

UCAS

EX-STUDENT

Application Guidelines

2017/18

Carefully read all the information enclosed, especially the instructions on the submission cover sheet. Although UCAS applications are completed online, please make sure you make an appointment to visit either Dipa or Ellen, to submit your application, submission cover sheet and administration fee:

- **Dipa Shah-Saunders:** **020 8492 8280** **dshah@woodhouse.ac.uk**
- **Ellen Linster:** **020 8492 8256** **elinster@woodhouse.ac.uk**

Failure in doing so, will result in the application not being sent off to UCAS.

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WOODHOUSE INTERNAL DEADLINE

Oxbridge, Medicine, Dentistry & Vet Science

If you miss this internal deadline, we cannot guarantee that we can meet UCAS's official external deadline of 15th October, as the reference has to be written, edited, and finally double-checked and only then sent to UCAS.

September 11th
(Monday) Oxford & Cambridge applications

September 11th
(Monday) Dentistry, Medicine and Veterinary Science

WOODHOUSE INTERNAL DEADLINE

CUKAS Conservatoires

If you are intending on apply through CUKAS, please see Mr Kelvin Thomson to discuss your application.
If you miss this internal deadline, we cannot guarantee that we can meet CUKAS's official external deadline of 2nd October, as the reference has to be written, edited, and finally double-checked and only then sent to CUKAS.

September 11th
(Monday) UCAS Conservatoires applications

WOODHOUSE INTERNAL DEADLINES

OTHER COURSES

Meeting these dates means that your application will be dealt with by the universities early in the process. If you feel that you will not be able to meet the deadlines listed below, please seek advice from Dipa or Ellen, where you will receive assistance with your application.

September 18th
(Monday) Dental Therapy, Midwifery, Nursing, Optometry, Pharmacy Physiotherapy, Science

September 25th
(Monday) Accounting, Business Studies, Computer Science, Criminology, Economics, Engineering, Maths, Management

October 2nd
(Monday) Architecture, Drama, English, Foreign Languages, Humanities, Law Marketing, Media, Politics, Psychology

October 9th
(Monday) All remaining applications

How to register on UCAS apply

1. Log on in using the following shortcut: www.ucas.com/ucas/undergraduate/register
2. Click on Register and apply for 2018 entry >
3. Click on 'Register'
4. As you are registering through the College, you will be asked for a BUZZWORD – this is '**COMOROS**'.
5. Registration will take about 15 minutes. After registering for UCAS apply you will be allocated a username and **you** will have to choose your password. **Please keep a careful note of your username and password.**
6. Tutor/application group: select '**Don't know**'.

Once registered, you will be asked to verify your email address. You will not be able to submit your application until this process has been completed.

7. Follow the on-screen instructions. When you are happy that you have completed and checked each section, tick 'Section completed'.
8. You should have carried out your research about universities and courses **before** starting your application. You can type your personal statement directly into **apply**, but we would advise you type it in Word first and then copy and paste in your online UCAS application.
9. **EDIT** - will let you correct and amend you application.
You can keep coming back to **apply** – don't print off the application to give to your tutor to check until **you've** checked it and feel that it cannot be improved any further. Please proof read carefully. **Ensure that you've clicked on 'section finished'**.
10. **Applications for Oxbridge, Medicine, Dentistry and Veterinary Science:**
Please note that **Sunday 15th October** is UCAS's cut off date for applying for these courses/universities, so make sure you have completed your personal statement well before the Woodhouse internal deadline.
 - **If you are applying for Oxford or Cambridge you should speak to or email Mr Rubinstein** jrubinstein@woodhouse.ac.uk
 - **If you're applying for Medicine, Dentistry or Veterinary Science, you should speak to or email Dr Paterson** ipaterson@woodhouse.ac.uk as soon as possible.

11. All UCAS applications:

On receipt of your paper application, submission form and administration fee, your UCAS form will be checked by Dipa or Ellen who will inform you when to click the 'Pay/Send' box. If you accidentally click on 'Pay/Send', you cannot make any changes to your application. You will need to see/call Dipa or Ellen if you want your application unlocked and sent back to you. The final deadline date for all applications with UCAS is Monday 15th January 2018. **The final Woodhouse internal deadline is Monday 9th October 2017**, which should ensure that your application is with UCAS by the end of November.

12. References are then written, edited and sent to UCAS. We will try to turn your UCAS application around in 4 weeks but this will depend on the number being handed in at any one time and the current workload of the reference writer.
13. You can pay by credit or debit card.
14. Print off two hard copies – one for yourself and one to hand in to the UCAS office when you submit your form.

Good luck! You can get help and advice from Jenny Pari (UCAS Coordinator), or the Careers Coordinator.

Guidelines To Fill In Your Application

PERSONAL DETAILS

PERSONAL

Nationality: If you are a British Citizen, click on UK National.

Area of permanent residence: The borough in which you reside.

