UCAS form completion – Notes for Students

UCAS 2019

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 *Undergraduate*. Then select *2019 entry. Apply*.

2. You then click on *Register* and a welcome page with some information will appear. 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*.

3. Enter the initial details i.e. title, gender, name, date of birth, then select *next*.
   Enter your postal address – **UK**.
   Enter your house number and postcode, then select *next*.
   Enter telephone numbers and email address (have something sensible as this is seen by the university!).
   Read the questions and tick if you wish/do not wish to receive relevant products and services.

4. You will then be asked to enter a password which must have NO spaces - minimum 6 characters, maximum 14 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!

5. 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.

6. 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.

7. Log in now. When asked "How are you applying?", choose the option *applying through my school/college*.

8. You will be asked to enter a buzzword. The buzzword for 2018-2019 for Lenzie Academy is **lenzie19** (all in lower case). 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.

9. 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

If you were <u>born</u> in Scotland your nationality is *UK National* and your residential category is *UK Citizen - Scotland*

You will not have reference numbers

Do **not** fill in passport details

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

Student support arrangements - select *Student AA Scotland*

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

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.

Keeping you informed about your UCAS application - choose how you wish UCAS to contact you.

Nominated access – you can enter details of a parent etc who can speak to universities or UCAS on your behalf *if* you are **unavailable**.

Disability – 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

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 <u>(but not open day visits).</u> Leave blank if you have not done any of these kinds of activities.

Answer the questions regarding being in care, parental education and occupational background and if you wish correspondence from Welsh universities and UCAS to be supplied in Welsh

SECTION 3
Student Finance

The majority of pupils will be applying for funding so answer *yes* at this stage. Read the information regarding applying for student funding via SAAS. Two other questions appear regarding sharing your data with SAAS and getting reminders to apply for SAAS - you should answer *yes* to these as well.

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 and then the relevant course.

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

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; finish date; attendance - full-time; qualifications - yes
- 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/ 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 – 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 2019 (examination date) or August 2019 (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.

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 you can enter these as National Units – Scotland by typing in "National Units" in the search box.

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 2018, and the date you intend to finish the course, e.g. May 2019
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 employment details

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 £18 or for multiple courses the cost is £24. 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.**

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.

**** DEADLINE DATES

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

Friday 7th September 2018 – Draft Personal Statement to Guidance Teacher

Monday 1st October 2018 – Final Personal Statement and Completed Application Form to Guidance Teacher

Lenzie Academy deadline for all other UCAS applications is **Friday 2nd November 2018.**

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).
- 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

**   Please be aware that some subjects have more than one UCAS code, and you should refer to this booklet if you are unsure. Also, some codes have changed from previous years – for example, if you sat and passed Nat 5 in a subject in session 2017-2018, you must use the code for 2017-2018 for that subject.

Subject Codes 2016-2017

A	B	C	D	E
C704 Art HIGH	C706 Art ADVH	C710 Business Management HIGH	C701 Admin HIGH	C700 Acc HIGH
C704 Art NAT5	C704 Art HIGH	C710 Business Management NAT5	C701 Admin NAT5	C704 Art HIGH
C707 Biology HIGH	C707 Biology HIGH	C713 Chemistry ADVH	C710 Business Management HIGH	C704 Art NAT4
C707 Biology NAT5	C707 Biology NAT5	C719 Design & Manuf NAT5	C710 Business Management NAT5	C704 Art NAT5
C724 English ADVH	C710 Business ADVH	C724 English HIGH	C738 Cake NAT5	C707 Biology ADVH
C724 English HIGH	C738 Cake NAT5	C724 English NAT5	C721 Drama HIGH	C710 Business Management HIGH
C724 English NAT5	C713 Chemistry HIGH	C733 Geography HIGH	C723 Engineering Science HIGH	C710 Business Management NAT5
C728 Fashion Tex Tech HIGH	C713 Chemistry NAT5	C737 History HIGH	C730 French ADVH	C713 Chemistry HIGH
C739 Hospitality NAT5	C718 Dance HIGH	C749 Modern Studies HIGH	C734 German ADVH	C713 Chemistry ADVH
C740 Human Biology HIGH	C733 Geography ADVH	C749 Modern Studies NAT5	C734 German HIGH	C716 Computing HIGH
C747 Maths ADVH	C740 Human Biology HIGH	C756 PE HIGH	C735 Graphics HIGH	C716 Computing NAT5
C702 Mechanic ADVH	C747 Maths NAT4	C756 PE NAT5	C737 History ADVH	C716 Computing Science ADVH
C750 Music HIGH	C747 Maths NAT5	C764 RMPS HIGH	C747 Maths NAT4	C730 French HIGH
C750 Music NAT5	C747 Maths ADVH	C769 Spanish HIGH	C747 Maths NAT5	C730 French NAT5
C755 Photography HIGH	C747 Maths HIGH		C747 Maths HIGH	C733 Geography HIGH
C757 Physics HIGH	C755 Photography HIGH		C750 Music ADVH	C733 Geography NAT5
C249 Retail NAT5	C757 Physics HIGH		C757 Physics ADVH	C735 Graphics HIGH
			C757 Physics HIGH	C736 Health Food Tech HIGH
			C769 Spanish HIGH	C737 History HIGH
				C737 History NAT5
				C739 Hospitality NAT5
				C749 Modern Studies ADVH

