



SHREWSBURY
SIXTH FORM COLLEGE

Unlocking potential...Shaping futures

UCAS ENTRY 2011

GUIDE TO UCAS APPLY ON-LINE FOR STUDENTS

DATES TO REMEMBER

The College deadlines for UCAS applications are:

27 SEPTEMBER 2010

Oxford, Cambridge, Medicine, Veterinary Science and
Dentistry applications

8 NOVEMBER 2010

All other applications

**Your form must be completed and handed in at Student
Services by these deadlines.**

REMEMBER

UCAS will start to accept applications from **mid September**. The earlier UCAS receives your application, the better your chances of getting an offer.

From the date you hand in your form, it can take the College 4+ weeks to process and send your form to UCAS.

If you need help, please contact your Tutor, Student Support Leader or the Student Guidance and Progression Manager in Student Services.

PLEASE KEEP THIS BOOKLET IN A SAFE PLACE AND RECORD YOUR DETAILS HERE.

Username:
Password:
Security Questions:
1.
2.
3.
4.
Personal ID No:
Email Verification Code:
UCAS Customer Service Unit Tel No: 0871 – 468 0468

UCAS ENTRY 2011

Students wishing to apply for Higher Education courses, such as Degrees, HND or Foundation Degrees, must apply through UCAS on the online system called 'Apply'.

Students must make their application through the College – this enables us to check your application and provide a reference for you.

Most students find the system straightforward and easy to use. This booklet will hopefully help to make the application process smooth and problem-free. Please read it through and collect the information you will need before starting the application process (eg you will need your GCSE and AS examination results).

You will need access to your email as UCAS will send you an email verification code – you won't be able to complete your form without this code. When you have logged onto the system, you will be able to save your application and return to it if you need to.

STUDENT APPLICATION PROCESS

HOW TO REGISTER

Go to <http://www.ucas.com/>



Click on Apply 2011



Click on Register/Log-in to use Apply



Click on Register and follow the on-screen instructions



After entering your Personal Details, you will be asked to choose a Password, which must contain at least 6 characters and 1 number.



Answer the 4 Security Questions

(Remember you may be asked to disclose your answers verbally to UCAS)



Record your Password (and your answers to the Security Questions) **now** as you will need them every time you log in to Apply. Remember that Passwords are case sensitive.



You are then allocated a Username. Record your Username **now** as this will not be displayed again and you will need this to log in to Apply.



Check your email for your email verification code.

Start filling in your application form now by clicking **log-in** or return later when you will need your **Username** and **Password** to log in.



When you click log-in for the first time, you will be asked how you are applying. You must click on **through my School/College**.

Enter the College buzzword: '**severn**'
(all lower case)



WARNING

If you haven't been asked for a buzzword, you have not followed the correct procedure. You must register with Shrewsbury Sixth Form College, otherwise we will be unable to access your application form to add your reference and you will have to redo it!



Select your **Student Support Leader/Tutor Group** from the drop down menu. If you don't put yourself in the correct group your tutor will be unable to access your application form.



You are now ready to start completing your application form.



If you haven't already verified your email, you will get a notice (in green) asking you to do so. Follow the directions.



Remember to record your **Personal ID Number**. You will need this number if you have to contact UCAS.

COMPLETING YOUR APPLICATION FORM

- Work through each section listed on the left hand side of the screen.
- You must answer the questions marked with a red*.
- You can click on '**Help**' on the left hand side of the screen or on the ? to the right of each question for a full explanation of the information required.
- When you are happy that all the details are correct, please tick the '**section completed**' box at the bottom of the screen and then click '**save**'. A red tick will then appear next to that section on the left hand side of the screen.
- To make amendments, click on the relevant section on the left hand side of the screen.
- Click on the information you wish to amend.
- Check that you have ticked the '**section completed**' box and click '**save**'.

WARNING

Do not click 'pay/send' at this stage as you first need to take a print-out of the application form to your Form Tutor, who will check that everything is correct.

- When all 6 sections have been ticked and marked as completed, click on '**view all details**' and print your application form.

COMPLETING YOUR APPLICATION FORM

- Take your print-out to your Form Tutor, who will check that everything is correct. If you need to make amendments, you must print out another copy to be checked.
- Your Form Tutor must sign your print-out to indicate that it has been checked.
- **NOW** you can click '**pay/send**' and pay online by using a debit or credit card (£11 for a single choice, £21 for 2-5 choices).
- You and your Form Tutor should then complete and sign a yellow cover sheet.
- Take the signed print-out and completed yellow cover sheet to Student Services **in person** (your signature is required to confirm Student Services have received your application form).
- Student Services will log your application form and pass it on to your Student Support Leader.

