

Preparation for Higher Education
Pre Applicants Exit 2021

UCAS Apply 21
How to complete and send your application



Pre Applicants: Exit 2021 Personal Information

Complete this information when you create your UCAS account and keep it safe:

Name	
UCAS ID	<input style="width: 25px; height: 25px; border: 1px solid black;" type="text"/> <input style="width: 25px; height: 25px; border: 1px solid black;" type="text"/> <input style="width: 25px; height: 25px; border: 1px solid black;" type="text"/> - <input style="width: 25px; height: 25px; border: 1px solid black;" type="text"/> <input style="width: 25px; height: 25px; border: 1px solid black;" type="text"/> <input style="width: 25px; height: 25px; border: 1px solid black;" type="text"/> - <input style="width: 25px; height: 25px; border: 1px solid black;" type="text"/> <input style="width: 25px; height: 25px; border: 1px solid black;" type="text"/> <input style="width: 25px; height: 25px; border: 1px solid black;" type="text"/> <input style="width: 25px; height: 25px; border: 1px solid black;" type="text"/>
Username	
Password	

It would also be a good idea to store your username and password in your 'phone for future reference and **don't forget to e-mail them to JEGR** in case you forget or lost them.

You may also find it helpful to make a note of your GCSE results here as you will be entering them on the form.

IB Diploma Results	
Subject	Grade
Higher Level	
Higher Level	
Higher Level	
Standard Level	
Standard Level	
Standard Level	
Extended Essay	
Theory of Knowledge	

A Level Results	
Subject	Grade

GCSE Results	
Subject	Grade
English (First Language CIE 0500 no speaking/listening)	
English Literature	
Mathematics	

UCAS Apply 21 How to complete and send your application

Deadlines	
Application Type	Completed and sent to the school by
Oxford, Cambridge, medicine, veterinary, dentistry	1st October
All other applications	23rd October

IMPORTANT: Mistakes are difficult or sometimes impossible to correct later, especially if you do not follow the advice regarding usernames and passwords.

Before you start...

- UCAS Apply will generate your username – it is not something you choose;
- Give **all** your first names when you are asked to do so;
- **Make a record of your username and Personal ID** when they are given to you;
- Each time you finish working on your application, click the Save button at the end of each section.

If you find something you don't understand and which these notes can't explain, click the red question mark beside the field for further information. There is also a help button on each page, UCAS gives plenty of advice on their Apply pages and there is a helpline: 0871 468 0468. **You will need your Personal ID number.**

1. Registration

(20 minutes)

1. Go into [UCAS Apply 21](#).
2. Click **Register** on the bottom of the screen.

MAKE SURE YOU ARE NOT APPLYING FOR 2020 ENTRY

3. **Read** the Welcome page and click **next**.
4. **Read** the Terms & Conditions, **tick the box** at the bottom if you accept and click **next**.
5. **Enter** the details on the Register: Initial details page and click **next**.
 - a) Title
 - b) Gender
 - c) First/given name(s) (**enter all your names using capital letters as appropriate**)
 - d) Surname/family name (**use capital letters as appropriate**)
 - e) Date of birth
6. **Answer** the question *Where is your postal address?* on the Register: Postal address page and click **next**.

(Select UK if your parents normally live in the UK. If there is any uncertainty, check with them. If they live abroad click Non UK/International or BFPO if appropriate and skip to Step 11.)

7. **Enter** the details on the Register: Your postcode page and click **next**.

(If you clicked the UK box on the previous page you will be asked to give the first line of your address and your postcode. This is the address which UCAS will use for all your paperwork, so make sure that you know that there will be someone there to receive your post.)

8. **Check** that your address is correct on the Register: Confirm address page and click **next**.

(If you are offered a choice of addresses, click on the correct one. You will then see your complete address. Alter this if necessary, so it is 100% accurate, including capital letters at the beginning of words.)

9. If you previously selected Non UK/International or BFPO for Step 8, **enter** your full contact details and use the drop-down menu to select the right country/enter the BFPO number and click **next**.

10. **Enter** the details on the Register: Personal Details page and click **next**.

