

St Mary's College Sixth Form

NAME _____

How to Apply

**A Student Guide to Making your
University Application**



**The deadline to ensure your application can be
checked and your reference added is**

Friday 11th December 2020

Log on to:

www.Ucas.com

This site is used to apply for all university courses and some higher education courses at other colleges.

It is also one of the best sources of information to help students complete the application process and research courses and institutions.

- **Click sign in (top right) and select student**
- **Click on undergraduate**
- **Apply for 2021 entry**

You will then be asked to Register or Log in to APPLY for 2021.

You must register first in order to use APPLY. During registration you will be asked for some personal details which will be transferred to your application.

Follow the instructions and when asked, indicate that you are applying through a school or college. This allows us to monitor your application and provide a reference for you. Using this method means that you pay the school the fee of £20 for 1 course or £26 for between 2 and 6 courses.

The Buzzword to link you to our College is

SM62021

Once you have completed the registration, a username will be automatically generated. You will be asked to create a password of your choosing. **Please make a note of these details as you will need them to log back in to your application later.**

USERNAME _____

PASSWORD _____

You will also be asked to select four security questions in case you ever need to contact UCAS for your username or password details.

1. Question_____ Answer_____
2. Question_____ Answer_____
3. Question_____ Answer_____
4. Question_____ Answer_____

The application contains the following sections

Personal Details – About you

Additional Information – Ethnicity etc.

Choices – Where and what you want to study

Education – Any qualifications you already have or are taking

Employment – Any jobs you may have had

Personal Statement – Your opportunity to sell yourself

You must complete all sections by ticking the section completed box. A red tick will appear when a section is completed

REMEMBER - SAVE, SAVE, SAVE at all times.

Personal Details

Area of Permanent Residence

Select either from the drop-down list

East Riding of Yorkshire (you have a green wheelie bin) or

Kingston upon Hull (you have a black wheelie bin).

Student Fee Code

Most students will need to choose

02 UK, Chi, IoM or EU student finance services - Applying for student support assessment by local authority, Student Finance England, Student Finance Wales, Student Awards Agency for Scotland, Student Finance NI (Northern Ireland), Northern Ireland Education and Library Board, SLC EU Team, Channel Island or Isle of Man agency.

If you are applying for nursing, choose

05 DHSS/Regional Health - Contribution from the Department of Health and Social Security or from a Regional Health Authority.

Student Support Arrangements

Select East Riding or Hull depending on what you have chosen as your Area of Permanent Residence.

Nominated Access

If you are likely to be away at any time during the application period, for example on a gap year, you may wish to appoint someone to act for you, with whom UCAS can discuss your application if necessary and who can make decisions on your behalf in your absence. Parents, other relatives and guardians would be obvious choices.

Should you wish to appoint such a person please enter their full name(s), and their relationship to you, in the boxes provided. Please also remember:

- To give them your personal ID, application number, username and password, so that they may use the Track service on your behalf.

- To amend your postal and email addresses where necessary so that your nominee may receive any correspondence from us or from your chosen universities and colleges.

Choices

Be realistic in your choices and make sure you do your research about the different institutions and all the courses on offer. Make sure you can achieve the points offer for the courses you choose.

Education

There are lots of St Mary's Colleges (the apostrophe is important) so ensure you put in the right one. Our Centre number is **44162**.

You must enter all the qualifications you have taken at all levels

- **GCSE**
- **BTEC Extended Diploma / Certificate**
- **A Level**
- **CACHE / OCR Level 3 (H&SC)**
- **WJEC Applied Diploma**
- **EPQ / Duke of Edinburgh / External Music Qualifications**

**PLEASE ENSURE YOU ENTER THE CORRECT EXAMINATION
BOARDS.**

A Level and BTEC National Diploma results will be entered as pending and predicted grades given by your referee.

The qualifications you enter will be checked so please ensure they are accurate.

Personal Statement

The section '*your personal statement*' on the UCAS website offers excellent advice on how to write a good statement and what to include. Expect to draft and re-draft your statement and get lots of feedback from your tutor or the Sixth Form Team.

This is your opportunity to sell yourself and stand out from everyone else.

Once you have red ticks in all the boxes on the left, you must click
Pay/Send and agree to the terms and conditions

This forwards your application to Mr Charlton for your reference to be added. At this stage it can be sent back to you, should you wish to change or add anything.

