



Guide to UCAS

# UCAS APPLICATION PROCESS

2022 Entry

The UCAS logo, consisting of the letters "UCAS" in a bold, sans-serif font. The letter "A" is red, while the other letters are black. The logo is contained within a white rounded rectangular box.

UCAS

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# WHAT IS UCAS?

UCAS is the organisation responsible for managing applications to higher education courses in the UK. UCAS stands for the 'University and Colleges Admissions Service' and all Universities and Higher Education Colleges in the UK now use UCAS for admissions and applications.

Read more about UCAS services at: <https://wwwucas.com/about-us/who-we-are>

## COMPLETING A UCAS APPLICATION

UCAS applications have to be completed online through the UCAS website [wwwucas.com](http://wwwucas.com). You will have probably already used this website for your research so it should be familiar!

The process is easy enough but does take time and as a result of this students are expected as a minimal requirement to register when they

return to college in September, ideally over the summer period.

The UCAS website has a help section. Search for and watch the latest 'using 'Apply'' video for an overview of how to apply and the information required for each section. Click [here](#) to watch.

The UCAS application form is made up of 9 sections:

1. Personal details
2. Contact and Residency Details
3. Education
4. Employment
5. Nationality Details
6. Supporting Information
7. English Language Skills
8. Finance and Funding
9. Personal Statement



# DEADLINES

**From 2022, for the majority of courses, the UCAS deadline is 6pm on the LAST Wednesday in January. For 2022, that will be 26 January.**

Once the College has received your application, they will need to obtain a reference from your tutors and check the application for errors. In order to guarantee to meet the UCAS deadline the College need to have received your application by 1 December.

You can register and start to complete your UCAS application from 18 May 2021. Completed applications can be paid for and sent from 7 September 2021. It is a good idea to start and send your UCAS application early as admissions tutors get much busier

the nearer to the deadline it gets. They will read applications more thoroughly earlier in the cycle. Read more about UCAS deadlines at:

[www.ucas.com/undergraduate/applying-university/ucas-undergraduate-when-apply](http://www.ucas.com/undergraduate/applying-university/ucas-undergraduate-when-apply)

It is possible to apply for up to five University choices until 30 June 2022 but your application will be processed after all the others that have been received on time.



UCAS deadline for Oxford Cambridge and some professional courses e.g. medicine, dentistry and veterinary. College deadline 1 October.



College deadline for detailed personal statement feedback.



College deadline for completed applications. You must meet this deadline to guarantee your application is sent to UCAS by 26 January.



6.00pm on the last Wednesday in January – UCAS deadline for the majority of courses.



ALL UCAS DEADLINES CLOSE AT 6.00PM. ALL COLLEGE DEADLINES CLOSE AT MIDNIGHT.

# UNIVERSITY ADMISSIONS TESTING

Depending on which university you apply to and which course you wish to study, you may need to take an admissions test/s as part of your application.

You are strongly advised to check university websites for the most up-to-date information about entry requirements and the testing service website below.

We are currently aware that tests are most likely for students applying for Cambridge or Oxford and/or for students applying to study: Medicine, Dentistry, English and Mathematics.

Please note even if you are applying for the institutions/subjects above admissions tests may not be required.

Please check carefully. The list of subjects and institutions requiring tests may change.

The Admissions Testing Service website provides up to date information on admissions tests, including which courses require you to take tests, how to register, when the tests are and how to get your results:

<http://www.admissionstestingservice.org/for-test-takers>

The deadline for most assessments coincide with or are prior to the UCAS deadline so make sure you prioritise checking this alongside completing your UCAS application.



# REGISTRATION

## Registering for UCAS Apply from May 2021.

### 1 REGISTER

- Go to: [www.ucas.com](http://www.ucas.com) and hover the cursor over “Sign-in” at the top right hand corner of the screen
- Click on “Students” and scroll down to “2022 Entry”
- Click on “Register” and enter your details. **Use your personal e-mail address** – NOT your College one as you will lose access to that once you leave College and could lose all your UCAS records
- UCAS will then send a verification code to your e-mail address, enter this in the place for it on the screen.

**Make sure your email address sounds professional.**

Admission tutors will see this information and you need to make a good first impression.

### 2 OPTIONS

- Confirm you are a student
- The year you want to start University – normally 2022 but you can defer to later
- Confirm whether you are applying for: Undergraduate Courses (usual), Conservatoires (possible if you are a performing arts student) or Apprenticeships

- Where you live - Country (UK) and Postcode.