! Enter telephone numbers **without** spaces, brackets, dashes or symbols
! Give an e-mail address that you will be able to access **now**, ideally your school e-mail
! Form the Everything you need to know section, Tick **the empty boxes** as you see fit *(make sure contact by email is one of them)*

11. **Enter** the details on the Register: Security page and click **next**.

! Choose your password and **make a note of it** on your phone.
! Choose and give answers to the four security questions *(you will be asked for these if you ring UCAS)*

12. **Make a note of your username** on your 'phone. Click **log in now**.

13. Email Mr Ralphs with your login details in case you forget them

14. **Select *Through my school/college*** on the How are you applying? page and click **next**.

16. **Enter** the buzzword which is **BRYANSTON21** and click **next**.

17. **Check** that you are registering through Bryanston, **select Yes** and click **next**.

18. **Select** your boarding house pre applicant group from the drop-down menu and click **next**.

19. **Make a note of your personal ID** on your 'phone *(This will be needed in all communication with UCAS and with universities.)*

20. **Click** the link to verify your e-mail address. In a separate window, log onto your e-mail account, **find** the verification code which you will have been sent, **enter** it in the box at the bottom of the page and click **verify email**.

21. **Click** the link to return to the Welcome page. You will be reminded of your Personal ID number. Make a note of it if you haven't already done so.

22. Take some time to **read** through all the information on the Welcome page by **clicking** on the red bullet point links *(the first, second and fourth are relevant to you)*.

Note: the School has earlier deadlines for your application to allow sufficient time to check it and to complete your reference so that we can support you as strongly as possible.

THE SCHOOL BUZZWORD IS **BRYANSTON21**

2. Completing the form

At the top left of the screen there are various headings:

- Personal Details/Additional information/Student finance (easy)
- **Choices** (difficult)
- Education (easy)
- Employment (easy)
- **Statement** (difficult)
- View all details (easy)
- Pay/Send (easy)

These are the sections of the application that need to be completed (*use View all details if you would like to check what you have already entered on the form*). Some of these sections are very straightforward to complete **if you follow the instructions below methodically**, others require much careful thought, research and work.

Personal Details

You have already completed most of this section so it will only take a few more minutes to complete it.

Preferred first name: Because you should have put your full name under First/given name(s), you can enter here the name by which people call you, for example, if it is a shortened version.

Previous surname: Leave blank unless your surname has actually changed.

Is your permanent home in the UK: click Yes or No as appropriate.

Home address: You have the chance here to add another address if you would like to, for example if your parents are often out of the country you may want to enter the school address. The postal address is where all your UCAS correspondence will be sent.

Country of Birth: Click **see list** and select as appropriate. The United Kingdom is at the top of the list.

Date of first entry into the UK: If you were not born in the UK, find out this date from your parents and enter it here.

Nationality: Click **see list** and select. UK national is at the top of the list.

Dual nationality: Complete it relevant, otherwise leave blank.

Area of permanent residence: Click **see list** and select the county/borough in which you live.

Residential category: Click **see list** and select the one that describes you accurately, e.g. UK Citizen – England, British Citizen – Channel Islands or EU national – (non-UK citizen).

Reference numbers: Leave blank.

Passport details: This section is only for those whose permanent home is outside the EU. Follow the instructions carefully only if this applies to you. Otherwise leave blank.

Student Support Fee code: If your family is resident in the UK, the EU or the Channel Islands, select:

02 UK, ChI, IoM or EU student finance services

If your parents are not resident in any of these places and the other options do not apply to you, then select: 01 Private finance.

Student support arrangements: If you selected the 02 Fee code, click **see list** and select the county/borough in which you live. Then answer the questions relating to whether you have ever lived in the EU (excluding UK), EEA or Switzerland, and whether your parents/stepparents are EU (excluding UK), EEA or Swiss nationals.

Keeping you informed: tick **the five boxes** as you see fit so that you can be contacted by UCAS and other organisations about student discounts, offers, career information, graduate placements and news about products particularly of interest to students. In addition, if you find yourself without a place, you may receive tailored information from universities and colleges that have spaces available at certain times of the year.