REFERENCE NUMBERS

ULN (Unique Learner Number): This is a 10 digit number and can be found on Dashboard under student profile → details.

STUDENT SUPPORT

Fee Code: 02 UK, ChI, IoM or EU student finance services.

Student Support Arrangements: The borough in which you live: e.g. BARNET, CAMDEN.

NOMINATED ACCESS:

Someone to act for you, with whom UCAS can discuss your application if necessary and who can make decisions on your behalf. Parents, other relatives/ carers would be obvious choices.

EDUCATION

You MUST include every qualification that you have taken, even if you failed that subject or planning on retaking it.

Please state the highest level of qualification you expect to have before you start your course. Note that it is optional to include unit/module results.

COURSE

A Levels: GCE Advanced Level

AS Levels: GCE Advanced Subsidiary

Level 3 Extended Project:
(Voluntary project, does not apply to all students)

STATUS

Already taken or pending

Already taken

AQA

Already taken

RETAKES

Add any re-takes under Woodhouse College even if you plan to take them at another institution. You will need to add Woodhouse College as an institution again under school/college/centre, for the following period: **Woodhouse College (12290, 06/2018 – 06/2018 PT).**

A Level Re-takes

If you are planning to re-take modules in a subject you took at **A level**, list the re-take subject and module under 'GCE Advanced Level'.

How to write your UCAS Personal Statement

Paragraph 1 - Reasons for applying:

Show a **passion** for what you are applying to study. Explain about how you became interested in it and what particularly fascinates you about this subject.

The opening paragraph needs to convey your enthusiasm for your chosen field. It might be easier to come back to it once you have written the rest of your statement.

Paragraph 2 – Studies, further reading and relevant experiences that support your application:

Draw on relevant experiences which help you to know that you will enjoy your chosen course.

Use evidence to support your points, e.g. your EPQ, if you're doing one; aspects of your AS/A2 studies and what you have got out of them; what areas, topics, experiences you've particularly enjoyed, and why; refer to books/magazines read, fieldtrips, courses attended, summer schools, websites visited.

Mentioning any work experience, paid work, voluntary work, mentoring, job-shadowing relevant to your application is absolutely crucial if you are applying for a vocational course, and helpful for non-vocational courses. Explain what these experiences showed you about the subject and how they influenced your decision.

How do your other subjects support your choice? Think about transferable skills and how your other studies have enabled you to develop independent learning, research skills, analytical skills, essay writing, IT skills, teamwork etc.

Paragraph 3 – Super enrichment is an enrichment which will enhance your application and connects to your chosen course or career this may include – additional courses, if you attended summer school, work experience or any other relevant qualification you may have gained or undertaken for the specific field you are applying for e.g. Law – super enrichment may include observing court proceedings, shadowing a barrister / solicitor, attending public lectures at universities and so on.

Give them a flavour as to the kind of person you are:

Avoid writing about what you used to do - universities are interested in what you do now.

Try to avoid what you're going to do - they want to know what you actually do.

Paid employment, volunteering, any responsibilities you have, your role on the Student Council, work as Tutor Rep etc. Outline the development of any new skills or the enhancement of existing skills – dealing with difficult customers, teamwork, etc.

Write about your personal interests - hobbies, musical interests, drama, dance, sports. Include examples of level reached, representative honours, interesting experiences, travel. Mention any involvement in Duke of Edinburgh award, World Challenge Expeditions, Young Enterprise. You should include details of any activities you have participated in, inside and/or outside College, and anything that you have done that you are proud of. **IT IS ESSENTIAL THAT YOU ANALYZE THE SKILLS THESE ACTIVITIES HAVE ENABLED YOU TO DEVELOP.**

Paragraph 4 – Any relevant career ambitions

If you know what career you want to follow after university, you may include it here, but remember many universities want you to study the subject for its intrinsic worth, not just because it will get you a good salary later!

Paragraph 5 - Deferred Entry (if appropriate)

Remember to explain why you are taking a gap year and what you are proposing to do. Admissions Tutors want to see evidence of planning, rather than woolliness.

Paragraph 6 – Conclude by stressing why they should take you

Conclude by stressing your qualities – those that will make you an asset to the faculty and institution that you join – reliability, motivation, independence, ability to work independently, to rise to a challenge, etc. Make sure you confirm your passion for your subject and (if appropriate) career area. End on a positive note so you're leaving a good impression with the Admissions Tutor and getting onto the "must have" pile!

Keys to success:

- Concision & focus
- Evidence of real interest and enthusiasm
- Demonstrating that you're making an informed choice
- Showing that you've gone well beyond the minimum in your current studies
- Clarity, good punctuation, spelling and grammar, articulate expression

Decisions from universities & Responding to offers

In most cases, you will start to hear from your chosen universities within a few weeks of your application reaching UCAS. You may be invited to an interview before they make their decision, although many offers are made without attending an interview.

