



**6<sup>th</sup>**  
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**Key Post-18 Dates  
and  
UCAS APPLY 2023  
Registration**

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## w/c 6 June:

Continued Personal statement Reviews with Tutors

Started UCAS registration (Personal Details, Education, Employment)

## Monday 13 June:

Tutors should have given feedback on 1<sup>st</sup> draft (one-to-ones)

## Wednesday 29 June:

2<sup>nd</sup> Statement to Tutors (Feedback by 20 July)

## Monday 4 July:

Completed all sections of UCAS APPLICATION **EXCEPT Choices and Personal Statement**

## End of this half-term:

Long list of universities/non-university options + requirements;

University and Post-18 visits completed

2<sup>nd</sup> draft of Personal Statement/CV complete + feedback received from tutor

- **Summer holidays**
  - Research, redrafting of Statement, refining of longlist based on Post-18 Gateway Exam results
- **5 September:**
  - Back to school
- **12 – 23 September:**
  - UCAS Predicted Grades confirmed
  - Finalise PS, upload to UCAS, complete Choices
- **26 September:**
  - UCAS completed and Students have done PAY/SEND
- **15 October:**
  - Deadline for Oxbridge + Medicine/Vet/Dentistry applications
- **By Friday 21 October:**
  - All other UCAS applications sent

- **October – April:**
  - Universities respond to applications
- **February:**
  - Have researched university finance and applied online (website opens)
- **By beginning of May:**
  - Make final Firm and Insurance choices
  - Apply for accommodation
- **By end of May:**
  - Finance forms should be completed and sent well before study leave begins



# UCAS APPLICATIONS

## Key Points



- **UCAS** co-ordinates all applications to UK universities
- **On-line service**
  - deadlines, cost (£22.50 for one, £27 for up to 5)
- **5 choices of university/course combination allowed**
- **Basic registration simple**
  - Done via registering on the UCAS HUB
  - You will have one single login and password for all services
  - <http://www.ucas.com/>



# UCAS Registering for an account

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- **Head to** <http://www.ucas.com/>
- Select **Sign in** in the top RH corner
- Then **Register** on next page

graduate

Apprenticeships

Careers



Sign in



Sign in

Register

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# UCAS Registering for an account

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Complete the short form

- Professional, personal email – NOT SCHOOL
- Make sure the **password is memorable**

The screenshot shows the UCAS website's registration page. At the top, the UCAS logo is on the left, and navigation links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', 'Careers', and 'Account' are on the right. The main content area features a dark background with a woman on a bicycle. On the left, there are two buttons: 'Sign in' and 'Register'. The 'Register' button is highlighted with a red square. Below the buttons, the word 'REGISTER' is written in large white letters. The form fields include 'Email \*', 'First name', 'Last name', 'Password \*', and 'Confirm password \*'. A checkbox is present with the text 'I have read and understood the Terms and conditions \*'. A blue 'Register' button is at the bottom left. A privacy notice with a green checkmark icon is on the right: 'We never share your data without permission. Our privacy and cookie policies'.

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# UCAS Registering for an account



UCAS email you a **code** to **verify** your email address

UCAS

The image shows a screenshot of an email verification process. On the left is an email body with the following text: "Email verification", "Hi,", "You now need to verify your email address.", "Please enter **647527** when prompted on the website.", "This verification code will expire after 5 minutes.", "Kind regards.", "UCAS". The code "647527" is highlighted with a red square. On the right is a dark-themed verification form with the heading "VERIFY YOUR ACCOUNT". Below the heading, it says "An email has been sent to you on behalf of UCAS, with a code to verify your email address. Please enter the code below." There is a label "Code" followed by a text input field. Below the input field is a blue "Verify" button. At the bottom, it says "If you have not received an email, you can [request another code](#)".