WARNING

When you click 'pay/send' your application is sent to the Sixth Form College, not to UCAS. If you don't bring your form to Student Services, your application won't be processed and it will **NOT** be sent to UCAS.

REMEMBER

Click 'pay/send' and pay online



Take signed print-out and completed yellow cover sheet to Student Services and get it signed in.

USEFUL INFORMATION

1. PERSONAL DETAILS
Residential Category Usually UK Citizen or EU National
Fee Code Usually 02 UK, ChI, IoM or EU Student Finance Services NHS Applicants 05 Non-UK students need to check.
Student Support Arrangements County you live in, eg Shropshire, Powys, The Wrekin.
2. ADDITIONAL INFORMATION
Activities in Preparation for Higher Education Include any Summer Schools you have attended. Click on 'Help' for further clarification.
3. CHOICES
Course Code You can enter them in any order as Apply will re-arrange them into alphabetical order.
4. EDUCATION
Centre Numbers and Exam Boards See pages 9 and 10.
GCSEs Click on 'Add qualification', then click on relevant qualification, eg GCSE, GCSE Double Award, GCSE Short Course (they are all listed separately).
AS and A2 Levels Click on 'Add qualification'; click on GCE Advanced Subsidiary to add AS Levels and click on GCE Advanced Level to add A2 Levels. List every exam you have taken with grade achieved, even if it is a U, unless you have declined the grade.

USEFUL INFORMATION

5. EDUCATION
Date of Exams (Certification) for AS, A2, GCSEs etc This refers to the date you receive the results NOT the date you sit the exams. This should be August (or March for January exams).
Unit Grade UCAS recommends that you supply your unit grades (this information is on your AS results slips – see subject staff if you are unsure). Enter your AS grade and grade achieved. Enter the achieved unit results if you wish. Your tutor has information about this if you have difficulties.
6. PERSONAL STATEMENTS
You should include: <ul style="list-style-type: none">• Why you have chosen the course(s).• The reasons why that subject area interests you;• Aspects of your current studies related to your chosen course;• Why you think you would be a good student;• Details of jobs, placements, work experience or voluntary work;• Hobbies, interests and social activities;• Non-accredited qualifications, any other achievements; positions of responsibility.• Attributes that make you interesting and unique;• Career and/or gap year plans.
UCAS recommends that you: <ul style="list-style-type: none">• Type your statement in a Word document and then paste it into Apply.• Click 'Save' and then 'Preview'.• Check formatting after you have pasted it in.• If you are happy with it, tick 'Section completed'.• 47 lines available (a total of 4,000 characters including spaces).
Detailed information on how to write a Personal Statement is available: <ul style="list-style-type: none">• In the Careers Area.• On the Careers page on Moodle.

CENTRE NUMBERS FOR SCHOOLS

Adams Wem	29365
Adams Grammar School, Newport	29140
Belvidere	29225
Church Stretton	29045
Corbet	29010
Grange	29250
Harlescott	29260
Mary Webb	29200
Meole Brace	29275
Priory	29280
SCAT	29235
Shrewsbury High School	29265
Shrewsbury Sixth Form College	29285
Wakeman	29305

EXAM BOARDS

A Levels and AS Levels already taken – the Exam Boards may have changed in some subjects. Please check with your subject tutor if you are unsure.			
Accounting	AQA	History	WJEC
Applied Business	EDEXCEL	ICT	WJEC
Art & Design (Fine Art)	AQA	Law	AQA
Art & Design (Graphics)	AQA	Leisure Studies	AQA
Biology	AQA	Mathematics	AQA
Business Studies	AQA	Maths Ad. Ext. Awards	EDEXCEL
Chemistry	OCR	Media Studies	WJEC
Classical Civilisation	AQA	Music	EDEXCEL
Computing	WJEC	PE	OCR
Design & Tech (Product)	AQA	Performance Studies	OCR
Design & Tech (Textile)	AQA	Physics	AQA
Economics	AQA	Politics	AQA
Electronics	AQA	Psychology	WJEC
English Combined	EDEXCEL	Religious Studies	EDEXCEL
English Language	WJEC	Sociology	WJEC
English Literature	OCR	Spanish	WJEC
Environmental Science	AQA	Travel & Tourism	AQA
Film Studies	WJEC	Use of Maths	AQA
French	WJEC		
Further Maths	AQA	GCSE Subjects	
General Studies	AQA	English	OCR
Geography	WJEC	Maths	AQA
Geology	OCR	Spanish	AQA
German	WJEC		
Health & Social Care	EDEXCEL	Key Skills (2&3)	AQA