduate.
- Your commitment to studying X.

Please Note: The above plan is a suggested outline; it is not intended to be prescriptive. Some applications will need to be almost entirely focused on academic interests and achievements, some will need to be largely focused on work experience. University websites have helpful advice on writing personal statements with tips on what admissions teams are looking for.

View all details

- Select **view all details** from the menu on the left-hand side of the page
- Check all required details are present and correct – and **edit** as necessary (this can be done whenever you like, but should be done a final time once you think your form is complete – apart from your **Personal statement**)
- When done, tick **section completed** and **save** (you can **save** without ticking **section completed** if you have to stop work on this before you've finished).

Ask your Tutor to comment in the reference if any of the following have adversely affected your progress:

- Health issues
- Difficult circumstances
- Personal problems

Help is available from:

- Your Personal Tutor
- Your PTL or DTLs
- Student Services

Pay/Send

- Select **Pay/Send** from the menu on the left-hand side of the page (this will only be possible once your form is complete, including your **Personal statement** – your tutor will let you know when this can be done. **DO NOT complete this step unless your Tutor has advised you to do so!**)
- Click **next**
- **I agree to allow details of my application and its progress to be shared with my school/college/centre** leave this ticked
- Click **I agree**
- Click **Pay by card (if this really can't be done, ask your tutor how to pay by cash/cheque).**

Application Fee

When you are ready to send your form, you will have to pay an Application Fee to UCAS, using card details. The cost will be in the region of £24 for 2-5 choices and £18 for a single choice.

Send

This send the form to us to begin the checking process. We can and will return forms if there are significant errors or omissions. Please note that the checking process is done carefully to ensure your application is of the highest quality and reflective of you. This can take time so it is important you meet the deadlines set out on page 2.

For all courses which have a 15th January 2019 deadline, we highly recommend that you complete your application before October Half Term!

Emails from Universities, UCAS and Student Finance: Junk/Spam Folder

It is important to check your emails regularly for correspondence from the Universities you have applied to. These may include invites to interviews, open days or additional information they are requesting, such as proof of examination results.

Sometimes these emails arrive in the junk/spam folder of your email application. It is important to check this folder regularly.

Additionally, it is good practice to enable emails from Universities, UCAS Student Finance or the 3rd party organisations they often employ to the safe senders list. This was emails from those organisations will appear directly in your inbox. A guide on 'How to stop emails going to your Junk or Spam folder' is available on the intranet under 'Student Services', then click on UCAS and select 'Emails from Universities, UCAS and Student Finance; Junk/Spam Folder'.

Calendar

Key dates

Mid June 2018	Start application on-line
Early September 2018	Earliest date to send application
6 th September 2018	Autumn Term starts
21 st September 2018	College deadline for Oxbridge/Veterinary/Medicine/Dentistry
1 st October 2018	CUKAS deadline (Music Conservatoires and some Dance/Drama courses)
15 th October 2018	UCAS deadline for Oxbridge/Veterinary/Medicine/Dentistry
22 nd October 2018	Half term
26 th October 2018	Recommended College deadline
23 rd November 2018	Final College UCAS deadline
21 st December 2018	Autumn Term ends
7 th January 2019	Spring Term starts
15 th January 2019	UCAS deadline – for ALL courses except selected Art/Media/Photography courses. Please check deadline dates.
March/Apr 2019 (<i>to be confirmed</i>)	UCAS Fair
24 th March 2019	UCAS deadline for selected Art/Media/Photography courses. Please check deadline dates.
5 th April 2019	Spring Term ends

If your application is completed by 26th October, we will do everything we can to ensure it is submitted before mid-November.

At the time of printing these dates are believed to be correct. However, when you register / login to your APPLY account you can check the dates.

My Details (Remember to complete your UCAS tracking sheet in full)

Username: _____

User ID: _____

Password: _____

Date started application: _____

Date references requested: _____

Date personal Statement completed: _____

Date application printed out and passed to PTL/DTL for final check: _____

Paid: _____

Sent to UCAS: _____

Applicant Journey

For many applicants the thought of completing the UCAS application and taking the step of entering higher education is a daunting one.

Six easy steps to get to university and college: taken from a UCAS publication

STEP 1 - Choosing courses

Use 'Find a Course' at www.ucas.com to find out which courses might suit you and the universities and colleges that offer them. Choose the UCAS search tool.



STEP 2 - Applying

You can apply for up to five courses using the online application system at www.ucas.com.



STEP 3 - Offers

You can check the progress of your application once it has been sent to UCAS using Track at www.ucas.com, which will be updated as we /you receive decisions from universities and colleges. If you don't receive any offers, or decline all the offers you do receive, you may be able to use Extra, which allows eligible applicants to apply for a new choice. To keep up to date download the UCAS track app to your smartphone.