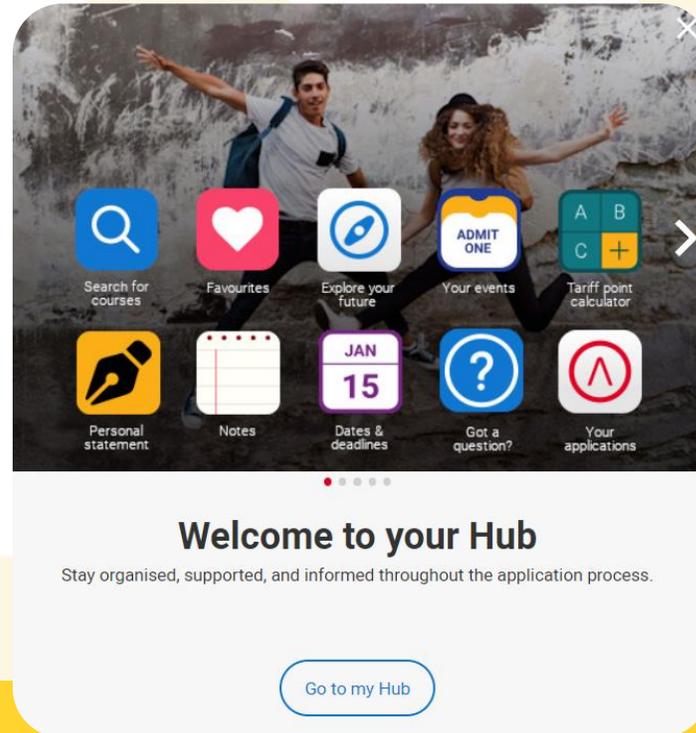




# The UCAS HUB

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**UCAS HUB** has a whole variety of tools similar to Unifrog that can additionally help you with research and exploration



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# UCAS Registering for an account



Once you've registered, they ask you a few questions:

- **Year to Start Study:**
  - **2023** if you want to start next year or even if you are planning on Deferred Entry in **2024**
  - **You will select 2023 or 2024 start date when you add choices**
- **Level of Study**
  - **Undergraduate** as you are still at school
- **Additional Information:**
  - **Apprenticeships**
  - **Conservatoires**
- **Preferences:**
  - Complete if you want to get tailored information
  - Can enter your subject preferences



# UCAS Starting Your Application

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Click on the **Your applications** tile  
Then Select **Undergraduate** under application type

The screenshot shows the UCAS 'YOUR HUB' dashboard. At the top, there are three status tiles: 'Your to do list' (0%), 'Your preferences' (Update for a better experience >), and 'Your notifications' (2 Open notifications >). Below these are three main sections: 1. 'YOUR APPLICATIONS' with a large pink 'START' button and a 'START APPLICATION' link at the bottom. 2. 'FAVOURITES' with a pink header, a navigation bar (TOP 5, COURSES, UNI & COLLEGES, LOCATIONS, SUBJECTS, PAGES), a list of five 'Select a favourite' items, and a 'VIEW ALL FAVOURITES' link. To the right of this list is a map of Great Britain. 3. Two promotional banners: 'AUDITION COMING UP?' with a 'Make the most of it >' link, and 'APPLY TO STUDY IN THE UK' with a 'Learn more >' link. Both banners feature the UCAS logo.

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# UCAS Starting Your Application

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As you are applying from school, then select **Yes** and **Continue** on Using a **Buzzword**

UCAS Further education Undergraduate Postgraduate Alternatives Careers Rose

Are you applying from a school, college, or centre?

Yes No

UCAS Further education Undergraduate Postgraduate Alternatives Careers Rose

< Back

Link to a school, college, or centre using a Buzzword

By entering the buzzword, you give your permission to share your application with your school, college or centre, so they can support you through the application process. To find out more about how your school, college or centre will be able to support your application and the information they will have access to please see [here](#).

Continue Cancel

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# UCAS Starting Your Application

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Enter the buzzword TBSHS23, save and confirm the school details are correct

UCAS

Further education Undergraduate Postgraduate Alternatives Careers

< Back

**Enter the Buzzword from your school, college, or centre**

Buzzwords are case-sensitive and will be given to you by your school, college or centre.

Enter Buzzword here

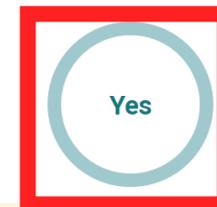
**Save Buzzword** Cancel

Your buzzword is for

**The Bishop's Stortford High School**

London Road,  
Bishop's Stortford, Hertfordshire, CM23 3LU

Is this correct?





# UCAS Starting Your Application



Select your **Tutor Group** from the **Select Group** Drop down

You have linked your application to  
**The Bishop's Stortford High School**

Select group

- I don't know
- SAM
- SAXD
- SCSM
- SDJF
- SEFQ
- SHXB
- SJDE
- SLB
- SMPS
- SRJH
- SPLW
- SRDC
- SRJD
- SSTM

Contact us Give feedback

f t in y @

Glossary  
Terms and conditions  
Privacy and cookies  
Modern slavery statement



# UCAS Application Overview

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## Homepage:

- Shows sections that need completing and the percentage of each that has been done
- Don't need to complete the application all at once

The screenshot shows the UCAS application homepage for a 2021 Undergraduate application. The page features a navigation menu with links for Further education, Undergraduate, Postgraduate, Alternatives, Careers, and Freddie. The user's name, Freddie, and their Personal ID number, 1444722400, are displayed. The main content area is titled 'UCAS APPLICATION' and shows the application status for 'UCAS Training London' in 'Group Training Group 1'. The status is broken down into four sections: CHOICES (0/5), PROFILE (0%), PERSONAL STATEMENT (NOT STARTED), and a final 36% completion bar. A 'Submit >' button is visible at the bottom right of the progress bar.

