



UCAS form completion – Notes for Students

UCAS 2020

For

2021 Entry

Your application is made online at www.UCAS.com using the “**apply**” method. If you do not have a computer at home, you may use a computer in a local library or the school library – please consult the school librarian.

You **can include a maximum of 5 university choices** on your application. You must select the correct code for each university and for each course. Do some research before starting.

Throughout the process there are mini videos to keep you right. There is a lot of information on the website to help you complete your application.

Firstly you will have to register. To do this you will have to do the following:

1. Log on to the UCAS website – www.ucas.com. Click on **Sign in - Students** at the top right hand side then click on **Undergraduate**. Then select **2021 entry. Apply**.
2. You then click on **Register** and a welcome page with some information will appear.
3. Click **next** where you will be asked to agree with the terms and conditions for the use of “apply”. **Tick** the box and select **next**.
4. Enter the initial details i.e. title, gender, name, date of birth, then select **next**.
Enter your postal address – **UK**. select **next**
Enter your house number and postcode, then select **next**. Your address will autofill check this is correct then select **next**
Enter telephone numbers and email address (have something sensible as this is seen by the university!) select **next**.
5. Choose which updates you would like to receive and ensure the relevant boxes are highlighted green if you want them
6. You will then be asked to enter a password which must have NO spaces - minimum 8 characters, at least one lowercase letter (a-z) and one uppercase letter (A-Z), at least one number (0-9) and one special character (% , & , ?). As with any **password keep this in a safe place and make it something you will remember** – we can reset it if you forget!
7. You will then be asked for 4 security questions and answers. These will be used if you need to telephone UCAS for anything so keep them safe.
8. You will then be given a username, e.g. jsmith20 - **write it down or put it in your phone** and keep it safe. It **will not be** displayed at a later stage.
9. Log in now. When asked “How are you applying?”, choose the option **applying through my school/college**.
10. You will be asked to enter a buzzword. We will give you the buzzword which should be entered exactly as supplied i.e case sensitive. It should then come up with the school address and ask if this is correct. Click **yes**. Select your guidance group and link this to your guidance teacher using the drop down menu. Select **next**. You will then be given a Personal ID Number which should also be **written down and kept safe**.
11. Verify your email address by clicking on the link – UCAS will send an email to you with a verification code – this should happen right away. Enter the code from your email in the box, this confirms the email you are using for this application.

You can log off at this point or continue to complete your application. You can log back on to the website above at any point with your username and password.

The following notes may be helpful when completing your application form. The application consists of 8 sections. **Once each section has been completed properly, you should click on the box marked *section complete*.** You can always go back and amend any details up to the point you pay/send to referee.

SECTION 1

Personal Details

Update personal details page - all sections marked (*) have to be completed

Your **Nationality**, if you were born in Scotland, is *UK National*.

Select the appropriate **Area of Permanent Residence** from the drop down e.g East Dunbartonshire, North Lanarkshire, Glasgow etc. and your **Residential Category** is *UK Citizen - Scotland*

You are unlikely to have reference numbers, so leave this section blank

Do not fill in passport details

Student support

fee code - select ***02 UK Chi, IOM or EU Student Finance Services***

Student support arrangements – scroll down and select ***Student AA Scotland***

Answer the questions about whether you or your family may have lived or worked within the EU or EEA.

Keeping you informed about your UCAS application - if you wish to change how UCAS contact you then you can **update preferences** here by clicking on the red box.

Nominated access – you can enter details of a parent etc who can speak to universities or UCAS on your behalf *if* you are **unavailable**. Do **not** enter your guidance teacher name.

Disability/Special Needs – See list and click on *No Disability* or if you have one, e.g. dyslexia/hearing impairment etc, select the appropriate one and give details in the next box.

Tick section completed, click Save. Check that there is now a red tick in the left hand column for this section.

SECTION 2

Additional Information

Complete all sections marked (*)

Complete the info regarding Equality Monitoring and Ethnic Origin

Activities in preparation for higher education - enter any information using the drop down menu for activities that you may have done, e.g summer school, taster course (but not open day visits). Leave blank if you have not done any of these kinds of activities.

Answer the optional questions regarding being in care and parental education but you must enter occupational background of your parent/Guardian as you are under 21 and if you wish correspondence from Welsh universities and UCAS to be supplied in Welsh.

Tick section completed, click Save. Check that there is now a red tick in the left hand column for this section.

SECTION 3

Student Finance

This section does not appear until you have marked sections 1 & 2 as complete.

The majority of pupils will be applying for funding (this includes Scottish government paying fees) so answer *yes* at this stage. Read the information regarding applying for student funding via SAAS.

Tick that you have read the details, click Save. Check that there is now a red tick in the left hand column for this section.