### 3 PREFERENCES

- What you want to hear from UCAS
- Whether you want to be informed of deals available for students
- Gender
- Contact
- Subjects you are interested in studying
- Search the college you attend – Stamford College or Peterborough College
- Click on ‘Create Account’
- Select ‘Go to my Hub’, your applications, start and undergraduate
- You will be asked if you are applying from, ‘a school, college, or centre’ – select ‘yes’
- Enter the correct Buzzword for your College:  
Stamford - **SCentry2022**  
Peterborough - **InspirePboro2022**

**Note:** If you have used the buzzword your application will be sent straight to the College on completion. This allows the College to check through your application (ensuring that essential fields are entered correctly and help you to deal with any problems.)

# COMPLETING THE APPLICATION

## There are nine sections of the application.

### 1 PERSONAL DETAILS

Personal details are just that; your names, date of birth, gender etc.

At the end of this section and all the others you will be asked to check a box when you have completed the section. If you are confident that the section is complete and correct you can check the box. Only when the boxes for each section are checked as complete will you be able to send off your application. If you realise later but before sending off that you have made a mistake or forgotten something, unchecking the box will allow you to continue editing that section. If you realise after you have sent your application in that you have made an error, the College may be able to help you if we have not already sent it off.

### 2 CONTACT AND RESIDENCY DETAILS

Telephone numbers, PERSONAL email address (DON'T USE YOUR COLLEGE ONE!), postal address and citizenship status.

### 3 EDUCATION

Remember to enter your current course as well as all your other qualifications from GCSEs onwards.

Add Stamford or Peterborough College as your current place of education.

Add in separately any senior schools where you gained GCSEs or other qualifications before coming to College.

Click on “Add place of Education” and type in the name of your previous school/college. It should appear automatically on a list, if not you can enter it manually.



Follow the instructions for adding in your start and end dates and click “yes” if you gained qualifications from the centre.

Click on Save to complete. You will then be returned to the Education Page. For each school/college, you can then click on “Add Qualification” to do just that.

For Stamford/Peterborough College and previous colleges/schools, you should be able to pick up your current course from a pre-populated list or you can search manually if your qualification does not appear. This will happen if, for example, you are doing a UAL Extended Diploma.

You will be asked for your Unique Learner Number (ULN) and your BTEC Registration number. If you know them, enter them. If you don't, these fields can be left blank, you do not need them.

#### **4** EMPLOYMENT

Enter here any part time or full-time employment, paid or voluntary you have had that was not work experience organised by School or College.

Click on “Add Employment” and follow the instructions.

If you are still working there simply leave the “finish date” blank.

#### **5** NATIONALITY DETAILS

Select your country of birth and your nationality/nationalities from the drop-down list and save.



#### **6** SUPPORTING INFORMATION

Complete this section so that providers know how best to support you during your studies.

This section asks two questions about you and / or a parent or partner living/working in the EU outside the UK.

Select your answers from the drop-down lists.

The second half of this section asks about your needs for support as a student with disabilities.

Select the best description of your disability – or “No Disability” from the drop-down list and then use the “Further Details” box to add in up to 450 characters of any further information about your needs that you want to include.

#### **7** ENGLISH LANGUAGE SKILLS

This is a very short and simple section.

It simply asks the question: “Is English your first language?”.

If your answer to that question is “no” then you will be asked to enter the certificate number for either:

Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) TRF.

#### **8** FINANCE AND FUNDING

Most people are likely to enter:

UK, CHI, IoM or EU Student Finance Services.

You then need to answer the question about Student Support Arrangements: simply enter the county where you live e.g.: Cambridgeshire, Lincolnshire, Northamptonshire, Rutland etc.

#### **9** PERSONAL STATEMENT

This is the most important and difficult part of your UCAS application.

Your completed statement must be between 1,000 and 4,000 characters (maximum 47 lines) including spaces.

The personal statement section of the application is your opportunity to convey your suitability for Higher Education. Talk about your uniqueness, skills and enthusiasm for the course you are applying for.

**DO NOT** copy from another personal statement or be tempted to let anyone else write it for you. UCAS have technology that scans all personal statements for plagiarism. It can recognise any sentences from other personal statements submitted through UCAS in the past or match it to sources from the internet. If you are caught your application can be rejected.

When writing your personal statement think back to the skills you have gained at:

- School
- Part-time jobs

- Courses
- Voluntary work
- Hobbies
- Travel experience

Remember that everyone gets writers block and the first sentence can be the hardest to write.

We recommend that you start by listing your skills gained in each of the above areas and examples of each one. UCAS also provides a personal statement worksheet to help you, [click here](#) to download a copy.

There is also help here: [www.ucas.com/undergraduate/applying-university/writing-personal-statement](http://www.ucas.com/undergraduate/applying-university/writing-personal-statement) and on the Careers pages of the Colleges' Student Hub.

Once you've made a start you can group your sentences based on commonalities e.g. the type of experience, time frame, type of skill or ways that you intend to apply your knowledge.

Admissions tutors generally want Personal Statements to be at least 75% academic focused (information relevant to the course to which you are applying) and just 25% on your personal attributes and/ or hobbies and interests.