Section	Progress
CHOICES	0/5
PROFILE	0%
PERSONAL STATEMENT	NOT STARTED
Overall Progress	36%

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# UCAS Application Overview

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## Complete by 4 July

- All the tiles in the **My Profile** section
- **Do not** use **Add Choice** or **Personal Statement** as yet (do in Autumn Term)

- Personal details
- Contact and residency details
- Nationality details
- Supporting information
- English language skills
- Finance and funding
- Diversity and inclusion\*
- More about you

**Profile**

<b>Personal details &gt;</b> Name, age, title, and gender <input checked="" type="checkbox"/> Section complete	<b>Contact &amp; residency details &gt;</b> Address, email, telephone, and where you live <input type="checkbox"/> Start this section	<b>Nationality details &gt;</b> Country and nationality details <input type="checkbox"/> Start this section
<b>Supporting information &gt;</b> <input type="checkbox"/> Section in progress	<b>English language skills &gt;</b> Is English your first language? <input type="checkbox"/> Start this section	<b>Finance &amp; funding &gt;</b> Tell us how you'll fund your study <input type="checkbox"/> Section in progress
<b>Diversity &amp; inclusion &gt;</b> Only shared with a provider once you have a place or your application is archived <input type="checkbox"/> Start this section	<b>More about you &gt;</b> Tell us about any circumstances that you might need support for during your studies <input type="checkbox"/> Start this section	

\* (for students with a UK home address)

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# UCAS

## General Points

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- You are assigned a 10 digit **PERSONAL ID** - Unique to you and key identifier – note it down
- Fields marked with an \* are compulsory
- Click on the  help icon for more information on any question
- The list on the left of each section shows which sections are completed (with a tick), which are in progress (with a half-moon) and which have yet to be started (no icon)
- When complete, remember to **mark the section as complete** at the bottom of each page

Your Personal ID number

1583412761

The screenshot shows the UCAS application form interface. On the left is a sidebar with a list of sections: Personal details (checked), Contact and residency details (checked), Employment (checked), Education (half-moon), Nationality details (no icon), Supporting information (no icon), English language skills (no icon), Finance and funding (checked), Diversity and inclusion (no icon), and Personal statement (no icon). The main content area is titled 'What will be your main source of funding for your studies? \*' and contains a dropdown menu, a checkbox for 'Mark this section as complete \*', and a 'Save this section' button. At the bottom of the main content area are buttons for 'Back to English language skills' and 'Next to Diversity and inclusion'. A help icon is visible in the bottom right corner of the main content area.

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# UCAS Experiences

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## Experiences:

- Education
- Employment
- Extra activities\*

\*(for students with a UK home address)

### Experience

#### Education >

Your qualifications and periods of study

Section in progress

#### Employment >

Employment, paid or unpaid, or volunteer work

Section complete

#### Extra activities >

Activities you have attended in preparation for higher education

Start this section

### Personal Statement

#### Personal statement >

Why do you want to study this subject?

Start this section

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# UCAS - Education

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- Need to add the school(s) where you got your GCSEs and where you will sit your A levels/BTECs
- Click **Add Place of Education**
- **ULN** is on your Statement of Results from GCSE (but can be left blank)
- **Highest level of Qualifications** is: **BELOW HONOURS DEGREE**

The screenshot shows the UCAS Education application form for the 2022 Undergraduate application. The page title is "EDUCATION" and the subtitle is "2022 Undergraduate application". The breadcrumb trail is "/ UCAS application / Education". A navigation menu on the left includes: Personal details (checked), Contact and residency details (checked), Education (active), Employment, Nationality details (checked), Supporting information (checked), English language skills (checked), Finance and funding (checked), Diversity and inclusion (checked), Personal statement (checked), and Reference (info icon). The main content area features a large button labeled "Add place of education" with a plus sign. Below this, there is a section for "Unique Learner Number (ULN)" with a text input field and a description: "The Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 13 involved in UK education or training. If you don't have one, or don't know yours, leave this blank." Below the ULN field is a dropdown menu labeled "Please state the highest level of qualification you expect to have before you start your course \*". At the bottom of the form, there is a checkbox "Mark this section as complete \*" and a "Save this section" button. Navigation buttons at the bottom include "Back to Contact and residency details" and "Next to Employment".

