UCAS
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 a copy of the paper application and submission form is submitted to Dipa Shah-Saunders or Ellen Linster.

- **Dipa Shah-Saunders:** **Main Building**
- **Ellen Linster:** **North Wing**

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

CONTENTS:

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 by your personal tutor, 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 your 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 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 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 3 weeks but this will depend on the number being handed in at any one time. You can pay by credit or debit card only.

    o **If you are applying for Oxford or Cambridge you should speak to Mr Rubinstein.**

    o **If you're applying for Medicine, Dentistry or Veterinary Medicine, 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 Medicine 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 Med.)
    Click: Personal Statements

11. **All 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 all the paperwork to Dipa or Ellen. Once your form has been

checked, Dipa or Ellen will tell you to click the 'Pay/Send' box. If you accidentally 'Pay/Send' you cannot edit and make any changes to your application. You'll need to see Dipa or Ellen to unlock your application and get it 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 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.

Good luck! You can get help and advice from your personal tutor, your subject teachers, student progress manager, your senior tutor, Jenny Pari (UCAS Coordinator) or 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, Chl, 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.
It is optional to include unit/module results.

COURSE		STATUS
A Levels:	GCE Advanced Level	Pending
AS Levels:	GCE Advanced Subsidiary	Already taken
Level 3 Extended Project:		AQA
(Voluntary project, does not apply to all students)		Pending

RETAKES

If you are planning to retake an AS unit for a modular subject next summer (e.g. a maths unit), then you do not have to list this retake as it is not a qualification. If you want to include it, then you should list it under the units of the pending A level qualification.

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
31st March 2018	2nd May 2018
3rd May 2018	7 June 2018
7th 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

FULL NAME: (BLOCK CAPITALS)	TUTOR GROUP:

Personal tutor to sign and date opposite to confirm application & personal statement have been checked.	**Personal Tutor:** _____ **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 ☐ Cambridge ☐ Med/Dent/Vet Sci. ☐ CUKAS ☐ Other ☐	**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:	**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)		PBSAA (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:** _____

(please tick)

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. ☐

Student Signature:	**Dipa Shah-Saunders / Ellen Linster:** **Date:**

8