You can use UCAS Track to see whether any decisions have been made, but UCAS will also send decisions in the post (if you have ticked this option).

You will either be given:

C –Conditional Offer

A conditional offer means you still need to meet the requirements – usually exam results.

U - Unconditional Offer

An unconditional offer means you have got a place, although there might be a few things to arrange. However, by accepting this offer you are committing yourself to go to that university or college, so you cannot then make an insurance choice or be entered into clearing.

R – Unsuccessful

An unsuccessful application means they've decided not to offer you a place on the course.

Sometimes they'll give a reason, either with their decision or at a later date. If not, you can contact them to ask if they'll discuss the reason with you.

Responding to offers:

You don't need to do anything until you have heard from all five of your choices. You will then receive an email to say you have a "Statement of decisions" on UCAS track. You can reply to your offers using UCAS Track. **DO NOT delay in replying or it will be assumed you want to decline ALL of your offers.** You can accept only two of the offers and must decline any others. You cannot change your decisions once you have replied. See table below as a guideline of when to respond:

| Date Decision Received From UCAS | Date You should Respond By |
|----------------------------------|----------------------------|
| 31 st March 2018 | 2nd May 2018 |
| 3 rd May 2018 | 7 June 2018 |
| 7 th June 2018 | 21 June 2018 |

F - Firm acceptance

This should be the university you **most** want to go to – if you meet the grades/points required by the offer, this is where you will be going. Note that this doesn't have to be the university with the highest offers. Your firm acceptance is a *contract* if you accept this firm offer: you have to go there if you get the grades to get in. Refer to the front page of this booklet regarding dates to respond by.

I - Insurance acceptance

This should usually be an offer requiring lower grades/points than your firm acceptance. It should be the university you are **happy to go to if you don't make the grades** for your firm choice.

D - Decline

This is where you decline all of your offers.

UCAS Extra

If you don't get any offers or you decide to decline **all** of the offers you receive, you will be able to apply for another course through the **Extra** process from **25th February 2018 to 4th July 2018**, to any universities showing the red 'Extra' logo.

UCAS Submission Form - 2018 entry (EX-STUDENT)

| | |
|---------------------------------------|---------------------|
| FULL NAME: (BLOCK CAPITALS) | TUTOR GROUP: |
|---------------------------------------|---------------------|

| | |
|---|--|
| UCAS administrator to sign and date opposite to confirm application has been checked. | UCAS administrator: _____ Date: _____ |
|---|--|

Your BUZZWORD is **'COMOROS'**

Make a careful note of your **USERNAME** and **PASSWORD**. No-one but **you** will alter your form.

| | |
|--|----------------------------|
| USERNAME: | PASSWORD: |
| (please tick only ONE) Oxford <input type="checkbox"/> Cambridge <input type="checkbox"/> Med/Dent/Vet Sci. <input type="checkbox"/> CUKAS <input type="checkbox"/> Other <input type="checkbox"/> | COURSE APPLIED FOR: |

Additional Exams:

Indicate which additional exams you will be required to take as part of your application (e.g. you may be asked to take the LNAT if you're applying for Law).

| | | | | |
|---|-------|------|--|--|
| Register externally It is the students' responsibility to register externally for the following admissions tests: <table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">UKCAT</td> <td style="width: 33%;">LNAT</td> <td style="width: 33%;"></td> </tr> </table> | UKCAT | LNAT | | Signature of student: _____ Date: _____ |
| UKCAT | LNAT | | | |

Register at Woodhouse College
It is the students' responsibility to register the following admissions tests at Woodhouse College with Anne Sartori the Exams Officer.

| | | | | | | | |
|-----------------|----------------|--------------|-----------------|---------------|--------------------|------------|------------------------------|
| AMESAA (Cam) | ELAT (Cam) | HAA (Cam) | PBSA A (Cam) | CAT (Oxf) | MAT (Oxf & Imp) | PAT (Oxf) | TSAC (Oxf) |
| ASNCAA (Cam) | ENGAA (Cam) | HSPSAA (Cam) | STEP (Cam) | ELAT (Oxf) | MLAT (Oxf) | PHIL (Oxf) | BMAT (Various) |
| ECAA (Cam) | GAA (Cam) | NSAA (Cam) | TAA (Cam) | HAT (Oxf) | OLAT (Oxf) | TSA (Oxf) | TMUA (Durham & Lancaster) |

Anne-Sartori to sign and date below to confirm exam(s) have been registered at Woodhouse College.

Signature of Exams Officer: _____ **Date:** _____

5. PAYMENT

* I have paid **UCAS** directly by debit/credit card: £24.00 (for more than one university)
 £13.00 (one university only)

* Woodhouse College admin fee of £50 (cash / cheque made out to 'Woodhouse College')

(please tick)

Student Signature:

Dipa Shah-Saunders / Ellen Linster:
Date: