

# UCAS

## EX-STUDENT

# Application Guidelines

## 2021/22

Once you have completed your application on UCAS Apply, email [ucas@woodhouse.ac.uk](mailto:ucas@woodhouse.ac.uk), so that we can check your form. Please make sure to also attach the relevant 'Ex-student Submission Form', which is located at the back of this booklet.

If you do not contact us, we will assume you do not wish to continue with your application, which will result in your 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 Friday 15<sup>th</sup> October**, as the reference has to be written by your personal tutor, edited, and finally double-checked and only then sent to UCAS.

**September 13<sup>th</sup>  
(Monday)**                      Oxford & Cambridge applications

**September 13<sup>th</sup>  
(Monday)**                      Dentistry, Medicine and Veterinary Science

## **WOODHOUSE INTERNAL DEADLINE UCAS Conservatoires (formerly CUKAS)**

If you are intending to apply for MUSIC through UCAS Conservatoires, please see Dr Kelvin Thomson to discuss your application.

If you miss this internal deadline, we cannot guarantee that we can meet the Conservatoire's official external **deadline of Friday 1<sup>st</sup> October**, as the reference has to be written, edited, and finally double-checked and only then sent to UCAS Conservatoires.

**September 13<sup>th</sup>  
(Monday)**                      UCAS Music applications

**Applications for:**                      Dance, Drama & Musical Theatre

These courses may have a different deadline. Check conservatoires' websites for information or click on the link below:

<https://www.ucas.com/ucas/conservatoires/getting-started/ucas-conservatoires-when-apply>

## **WOODHOUSE INTERNAL DEADLINES - OTHER COURSES**

If you feel that you will not be able to meet the deadlines listed below, please [ucas@woodhouse.ac.uk](mailto:ucas@woodhouse.ac.uk), where you will receive assistance with your application.

**Applications received by 30<sup>th</sup> September:**                      will be sent to UCAS by end of October 2021

**Applications received by 29<sup>th</sup> October:**                      will be sent to UCAS by end of November 2021

**Applications received by 30<sup>th</sup> November:**                      will be sent to UCAS by 15<sup>th</sup> January 2022

**Applications received after 1<sup>st</sup> December:**                      we cannot guarantee we will be able to meet the national deadline of 15<sup>th</sup> January 2022

# How to register on UCAS apply

1. Log in by using the following shortcut: [www.ucas.com/ucas/undergraduate/register](http://www.ucas.com/ucas/undergraduate/register)
2. Undergraduate - **2022 entry**
3. Click on **'Create account'** Or if you have already registered, click on **'Sign In'**.
4. Registration will take about 10-15 minutes. Make sure you make a note of your username and your password.
5. You will be sent a verification code to confirm your account. Cut and paste this in the field provided.
6. Make sure you enter the correct year of study. Most cases this will be 2022 but will be different if you intend on taking a gap year.
7. Level of study – **Undergraduate**.
8. Once you have completed the basic registration details, you will be transferred to **'Your Hub'**, where you can **'START'** your application.
9. Make sure you select **'YES'**, when you are asked if you are applying from a school, college or centre.
10. As you are registering through the College, you will be asked for a BUZZWORD – this is **FRISIA**.
11. **GROUPS**: select 'Ex-student' from the drop down list.
12. When you are happy that you have completed and checked each section listed in the table below, click on **'Save'** and tick **'Section completed'**.

