

UCAS APPLICATION GUIDELINE 2017

Students should read carefully all the information enclosed, **especially the instructions on the submission cover sheet**. Incomplete applications will be returned to the student which will cause a delay in your application being sent off to UCAS.

You will find resource material and information in the following areas:

Tutor Base Rooms

- Internal deadlines for submission of applications

Careers Area

- University Prospectuses
- Individual Course Leaflets

Other Links

- www.ucas.com/apply
- Woodle – Careers: “Progression to further studies”
- Woodle – UCAS
- Regular Career bulletins – updating students
- Woodle – Exam Boards



NB. Although you complete your UCAS application online, it is essential that you submit your submission sheet and paper application to Dipa Shah-Saunders or Ellen Linster otherwise the college will not know that you are ready for us to deal with your UCAS application.

Student Overview - UCAS **apply**

UCAS **apply** is an online system and should help you to make your university application in a fast, efficient and user friendly way.

- Once you have your BUZZWORD and have registered, you can use **apply** anywhere there is an internet connection.
- It's easy to use with automatic saving of data and online help.
- It will eliminate mistakes (e.g. if you put today's date instead of your date of birth).
- You can change and correct your details.
- You get up-to-date and instant feedback.
- It has a very fast processing time at UCAS (@ 24hours).
- You can be contacted by post, text and e-mail so ensure that you put these details on your application.

How to make your application:

1. Log on in the normal way. Use the following shortcut: www.ucas.com/apply
2. Click on Undergraduate >
3. Click on Register and apply for 2017 entry >.
4. As you are registering through the College, you will be asked for a BUZZWORD – this is 'SURINAME'.
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. The password should contain:
 - **6-14 characters**
 - **one lowercase letter (a-z)**
 - **one uppercase letter (A-Z)**
 - **at least one number (0-9)**

Your password must **NOT** be the same as your username **NOR** must it use any other characters (eg. \$, £). **(Please keep a careful note of your username and password – do not lose them!)**

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.

6. Follow the on-screen instructions. When you are happy that you have completed and checked each section, **tick** that it's completed.
7. 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 it is better to do it in Word and then copy and paste.
8. **EDIT** - will let you correct and amend you application and you can work over a period of time. You can keep coming back to **apply** – don't print it off 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'**.
9. Print off two hard copies – one for yourself and one for your personal tutor.

10. Applications for Oxbridge, Medicine, Dentistry and Veterinary Science – please note that 15th October is UCAS's cut off point for applying for these courses/universities, so make sure you have completed your personal statement by the time you start your upper sixth year. On receipt of your paper application pack and your submission form the information for your reference is collected. References are 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. You can pay by credit or debit card only.
11. All other UCAS applications - hand in your UCAS application and submission cover sheet to your personal tutor. Once they have checked it through, and signed the submission form, hand it in to the Registrations Office (opposite Room 26 Art). Once your form has been double-checked, Dipa or Ellen will tell you to click the 'Pay/Send' box. If you accidentally 'Pay/Send' you cannot make any changes to your application. You'll need to see Dipa or Ellen if you want your application unlocked and sent back to you.
12. You can pay by credit or debit card only.
13. The final deadline date for all applications with UCAS is 15th January. The final internal deadline is 11th October which should ensure that your application is with UCAS by the end of November.
14. If you're applying for Oxford or Cambridge you should speak to Mr Rubinstein.

If you're applying for Medicine, Dentistry or Veterinary Science, you should speak to Dr Paterson as soon as possible. You can access information on how to write a personal statement for Medicine, Dentistry and Vet Science and view examples of successful past statements written by others by following the instructions below:

Log into: Woodle
Click : AS Chemistry
Click Medicine (even if you are applying for Dentistry or Vet Sci)
Click: Personal Statements

Good luck! You can get help and advice from your personal tutor, your subject teachers, pastoral manager, your senior tutor, Joanna Greatwich (Careers Coordinator) or from Rebecca Sharp, Director of Student Services. We also recommend that you register on www.ulas.com using the woodhouse code to login woodhouse_12 and your tutor group code e.g. Selby is 'SEL'.

