

UCAS Apply 2015 – 16

You will have registered on UCAS Apply and received a username and password. To access your online application go to

<http://www.ucas.com>

Click on Log In/Register and then *Apply for 2016 Courses*.

Enter your username and password. **If you have forgotten your username and password click on *Forgotten Login?*** nobody else has access to this information.

You will be taken through the security questions that you chose when you registered. You should already have completed some of the Personal Details section. The UCAS application consists of 6 sections to be completed. When you first log in this is the screen you will see:

The screenshot shows the UCAS Apply 2015 website interface. At the top, there is a navigation bar with the UCAS logo, a 'Contact us | Help | Print page' link, and a '<Log out' button. Below this is a red banner with '2015 apply' and 'Welcome' text. On the left, there is a sidebar menu with sections: 'Welcome', 'Personal details' (checkbox), 'Choices' (checkbox), 'Education' (checkbox), 'Employment' (checkbox), 'Statement' (checkbox), 'View all details' (checkbox), 'Pay/Send' (checkbox), 'Help', and 'Options/Opsiynau'. Below the sidebar, there are sections for 'Completed', 'In progress', 'Not started', and 'Help'. The main content area displays a 'Welcome' message to 'Sean', stating 'Your Personal ID is: 114-335-4803' and advising to 'Please make a note of this number and keep it handy. You will need to quote this number if you call our Customer Contact Centre.' Below this is a video player titled 'Using Apply 2015' with a play button and 'Apply 2015' text. A warning message states: 'Verify your email address. Your email address needs to be verified as valid before you send your application to us. Please click here to verify your email address.' At the bottom, there is a list of links: 'completing your application', 'applicants applying through a school, college or organisation', 'applicants applying as an individual', and 'deadlines for submitting your application'. The footer contains 'out us | Terms & conditions | Privacy statement' and 'Copyright © UCAS'.

Points to Note:

- As you complete each section a **red tick** will appear.
- Only once all sections have been ticked can an application be sent to your referee.
- Each question with a **red star** beside it must be answered.

- If there is the option in any question to **See List** then click on this and select an answer from the menu – do not type into these boxes!
- If you are unsure of any of the questions, click on the “?” box beside for a full explanation.

Personal Details

When you enter your email address you will be asked to **verify** this. UCAS will email you with a verification code. You must check your email to retrieve the code and copy and paste this code into the verification box. It is important to do this so that you can receive correspondence from UCAS and universities in future.

Preferred first name is only necessary if your forename and the name you are commonly known by are different

Previous surname at 16th birthday is only necessary if you have changed your family name within the last 18 months.

Is your permanent home in the UK? **YES** – if you select no then you will be asked to apply as an international student

Country of birth – Click **See List** and select **United Kingdom**. If you do not select United Kingdom then you will be questioned about immigration status

Nationality – Click **See List** and select **UK National**

Dual Nationality – Click See List and select Irish

Area of permanent residence – Click **See List** and select *Belfast* or *County Antrim/County Down* (depending on your home address!)

Residential Category – Click **See List** and select *UK Citizen – Northern Ireland*

Reference Numbers – Enter your new Unique Learner Number (ULN) – this should comprise of 10 digits



Passport Details – Leave this section blank, it does not apply to you

Student Support – Fee code is **02 – UK, CHI IoM or EU student finance services**


Student Support Arrangements refer to the education and library board. Click on **See List** and Select NIBd Belfast, North Eastern or South Eastern, depending on your post code.

Please answer the following questions about whether you and your family may have lived within the EU or EEA. The universities and colleges that you are applying to need this information to make a decision about the fees you may be charged and any scholarships, bursaries and financial support that may be available to you. **Generally reply No to these questions (next page here)**

Have you ever lived or worked in the EU (excluding the UK), European Economic Area (EEA) or Switzerland?

Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK), EEA or Swiss national?

Criminal Convictions – only tick this box if you **have** a criminal conviction. If you are unsure please click the “?” box

Keeping you informed – it is always a good idea to ensure that you receive **both** post and email directly from UCAS. Most people also like to receive text messages but this is your choice – **just ensure that you are signed up to receive communication in at least one of these means.** If you do not select this universities will not be able to contact you throughout the year.

Nominated Access – it is always a good idea to nominate a parent or older sibling who can correspond with UCAS on your behalf. This is in case of injury, illness or simply being out of the country when you need to deal with any issues.

Disability/Special Needs – Click **See List** and select *No Disability* or select one that is appropriate for you. **If you have any kind of disability or serious illness/condition it is very important to state this on your application so that universities can support you.**

When you have completed the section tick the box **section complete** and hit **Save**.

Additional Information

This information is for all EU applicants and is used for future statistical data. Remember, you only have to answer questions with a red star beside them.

Equality Monitoring:

Ethnic Origin – select from the drop down menu

The next 3 questions do not have a red star beside them, therefore you do not have the select an answer.

National Identity – select from the drop down menu (it is OK here to select Irish)

Dual Nationality Identity – if you want to you can select from the drop down menu but as this question does not have a red star beside it, it is not a compulsory question

Activities in Preparation for Higher Education – leave this section blank unless you were part of the HE+ programme or university summer schools

Have you been in care? – If you have been in a foster or care home select *Yes* from the drop down menu

Parental Education – Select from the drop down menu

Occupational Background – Click on *Find* and then type in the first few letters of the job title of the highest earner in your house. Click on the title that best suits.

Student Finance

I will be applying for student finance – Tick the *Yes* box to all 3 questions. This can always be changed at a later date

Remember to tick the *Section Complete* box and click the red *Save* button at the end of the page.

Choices

You will receive guidance on your choices in career classes. You may pick only 5 courses. This can be 5 courses at the same university or the same 5 courses at different universities: your choice.

Click *Add a choice* and you will see the following screen:

You must click on the ***See List*** box rather than typing into any of these fields. When you click the ***See List*** box for Institution code you will be presented with an A-Z form of all the universities. For *QUB* click *Q* and for *UU* select *U*.

When you click **See List** for course code you will be presented with an A-Z form of all undergraduate courses offered at that university. **Be very careful that you are selecting the correct degree** as some are 3 years long, some are 4 year sandwich degrees, some are MSci and MEng degrees and some are BSc or BEng degrees. Compare the **course code** to the course in the university's prospectus or on the university's own website!

On clicking **See List** beside campus code you will most usually be presented with only one option, which you must click on. If your degree is offered by the same university on 2 separate campuses then you must select your main preference.

Start Date - This is **September 2016** unless you are taking a Gap Year and therefore deferred entry.

Live at home while studying – If you select *No* to this question you should be posted university accommodation information in the May-July period.

Point of entry – Leave this blank.

You may Edit or Remove any of your choices at any time before sending your application to your referee.

Education

Please state the highest level of qualification you expect to have before you start your course

Using the drop down menu select ***Below honours degree level qualifications***

Click on *Add new school/college/centre*. You must enter the details of the school **where you received GCSE's**.

To find our school details hit the *Find* button and type in **St Mary's CBGS - type in this phrase precisely**. Select our school (**centre number 71105**). If you completed GCSE's at another school type in the school name or a keyword and hit the Search button. Most of you will have attended this school from *September 2009* until *June 2016*.

Attendance – select *fulltime*

Did you/will you receive any formal qualifications at this centre? – using the drop down menu select *Yes*.

When the school details are saved you can begin adding in qualifications.

Click *add qualifications*

Select a qualification from the menu provided (picture below). You will need the following details: **type of qualification, year taken, examining body** and **result**. For a list of GCSE and A Level examining bodies taken at this school please see the attached list and the posters in the library and sixth form study hall.

The screenshot shows the UCAS 2016 apply Education page. At the top, there is a red banner with '2016 apply Education' and a '<Log out' button. Below the banner is a navigation menu on the left with options like 'Welcome', 'Personal details', 'Additional information', 'Student finance', 'Choices', 'Education' (selected), 'Employment', 'Statement', 'View all details', 'Pay/Send', 'Help', and 'Options/Opsiynau'. The main content area has a breadcrumb trail 'Welcome > Education > Choose qualification'. It includes a search bar with 'e.g. Baccalaureate' and a list of popular qualifications: BTEC Award, BTEC First Certificate, BTEC First Diploma, BTEC National Award, BTEC National Certificate (2003 onwards), BTEC National Diploma (2003 onwards), GCE Advanced Level, GCE Advanced Subsidiary (first award 2001), GCSE, GCSE: Double Award, Open College Network (OCN) Qualifications, ifs Certificate in Financial Studies, ifs Diploma in Financial Studies, and ifs Level1/Level 2 Qualifications (not OCF). At the bottom, there is a 'Key' section with checkboxes for 'Completed', 'In progress', 'Not started', and 'Help'.

You must add in all of your AS Level grades received in August 2015. You may leave out unit titles and unit grades if you wish. If you are not happy with your AS grades and are re-sitting any units you may explain this in your personal statement. You may not leave out any AS level grades. AS Levels are listed as *GCE Advanced Subsidiary (first award 2001)*

Please ensure that you have added in your GCE Advanced levels, entered the date as June 2016 and selected *pending* in the drop down menu.

If you have completed Double Award Science you must select *GCSE: Double Award* from the main qualifications menu.

If you are re-sitting any qualifications outside school you must *Add a school/college/centre* and find the correct examination centre, enter the date as June 2016 and select *Pending* as your result. You must also inform your Form Teacher of this.

If you have taken music practical or theory examinations at grade 6 or above remember to enter these by selecting them from the main list. If you achieved these qualifications outside school you must bring proof of them to Miss Moore in the Careers Room.

When you are sure that you have entered all of your qualifications tick the *Section Complete* box and hit Save.

Employment

Only enter **paid work** in this section. All work experience or voluntary work can be mentioned in your Personal Statement. In order to complete this section you will need: the **name of the company, the address, your job description**, when you **commenced** this post and when you **finished**. The vast majority of you will also select *part-time*. If you are still working for this employer you must put your start date and leave the end date simply as *Month/Year*. For *Job Description* simply enter your job title, i.e. barman, sales assistant, customer service assistant.

Statement

The Personal Statement is the only part of your application where universities can get a sense of who you are. All personal statements are read by admissions staff and a poor personal statement is frequently a reason for being turned down from the course of your choice.

You will need to write several drafts in Microsoft Word and have these checked by your careers teacher. **Make sure that you write your personal statement in a word document and only copy and paste this into the box provided when it has been corrected by one other person and your careers teacher and you are sure that you have made all corrections and changes necessary.** You have only 47 lines to sell yourself to your chosen universities so make the most of them! Some courses will have guidance on what they would like to see in your personal statement so ensure that you have checked the relevant page on the university's website before beginning your statement.

Never copy from somebody else's personal statement – you will be discovered by anti-plagiarism software on UCAS. This will have serious repercussions!

You will receive a talk about Personal Statements at the end of September in an assembly and you will receive hand outs and help in your career classes. You cannot begin to write your personal statement before deciding which course you would like to pursue.

Declaration and Pay/Send

Once each section has been marked as complete, you must click *View all details* on the left-hand side menu to double-check every section. Once you have ticked *Section Complete & Save* then the *Pay/Send* option on the left-hand side becomes live. Click on it, tick each box and you will have sent your UCAS application to your Form Teacher and Miss Moore.

You have already paid your UCAS fee to the school.

By hitting the *Send* button you are **NOT** sending your application to UCAS itself. Your application will be checked, your predicted grades and reference will be added and only then will your UCAS application be sent.

If you have not paid your UCAS fee to the school your application will not be sent!

UCAS 2016 EXAMINATION BOARDS

2014 GCSE's		
EDEXCEL	NICCEA or CCEA	AQA
French A group received a grade in EDEXCEL GCSE Maths –if unsure please check your certificate	Additional Maths Art & Design Business Studies Business & Communication Systems Construction English Language Gaelge Geography History ICT Irish Journalism LLW Mathematics Music Physical Education Science – Single & Double Award Technology & Design	Drama English Literature Media Studies Religious Studies Spanish

2015 AS Levels and 2016 A Levels	
CCEA	EDEXCEL
Applied Business Studies Art & Design Biology Business Studies Chemistry English Literature French Geography Government & Politics History ICT Irish Moving Image Arts Music Physics Religious Studies Spanish	Design & Technology Drama & Theatre Studies Mathematics Further Mathematics BTEC National Award = 6 units BTEC National Certificate = 12 units BTEC National Diploma = 18 units
	OCR
	Computing Physical Education
WJEC	IFS
Media Studies	Level 3 Certificate in Financial Studies Level 3 Diploma in Financial Studies