



# **SOUTHEND HIGH SCHOOL FOR GIRLS**



**Insight into Post 18 Options:  
UCAS Application**



## Information for students beginning the UCAS application process

# UCAS

As you complete the application each section will have more detailed advice on completion, including short videos that you can access.

- 1) First go to <https://www.ucas.com/ucas/undergraduate/register>, click on the red tab which says *Undergraduate* (or the blue tab for *Conservatoires* if you are applying for a performance based courses at conservatoires). You can make both a UCAS and a CUCAS application if you wish.
- 2) In the dropdown menu, click *Apply* under **2021 entry**.
- 3) Then click on *Register* at the bottom of the page.
- 4) Follow the registration process. Eventually you will need to create a password that **you will need to remember!** Your password is not shared with the school and we are unable to reset it for you!
- 5) It is preferable to use your school email address but you certainly should not add an inappropriate email address that may undermine your credibility as a serious potential undergraduate.
- 6) UCAS provides you with a username – write it down!
- 7) UCAS will send you a verification email. Check your junk folder. You will be prompted to verify this email address in the ‘Personal Details’ section of your application.
- 8) Once you have registered click on ‘*log in now*’
- 9) **On the *How are you applying* page click the top box – *through my school or college*. This is how your application is linked to SHSG**
- 10) The SHSG **buzzword** for 2021 is **SHSG2021**
- 11) **UCAS provides you with a Personal ID number – write it down!** This ID number is used to identify you whenever you make contact with UCAS or universities in the future.

It is important to remember that none of the information that you add from here on is final. It can all be amended later if necessary. Even when you finally hit send on your application, it will be retrievable. Miss Riebold or Mr Barnett will read and checks all applications before they are sent to UCAS.



When you log onto UCAS, you will see options on the left-hand side. You need to complete each of these sections.

- 1) Personal Details – to be completed by 26<sup>th</sup> June: Fill in this information as normal, taking care to use correct grammar. Each section has an explanation of what needs to be entered if you click on the question mark. You need to enter your name as it appears on your birth certificate, but you can also enter a preferred name in the box below if this is the name usually use.
  - a. You have been emailed your *Unique Learner Number (ULN)*. We recommend including this as it allows universities to access electronic exam results avoiding the need for you to photocopy and send them your results.
  - b. *Fee Code*: 02 for UK students who will take some student finance or 05 for nursing courses which will receive the NHS bursary
  - c. *Student support* is covered by the local authority in which you live  
Likely to be Southend / Thurrock / Essex/ Havering/ Barking and Dagenham etc. ii. To find out: <https://www.gov.uk/find-your-local-council>
  - d. For more information on disabilities, special needs and medical conditions visit <https://www.gov.uk/rights-disabled-person> or [www.ucas.com/individual-needs](http://www.ucas.com/individual-needs)
  - e. You can nominate a parent/guardian to have access to your form and speak to UCAS on your behalf if needed. This can be valuable, if for any reason, you were unavailable on results day. However, we recommend that you ensure you are available.
- 2) Additional Information – to be completed by 26<sup>th</sup> June: - this section isn't currently on the application form. It may be added soon:
  - a. The Activities in Preparation for higher education section is for you to outline any taster courses or Summer Schools that you may have attended.
  - b. The Equalities Monitoring section gives an option of 'I prefer not to say' and is only shared with the university that you finally accept a place from at the end of the application cycle.
  - c. Including information about your parents' education and occupation is also optional. For the parental occupation box you can opt to put 'I prefer not to say'.
  - d. These boxes are used for statistical purposes only and will not affect your application in any way.



e. Disclosing that you are a care leaver or a looked after child means the university may be able to help with accommodation / finances / bursaries / counselling / childcare.

3) Student Finance – to be completed by 26<sup>th</sup> June: You need to ensure that you apply for Student Finance if you plan to fund university this way. As Apply has just opened, currently this section isn't available, but will likely be added before you submit your application.

Completing this section allows Student Finance to remind you when you need apply. This will be between late February and May 2021. There will be more information on this nearer the time!

4) Choices – to be completed before you submit your application: This is where you enter your five university choices – they default to an alphabetical list. They do not need to be in any preference order at the application stage. If you know you want to defer your entry for a year, input this when you make each choice. You should only do this if you plan to take a gap year before university. The university will then reserve a place for you for Sept/Oct 22. For point of entry leave it blank unless you are applying for a course with a Foundation Year, when you should enter '0'.