The Fee of **£20** or **£26** needs to be paid by credit/debit card upon completion of your application through UCAS.

We will thoroughly check your complete application before it finally goes to UCAS.

Important Dates

15th October 2020 - Application deadline for the receipt at UCAS of applications for all medicine, dentistry, veterinary medicine and veterinary science courses and for all courses at the universities of Oxford and Cambridge.

11th December 2020 – Internal deadlines to ensure your reference can be added and your application checked prior to sending.

15th January 2021 - Application deadline for the receipt at UCAS of applications for all courses except those listed above with a 15th October deadline.

30th June 2021 - Last date for the receipt of all other applications for immediate consideration. Those received after this date will be held for Clearing.

All dates are subject to change by UCAS

What happens after your application has been sent

Application Number _____ (9 characters)

Personal ID _____ (10 characters)

Track your progress by logging in to TRACK

Once you have completed your application and received your Welcome letter, you can use Track to keep up-to-date with your progress and reply to your offers.

You'll need your Personal ID and the same username and password you used in Apply. **Check the Personal ID on your Welcome letter** as this number may have changed since sending your application.

It is important that you reply to any offers by the deadline given. The reply button only becomes available when you have received decisions from **all** your universities.

Please ensure that you have taken as much advice as possible before making a Firm or Insurance Offer Reply. Should you not be offered any places or decline all your offers, you may be eligible for UCAS EXTRA. This allows you to add another choice to your application.

Understand the commonly used words and phrases

Below is a list of commonly used words and phrases, together with a summary of their meanings.

Apply: the online application system for applying for higher education courses.

Clearing: a system used towards the end of the academic cycle. If you have not secured a place, it enables you to apply for course vacancies.

Conditional offer: an offer made by a university or college, whereby you must fulfil certain criteria before you can be accepted on the relevant course.

Confirmation: when conditional offers that you have accepted become unconditional or are declined. Confirmation is dependent on your qualification/exam results.

Deferral: holding an offer until the following year.

Entry Profiles: comprehensive information about individual courses and institutions, including statistics and entry requirements. Entry Profiles are found on [Course Search](#).

Extra: the opportunity to apply for another course if you have used all five choices and not secured a place.

Firm offer: the offer that you have accepted as your first choice.

Institution: a university or college offering higher education courses.

Insurance offer: the offer that you have accepted as your second choice, in case you do not meet the requirements for your firm offer.

Personal ID: a 10-digit individual number assigned to you when you register to use [Apply](#). It is printed on every letter we send you and is displayed in the format 123-456-7890. You will be asked to provide this number if you contact our Customer Service Unit.

Point of entry: your year of entry to the course, for example, 2 refers to the second year of the course.

Scheme Code: used in conjunction with your Personal ID to uniquely identify your application.

Track: a system where you can track the progress of your application online, reply to any offers received, and make certain amendments, for example, change of address or email.

Unconditional offer: an offer given to you by a university or college if you have satisfied the criteria and can attend the course.

Unsuccessful: you have not been accepted by the university or college concerned.

Withdrawal: either you or a university/college cancels a choice before a decision has been made - a reason will be included if the withdrawal was issued by an institution.

UCAS Helpline – 0371 468 0 468

(From 08:30 to 18:00 Monday-Friday

10:00 to 17:00 Saturday and Sunday)

If anyone has any queries at any time, please come to see

Mr Charlton, Mrs Lenham or Emma in the Sixth Form Office on the top floor.

Useful Resources

- The Uni Guide www.theuniguide.co.uk
- Guardian University League Table – www.theguardian.com/education/universities (then scroll down for university league table 2021)
- Unistats – www.unistats.ac.org

The tables below show UCAS point equivalents for each 16+ level qualification:

A Level/ CACHE and Advanced VCE

Grade	Tariff points
A*	56
A	48
B	40
C	32
D	24
E	16

Pearson BTEC Extended Diplomas

Grade	Tariff points
D*D*D*	168
D*D*D	160
D*DD	152
DDD	144
DDM	128
DMM	112
MMM	96
MMP	80
MPP	64
PPP	48

Grade	Tariff Point
A*	168
A	144
B	120

C	96
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CACHE