STEP 4 - Results

We receive many exam results direct from the awarding bodies – you can check the list at www.ucas.com. If your qualification is listed, you don't need to send your results to UCAS or the universities and colleges. Check Track at www.ucas.com to see if you've got a place on your chosen course.



STEP 5 - Next steps

Depending on your circumstances, you might use this step. If you have received different grades than expected or changed your mind, there may be other options available. You need to look at Track and course vacancies at www.ucas.com.



STEP 6 - Starting university or college

You need to make sure you have everything ready, such as accommodation, finances, travel arrangements, books and equipment required for the course.

Student Finance at University

Applications for financial support at University can be made through Student Finance England - www.gov.uk/student-finance

For regular updates on student finance follow Student Finance England on social media. Launch and deadline dates are promoted here, as well as useful application tips and frequently asked questions.



Facebook/SFEngland



Twitter/SF_England

More information on financial support for University can be found on the Student Room website:



<https://www.thestudentroom.co.uk/student-finance/>

Student Finance England have also produced a range of short films covering a variety of student finance topics. More films will be added throughout the academic year so keep checking back.



[Youtube/SFEfilm](https://www.youtube.com/user/SFEfilm)

Additional funding from Universities

In addition to financial support through Student Finance England a number of Universities offer bursaries for students meeting certain eligibility criteria, this sometimes includes students applying from areas with low levels of progression to Higher Education, Cornwall has quite a few of these areas. It is worth checking with individual Universities about what might be available to you.

Useful Websites:

www.ucas.com

All applications go through UCAS. For any students researching higher education. Contains information on courses at universities and Colleges, with links to institution websites. Application details and other information.

<https://www.ucas.com/ucas/undergraduate/getting-started/ucas-undergraduate-parents-and-guardians>

Find advice to help you support your child through out the UCAS application cycle, including videos and tips for getting started.

www.parentadviser.co.uk

Advice for parents on career options for their children.

www.unistats.com

Compare official course data from universities and colleges.

www.ukcoursefinder.com

A Study Interest Questionnaire to help find the right subject.

www.thecompleteuniversityguide.co.uk

Comprehensive HE guide.

www.open.ac.uk

The Open University website.

www.ox.ac.uk

Oxford online prospectus.

www.cam.ac.uk

Cambridge online prospectus.

www.careersteer.org/

Online careers test - asks a range of questions about you, then produces a list of careers from that.

www.prospects.ac.uk

Careers advice and guidance for graduates.

www.push.co.uk

Find the right university.

www.qaa.ac.uk

Reports on quality of teaching and research in HE.

www.spa.ac.uk

Overview of admissions tests.

www.opendays.com

HE open days.

creativeskillset.org/creative_courses

Check whether a course has 'Creative Skillset' Accreditation.

www.gov.uk/student-finance

Financial support for HE.

www.slc.co.uk

Student Loans Company for higher education funding.

www.scholarship-search.org.uk

Search for scholarships.

www.thebrightsidetrust.org

Supporting students through HE.

nationalcareersservice.direct.gov.uk

Access to information, careers advice and resources.

www.cswgroup.co.uk

Careers South West website.

EQUALITY

Truro College is committed to a service which ensures equality of opportunity. It is the right of every member of the College to work or study in an environment which treats people equally, irrespective of background, race, nationality, ethnic origin, status, gender, sexual orientation, age, physical or learning disability and religious or political conviction. We endeavour to promote an inclusive working and learning environment, which supports the individuals within its community irrespective of their background.

DISABILITY SUPPORT

If you have a disability or need, please let us know so we can organise materials and support to meet your needs. This could be equipment, language translation or materials. We can also arrange to meet you in a suitable place.

CONFIDENTIALITY

The service is impartial and is confidential unless we feel that you or someone else, could be at risk. The confidentiality of the service applies equally to under 16's. Records are locked away. Truro College recognises the Data Protection Principles, as set out in the Data Protection Act 1998.

QUALITY AND STANDARDS

Feedback is gained via surveys, questionnaires, forums and suggestion boxes and is used to evaluate, update and develop our services. We operate to the National Information Advice and Guidance Board's Principles and have been awarded the matrix Quality Standard in information, advice and guidance services. The College has received the Investor in Careers Award in recognition of the comprehensive service which is provided. We have a commitment to offer impartial, supportive, informal and timely careers information, advice and guidance to all students. We were also awarded outstanding by Ofsted in 2016. If you are unhappy about the service you can contact a member of staff in person, by telephone, post or email and we will do our best to resolve any issues fairly and quickly in accordance with the College's Complaints Procedure, available on the intranet or from any of the above Centres, or from Reception desks.