Choices		
Personal details	Contact and residency details	Education
Employment	Nationality details	Supporting information
English language skills	Finace and funding	Personal statement

13. **PERSONAL STATEMENT**: You can type your personal statement directly into **apply**, but we would advise you type it in Word or Unifrog first and then copy and paste it onto your UCAS application.
14. You can keep coming back to **apply** to amend / edit your application. Make sure you have proof read and checked your application and clicked on **'Mark this section as complete'** before submitting it.
15. Complete the correct submission form (page 7 or 8), then email it to [ucas@woodhouse.ac.uk](mailto:ucas@woodhouse.ac.uk). You will be informed when to click on **'Pay and Submit'**. We cannot send any application to UCAS if it is still **'in progress'** and until **YOU have paid for it**.
16. You can **ONLY** pay by credit or debit card.
17. **Applications for Oxbridge, Medicine, Dentistry and Veterinary Science**:  
Please note that **15<sup>th</sup> October** is UCAS's cut-off date for applying for these courses/universities, so make sure you have completed your personal statement during the summer period before the new academic year has commence and before the Woodhouse internal deadline of Monday 13<sup>th</sup> September.
18. If you are applying for Oxford or Cambridge you should email Mr Thompson [pthompson@woodhouse.ac.uk](mailto:pthompson@woodhouse.ac.uk) or Mr Hooper [ihooper@woodhouse.ac.uk](mailto:ihooper@woodhouse.ac.uk).
19. If you're applying for Medicine, Dentistry or Veterinary Science, you should email Dr Paterson [ipaterson@woodhouse.ac.uk](mailto:ipaterson@woodhouse.ac.uk) as soon as possible.

# Guidelines To Fill In Your Application

## PERSONAL DETAILS

### PERSONAL

Nationality: If you are a British Citizen, select UK National.  
Area of permanent residence: The borough in which you live: e.g. BARNET, CAMDEN etc.

### 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: UK, ChI, IoM or EU student finance services.  
Student Support Arrangements: The borough in which you live: e.g. BARNET, CAMDEN etc.

### 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.**

Please state the following highest level of qualification you expect to have before you start your course:

### **Below Honours degree level qualifications**

**Woodhouse College** - Enter the A level qualifications you have studied or are currently studying and other relevant courses: Examples listed below:

- A levels (***GCE Advanced Level***)
- Extended Project Qualification
- Duke of Edinburgh
- Music / Dance / Drama certificates

**Secondary School** - Enter qualifications already taken (could include):

- GCSEs (***General Certificate of Secondary Education (Grade: A\*-G) / GCSE (9-1)***)
- IGCSEs
- IBs
- Music / Dance / Drama certificates
- Duke of Edinburgh

### **How to enter GCSE Science Combined Trilogy**

- Select GCSE Double Award (9-9 to 1-1)
- Click on the drop-down arrow → select Combined sciences: Trilogy

### **Retakes**

If you are planning to retake your A level(s), you will need to add Woodhouse College as an institution again under 'Add place of education', for the following period: **Woodhouse College (12290, 06/2022 – 06/2022 PT)**. List the retake subject under 'GCE Advanced Level'.

### **Predicted Grades Policy**

We will predict you one or two grades higher than the grade you achieved in your final exam (depending on your personal circumstances). **DO NOT** email subject tutors directly.

# 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 A level 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**

Remember to explain why you are taking a gap year and what you are proposing to do.

## **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.

## 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 – Rejected**

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 will receive your own personal deadline to reply to university 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.

### **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 **25<sup>th</sup> February 2022 to 4<sup>th</sup> July 2022**, to any universities showing the red 'Extra' logo.

**UCAS Submission Form - 2022 entry (ex-students): OXBRIDGE / MED/ DENT / VET SCI**

<b>FORENAME:</b> <small>(BLOCK CAPITALS)</small>		<b>SURNAME:</b> <small>(BLOCK CAPITALS)</small>		<b>TUTOR GROUP:</b>	
<input type="checkbox"/> OXFORD	<input type="checkbox"/> CAMBRIDGE	<input type="checkbox"/> MEDICINE	<input type="checkbox"/> DENTISTRY	<input type="checkbox"/> VETERINARY SCIENCES	<input type="checkbox"/> CONSERVATOIRE

Your BUZZWORD is: **FRISIA**

<b>Course Applied For:</b>	<b>Woodhouse College Student ID Number:</b>		
<b>I left Woodhouse College in:</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>