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# UCAS - Education

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- In **Name** field, start typing **The Bishops** (*no apostrophe*)
- **Dates of attendance:**
- **Start** - Yr 7 then 01/2016  
Sixth Form 01/2021
- **End** – 07/2023 or 08/23 (end of academic year)
- **Full time** study
- **Yes** you will receive qualifications
- *Repeat to add previous school if you joined in Sixth Form*

**Add** place of education

Name of the school, college, or university \*

Exam centre number  
This may be automatically filled in based on your school, college, or university

Start date \*

Month Year  
MM ▼ YYYY ▼

End date \*

Month Year  
MM ▼ YYYY ▼

Type of study \*

Full time  Part time  Sandwich

Do you, or will you, have any qualifications from this centre? \*

If you received any qualifications at this school, college or centre, or if you have any qualifications pending at this school, click yes.

All qualifications must be entered, even if you received an unsuccessful grade, if you are still waiting to take the final exams or if you are waiting for the results.

If you are resitting a qualification you need to enter it twice: once as a completed qualification with the grade

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# UCAS - Education

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## The Bishop's Stortford High School

January 2016 - July 2023

Full time

Add qualification

- Click **ADD QUALIFICATION** to list the **A levels/BTECs** you will be taking and **GCSE results** if you were at TBSHS
- Use **QUALIFICATIONS SHORTLIST**
- If not listed there is a **SEARCH** box beneath

### Qualifications shortlist

+ AQA Level 3 Certificate in Mathematical Studies (Core Maths)

+ Additional Admissions Test

+ BTEC Diploma (QCF)

+ BTEC Extended Diploma (QCF)

+ Dance

+ Drama and Speech

+ Duke of Edinburgh Award

+ Extended Project (Level 3)

+ Free Standing Mathematics Unit/Qualification (FSMQ)

+ GCE Advanced Level (A-Level)

+ GCE Advanced Subsidiary

+ GCSE (Grade: 9-1)

+ GCSE (Grade: A\*-G)

+ GCSE Short Course

+ GCSE: Double Award (9-9 to 1-1)

+ GCSE Double Award (A\*-A\* to G-G)

+ Level 1 /Level 2 Certificates (Ofqual-approved IGCSE, e.g. for UK state schools)

+ Music Qualification - Graded Practical (ABRSM and equivalent)

+ Music Qualification - Graded Theory (ABRSM and equivalent)

+ OCR Level 1/2 Cambridge Nationals

+ OCR National Award

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# UCAS Biggest Mistakes

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## NOMINATED ACCESS

- Not wrong to say “No”
- Suggest you do put a **parent/other responsible adult**
- UCAS/universities can then talk to them about your application if you are unable to

### Nominated access

Do you want someone else to be able to act, or speak on your behalf, about your application? e.g. A parent, teacher, other relative or guardian. If you are using an agent, you can choose to enter their details.

You're able to enter details of someone you're happy to help manage your application - this is called nominated access.

Yes  No

### Full name of nominee \*

The first and last name of your nominee. They will be asked this information when speaking to UCAS on your behalf.

### Relationship to you \*

How you know your nominee. They will be asked this information when speaking to UCAS on your behalf.



# UCAS Biggest Mistakes

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## More About You

- Important to declare possible support needs and difficult circumstances
- Select **None** or **A condition not listed above**
- Add brief details, e.g. 25% extra time
- Confidential and will not negatively impact your application
- Help ensure relevant support and consideration given to you

Every year, over 60,000 students with a physical and/or mental health condition, long-term illness, or learning difference apply through UCAS to study at a university or college in the UK, and access a range of support available to help with their studies, day-to-day activities, travel, or lifestyle. Would you consider yourself as living with any of the following: \*

None

A learning difference (e.g. dyslexia, dyspraxia, or AD(H)D)

A visual impairment uncorrected by glasses (e.g. blindness or partial sight)

A hearing impairment (e.g. D/deafness or partial hearing)

A long-term illness or health condition which may involve pain or cause fatigue, loss of concentration or breathing diff

A mental health condition, challenge or disorder (e.g. anxiety or depression)

A social, behavioural or communication impairment (e.g. an autistic spectrum condition or Tourette's Syndrome)

A physical impairment or challenges with mobility (e.g. climbing stairs or uneven surfaces), or dexterity (e.g. using a k

A condition or impairment not listed above (please give details in the box below)

Two or more impairments or conditions (please give details in the box below)

Yes  No



# UCAS Biggest Mistakes

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## FINANCE & FUNDING

- Most of you will take out a Student Loan
- Select **UK, ChI, IoM, EU student finance services**
- Then select **COUNTY** where you live in drop down that appears

### What will be your main source of funding for your studies? \*

Select an option from the drop-down list to tell us how you expect to pay for your tuition fees. Most applicants from the UK, Channel Islands, Isle of Man, and the EU will be in the category UK, ChI, IoM, or EU student finance.