Internal Deadlines

EARLY DEADLINE: OXBRIDGE, MEDICINE, DENTISTRY & VET SCIENCE

If you miss this internal deadline, we cannot guarantee that we can meet the external deadline of 15th October as the reference has to be written by your personal tutor or their paired partner, edited and checked, and finally double-checked and sent to UCAS.

**September 12th
(Monday)** Oxford & Cambridge applications

**September 12th
(Monday)** Dentistry, Medicine and Veterinary Science

OTHER INTERNAL DEADLINES

Meeting these dates means that your application will be dealt with by the universities early in the process.

**September 15th
(Thursday)** English, Law, Criminology, Psychology & Physiotherapy, Optometry
Dental Therapy

**September 22nd
(Thursday)** Science, Pharmacy, Nursing, Midwifery, Maths, Computer Science
Engineering

**September 29th
(Thursday)** Management, Business Studies, Marketing, Economics, Accounting,
Politics, Media

**October 4th
(Tuesday)** Drama, Arts, Humanities, Architecture, Languages

**October 11th
(Tuesday)** Remaining applications

The **Art Department** will tell you the dates for Art Foundation Applications.

Helpful Hints 2016

PERSONAL DETAILS

PERSONAL

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

Area of permanent residence: The borough in which you live

REFERENCE NUMBERS

ULN (Unique Learner Number): This is a 10 digit number and can be found on Woodle under your 'Personal 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

Please state the highest level of qualification you expect to have before you start your course. Note that it is optional to include unit results or not.

COURSE

A Levels: GCE Advanced Level

STATUS

Pending

AS Levels: GCE Advanced Subsidiary (first award 2001)

Already taken

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

AQA
Pending

RETAKES

AS Level Re-takes: (NB. Add any re-takes under Woodhouse College even if you plan to take them at another institution)

- If you are re-taking a subject at **AS Level only** (i.e. not planning to do it at A2 Level), then you need to **add** the subject and module under 'GCE Advanced Subsidiary (first award 2001).
- If you are planning to re-take modules in a subject you will be carrying to **full A Level** then you can enter your re-take module under the 'Advanced Level', subject title already listed.

GCSE, GCAS Short Course, GCSE Double Award, GCSE Combined Course:

You must include original grades for subjects even if you are retaking them.

NB You MUST include every qualification that you have taken, even if you failed that subject.

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** and so on.

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

What happens when I get replies from universities?

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 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. You can accept only two of the offers and must decline any others. You cannot change your decisions once you have replied.

YOUR POSSIBLE REPLIES ARE:

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.

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.

N.B There will be a deadline date for your responses printed on your statement of decisions. DON'T miss it or it will be assumed you want to decline ALL of your offers.

Check UCAS Track on a regular basis. 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 February to July or through **Clearing** in August, from results day.

Key Decision/ Action Calendar for UCAS Applications

Internal application deadlines at Woodhouse

These are the dates by which you must complete your UCAS application online (*refer to page 4 in this booklet*), pay the fee, and submit it to Dipa Shah / Ellen Linster, with your completed Woodhouse application submission sheet. Any references on file from voluntary work or work experience should have been received in good time so referees can refer to them when writing your reference. These dates are early to give you the best chance of receiving an offer- as Universities immediately start allocating places from September / October depending on your course.

Interview dates

Interviews for Oxbridge usually take place from October – December.
Interviews for other universities usually take place from February – May.

Student Finance Applications

Apply online via the following site: www.studentfinance.direct.gov.uk.

Apply early as you may often need to send in original documents for your application to be approved. Meeting the closing date is essential in order to ensure that you will receive funds at the start of your course. We recommend you apply by the end of April (the following year), even if you change your mind about going to university. You can cancel your student finance request online or by phone. No money changes hands until you actually register at University.