Nominated access: It is important that someone other than you can talk to UCAS or a university on your behalf. Please put:

Full name of nominee: **James Ralphs**

Relationship to you: **Head of Sixth Form**

Disability/special needs: Click **see list** and select as appropriate. You **must** fill this section in, even if the answer is **No disability**. What you enter here will not prejudice your application; it is purely so that universities can ensure they have the correct level of support available for you. **IMPORTANT: accurate detail** is needed here and you need to provide as much information as possible, otherwise a university may take longer to process your application. If you suffer from a medical condition of which universities should be aware or for which you will require support facilities, select the most relevant description in the first box and then enter relevant information in the second box, e.g. *'I require 25 percent extra time and the use of a laptop in examinations'*. Please note that the system will not allow you to use the '%' sign. Later, once a university has accepted you, you may need to provide further details. **Anything you have typed in here needs to make sense, with correct grammar.**

Once you have finished this section, tick **section completed and click **save****

If you have omitted any vital information, this area will be highlighted with green writing. If you do not currently have the information you need, you can always come back later and fill in these missing details, but you will not be able to send the form to your referee if required information is still missing. If you now have a red tick in the Personal Details box top left of your screen, this indicates that the section is now complete. A dotted green horizontal line indicates that some information is still missing and so the section cannot be considered as complete.

Additional Information

There now follows a series of six questions. Select the options you feel describe you most accurately. Do not worry about this. This information is not used by universities in their selection process. It is purely of interest for government departments for equality monitoring. It will not affect your application in any way. If you do not wish to provide the information you can select 'I prefer not to say':

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- **Ethnic origin**, e.g. White, Asian-Chinese, Black-African;
- **What is your religious belief?** e.g. Christian, Jewish, 'No religion or belief';
- **What is your sexual orientation?** e.g. Bisexual, Gay Man/Woman, Heterosexual;
- **Do you identify as transgender?**
- **National identity**, e.g. British;
- **Dual national identity**, e.g. English.

Activities in preparation for higher education 1 and 2: Most applicants will leave this section blank but complete it if appropriate. It refers to National Academy for Gifted and Talented Youth, Taster Courses,

Summer courses, etc. These are residential courses you may have attended outside Bryanston. (*You don't have to enter anything here; instead, you may prefer to draw attention to your Taster courses, etc. in your Personal Statement.*)

Have you been in care? Select **No** unless you have ever been looked after by Social Services.

Parental education: If your parents, stepparents or guardians continued their education beyond school, then select Yes. If they did not, select No. Or you can select one of the other options as appropriate.

Occupational background: Enter the occupation of your highest earning parent. Click **find** and start typing, then choose from the list of job titles which will appear. As with the previous questions in this section, your answers will not affect your application in any way.

Once you have finished this section, tick **section completed** and click **save**

If you have missed anything out, correct things marked in green, tick section complete again and save again.

Student Finance

Read the information on this page carefully and then tick **I have read these details**.

If you click on the **GOV.UK** logo it will take you to the student finance pages of the government's website, where you can find out more about how you can fund your university course.

Once you have finished this section, click **save**

Choices

Now you will list the **five** courses you have chosen. Deciding what to enter here requires careful research, and consequently this will probably be one of the last sections to be filled in, together with the personal statement. **It does not matter what order you put your choices in.**

First click on **> add a choice**

All universities and colleges have a code, usually a letter and two numbers, e.g. Leeds is L23. A course code is usually made up of letters and numbers, e.g. English and History is QV31.

- **Institution code:** Click **see list** and type the name of the institution, then click on it from the list.
- **Course code:** Click **see list** and select a course.

- **Campus code:** This is usually only needed when you need to choose a college, e.g. Oxbridge, Durham; also some courses may be offered at a different campus. To check this click **see list** for options. Most will just have Main site (-) so select this.
- **Start date:** Click **see list** to choose your entry date. *(If you are planning to apply for deferred entry, have you checked that the course accepts deferred entry applications?)*
- **Further details:** Only complete this if you are requested to by the university or college.
- **Live at home whilst studying?:** Select **Yes** if you will be living at home whilst at university or **No** if you will be requiring accommodation information from the university or college.
- **Point of entry:** This relates to students who have already studied a year or two of a university course, or who are applying for a foundation degree course (in which case put 0), so the vast majority of you can **leave this blank**.