5) Education – to be completed by 26<sup>th</sup> June: This is where you will put your A level subjects and your GCSE results. Some common qualifications are listed. You are able to search for other qualifications that are not listed.

You will need to know the examination boards for individual subjects.

- List the A level subjects you are taking and leave grade as *pending*
- If you are taking an EPQ enter this in the qualifications section with grade as pending
- GCSE results should be included and any GCSE re-sits must be declared by entering both results with dates and grades
- If you took your GCSEs at a different school to SHSG you will need to enter this, together with the dates you attended
- In addition to your main academic qualifications, you may add qualifications such as Sports Leaders Award, Duke of Edinburgh, Dance Exams (Grade 6 or above), Music Exams (Grade 6 or above), by using the search box to find them.



**Example:**

Southend High School for Girls

September 2014 – June 2021

*August 2021*

**Advanced Level**

|                    |                |
|--------------------|----------------|
| English Literature | Result Pending |
| Maths              | Result Pending |
| French             | Result Pending |

**EPQ**

|                   |                |
|-------------------|----------------|
| French Literature | Result Pending |
|-------------------|----------------|

*August 2019*

**GCSE**

|                    |   |
|--------------------|---|
| English Literature | 8 |
| English Language   | 8 |
| Maths              | 7 |
| Biology            | 8 |
| Chemistry          | 7 |
| Physics            | 7 |
| History            | 8 |
| French             | 9 |
| Media Studies      | 8 |
| Art                | 8 |

- 6) Employment – to be completed by 26<sup>th</sup> June: You have the option of informing universities about relevant employment history, but this is not a compulsory section. This section is for PAID work. Work experience and volunteering should be included in your Personal Statement.
- 7) Personal Statement –: First draft of personal statement must be submitted to your tutor by **26th June 2020**. Final version of personal statement should be submitted to tutor by **11<sup>th</sup> September**. Your personal statement is your only opportunity to write in your own words the reasons why you would be a good candidate for courses at your chosen universities.
  - a. Look over the pages on this webpage to begin to think about what you can include – <https://www.ucas.com/how-write-ucas-undergraduate-personalstatement>



- b. The tool on the Personal Statement page of the UCAS site is excellent. It allows you to answer a series of questions to help you get started in creating a Personal Statement. This tool converts what you have written into a PDF that you can email to yourself.
  - c. Your statement should focus on your passion for the subject, skills gained from your A levels that are relevant to the degree course and include some (but not too much) content on extra-curricular activities.
  - d. Your Personal Statement must be a maximum of 4000 characters (letters and spaces) in length (approx. 5-600 words).
  - e. UCAS scan all personal statements to pick up any evidence of plagiarism
- 8) View all details: You can review your entire application and check for errors before sending. You must meet with your tutor and show them this page before you submit your UCAS application so they can check all sections have been completed correctly.
- 9) Payment: It costs £26 to submit a UCAS application. This will need to be paid by card at the point of submission (this can be a parent or guardian's card if needed). If Miss Riebold or Mr Barnett return your application to you as there are errors, you **do not** have to make any further payments to resubmit.
- 10) References (this is only done once you have submitted you part of the application):
- a. *Stage One:* Subject tutors each complete references and predicted grades
  - b. *Stage Two:* Form tutors compile and add pastoral details
  - c. *Stage Three:* Director of Sixth Form / Learning Manager review
  - d. *Stage Four:* Application is submitted to UCAS
  - e. The school endeavours to send all applications that have been completed and submitted **correctly** by the internal deadline to UCAS within two weeks of submission.

**Early entry application internal deadline (Oxbridge, Medic, Vet, Dentist)**

2<sup>nd</sup> October 2020

**Internal deadline for all other applications:**

6th November 2020



### **Key Contacts:**

- *Miss Riebold*: UCAS Coordinator
- *Mr Barnett*: Learning Manager
- *Your Form Tutor*: they will write your reference for you and pull together the reference information from all your subject teachers. They also check through and give you feedback on up to two drafts of your Personal Statement.
- *Subject Teachers*: If you would like a subject specialist to check through your statement you can ask them to do so. Please check whether they have capacity to do this first.