

UCAS

Apply **2021**

Helpful
hints

Most of the UCAS form is self-explanatory, and there are help boxes throughout to advise if you are unsure. However, there are a number of errors that students still make. Don't be one of them!



1. Register

- Buzzword: CityCollege2021
- Make a note of your Personal ID/username/password in a safe place so you can log back in!

2. Personal details

- This is the first section that the universities will see. It doesn't give them the best impression of you if it is filled in badly or there are typos – it looks like you haven't taken your time and given it enough care, which could make them think that in turn you don't care enough about applying to university. Make sure you use capital letters for proper nouns!
- Preferred first name
Only fill this in if you want to be called something *other* than your First/given name(s), e.g. your name is Samuel, but you want to be called Sam.
- Previous surname at 16th birthday
Only complete this if you have changed your surname after your 16th birthday. If not, leave it blank.
- Home address (if different from postal address)
The clue is there. Only fill this in if your home address (where you are currently living) is different from your postal address.
- Email address
Use a home email address rather than your college one, as you may need to access welcome and sign up emails from universities after leaving Y13, and your college email account may no longer be accessible.
Also, ensure that you have a sensible email address – your name is always a safe bet.

- Questions about residence/nationality etc.
Use common sense with these – for example, if you know that you were born in the UK, but it is asking you for the date you entered the country, then the chances are that you have filled something in wrong.
- Reference numbers
Your Form Tutor can tell you your ULN. This is the only number you should need in this section.
- Student support
If you will apply for Student Finance, select fee code '02 UK, ChI, IoM or EU student finance services'.
- Nominated access
This is the name of someone who you would like to be able to speak to UCAS or universities on your behalf and who can access your application. If you select a member of staff, they may not be able to assist with any issues over the holidays.

3. Additional information

- Equality monitoring
Only 2 of these questions are compulsory (ethnic origin and national identity), but the more you complete, the better a picture universities have of the makeup of the British student body and the diversity amongst it – how are different minority groups represented in Further Education? The more data they have, the better outreach and funding can be targeted.
- Activities in preparation for higher education
Include here any activities such as summer schools, campus days and taster courses, but don't include attendance at open days. Again, this information helps universities monitor equal opportunities provision.

5. Choices

- You can apply for up to 5 university courses – some of these can be different courses at the same universities.
- Point of entry

If you are planning to start in the first year, leave this blank. Enter 0 if you are applying for a foundation year.

6. Education

- Add new school/college/centre

Add your high school and City College separately.

- Add qualifications

This is where some students come across issues. A list of most qualification types has been added for you to select from:

AQA Level 3 Foundation Technical Level Engineering

BCS Level 2 ECDL Certificate in IT Application Skills

BTEC Extended Certificate

Extended Project (Level 3)

AQA Level 2 Higher Project Qualification

LIBF Level 2 Certificate in Financial Education

OCR Level 1/2 Cambridge Nationals

GCE Advanced Level

GCSE (Grade: 9-1)

GCSE (Grade: A*-G)

Pearson BTEC Level 1/Level 2 First Award

For A levels, select GCE Advanced Level. However, some BTEC courses need to be added manually as the option is not available. Make sure you select the course as it appears on your GCSE certificates – if you don't have access to these, ask staff for a list of your results.

All qualifications taken at Haywood Academy and City College, and their exam boards, are:

GCSE Art & Design: Fine Art	OCR
GCSE Biology	AQA
GCSE Business	Edexcel
GCSE Chemistry	AQA
GCSE Combined Science Trilogy	AQA
GCSE Computer Science	OCR
GCSE Dance	AQA

GCSE Design & Technology	WJEC
GCSE English Language	AQA
GCSE English Literature	AQA
GCSE French	AQA
GCSE Geography	Edexcel
GCSE German	AQA
GCSE History	Edexcel
GCSE Mathematics	Edexcel
GCSE Media Studies	AQA
GCSE Music	OCR
GCSE Art & Design: Photography	OCR
GCSE Physical Education	OCR
GCSE Physics	AQA
GCSE Religious Studies	OCR
GCSE Religious Studies B	Edexcel
BTEC First in Sport Award level 2 NQF	Edexcel
BTEC Level 1/Level 2 Tech Award in Health and Social Care	Edexcel
BTEC Tech Award in Engineering	Edexcel
Cambridge National Certificate in Information Technologies	OCR
Cambridge National Certificate in Sport Science	OCR
Level 1/2 Hospitality & Catering	Eduqas
Level 2 Certificate in Financial Education	LIBF
NQF BTEC First Award in Engineering	Edexcel
Pearson Tech award in Performing Arts	Edexcel
TLM Level 2 Certificate in Smart Product Design and Manufacture	BCA/TLM

A level English Language and Literature	AQA
A level Design and Technology: Product Design	AQA
A level Art, Craft and Design	OCR
A level Biology	AQA
A level Business	Edexcel
A level Chemistry	AQA
A level Drama	Edexcel
A level History	OCR
A level Mathematics	EDEXCEL
A level Photography	OCR
A level Physics	AQA
A level Psychology	AQA
A level Sociology	AQA
BTEC Level 3 National Extended Certificate in Information Technology	Edexcel
BTEC Level 3 National extended certificate in Sport NQF	Edexcel
Level 3 BTEC National in Health and Social Care NQF	Edexcel
Tec Foundation level in Engineering	AQA

You need to include all subjects taken, even if you have failed them. If you are resitting Maths and/or English, then you need to put both your original grade and the resit.

- Also, make sure to include subjects that you are currently studying, otherwise staff can't input your predicted grades.

9. View all the details

- See if you need to make any edits, then mark it as complete and save it. Before it can be sent to UCAS, all tabs down the left-hand menu need to be marked as complete with a red tick. If you have entered all the required information and added your Personal Statement, then you need to sign the declaration. Otherwise, it won't let you submit it to staff for approval.



Further support

- Further support is available on the UCAS website:

<https://www.ucas.com/undergraduate/applying-university/filling-your-ucas-undergraduate-application>

Here you can find step-by-step videos guiding you through the process.

If in doubt, you can contact UCAS on **0371 468 0 468**, or message them on Facebook and Twitter:

 [facebook.com/ucasonline](https://www.facebook.com/ucasonline)

 [@ucas_online](https://twitter.com/ucas_online)