The following is the most common format for personal statements. However, the format is flexible and is dependent on the type of skills and experience you have.

## Structuring Your Personal Statement

### **Paragraph 1: What is your motivation to study your chosen subject?**

Show that you understand what the course entails. Mention specific parts of the course structure that you are interested in (the university website and UCAS website can help you) or career profiles that highlight the skills you need.

Back up any reasons with facts or personal experiences. Briefly explain how your current study is related or relevant to the course that you are applying for. Mention a specific area of your subject that particularly interests you. Refer to topics covered, texts studied and practical work.

### **Paragraph 2: Describe your suitability**

Show how you fit the entry profile – these are on the UCAS or institution websites and are a bit like a job specification. The entry profile provides essential information on what academic qualifications are needed, what personal skills are needed, what the course involves and what careers it can lead to.

Include what skills you have developed in your current course e.g. research, assignment writing, problem solving, developing balanced arguments, teamwork, independent learning, presentation skills, leadership etc. and how you have developed these skills, e.g. practical sessions, fieldwork, coursework, reading within and outside the syllabus.

If you are studying A Levels, describe how each of your subjects in turn are related to the course for which you are applying, even if just by

the skills it has taught you.

If you are studying a BTEC or Advanced Diploma, describe a couple of your favourite modules. Make sure you pick out specific activities, experiments, essays or presentations that you have done that you really enjoyed or were particularly successful in.

Always include an example of at least one piece of academic work you have done. Briefly mention your research, data analysis, presentation of findings and referencing of sources. This will show the admissions tutors that you have the academic ability to move up to the next level.

Do not list all your qualifications, as your form will already show this.

### **Paragraph 3: Work experience and long-term objectives**

Mention any longer-term career objectives. Explain how your course can lead you to your chosen career or a particular area you want to work in. Detail any work experience (part-time jobs, placements or voluntary work). What skills did you gain? e.g. time management or team working. Try to link it to your chosen course or explain how it will help you in the future.

### **Paragraph 4: The person behind the form**

Describe yourself to the admissions tutors. What skills and strengths do you have? What kind of personality do you have? Try to use evidence to back up these statements e.g. "I am very organised because I combine my studies with a part time job and many club activities. This will help me with the increased workload that I will face at university".

Outline any academic/social achievements. Demonstrate your ability to succeed.

Explain what positive impact you can bring to the course.

### **Final sentence**

You will be a successful student because you have, for example: enthusiasm, self-discipline, stamina, the ability to overcome setbacks, time management skills, the ability to work in a team. There are a few examples below of the types of thing you could write, but remember you must use your own words, do not copy from anyone else or examples you may find on line:

"College has been a challenge studying academic subjects but it has



been a valuable experience and with this experience, hopefully I will be prepared for the demands and trials of a degree course. I look forward to it.”

“I am confident this has all helped to prepare me for the next stage of my academic life.”

“Through these activities I have learned the importance of good organisation and time management.”

“I believe these skills will help me organise my time well at university and as a ..... I will require these skills to carry out efficient field work and research.”

Common questions about Personal Statements from previous years have included:

### **Should I abide by the 47 line or 4000 character limit?**

If your statement is 4000 characters long it will fit in the space provided with some formatting changes. UCAS seems to “count” characters slightly differently to Google and Word. You need to limit your statement to about 3990 characters, including spaces in Word / Google to “fit” into the UCAS space.

Don’t worry too much about the 47 line limit, you can reduce your lines by running paragraphs together if necessary.

### **How should I format my statement?**

When you paste your statement into UCAS all prior formatting will be removed. You do not need to spend time editing font size or type.

**Write your personal statement using a word processing package where you can save and easily edit it.** Your UCAS application will time out after periods of inactivity so doing this will ensure you do not lose your work. Send your draft statements to **careers.advisors@stamford.ac.uk** or **matthew.webb@peterborough.ac.uk** depending on your College.

# REFERENCE

If you have used the college buzzword (SCentry2022 for Stamford College or InspirePboro2022 for Peterborough College) your tutors are responsible for providing a reference in support of your application.

Common questions from previous years have included: **I forgot to add the College buzzword when I registered how do I obtain a reference?**

We would strongly recommend that you link your application to the College. If you forget to enter the College buzzword you can do this through the options menu of your UCAS account once you have logged in. Alternatively, you can enter the details of the College into your reference form via the ‘reference’ tab. The College will then receive an automated email allowing us to submit a reference in support of your application. We cannot see the rest of your application.

Add the details below, not the details of your lecturer. Choose the contact appropriate for your College.