Subject Codes 2017-2018

A	B	C	D	E	F
C704 Art HIGH	C705 Art ADVH	C707 Biology HIGH	C701 Admin HIGH	C700 Accounting HIGH	C710 Bus Man HIGH
G9T5 Bakery 44	C710 Business ADVH	C807 Biology NAT5	G9T5 Bakery 44	C704 Art HIGH	C810 Bus Man NAT5
C716 Computing Sci HIGH	C713 Chemistry HIGH	C713 Chemistry ADVH	C721 Drama HIGH	C804 Art NAT5	C838 Hosp Pract Cake Craft NAT5
C719 Design &Manuf HIGH	C733 Geography HIGH	C724 English HIGH	C821 Drama NAT5	C707 Biology HIGH	C724 English HIGH
C819 Design &Manuf NAT5	C733 Geography ADVH	C824 English NAT5	C730 French HIGH	C713 Biology ADVH	C723 Engineering Sci HIGH
C724 English ADVH	C735 Graphic Comm HIGH	C730 French ADVH	C734 German ADVH	C710 Bus Man HIGH	C736 HFT HIGH
C724 English HIGH	C747 Mathematics NAT4	C730 French HIGH	C734 German HIGH	C810 Bus Man NAT5	C836 HFT NAT5
C724 English NAT4	C847 Mathematics NAT5	C830 French NAT5	C737 History ADVH	C713 Chemistry HIGH	C737 History HIGH
C824 English NAT5	C747 Maths ADVH	C740 Human Biology HIGH	C839 Hosp Pract Cookery NAT5	C813 Chemistry NAT5	C749 Mod Studies HIGH
C733 Geography HIGH	C747 Maths HIGH	C750 Music HIGH	C847 Maths NAT5	C716 Computing Sci HIGH	C756 PE HIGH
C833 Geography NAT5	C749 Modern Studies HIGH	C850 Music NAT5	C747 Maths HIGH	C816 Computing Sci NAT5	C856 PE NAT5
C737 History HIGH	C750 Music HIGH	C756 PE ADVH	C750 Music ADVH	C728 Fash Text Tech HIGH	C757 Physics HIGH
C747 Maths ADVH	C850 Music NAT5	C756 PE HIGH	C757 Physics ADVH	C737 History HIGH	C857 Physics NAT5
C702 Mechanics ADVH	C755 Photography HIGH	C856 PE NAT5	C249 Retailing NAT5	C861 Pract Metalwork NAT5	C769 Spanish HIGH
C755 Photography HIGH	C757 Physics HIGH	PTXL Princes Trust xl CfE		C749 Modern Studies ADVH	C869 Spanish NAT5
C757 Physics HIGH	C769 Spanish ADVH	C764 RMPS HIGH		C757 Physics HIGH	
C249 Retailing NAT5	C862 Pract Woodwork NAT5				

Subject Codes 2018-2019

A	B	C	D	E	F	G
C804 Art HIGH	C706 Art ADVH	C807 Biology HIGH	C801 Admin HIGH	C800 Accounts HIGH	C801 Admin HIGH	C750 Music ADVH
C804 Art NAT5	C710 Business ADVH	C713 Chemistry ADVH	G9T5 Bakery 44	C804 Art HIGH	C801 Admin NAT5	
G9T5 Bakery 44	C813 Chemistry HIGH	C824 English HIGH	C810 Business HIGH	C804 Art NAT5	C810 Business HIGH	
C819 D&M HIGH	C816 Computing HIGH	C824 English NAT5	C810 Business Mgt NAT5	C713 Biology ADVH	C824 English HIGH	
C724 English ADVH	C818 Dance HIGH	C830 French HIGH	C830 French HIGH	C807 Biology HIGH	C824 English NAT5	
C824 English HIGH	C833 Geography HIGH	C830 French NAT5	C830 French NAT5	C810 Business HIGH	C823 Eng Sci HIGH	
C824 English NAT5	C733 Geography ADVH	H6N4 Health NAT5	C835 Graphics HIGH	C810 Business Mgt NAT5	C823 Eng Sci NAT5	
C833 Geography HIGH	C833 Geography NAT5	C840 Human Biology HIGH	C835 Graphics NAT5	C813 Chemistry HIGH	C836 HFT HIGH	
C833 Geography NAT5	C747 Maths NAT4	C750 Music ADVH	C737 History ADVH	C813 Chemistry NAT5	C836 HFT NAT5	
C837 History HIGH	C747 Maths ADVH	C850 Music HIGH	C839 Hospitality NAT5	C816 Computing NAT5	C837 History HIGH	
C837 History NAT5	C847 Maths HIGH	C850 Music NAT5	C747 Maths NAT4	C816 Computing HIGH	C849 Mod St HIGH	
C747 Maths ADVH	C847 Maths NAT5	C856 PE HIGH	C847 Maths HIGH	C821 Drama HIGH	C849 Mod St NAT5	
C855 Photography HIGH	C702 Mech ADVH	C857 Physics HIGH	C847 Maths NAT5	C821 Drama NAT5	C856 PE HIGH	
C857 Phys HIGH	C849 Mod St HIGH	PTXL PTxl CfE	C757 Physics ADVH	C828 F&TT NAT5	C856 PE NAT5	
C249 Retail NAT5	C849 Mod St NAT5	C864 RMPS HIGH	C869 Spanish HIGH	C828 FTT HIGH	C857 Phys HIGH	
	C850 Music HIGH	C864 RMPS NAT5		C837 History HIGH	C857 Physics NAT5	
	C850 Music NAT5			C837 History NAT5	C838 Practical Cake NAT5	
	C855 Photo HIGH			C840 Human Biology HIGH	C869 Spanish HIGH	
	C862 Pract Wood Work NAT5			C847 Maths HIGH	C869 Spanish NAT5	
				C749 ModSt ADVH		
				C861 Pract Metal Work NAT5		