**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).

<p><b>Register with an external centre:</b> It is the students' responsibility to register externally for the following admissions tests:</p> <table border="1"> <tr> <td><b>UCAT</b></td> <td></td> <td><b>LNAT</b></td> <td></td> </tr> <tr> <td><b>GAMSAT</b></td> <td></td> <td><b>HPAT (Ulster)</b></td> <td></td> </tr> </table>	<b>UCAT</b>		<b>LNAT</b>		<b>GAMSAT</b>		<b>HPAT (Ulster)</b>		<p><b>Signature of student:</b></p> <p>_____</p> <p><b>Date of admission test:</b></p> <p>_____</p>
	<b>UCAT</b>		<b>LNAT</b>						
<b>GAMSAT</b>		<b>HPAT (Ulster)</b>							

**Register at Woodhouse College:**

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

<b>ENGAA</b> <small>(Cam)</small>	<b>ELAT</b> <small>(Cam)</small>		<b>TSA</b> <small>(Various)</small>	<b>STEP</b> <small>(Various)</small>	<b>CAT (Oxf)</b>	<b>PAT (Oxf)</b>	<b>PHIL (Oxf)</b>
<b>NSAA</b> <small>(Cam)</small>			<b>BMAT</b> <small>(Various)</small>	<b>MAT</b> <small>(Various)</small>	<b>ELAT (Oxf)</b>	<b>MLAT</b> <small>(Oxf)</small>	
<b>ECAA</b> <small>(Cam)</small>			<b>TMUA</b> <small>(Various)</small>		<b>HAT (Oxf)</b>	<b>OLAT (Oxf)</b>	

Exams Officer to sign and date below to confirm exam(s) have been registered at Woodhouse College.

**Signature of Exams Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I will be sitting an 'AT INTERVIEW TEST' for my degree course.

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I will NOT be taking any additional university admission test(s) in conjunction with my degree course.

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student signature:**

**Date:**

**Dipa Shah-Saunders / Ellen Linster:**

**Date:**

# UCAS Submission Form - 2022 entry (ex-student): **GENERAL**

<b>FORENAME:</b> <small>(BLOCK CAPITALS)</small>	<b>SURNAME:</b> <small>(BLOCK CAPITALS)</small>	<b>TUTOR GROUP:</b>
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Your BUZZWORD is: **FRISIA**

<b>Course Applied For:</b>	<b>Woodhouse College Student ID Number:</b>		
<b>I left Woodhouse College in :</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>

## 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).

<b>Register with an external center:</b> It is the students' responsibility to register externally for the following admissions tests:	<table border="1"> <tr> <td><b>UCAT</b></td> <td></td> <td><b>LNAT</b></td> <td></td> </tr> <tr> <td><b>GAMSAT</b></td> <td></td> <td><b>HPAT</b> (Ulster)</td> <td></td> </tr> </table>				<b>UCAT</b>		<b>LNAT</b>		<b>GAMSAT</b>		<b>HPAT</b> (Ulster)		<b>Signature of student:</b> _____
	<b>UCAT</b>		<b>LNAT</b>										
<b>GAMSAT</b>		<b>HPAT</b> (Ulster)											
				<b>Date of admission test:</b> _____									

<b>Register at Woodhouse College:</b> It is the students' responsibility to register the following admissions tests at Woodhouse College with the Exams Officer.					
<b>TSA</b>		<b>STEP</b>		<b>MAT</b>	<b>TMUA</b>
Exams Officer to sign and date below to confirm exam(s) have been registered at Woodhouse College.					
<b>Signature of Exams Officer:</b> _____				<b>Date:</b> _____	

I will NOT be taking any additional university admission test(s) in conjunction with my degree course.	
<b>Signature of student:</b> _____	<b>Date:</b> _____

<b>Student signature:</b>  <b>Date:</b>
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<b>Dipa Shah-Saunders / Ellen Linster:</b>  <b>Date:</b>
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