### **Stamford College**

**Full Title:** Tim Silcock

**Occupation:** Careers and HE Co-ordinator

**Organisation Name:**

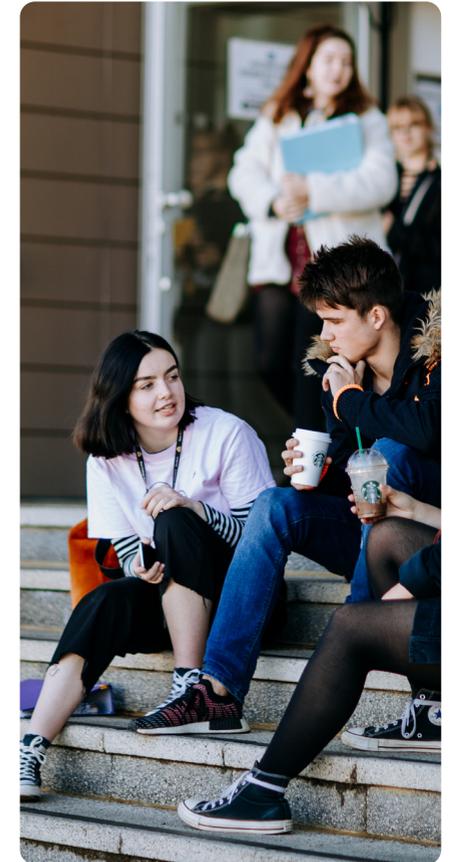
Stamford College

**Address:** Drift Road, Stamford, PE9 1XA

**Telephone Number:** 01780 484353

**Email address:**

Tim.Silcock@stamford.ac.uk or careers.advisors@stamford.ac.uk



### **Peterborough College**

**Full Title:** Matthew Webb

**Occupation:** Careers Advisor

**Organisation Name:**

Peterborough College

**Address:** Park Crescent,

Peterborough PE1 4DZ

**Telephone Number:**

01733 762345

**Email address:**

Matthew.Webb@peterborough.ac.uk or careers@peterborough.ac.uk

# SENDING YOUR APPLICATION

## VIEW ALL DETAILS

This section allows you to check all the details you have entered. Once you have scrolled down all the information and checked it for errors, mark the section completed.

## PAY/SEND

Sending a UCAS application costs £22 for one course or £26.50 to apply for up to five choices. This section asks you to agree to UCAS terms and conditions before paying for and sending your application.



You will need to pay for your application by either bank or credit card. If you do not have a card you can use, you will have to ask a parent/guardian/carer or a friend. You must ask permission if you are going to use someone else's card.

***The College does not pay for your application.***

## NEXT STEPS

Relax and let us do the work! If you have used the buzzword your application will be sent straight to the College on completion. This allows the College to check through your application (ensuring that all fields are entered correctly and all essential fields are complete) and add your academic reference.

The College will then approve your application and send it straight to UCAS who will send it to your chosen institutions. If the College has received your application by the 1 December internal deadline we will guarantee it is sent to UCAS for the 26 January deadline (as long as you check your emails regularly and make any changes required). After 1 December applications will be processed in the order that they are received with no guarantee they will be sent to UCAS on time.

Once you have sent your application, keep an eye on your College emails as we shall use these to contact you if we spot any problems and need to ask you to make changes.

You will receive email notification when your application has been sent to your chosen institution/s.

# TROUBLESHOOTING

## FORGOTTEN YOUR LOGIN DETAILS

If you lose your username and password you will need to click on the "Forgotten Login?" option and enter your email address. At busy times there is likely to be a delay in UCAS sending through your account details. If you forget your email address you will need to ring UCAS and answer a host of security questions. The College are not able to access your account on your behalf.

## HOW DO I DEFER ENTRY?

If you are planning on deferring for a year you can still complete your UCAS application this year and use the support available at College. Institutions will provide you with a similar offer but to start in 2023. With this option you will know on results day if you have your place for next year secured and must meet the conditions of your offer by 31 August 2023. The alternative is to start your application next year and ring the College for the buzzword or apply as an independent, but you

need to be motivated to fill in the application in your own time. You cannot save or transfer your details from one year's UCAS application to the next.

## CONTACT UCAS

UCAS Customer Contact Centre number: 0371 468 0468  
Students will be charged at the network provider's standard network rate.

## CONTACT COLLEGE

### **Stamford**

Tim Silcock: Careers, FE & HE  
Co-ordinator  
Located at: Careers Office  
Email: [Tim.Silcock@stamford.ac.uk](mailto:Tim.Silcock@stamford.ac.uk) / [careers.advisors@stamford.ac.uk](mailto:careers.advisors@stamford.ac.uk)  
Phone: 01780 484353

### **Peterborough**

Matthew Webb: Careers Advisor  
Located at: Careers Office  
Email: [matthew.webb@peterborough.ac.uk](mailto:matthew.webb@peterborough.ac.uk) / [careers@peterborough.ac.uk](mailto:careers@peterborough.ac.uk)  
Phone: 01733 762345





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