Check: Are you sure that your predicted grades satisfy the MINIMUM entry requirements for this course? If you apply with predicted grades lower than the entry requirements you are likely to get rejected.

Once you have added a choice click **save**
You can then add another choice by clicking **> add a choice**
When you have entered all your choices, tick **section completed** and click **save**

Remember: if you make a mistake at this stage you may find you have applied to the wrong university or for the wrong course! Check in View all details that the courses and universities are listed as you would expect.

Education

This section will take some time to complete as you need to fill in all your exam details and **this section is where most mistakes and errors occur**. You can fill in a little at a time, save what you have done, and come back to the section later.

Click **> add new school/college/centre**

School/college/centre name: Click **find**, type **Bryanston** and click the Bryanston School link.

When did you start...: If you arrived in D your start date was *September 2016*. *(If you arrived after D, put in the appropriate start date, and search for the name of your previous school and centre number using the find button.)*

...and finish?: You will be leaving in *July 2021*.

Attendance: Select **full time**.

Did you/will you receive any formal qualifications at this centre?: Select **Yes**.

Click **save** and then **save** again.

Please state the highest-level qualification you expect to have before you start your course:
Select:

Below honours degree level qualifications

...and then click **save** again.

Only enter schools you attended aged 13 and over. The **only** exception to this will be if you decide to include a necessary qualification, e.g. Grade V Music Theory, which you took at your prep school. In this case you will need to enter this school and the years you attended it.

If you need to add another school click **> add new school/college/centre** and repeat the process above.

Please be very careful about what you enter in this section. There are numerous exam boards and many similar-sounding exam titles. **Please check your certificates** to make sure you are providing the correct information. You are likely to be asked by universities to send them copies of your exam certificates before you can take up your place, so it is **ESSENTIAL** that you know where yours are. Always keep them in a safe place. **If you did NOT take exams at Bryanston you will need to find out this information e.g. subject title, exam board and grade.** You will need to find your exam certificates to fill in your subjects, exam boards and grades or get in touch with your previous school. If you find you have a page with lots of green writing asking for more information it means that you may have clicked on the wrong button. Click on the red **Education** link on the left-hand side of the page to escape.

IB Diploma *(enter six subjects plus ToK and the EE)*

Click **> add qualifications**

Select **International Baccalaureate Diploma**

Qualification date: Select **May 2021**

Grade: Select **PENDING**

Subject: Use the dropdown list to select a subject:

Art History.....	Standard
Biology.....	Higher or Standard
Chemistry	Higher or Standard
Class. Greek.....	Higher or Standard
Design Tech.	Higher or Standard
Economics.....	Higher or Standard
English A Lit (first exam May 2013).....	Higher or Standard
Environmental Systems & Societies.....	Standard
Film.....	Higher or Standard
French B (first exam May 2013)	Higher or Standard
Geography.....	Higher or Standard
German A Lang-Lit (first exam May 2013)	Higher or Standard
German B (first exam May 2013).....	Higher or Standard
History	Higher or Standard
Italian B ab initio (first exam May 2013)	Standard
Latin.....	Higher or Standard
Mathematics: Analysis	Higher or Standard
Mathematics: Applications	Higher or Standard
Music.....	Higher or Standard
Philosophy.....	Higher or Standard
Physics	Higher or Standard
Psychology.....	Higher or Standard
School-Supported Self-Taught Language (SSST)	Standard
Spanish B (first exam May 2013).....	Higher or Standard
Sports, Health and Exercise Science	Higher or Standard
Visual Arts	Higher or Standard
Theory of Knowledge	ToK
Extended Essay	EE

Qualification date: Select **May 2021**

HL/SL/EE/TOK: Select **Higher Ivl** or **Standard Ivl** (or TOK or EE if you are entering that component)

Credit Value: Select **PENDING**

Click **add another module** to enter another subject. You should have 8 modules in total (three higher level in alphabetical order, three standard level in alphabetical order, ToK and EE). Click **save** when you have finished.

CAS (Creativity, Action, Service) will need entering separately...

