New College Stamford

ACHIEVE EXCELLENCE, BE OUTSTANDING

UCAS APPLICATION PROCESS

2021 ENTRY

UCAS

CONTENTS

Information sources from www.ucas.com

All in formation in this booklet is subject to change
in the light of changing advice from Government and
UCAS and their response to the current health crisis.

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://www.ucas.com/about-us/who-we-are

COMPLETING A UCAS APPLICATION

UCAS applications have to be completed online through the UCAS website www.ucas.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 application form is comprised of seven sections:

1. Personal details
2. Additional information
3. Choices
4. Education
5. Employment
6. Statement
7. Reference

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:

www.ucas.com/undergraduate/applying-university/filling-your-ucas-undergraduate-application

DEADLINES

For the majority of courses, the UCAS deadline is **6pm on 15th 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 the **1st December.**

You can register and start to complete your UCAS application from May 2020. Completed applications can be paid for and sent from the 4th September. 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

It is possible to apply for up to five University choices until 30th June 2021 but your application will be processed after all the others that have been received on time.

15 OCT

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

01 NOV

College deadline for detailed personal statement feedback.

01 DEC

College deadline for completed applications. You must meet this deadline to ensure your application is sent to UCAS by 15 January.

15 JAN

UCAS deadline for majority of courses.

24 MAR

UCAS deadline for some Art and Design courses. College deadline 1 March.

All UCAS deadlines close at 6pm. College deadlines close at midnight.

REGISTRATION

Registering for UCAS apply from May 2020 (Process may change for 2021 entry – see UCAS site for details. This advice is based on 2020 process).

1 Log on to www.ucas.com you will automatically be directed to the 'Home page'

2 Click on Sign-In (at the top right of the screen) and select "Students" then "Undergraduate" then "Register and apply for 2021 entry"

3 Follow the instructions for "Register"

4 Read the terms and conditions, you will need to agree to these (bottom of the second page) to apply.

5 Follow the online instructions to register your individual details, create your passwords and answer the security questions.

6 Select to register through your school or college and Enter the buzzword **NCSentry2021**

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 complete) and add your academic reference. The college will then approve your application and send it straight to your chosen institutions.

Note: 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.

7 On completion of the registration process you will be sent an email containing your unique UCAS username and applicant number.

Note: Make a note of your username, password and applicant number as you will need the first two every time you log in and the latter if you ring UCAS or go through clearing. If you lose these details or your username is not sent through via email 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 the security questions.

Remember to check your spam/junk email folder if you have not received a registration email.

8 You will be asked to confirm that you are happy to share the progress of your application with the College. Please do so as it will help us to monitor your progress and help you to deal with any problems.

EMAIL VERIFICATION PROCESS

UCAS will require you to verify the email address you have listed on your application before your application can be sent. You will receive an email from UCAS shortly after registration including your unique verification code and instructions on how to do this. Complete these instructions straight away!

Once UCAS have verified your email address they can then send you emails alerting you to changes to your application, including decisions made by your chosen universities and colleges.

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.

Make sure your email address sounds professional. Admission tutors will see this information and you need to make a good first impression.

6

COMPLETING THE APPLICATION

You can now complete the six main sections of the application using the information below to guide you. **Once you have worked through a section make sure you click on the save button to avoid losing the information you have entered.** You can easily make changes to a section after it has been saved.

If you are not sure on what information to enter click on the red question mark and it will give an explanation about what each of the categories mean.

Still in doubt? Contact Tim Silcock at careers.advisors@stamford.ac.uk or 01780 484 353.

1 PERSONAL DETAILS

This section asks about contact details, funding options, residential status, any special needs or disabilities and any criminal convictions – plus you can give a parent, guardian or adviser nominated access if you would like them to be able to speak on your behalf. Some of the fields will have been automatically copied from the information you provided when you registered.

Common questions from previous years have included:

1) What is a 'Unique Learner Number' (ULN) and where can I find mine?

This information is individual to each learner and is not held by the college. It may be printed on your previous exam results slips or certificates. It is a 10 digit number and is not to be confused with any 4 or 5 digit Candidate Number or Exam Centre number. Don't worry if you don't know this number the field can be left blank.

2) What is my fee code?

The vast majority of students are fee code '02'

If you are a UK resident applying for a government funded student loan please use fee code 02.

