UCAS Apply is a secure, web-based application system, which is available 24 hours a day. It can be used anywhere where there is access to the internet, so you can fill in your application where and when it suits you. If you are applying to University in Scotland, England, Northern Ireland or Wales you must do so through UCAS.

Don't worry! Although you may log in and out of UCAS, only a small number of teaching staff are able to forward completed forms to UCAS. As long as applicants register "through a school or college"using the buzzword is not possible for pupils to send an incomplete form to UCAS accidentally.

https://www.ucas.com/connect/videos/ucas/undergraduate#js=on&v=/using-apply-2018 **and**

https://www.ucas.com/ucas/undergraduate/getting-started **both give clear instructions about completing every section of your form but there some other important details that you will need to get started.**

- **Go to www.ucas.com and click on Apply. (Make sure you are on the right Tab!)**

- **Select** **student login/register 2019 entry.**

- **Click on** **register (First time only. On subsequent occasions you will Log in)**

- **Read and agree to the terms and conditions.**

- **Follow the instructions on screen and register your personal details.**

- Choose and confirm your password. Your password must be **between 6 and 14 characters and must contain at least 1 number and 1 letter.** Please make a note of your password now; it will not be displayed at a later stage.

- **Carefully complete four security questions.**

- **On the next screen, your <u>username</u> will be given.**

   IMPORTANT Make a note of this as it will not be displayed at a later stage.

- **When asked "how are you applying?" Select "*through my school/college*."**

- **When prompted, type in the buzzword:** **stirling19 This is case sensitive.**

- **On the next screen you will be given your personal ID e.g. 107-945-8893.**
   Please make a note of this number. You will need to quote this number when you contact institutions later.

- **A verification code will be sent to the email address that you have given. You will need this code in order to continue with your application.**

- **You may now login and continue to complete your form, or you may log in later. Personal**

   details section

   Follow instructions on screen but take care with the following:

- **<u>Area of permanent residence.</u>This is the local authority where you live. e.g. Select from the list provided.**

- Residential category . This will mostly be <u>UK Citizen or EU National</u>. If you are not a UK Citizen or EU National please check your passport for the appropriate category.
- Fee Code This should be **02 UK, Chi, IoM or EU student finance services,**
- Student Support Arrangements. Select <u>Student AA Scotland</u> from near the bottom of the drop down list. **IMPORTANT-Select this regardless of whether or not you intend to apply for student loans.** As a Scottish domiciled student you are eligible for free tuition fees. If you do not fill this section in correctly it may cause you problems later.
- Reference numbers. These are not relevant for most S6 pupils. Leave blank.
- Nominated Access. This section is optional. You may designate someone to speak to universities on you behalf e.g. if you will be on holiday when results come out etc.
- Criminal Convictions
- Disability/special needs. Please give brief details but discuss this with our learning support department to ensure that the details you give are accurate. It is in your interest to disclose this information now. If you have no disabilities, choose this option.

Education and Qualifications

Add new school or college?

Search for St. Modans High School

Use the add qualification instruction to enter all the subjects that you have taken in S4 and S5 as well as the subjects that you are planning to take in S6.

For subjects you are taking this year, list results as *pending.*

When entering your qualifications check the **codes** on your qualifications certificate from the SQA. You should have your certificate in front of you when you do this. There is a list at the end of these instructions but you must double check them with the information on your certificate.

You will be asked about the highest level of qualification that you expect to achieve before applying. Select **"Below Honours degree level qualifications"**

Choices

You may apply for up to five courses. Make sure that you research your choices carefully. These will appear alphabetically on your form. There is no order of preference because each application is treated separately. At this stage, **institutions do not know where else you have applied**. However, they may know if you have applied to more than one course at their university. If the courses are very different this may harm your application. If they are similar then you may not actually need to apply to more than one at that institution. This can result in a wasted choice.

In the current competitive climate you cannot hedge your bets, you must research and consider your course choices carefully.

Personal Statement.

There is a lot of good advice on the UCAS website and university web pages. You can also see examples of statements on line.

http://www.thestudentroom.co.uk/wiki/category:personal statements by subject

https://www.studential.com/university/applying/UCAS-application-guide/personal-statement-examples/subjects

VERY IMPORTANT! Online statements (or statements written by friends and family as part of their own applications) can be help generate ideas, but **under no circumstances** should you copy all, or part of a statement. UCAS and universities use software to detect plagiarism and any applicant who commits fraud will have their application rejected.

Admissions Tests

Applicants to:

- Law (at Glasgow) and some English universities

- Medicine, Dentistry and Veterinary Science at most universities

- Most subjects at Oxford or Cambridge

- And some other courses and institutions

Check https://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/admissions-tests to find out more.

If you have to prepare for an **admissions test you need to do this over the summer; do not wait until you receive your results in August.**

Paying for your application

When you have completed each section of the form , select complete. When you have completed every section you may then select *send* and pay for your application

The fee is £13 for one course, or £24 for multiple courses and applications.

You pay by credit/debit card. At this point your application will lock and you will not be able to edit it unless a member of staff unlocks it.

However, your application has not yet been sent to UCAS. It can still be unlocked for further corrections and amendments to be made!

UCAS Referees and the UCAS Reference

In addition to receiving support and advice during UCAS periods, and you will be assigned a member of staff who will act as your UCAS referee. They will read drafts of your personal statement and make minor suggestions about how to improve the content, style or structure. However, the personal statement must be your own work; it is not the role of your referee to write your statement for you.

Your referee will gather information from your subject teachers, including predicted grades, and prepare a reference to support your application. We try to be as supportive as possible, but references must be based on evidence. Please consider this as you start a new academic year.

VERY IMPORTANT! If there are any confidential factors that have affected your academic progress or performance in S4 or S5, or if you have any disabilities or additional support needs, please discuss these with your referee.

If you have any concerns about your reference or predictions please speak, in the first instance, to your referee. If the issue is not resolved, then speak to your PSD teacher or Head of House.

Your application and the reference will be checked. There are often spelling and grammar corrections to be made at this point. Once corrections have been made the application will be sent electronically to UCAS.

And Finally.

Remember that we are here to help. If you are struggling with, or are confused by, any aspect of the UCAS application process...ASK!

Last updated by Mrs McGeehan June 2018