

UCAS Application Workshop



#Learn #Achieve #Succeed

When to Apply?

NOW!....

- UCAS starts processing applications from September 2020.
- Universities consider your application if received by the 15th Jan 2021 (6pm)
- If after 15th Jan 2021, but before 30 June 2021, Universities may consider it
- After the 30th June 2021 it will go directly into Clearing.
- If you want to take a “gap year” (a year out before starting your course), you must check that the university or college will accept a deferred entry application.
- You can only send one UCAS application in each year’s application cycle.
- If you are interested in going to University **APPLY AS EARLY AS POSSIBLE!**



UNDERTAKING YOUR UCAS APPLICATION FOR UNIVERSITY.

This process can be daunting, so it's important to consider...

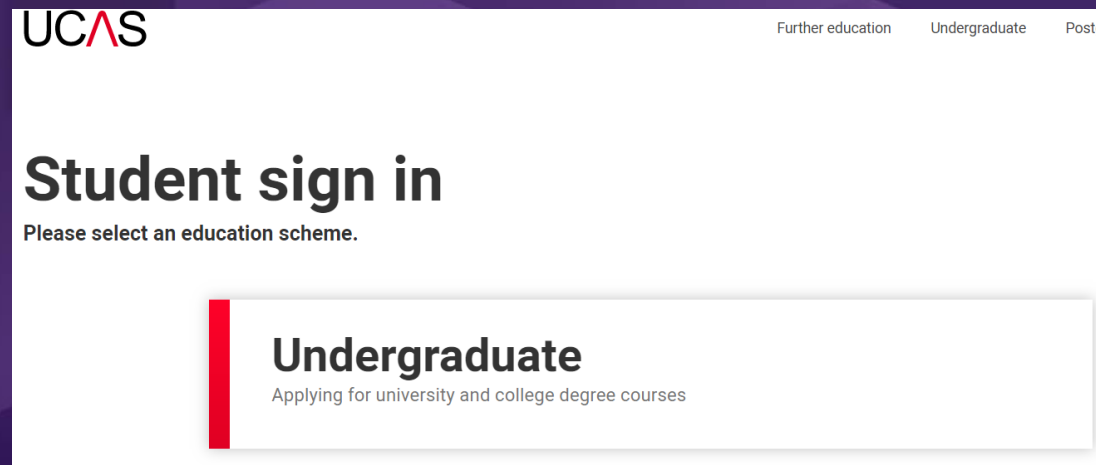
- How will University fit into your long-term career aims?...**will this suit you?**
- Check University admissions requirements (**UCAS Points**) for your subject/s
- What additional qualifications may also be required to secure your University place (e.g. Maths & English – Grade 'C').
- There are several reasons why people decide to study for a degree, for example;
 1. Mandatory training for a career in fields such as medicine, engineering & law.
 2. Motivated by an interest in a subject
 3. Desire to improve your career prospects.
- Make sure you are clear about what you'll gain from your time at University.



Applying Online

‘Apply’....

- When applying for University you will need to use the UCAS online service **‘Apply’**.
- Apply is a secure, web-based application system which is available 24 hours a day. It gives you the flexibility to fill in your application where and when it suits you.
- To apply online you should access the web page;
 - ***www.ucas.com/students***
 - ***Click ‘Undergraduate’ and apply for ‘2021 entry’.***



Applying Online

‘Apply’....

- When applying for a University course you will need to use the UCAS online service **‘Apply’**.
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 - ***www.ucas.com/students***
 - ***Click ‘Undergraduate’ and apply for ‘2021 entry’.***

The screenshot shows the UCAS 2021 Apply website. At the top, the UCAS logo is on the left, and links for 'Contact us', 'Help', and 'Print page' are on the right. A large red banner features the text '2021 apply' and 'Register and log in'. Below the banner, there are two main sections: 'Log in' and 'Register'. The 'Log in' section includes a 'What is Apply?' dropdown menu, a 'Help' link, and a language selector set to 'English'. It also has a 'Key' section with a 'Help' link. The 'Log in' form has fields for 'Username' and 'Password', a 'log in' button, and a 'Forgotten login?' link. The 'Register' section has a 'register' button. The text in the 'Register' section states: 'If you have not registered for 2021 entry, please click the 'register' button to use this service. You only need to register once. If you apply more than once in a cycle your application fee will not be refunded.'