Click **> add qualifications**

Select **International Baccalaureate – Creativity, Action, Service**

Qualification date: Select **May 2021**

Result: Select **PENDING**. Click **save** when you have finished.

IB Career-Related Programme

Click **> add qualifications**

Select **OCR Level 3 Cambridge Technical Diploma**

Subject: Use the dropdown list to select **Business**

Qualification date: Select **June 2021**

Grade: Leave blank

Click **save**

Click **> add qualifications**

Select **International Baccalaureate Career-related Programme**

Qualification date: Select **May 2021**

Subject: Use the dropdown list to select a subject:

Art History.....	Standard
Biology.....	Higher or Standard
Chemistry	Higher or Standard
Class. Greek.....	Higher or Standard
Design Tech.	Higher or Standard
Economics.....	Higher or Standard
English A Lit (first exam May 2013).....	Higher or Standard
Environmental Systems & Societies.....	Standard
Film.....	Higher or Standard
French B (first exam May 2013)	Higher or Standard
Geography.....	Higher or Standard
German A Lang-Lit (first exam May 2013)	Higher or Standard
German B (first exam May 2013).....	Higher or Standard
History	Higher or Standard
Italian B ab initio (first exam May 2013)	Standard
Latin.....	Higher or Standard
Mathematics: Analysis	Higher or Standard

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Mathematics: Applications	Higher or Standard
Music	Higher or Standard
Philosophy.....	Higher or Standard
Physics.....	Higher or Standard
Psychology.....	Higher or Standard
School-Supported Self-Taught Language (SSST).....	Standard
Spanish B (first exam May 2013).....	Higher or Standard
Sports, Health and Exercise Science	Higher or Standard
Visual Arts	Higher or Standard

Qualification date: Select **May 2021**

HL, SL, RP, CRS: Select **Higher Ivl** or **Standard Ivl**

Level: Type in the box **Higher Ivl** or **Standard Ivl** as appropriate

Grade: Select **PENDING**

Click **add another module** to enter another subject.

For the **Reflective Project**, add another module.

Subject: In the other box type 'Reflective Project'

Qualification date: Select **May 2021**

HL, SL, RP, CRS: Select **Reflective Project**

Level: Type in the box **Reflective Project**

Grade: Select **Pending**

Click **save**

You should have 3 modules in total (Your two diploma subjects and your Reflective Project).

A Levels (*enter the subjects you are currently studying in A2*)

Click **> add qualifications**

Select **GCE Advanced Level**

Subject: Use the dropdown list to select a subject:

Art & Design: 3D Design	AQA
Art & Design: Fine Art	AQA
<i>Art and Design: Photography (see Other Level 3 Qualifications below).....</i>	<i>Page 11</i>
<i>Art History (see Other Level 3 Qualifications below).....</i>	<i>Page 11</i>
Biology.....	CIE
Business.....	AQA
Chemistry	Edexcel
Classics: Classical Civilisation.....	OCR
Classics: Classical Greek	OCR
Classics: Latin.....	OCR
Computer Science.....	OCR
Design & Technology: Product Design.....	OCR
Drama and Theatre Studies.....	Eduqas
Economics.....	Eduqas

English Literature	OCR
French	AQA
Geography.....	CAIE
German	AQA
Government & Politics	Edexcel
History	OCR
Mathematics	OCR
Further Mathematics	OCR
<i>Level 3 Mathematical Studies (see Other Level 3 Qualifications below).....</i>	<i>Page 11</i>
Music.....	AQA
Physical Education.....	OCR
Physics.....	Eduqas
Religious Studies	OCR
Spanish	AQA

Qualification date: Select **June 2021**

Awarding organisation: Select correct exam board (see list above)

Grade: Select **PENDING**

Leave the **Modules** section blank

Click **save and add similar** to enter another A Level subject. Click **save** when you have finished.