SECTION 4

Choices

This is where you add a choice and enter the University and course choices that you intend to apply to. At this point you should have researched your course choice options thoroughly. Use the *UCAS search tool* option or click *see list*, and select the relevant university (institution) to get the **Institution Code** again click *see list* for the relevant **Course Code** and **Campus Code**.

BE CAREFUL – make sure the course you have chosen is for first year entry and not third year!!

Click on *see list* for available **start dates**.

Select whether you are going to be **living at home** or not. (If you are unsure select No in order to receive communication regarding accommodation)

Point of entry - If you wish to start in the first year of the course, please leave the box blank.

Some course options require you to declare any **Criminal Convictions** – Students applying for certain courses, (for example, those that involve work with children and vulnerable adults, such as medicine, teaching, or social work), will be asked to declare whether they have any criminal convictions, including spent convictions. Read the Pop-up information **do not** tick the box, unless you have any convictions, select next.

Do this for each University/Course you are applying for up to 5 choices

Tick section completed, click Save. Check that there is now a red tick in the left hand column for this section.

SECTION 5

Education

Click on *add new school/college/centre*

- Use the *find* option and type in Lenzie. Click *search* then select your school and enter information i.e. **start date** (if you are in S6 now and started in S1 this date will be **August 2015**); **finish date** (if you are in S6 now and intend to stay for the full year this date will be **August 2021**); **attendance** - full-time; **qualifications** – yes

When you click **Save** a warning will appear regarding entering a date in the future ... click save again

- At the question “Please state the highest level of qualification you expect to have before you start your course”, select “***below honours degree level qualification***” from the drop down menu

Add qualifications

- Use your SQA certificate to get the details of qualifications already achieved. Enter the level i.e. Higher/National 5/ National 4, then enter the subject number and title using the drop down option.
- Some subjects will have various codes in the drop down list and you need to select the correct code for the year that you sat the examination – you can use the back pages of this booklet to get the correct codes
- Enter the remaining details marked with (*)
- Next enter the subjects you are taking this year - for the qualification date, enter May 2021 (examination date) or August 2021 (results date), and for the results option, select *pending*.
- Save
- After entering all your subjects enter your SCN (*Scottish Candidate Number*) - this is on your SQA certificate.
- You then may need to enter again at the question “Please state the highest level of qualification you expect to have before you start your course”, select “***below honours degree level qualification***” from the drop down menu

Do **not** enter units *unless* that was all that you achieved in that subject or if the university specifically asks for them. Do **not** enter the external exam (X.), since logically you cannot get a grade in a course subject if you did not sit the external exam. If you did not sit an examination and only sat the UASPs (units) you can enter these as *National Units – Scotland* by typing in “National Units” in the search box.

Some Subjects are entered slightly differently as they are not showing in the drop down menu.
For example:

Bakery

In the search box type **Other UK Qualification**

For **Title** – Bakery is not available in the drop down therefore in the box below (headed *other*) type in **NPA Bakery G9T5 44**

Enter the Qualification **Date** and **Grade** The module information should be left blank

Computer Games Development –

In the search box type **Other UK Qualification**

For **Title** – Computer Games Development is not available in the drop down therefore in the box below (headed *other*) type in **NPA Computer Games Development GP04 46**

Enter the Qualification **Date** and **Grade** The module information should be left blank

Health Sector

Select **Skills for Work – National 5**

For the **Title** use the drop down menu to select **Health Sector**

Enter the Qualification **Date** and **Grade**

The module information should be left blank

Retailing:

Select **Skills for Work – National 5**

For the **Title** use the drop down menu to select **Retailing**

Enter the Qualification **Date** and **Grade**

The module information should be left blank

If you are attending another school or college for qualifications or have obtained qualifications from another school/college, you have to add that school/college, then add the qualifications that you achieved/will achieve at that particular centre. To do this, go through the same procedure, as described above.

DO NOT USE LENZIE ACADEMY AS THE CENTRE FOR COURSES WHICH YOU ARE STUDYING ELSEWHERE.

For example: For Applied Anatomy unit (SCQF 7) – Glasgow Clyde College

To enter this – Add new school/college/centre

Select *Find*

Enter Glasgow Clyde into the search box.

Click on Glasgow Clyde College (formerly Anniesland College)

Enter the date that you started, e.g. Aug 2020 and the date you intend to finish the course, e.g. May 2021

Attendance – *part-time*

Qualification – *Yes*

Now select *add qualifications*

In the search box type *National Unit*

Select *National Unit Scotland*

Enter the subject/title – *Applied Anatomy F4S2 34*

Enter the qualification date – this will be when you have finished the course

Awarding Organisation – *SQA*

Level – *SCQF7 or Adv higher*

Result – leave this blank

SECTION 6

Employment

Enter any **relevant, paid** employment details not voluntary (you would include any voluntary work in your personal statement).