Applying Online

‘Register’....

- Registration process is free and take 15 minutes. After registering you will be given a username and you must also choose a password (**WRITE IT DOWN on you phone**)
- The UCAS website includes a ‘How To’ visual guide under the ‘Undergraduate’ Tab
- During registration, you will need to enter some personal details and if you are applying through a school, applicants will need to obtain a **BUZZWORD** (see Nicole)
- **Do not** try and complete your application in one go. ***Little and often is the best policy!***
- Only allowed to choose up to 5 courses in total (Any University)
- **You will not** be able to add to your application once complete, so always **RE-CHECK!!**
- Your completed UCAS application will be redirected to your school for a reference. Once a reference is complete, your application will be returned to UCAS



Payment

‘UCAS Application Fees’....

- Applicants UCAS fees can be paid online by credit or debit card, or a mixture of both.
- If you only enter one course, at one university or college in the courses section, your application fee will be £20.
- If you enter more than one choice (2-5) in the courses section, your application fee will be £25.
- If your application is received by UCAS after the 30 June 2021 the fee will be £25.
- Fees are paid online via a Debit/Credit card.



Previous Discovery Students

Examples of previous students.

- BA in Police Studies at Duchy college
- BA (Hons) in Business Management at Plymouth University
- BA (Hons) Sports Writing and Broadcasting at Staffordshire University
- BSc (Hons) Sports Science and Coaching at Marjons
- BHSc (Hons) Physiotherapy at York St John University
- BSc (Hons) Sport, Coaching and Exercise Science at Manchester Met



Application Sections

‘Apply’ split into 7 sections:

- Personal details
- Additional information (for UK applicants only)
- Student finance arrangements (UK applicants only)
- Course choices (up to five choices)
- Education so far
- Employment history
- Personal statement and reference



Personal Statement

Sell Your Self!!!!

- Your personal statement is your opportunity to tell universities why they should want you as a student.
- You only get 4000 characters to do this!
- Admissions officers will want to know why you are interested in the courses you have applied for and what you hope to do after your studies.
- In many cases, applicants will not be interviewed, so this may be your only opportunity to make a case for your admission.



Preparing

your personal statement

UCAS



1. Preparation

- You can only write one personal statement, so don't mention a uni or college by name.
- Check uni and college websites to see what skills and qualities they'd like you to have.
- Make a list of things you want to include.
- Start drafting early.



2. What to include

- Why you're interested in the subject.
- Your enthusiasm for the subject.
- How your previous studies relate to the course(s).
- Relevant aspects of jobs, placements, work experience or volunteering.
- Activities or hobbies that show your interest in the subject.
- Any training or achievements that show your skills.
- Demonstrate you're a great candidate and you have skills and qualities they're looking for.



3. How to write it

- Introduction – start with an opening sentence that encourages the reader to read on.
- Structure what you want to include in an order that's most relevant to what the unis and colleges are looking for.
- Conclusion – reinforce your commitment, enthusiasm and skills suited to uni/college life.
- Check your grammar, spelling and punctuation.
- Leave time to get feedback and redraft.

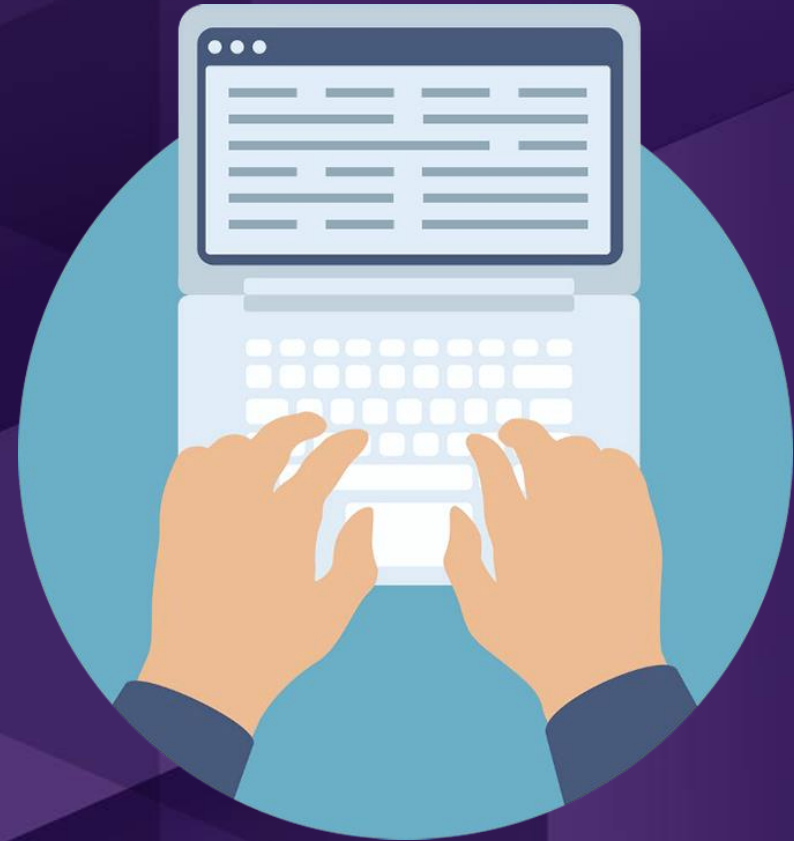


4. Technical details

- Length – up to 4,000 characters or 47 lines of text (including spaces and blank lines).
- Make sure you don't copy – our software detects any similarities and this could jeopardise your application.

What do UCAS do with your Application?

- Send your application details to each of the universities you've selected.
- Universities will only have the details of the course/s that you applied for
- They will not be told what your other choices were
- Each university will decide whether to make you an offer.
- They may ask you to achieve certain exam results.
- When you have received a decision for all your choices, UCAS will ask you to decide which offers, if any, you want to hold
- You can only hold up to 2 offers.



University Offers

- A course offer by the University of your choice should tell you the course start date.
- You will be made either an '**Unconditional Offer**' or a '**Conditional Offer**'.
 1. An **Unconditional offer** means you've already met the entrance requirements of the University and that they are happy to have you on the course.
 2. A **Conditional offer** means that the offer is based on you meeting certain conditions (e.g. achieving certain exam results or attain a certain number of UCAS Tariff points). You will be required to meet these conditions of your offer by the 31 August 2019.



Replying to Offers

- When all the universities or colleges have made decisions, UCAS will email you to let you know to check 'Track'.
- When you receive your 'Replying to Offers' email or letter please ensure that you reply at the very latest by the deadline given on the email or letter.



Reply Responses...

You will be asked to reply to each offer in the following way:

- Firm acceptance **(F)**
- Insurance acceptance **(I)**
- Decline **(D)**

Offer and reply combinations

Unconditional firm (UF)	You're in!
Conditional firm (CF)	You're in if you meet the conditions.
Conditional firm (CF) and conditional insurance (CI)	You've made a first and second choice – you'll be in at the first if you meet the conditions. If not you might have met the conditions for the second – if so you'll be on that course instead.
Conditional firm (CF) and unconditional insurance (UI)	You've made a first and second choice – if you meet the conditions of the first you'll be on that course. If not you'll definitely be on the second.

How to make your replies

When your last decision comes in we'll send an email as usual to say there's an update (or a letter advising you about replying).

- Then you go to **Track** to make your replies.
- You'll have a deadline shown in **Track** to do this by – how much time you have depends on the time of year, varying from a week to five weeks.

Next Steps...

- UCAS Workshops covering;
 - ✓ Student Finance
 - ✓ Tuition Fees
 - ✓ Personal statement support
 - ✓ Useful contact

Any Questions?