3) Do I have to list someone for nominated access?

Nominated access allows a person of your choice to make decisions on your behalf. This is a useful option if you are intending to be away from home due to travel or are unable to regularly check your email account. If no one is listed the UCAS support team will only talk to you regarding your application.

4) Do I have to declare a disability or special need requirement?

If you have a disability, you have the choice whether to declare this on your UCAS application. However if you choose to declare this information it will not disadvantage your application

and will allow Universities and the Student Loans Company to send you information on support available.

Note: This is a compulsory section and if you have no disability you must state this.

Search for the latest 'apply – personal details' information to find out how to fill in the personal details section of your application:

https://www.ucas.com/undergraduate/ applying-university/filling-your- ucas-undergraduate-application

2 **ADDITIONAL INFORMATION**
This section only appears when you have saved the information on the personal details page and only needs to be completed if your permanent home is in the UK. The section asks about your ethnic origin, religion, sexual orientation, gender orientation and home background. This information is only passed on to universities after your place has been confirmed and is not shared with teachers, advisors or referees. The section also allows you to list any taster activities you have completed in order to prepare for your transition into Higher Education.

Please note: The section will only appear if it needs to be completed.

Common questions from previous years have included:

1) I am not a UK National what option do I select for National Identity?

You can select 'other' from the drop down list.

3 CHOICES

This section asks you to list a maximum of five course choices. You will be asked for the institution and course code, start date and whether you intend to defer entry.

Be realistic with your course choices. Base the majority of your choices on your current and predicted grades then add at least one aspirational and one safety choice.

Common questions from previous years have included:

1) Where do I find the institution and course codes?

UCAS provide a list of possible institutions and courses, click on the 'see list' button and use the alphabetical directory to find your institution and course, the code will be entered automatically. If your institution or course is not listed you can enter these details manually but avoid doing this where possible. This will ensure the correct code has been listed. A mistake here could see you applying to a completely different university or degree courses.

2) How do I know what campus I will be studying at?

The majority of Universities only have one campus and where this is the case only one option will be listed 'main site'. Where more than one option has been provided please check the institution prospectus and website. Where a different location has not been specified put the 'main site'.

4 EDUCATION

This section asks you to list your qualifications and schools/institutions of study. You must include any school or college where you have taken a qualification and list every qualification that you have. This includes your GCSE's (or equivalent high school qualifications), BTECs, functional skills, A Levels and all awards and qualifications you are in the process of achieving. For qualifications you are currently taking your grade will be pending.

For students taking A Levels you must also enter your AS level results including those marked as 'unclassified' and any exams you are retaking.

To add your qualifications you firstly need to add the details of the school/college/centre you studied at - add new school/college/centre.

The final question of this section asks you to 'state the highest level of qualification you expect to have before you start the course.' All students need to select 'Below honours degree level qualifications' unless you have previously completed a three-year degree course.

Common questions from previous years have included:

1) I'm unable to find the name of the school/college I studied at?

Click on find to search for your school or college. If the school/college you are searching for is not listed, click on my school/centre is not listed here. You will then have to type the institution and

exam centre number in manually. Centre numbers are five digits long and are displayed on the bottom of exam certificates, alternatively call your school or college.

2) I was home schooled, how do I enter my qualifications?

If you have been home-schooled for your secondary education, click 'find' and enter 'home' in the box. If a suitable option is not available, click 'My school/centre is not listed here' and enter 'home-schooled' in the box provided.

3) I can't find the name of the qualification listed?

The UCAS website will show a list of the most popular types of qualification taken by our students. This is not the full list!! If you start to type the name of your qualification in the search box a different list of qualifications will be suggested. If you are still unable to find your qualification

bring your certificates to the Careers Office and Tim will help you. The majority of College qualifications that do not fit the norm are listed below.

3a) How do I enter my Level 3 Diploma in Brickwork/Plumbing and Domestic Heating/Electro-Technology/Bench Joinery?

Search NVQ and select NVQ Diploma (QCF) from the list. This subject is not listed so type the name of the subject in the other box. The awarding organisation is C&G. All other information is entered as normal.

3b) How do I enter my Level 3 Diploma in Barbering/ Hairdressing/ Spa therapy/ Beauty Therapy/ Theatrical Special Effects and Hair and Media Make Up?

Search NVQ and select NVQ Diploma (QCF) from the list. This subject is listed so select the name of the subject from the list. The awarding organisation is VTCT. All other

information is entered as normal.

Note: Theatrical Special Effects and Hair and Media Make Up is not listed so type the name of the subject in the other box.

3c) How do I enter my Level 3 Diploma in Professional Cookery?

Search NVQ and select NVQ Diploma (QCF) from the list. This subject is listed so select the name of the subject from the list. The awarding organisation is C&G. All other information is entered as normal.

3e) How do I enter my Level 3 Diploma in Motorcycle Maintenance and Repair/ Light Vehicle Maintenance and repair?

Search NVQ and select NVQ Diploma (QCF) from the list. This subject is not listed so type the name of the subject in the other box. The awarding organisation is IMIAL. All other information is entered as normal.

4) I'm unable to enter the year that I gained or will be gaining my qualification.

Check that you're entering the qualification under the correct school/college/centre and then check the dates you entered are correct. For your current course the date entered will be in the future and a warning message will be displayed.

5) Do I have to enter my results if I am taking resits?

For students taking resits you should enter the qualification twice as an achieved grade and a pending qualification.

6) Where do I find my BTEC registration number?

All BTEC Students have a unique BTEC Registration Number. If you have previously taken a BTEC National Diploma, Certificate or Award, it will be displayed on the bottom of your certificate. It takes the form of either one letter followed by six numbers or two letters and five numbers. If this is your first qualification ask your course co-ordinator.

When clicking 'add qualifications' make sure you add the correct qualifications under the correct school/college/ centre otherwise you will not be able to select the correct qualification date

5 **EMPLOYMENT**

The employment section of the application asks you to give the names and addresses of any employers. This is for paid experience only! If you have not had any paid work experience, you can leave this section blank but you will need to mark it as complete. If you are a mature student you can use this section to explain gaps between education.

This section is for paid employment only. If you have undertaken voluntary work or work experience this should be detailed in your personal statement.

6 PERSONAL STATEMENT

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 by pasting a 4000-character statement into your application.

Note: The personal statement is the most important part of the application.

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

- School
- Part-time jobs
- Courses
- Voluntary work
- Hobbies
- Travel experience

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.

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

We recommend that you start by listing your skills in each of the above areas and examples of each one. UCAS also provides a personal statement worksheet to help you form sentences https://www.ucas.com/sites/default/files/ucas-personal-statement-worksheet.pdf

There is also help here: https://www.ucas.com/undergraduate/applying-university/writing-personal-statement

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 focussed (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:

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.

 "I would love the opportunity to study in more depth...develop my skills..."

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 specifications. The Entry Profile provides essential information on what academic qualifications are need, 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 to 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.

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

Paragraph 3: Work experience and long term objectives

- List 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 learn? 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

"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 from previous years have included:

1) 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. We recommend you ignore the line limit as students who write several paragraphs are losing valuable space.

2) 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**

7 REFERENCE

If you have used the college buzzword (NCSentry2021) your tutors are responsible for providing a reference in support of your application.

Common questions from previous years have included:

1) 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. The buzzword is NCSentry2021.

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 of one of the HE co-ordinators at the college and not the details of your lecturer. The current details are as follows:

Full Title: *Tim Silcock*
Occupation: *Careers and HE Co-ordinator*
Organisation Name: *New College Stamford*
Address: *Drift Road, Stamford, PE9 1XA*
Telephone Number: *01780 484353*
Email address: *tim.silcock@ stamford.ac.uk or careers. advisors@stamford.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 £20 for one course or £26 to apply for up to five choices. (This may change for 2021 entry).

£26
to apply for up to 5 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 your chosen institutions.

If the College has received your application by 1 December internal deadline we will guarantee it is sent to UCAS for the 15 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!!

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

17

TROUBLESHOOTING

FORGOTTEN YOUR LOGIN DETAILS

If you lose your user name 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 one 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 2022. 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 2022. 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

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

CONTACT COLLEGE

Name: Tim Silcock
Title: Careers, FE & HE Co-ordinator
Located at: Careers Office
Email: tim.silcock@stamford.ac.uk / Careers.advisors@stamford.ac.uk
Phone: 01780 484 353

NOTES

QUESTIONS?
TWEET US!
@NewCollegeStamf