The UCAS 'Extra' system

You can apply for UCAS Extra from the end of February till the end of June.
If you have not received any conditional offers, you may now search on the UCAS website to see if any courses are showing the red 'Extra' logo on their initial description screen.
Alternatively, you may wish to reject offers that have been made and apply through 'Extra'.

Accepting Firm and Insurance Offers usually early May of your second year at Woodhouse.

This date depends on when you received your replies. Click on the following link:
<https://www.ucas.com/ucas/undergraduate/apply-and-track/track-your-application/replying-your-offers>

You need to accept your firm (1st) and insurance (2nd) choices on the UCAS system on 'Track' which is based on the conditional offers you have received from Universities.
You are now forming a "contract" with your firm acceptance University – i.e. that if you meet the conditions of the offer you will be taking up this offer of a place.

Results day (A2's) – 'Clearing' begins

This usually takes place during the third week of August.
'Clearing' is a way for Universities to allocate remaining unfilled places on degrees.
As soon as you get your results - check to see if you have met the terms of your conditional offers.
If **YES** - no action is needed and you have a firm place.

If **NO** you should check the status of your application on Track to see if the first choice or second choice are still considering you- it will still show as conditional. If not and you have been unsuccessful, you will be automatically eligible for clearing. Clearing means applying for a remaining place by phone call (or online application) to the University by calling their special 'Clearing lines'. You may also see the phrase 'Unconditional course change' (UCC) which means that you have been offered an unconditional place on another course instead. You may or may not want to take this. To turn it down, and be able to go into clearing, you need to call the University and politely decline it.

If you do better than expected and meet AND exceed the conditions of your firm acceptance- you may want to use '**Adjustment**' – i.e. you apply to another course- given that they still have places available. There are not many adjustment places- (approximately 2000) and there is NO guarantee that you will get in through adjustment, even with A* grades.

If you change your mind and don't want to go for a clearing place, you may want to consider a gap year to gain experience before applying again for entry next year or later - if you find you want to work to save up for instance. It's essential to plan ahead and show how you have arranged, and intend to gain from, a gap year- e.g. gaining new, useful skills. Joanna in careers can help you a lot with Gap year planning and whilst you are on your gap year- just contact her by email.

UCAS Submission Form - 2017 entry

FULL NAME: (BLOCK CAPITALS)	TUTOR GROUP:
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1. Your application should be checked by your personal tutor.

Print off a hard copy of your internet application. Give this to your Personal Tutor so that they can double check your application and read through your personal statement.

Personal Tutor to sign and date opposite to confirm application & personal statement have been checked.	Personal Tutor: _____ Date: _____
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2. Your BUZZWORD is '**SURINAME**'

Make a careful note of your **USERNAME**, **PASSWORD** and **UCAS Personal I.D Number** below. No-one but **you** will alter your form.

USERNAME:	PASSWORD:
UCAS Personal I.D No:	

3. 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).

Anne Sartori (exams Officer), to sign and date below to confirm exam(s) has been registered at Woodhouse College.

<table border="1"> <tr> <td>MAT</td><td>HAT</td><td>MLAT</td><td>TSA (Oxford)</td><td>ELAT</td> </tr> <tr> <td>PAT</td><td>BMAT</td><td>OLAT</td><td>CAT</td><td>IMAT</td> </tr> </table> <p>Student to register at specific exam centres:</p> <table border="1"> <tr> <td>UKCAT</td><td>LNAT</td> </tr> </table> <p>Registered for re-sit examinations: Yes <input type="checkbox"/> No <input type="checkbox"/></p>	MAT	HAT	MLAT	TSA (Oxford)	ELAT	PAT	BMAT	OLAT	CAT	IMAT	UKCAT	LNAT	Anne Sartori: _____ Date: _____ Comments: _____
MAT	HAT	MLAT	TSA (Oxford)	ELAT									
PAT	BMAT	OLAT	CAT	IMAT									
UKCAT	LNAT												

5. PAYMENT

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

* I attach a print-out of my application.

(please tick)

Student Signature:

Dipa Shah-Saunders / Ellen Linster:
Date: