

STUDENT INSTRUCTIONS FOR UCAS APPLICATIONS

There is increasing evidence that Universities are dealing with applications on a first come first serve basis – so it is to your advantage to get this sorted as quickly as possible.

Tring School expects everybody to apply online – we will log you on at school but then you can continue at home

Website www.ucas.co.uk/apply - year of entry - student login

Ignore User Name and Password–

Click on **register** and complete each page of the registration making sure that you click on **NEXT** at the bottom of each page

Click Register Next -through **school or college** –Scroll down and click accept

Buzzword **Mortimer (to be confirmed)**– next

Tring School- **Yes** - next

Application group-scroll to your form (next year)-next

Put in date of birth –next

Whether you apply or not you are currently entitled to a Yougo card giving significant discounts in some shops, please log on to UCAS website to get one (14293 is school UCAS code)

Fill in all details- names – title- DoB next

All your details will then be displayed. Scroll down to bottom of page to click on NEXT.

If you cannot see the Next button

Then **Press F11 key to reveal next – hidden at bottom – click on this**

Then chose a password

Write password herewe suggest **surname2**. It must have a number

Then fill in security question and answer, which only you know! Then click SEND

You will then be given a User Name (this should be your first initial, surname1)

You can then Log In to start completing the form

If anything comes up in red you have made an error or missed something out.

Personal Details – You should be able to fill all this in straightaway.

Student Support Arrangements – the County you live in Fee Code 02.

Courses. List by institution in alphabetical order.- you will probably want to come back to this

Qualifications. (Over one third of students get this wrong)

First put in your GCSE's – make sure you know the awarding body – Date usually June of the year that you sat your GCSE's .

In September put in your AS (Advanced Subsidiary) subjects and grades Date January or June of that year. It is your choice if you identify individual module grades.

If you are going to resit you need to identify the individual modules and date Jan or June 2009.

Then put in your A2 (Advanced Level) – the date in all likelihood is **June of the following year** and the grade will be **pending**

Personal Statement. Look at the guidance sheet on the school website. Seek help in tutorial time. At least half should be about why you have chosen that course and why you are suited to it.

There is generally no need to refer to grades as these go elsewhere on your application. You might want to refer to individual papers at AS where you got particularly high grades and even give the UMS scores and perhaps explain why you have declined grades and how you hope to improve.

Demonstrate genuine passion – what you have read, articles, topics that interest you.

Once the application is completed you will need to make a payment and send the application, it will then arrive at the school. The Sixth Form Office can then collect your reference and begin the necessary checks. This process is lengthy and you must allow at least 3 weeks from pressing the send button until the school sends it onto UCAS. You will be able to track the process of your application online.

Method of Payment. You will need to pay £17 by debit or credit card.

You will only be able to put your credit card details once you press “send” which sends it to the Referee (the Sixth Form Office) not to UCAS.