



APPLYING TO UNIVERSITY

The UCAS checklist guide



CONTENTS

- 1 Research your options
- 2 Register with UCAS
- 3 Fill in your UCAS Form
- 4 Review you application
- 5 **And finally...** submit before the deadline

1 RESEARCH YOUR OPTIONS

Before you apply to university, there are lots of important things to decide, not least what course you'd like to study and where. Check off the following areas once you've found out as much as you can about them. Use **Unifrog**, the **UCAS website**, our prospectus library and the Universities themselves. Visit Open Days and watch online accommodation tours. Consider the following:

☐ **Careers**

Do you have any career goals? Does your subject choice lead to your dream job? Are there work placement or study abroad opportunities available as part of your degree? Do your university choices support students with career guidance and support during and after university? Make an appointment with Mrs Rich if you need to discuss your career options further.

☐ **Subject facilities**

Are there any distinctive features about your chosen subject at your chosen universities? Work placements options, volunteering opportunities, or links with local businesses? If you're interested in the possibility of studying abroad later in your degree, research this too.

☐ **University reputation**

Find out how your chosen universities sit in official rankings and ask your parents or teachers what they know about the institution. Has it won any awards for any particular subjects or aspects of student life?

☐ **Accommodation**

Have you looked at all the possible living options for your new home from home? Is accommodation guaranteed if you apply? How far are the residences from campus? Explore accommodation via Virtual Open Days and online tours. Don't forget to work out your budget for rent and living costs!

☐ **The city**

Explore what the city or town has to offer. Is the university in the city centre or at a distance? Does the city or town have a real community feel? Does it have the sport and leisure facilities that you want?

☐ **What do current students say?**

Ask friends or family that attended your chosen universities or ask a current student via University online chat and messaging. Check out reviews on Unifrog.

☐ **Travel**

Is the university easy to travel to and from with public transport? Is there a train station nearby? Bus connections? An airport?



We use the careers platform Unifrog to help prepare you for the process of applying not only to University but also for jobs and further training/apprenticeships. It is a massive platform full of activities, information and space to store the product of your research. There is also support with writing CVs and application writer tool and we encourage all of you to use this. Just follow the link on our website quicklinks, using your school email to log in.

2. REGISTER WITH UCAS

This is the first step in the applications process. Applications open in the September before the year you wish to start at University (with the exception of some Vet/Medicine degrees and Oxford/Cambridge Applications).

You'll be asked for some personal details: name, address, telephone and email. Ensure you have a professionally named email address and don't use your school email as you may need to contact UCAS after your school email has been discontinued.

You'll be asked to submit a school Buzzword. This is **Beechenhurst23**.

Make sure you include this as it will enable us to support, check and submit your application and references.

You should also take a note of your Username, Password and ID number as you will be asked for these regularly in the coming month.

Username:

Password:

ID number:

3. FILL IN YOUR UCAS FORM

Your UCAS application is made up of 9 sections, and you can complete them in any order.

❑ 1 Personal Details

This is where you include your name, address, date of birth, details about your nationality and UK residence status, and more.

❑ 2 Additional Information

This section only appears to UK applicants, and includes questions about your ethnic origin, national identity, occupational background, and more. This is where you'd include information about any special circumstances, such as being in care or involved in widening participation activities.

❑ 3 Student Finance (UK and EU Applicants only)

The vast majority of you will be applying for government support to finance your studies in the form of a student loan. Select option 02 on the drop down menu. Once you have started to receive your offers, we'll advise you on the process of applying for your loans.

❑ 4 University and Course choices

You can choose up to five courses. If you're applying to medicine, dentistry, veterinary medicine, or veterinary science, you can only apply to a maximum of four courses in any one of these subjects.

Applying to Oxford or Cambridge? You can only apply to one course at either university in this application.

It will be possible to apply for a further option through UCAS Extra later on in the year if you find you have no offers from your first four.

❑ 5 Education history

You must enter all your qualifications from secondary education – whether you have the results or if you're still awaiting exams and results. If any of your pending qualifications aren't listed on UCAS you still need to add them to your application, but remember you'll need to send the results to your chosen universities when you get them.

❑ 6 Employment history

Include any paid full-time or part-time jobs here (you can include up to five here). Include unpaid and voluntary opportunities in your personal statement.

❑ 7 Personal statement

The personal statement is a vital part of your UCAS application. It's your first opportunity to showcase your ambitions, skills, passion, and experience in your own words to university and college admissions staff. You'll get advice on how to write this from staff, including your tutor. You can also use the Unifrog platform to draft your statement before it is placed onto UCAS. You'll find plenty of advice and examples on here, but it is important that your statement is absolutely your own.

❑ 8 Reference

This is where you'll enter the details of your reference. Once you've filled in this section, UCAS will email your reference to ask for further information.

❑ 9 Pay and send

This section asks you to confirm that everything you've included is true, and it's at this point that you can enter payment details. You'll need to pay UCAS yourself (it's a small fee) and then we'll check and submit your application form.

4 REVIEW YOUR APPLICATION

Start your application early enough so that you have lots of time to review what you're written.

The deadline for submitting your UCAS application is January, but if you're applying to Oxford/Cambridge, or for medicine, veterinary medicine or dentistry, the deadline is much earlier – October.

To ensure we get your applications ready in time, we have our own internal deadline, which you must meet.

Dene Magna School deadline: Friday 12th December

This is your only chance to get things right. Before you click submit, make sure you check each section for:

- Is it completed?
- Are there spelling mistakes?
- Have you checked your grammar?
- Are there any unnecessary words?
- Have you asked a friend or family member to check it for you?

5 AND FINALLY... SUBMIT!

Universities will aim to get back to you as quickly as possible, but it can take a few weeks or even months if they need to check portfolios or conduct interviews.

You can check the progress of your application as often as you like via UCAS Track.

Good luck with your application!