This guidance has been created in the absence of full Brexit arrangements being available and you should give your answer as guided. Universities and colleges are aware that EU applicants will be selecting the UK, ChI, IoM or EU student finance option.

UK, ChI, IoM or EU student finance services ▾

### Student support arrangements

Tell us who will assess you for tuition fees, or how you will pay for your course. Please select the option which best describes your situation.

▾



# UCAS Biggest Mistakes

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## EDUCATION

- Use the **Qualifications Shortlist**
- **GCSEs** - Use right category
  - **GCSE 1-9**
  - **GCSE A\* to G**
  - **Level 1/Level 2 Certificates (Ofqual-approved IGCSE, e.g. for UK state schools)**
  - **Double Awards**
  - **Short course**

### Qualifications shortlist

+ AQA Level 3 Certificate in Mathematical Studies (Core Maths)	+ Additional Admissions Test	+ BTEC Diploma (QCF)
+ BTEC Extended Diploma (QCF)	+ Dance	+ Drama and Speech
+ Duke of Edinburgh Award	+ Extended Project (Level 3)	+ Free Standing Mathematics Unit/Qualification (FSMQ)
+ GCE Advanced Level (A-Level)	+ GCE Advanced Subsidiary	+ GCSE (Grade: 9-1)
+ GCSE (Grade: A*-G)	+ GCSE Short Course	+ GCSE Double Award (9-9 to 1-1)
+ GCSE Double Award (A*-A* to G-G)	+ Level 1 /Level 2 Certificates (Ofqual-approved IGCSE, e.g. for UK state schools)	+ Music Qualification - Graded Practical (ABRSM and equivalent)
+ Music Qualification - Graded Theory (ABRSM and equivalent)	+ OCR Level 1/2 Cambridge Nationals	+ OCR National Award

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# UCAS Biggest Mistakes

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## EDUCATION

- A level – Use **GCE ADVANCED LEVEL**
- **Qualification Date** should be 07/2023 or 08/2023 (needs to be same or before the leaving date you have put on TBSHS entry)
- **Result** – must be **PENDING**

**GCE Advanced Level (A-Level)**  
If you don't find a match you can manually add one

Entering unit details for A levels is optional. If you have completed Cambridge International qualifications please choose CIE as your Awarding organisation, if you are currently taking Cambridge International qualifications choose CAIE

**Subject \***  
Type and select the subject you studied

Mathematics (MEI)

**Qualification date \***

Month Year  
07 2023

**Awarding organisation \***  
OCR

**Grade \***  
Pending

The Bishop's Stortford High School  
January 2019 - July 2023

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# UCAS Applications Help

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- **Help button** 
- **UCAS Guides:**
  - [Filling-your-ucas-undergraduate-application](#)
  - [UCAS 2023 Entry Application Guide.pdf](#)
- **UCAS Customer Experience Line - 0371 468 0 468**  
Need to quote your Personal Id
- **Tutors and SFMT**  
Tutors first, then Mrs Price
- **Key Points Sheet:**  
[UCAS Applications Key Points FAQs 2023 Entry.pdf](#)

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# UCAS Applications Homework

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- Register on the UCAS Hub and start your UCAS registration
- Complete all parts of the MY PROFILE and EXPERIENCE sections by 4th July

NB: You will complete CHOICES and PERSONAL STATEMENT sections in the Autumn Term.

Everyone must do it whether or not you eventually send it off

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# ROOM ALLOCATIONS

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ROOM	YR 12 STUDENTS FROM...	Staff
<b>19</b>	<b>HKM</b>	<b>FJP</b>
<b>43</b>	<b>HXS</b>	<b>HXS</b>
<b>Turing</b>	<b>AXG, KLH, CT</b>	<b>CT/KLH</b>
<b>SFC</b>	<b>AM, MPS, JDE</b>	<b>JGM</b>

- 1.** Limited Computers
- 2.** Please use your own devices where possible
- 3.** Students without access to their own device to have priority on school computers/laptops

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