SECTION 7

Personal Statement

This is where you enter your personal statement – a maximum of 4000 characters. It may be easier to type your statement in “Word” where you can use the spell check option and the word/character count option, and then you can copy and paste it onto your application. Remember to select save after pasting it onto your application.

To mark this section complete you must first *preview* it, then select *section complete*. You will only be able to do this if you have not gone over your character limit.

Your application and personal statement should be given to your guidance teacher to look over - ONLY SELECT PAY/SEND WHEN YOUR GUIDANCE TEACHER TELLS YOU TO.

When you have completed your application form and your guidance teacher is happy with your form, you need to select *Pay/Send*. You can only do this if all sections are marked as **complete.**

SECTION 8

Pay/Send

When you select Pay/Send you will be asked for card details to make the payment. For a single course the cost is **£20** or for multiple courses the cost is **£26**. Your application is now with the school co-ordinator who will send your application to UCAS after your guidance teacher has added your reference. It is still possible to have your application sent back to you for any last minute changes prior to sending it on to UCAS. **We cannot send your form to UCAS until you have paid.**

NOTE: You do not send your application to UCAS directly because your guidance teacher has still to add your reference, which is why the school deadline is much earlier than the UCAS deadline of January.

IMPORTANT DEADLINE DATES

Some Music Courses at the Conservatoire have a deadline of Tuesday 1 October 2020 do your research

Lenzie Academy deadlines for Oxbridge, Medical, Veterinary Medicine and Dental applications:

Thursday 1st October 2020 – Final Personal Statement and Completed Application Form to Guidance Teacher

Lenzie Academy deadline for all other UCAS applications

Monday 2nd November 2020 – Completion of UCAS form & Upload of Personal Statement

Monday 7th December 2020 – Final amendments to Form & Personal Statement

Please note:

- **All applicants must meet the school deadlines above** to ensure applications can be processed by the UCAS deadline, (UCAS deadline for early applicants is 15th October and for all other applicants is 15th January). Often these National deadlines run over school holiday periods when school staff are unavailable to process applications.
- Guidance staff check personal statements and forms, as well as writing a reference for each applicant. **This takes time, and is the reason why the school deadlines are much earlier.**

UCAS Subject Codes

Subject	Level	Code		Subject	Level	Code
Accounting	HIGH	C800		Health	NAT5	C261
Administration	HIGH	C801		HFT	HIGH	C836
Administration	NAT5	C801		HFT	NAT5	C836
Art & Design (Expressive)	ADVH	C805		History	ADVH	C837
Art & Design (Design)	ADVH	C806		History	HIGH	C837
Art	HIGH	C804		History	NAT5	C837
Art	NAT5	C804		Human Biology	HIGH	C840
Bakery	44	G9T5		Mathematics	ADVH	C847
Biology	ADVH	C807		Mathematics	HIGH	C847
Biology	HIGH	C807		Mathematics	NAT4	C747
Business Management	ADVH	C810		Mathematics	NAT5	C847
Business Management	HIGH	C810		Mechanics of Maths	ADVH	C802
Business Management	NAT5	C810		Modern Studies	ADVH	C849
Care	NAT5	C812		Modern Studies	HIGH	C849
Chemistry	ADVH	C813		Modern Studies	NAT5	C849
Chemistry	HIGH	C813		Music	ADVH	C850
Chemistry	NAT5	C813		Music	HIGH	C850
Computer Games Development	46	GP04		PE	ADVH	C856
Computing	HIGH	C816		PE	HIGH	C856
Computing	NAT5	C816		PE	NAT5	C856
Cookery	NAT5	C877		Photography	HIGH	C855
Dance	HIGH	C818		Physics	ADVH	C857
Dance	NAT5	C818		Physics	HIGH	C857
Drama	HIGH	C821		Physics	NAT5	C857
Engineering Science	HIGH	C823		Politics	HIGH	C858
Engineering Science	NAT5	C823		Practical Cake Craft	NAT5	C876
English	ADVH	C824		Practical Metalworking	NAT5	C861
English	HIGH	C824		Practical Woodworking	NAT5	C862
English	NAT5	C824		Retail	NAT5	C779
French	ADVH	C830		RMPS	HIGH	C864
French	HIGH	C830		RMPS	NAT5	C864
French	NAT5	C830		Sociology	HIGH	C868
Geography	ADVH	C833		Spanish	ADVH	C869
Geography	HIGH	C833		Spanish	HIGH	C869
Geography	NAT5	C833		Spanish	NAT5	C869
Graphics	HIGH	C835				