Other Level 3 Qualifications (enter only if relevant to you)

*If you are studying **Art History**...*

Click **> add qualifications**

Select **Cambridge Pre-U Certificate (principal subject)**

Subject: Use the dropdown list to select Art History (principal subject)

Qualification date: Select **June 2021**

Awarding organisation: Select **CAIE**

Grade: Select **PENDING**

*If you are studying/have completed the **Level 3 Certificate in Mathematical Studies (Core Maths)** ...*

Click **> add qualifications**

Select **AQA Level 3 Certificate in Mathematical Studies (Core Maths)**

Subject: Type Level 3 Certificate in Mathematical Studies (Core Maths)

Qualification date: Select **June 2021** or **June 2020** (depending on when you sat the exam)

Awarding organisation: Select **AQA**

Grade: Select **PENDING** or enter your grade (if known)

*If you are studying/have completed **AS Photography**...*

Click **> add qualifications**

Select **GCE Advanced Subsidiary**

Subject: Use the dropdown list to select Art and Design: Photography

Qualification date: Select **June 2021** or **June 2020** (depending on when you sat the exam)

Awarding organisation: Select **AQA**

Grade: Select **PENDING** or enter your grade (if known)

**Give the correct dates for your A level and other Level 3 qualifications.
If you are in any way confused about what to enter for your
A level or other Level 3 qualifications, please contact JEGR.**

GCSEs (enter all your GCSE subjects)

Click > **add qualifications**

Select **GCSE (Grade 9-1)** (or *GCSE Short Course* if you did GCSE short course French: spoken language*)

Subject: Use the dropdown list to select a subject:

Art & Design:	AQA
Art & Design: Fine Art	AQA
Business.....	AQA
Classical Greek.....	OCR
Computer Science	AQA
Latin.....	OCR
Music.....	AQA

Qualification date: Select **June 2019** (unless you completed the course in a different year)

Awarding organisation: Select correct exam board (see list above)

Grade: Select the grade you received

Click **save and add similar** to enter another GCSE subject. Click **save** when you have finished.

iGCSEs (enter all your iGCSE subjects)

Click > **add qualifications**

Select **International GCSE (9-1)**

Subject: Use the dropdown list to select a subject:

Design & Technology:.....	CAIE
French	PEARSON
Geography	PEARSON
German	PEARSON
History	CAIE
Mathematics.....	PEARSON
<i>Further Maths (see \$ below).....</i>	<i>Page 14</i>
Spanish	PEARSON

If you did Triple Award for science, make three separate entries:

Biology.....	PEARSON
Chemistry	PEARSON
Physics.....	PEARSON

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If you did Double Award for science, make a single entry. **In the subject field in the 'other' box, type:**

Science (Double Award) PEARSON

If you did Single Award for science, use the dropdown menu to select:

Science (Single Award)..... PEARSON

Qualification date: Select **June 2019** (*unless you completed the course in a different year*)

Awarding organisation: Select correct exam board (*see list above*)

Grade: In the grade field **in the 'other' box type both your grades.**

Click **save and add similar** to enter another GCSE subject. Click **save** when you have finished.

\$ *If you did the **Further Maths qualification** then you need to enter this separately. Click **> add qualifications**, click **Other (UK Qualifications)** and type **'Level 2 Certificate in Further Maths'** in the subject title box. Enter the date: **June 2019**, the exam board: **AQA**, enter your **grade** and click **Save**.*

iGCSEs (English)

Click **> add qualifications**

Select **International GCSE**

Subject: Use the dropdown list to select a subject:

English (First Language CIE 0500 no speaking/listening) CAIE

English Literature CAIE

Qualification date: Select **June 2019** (*unless you completed the course in a different year*)

Awarding organisation: Select correct exam board (*see list above*)

Click **save and add similar** to enter another GCSE subject. Click **save** when you have finished.

The subject titles must match EXACTLY what is written in the lists above

A typical Bryanston profile would be 9 or 10 GCSEs and 3 A levels (or 2 A levels and Pre U Art History), or the IB Diploma; however, if you joined Bryanston in the Sixth Form, it may be that you took slightly different exams, different syllabuses or different kinds of Art or Design. If you are in doubt, please contact your previous school.

Other Qualifications (Music, LAMDA, DofE, etc.)

Click **> add qualifications**

Select the relevant exam type and complete as instructed:

- **Additional Admissions Test:** UCAT, BMAT, LNAT, STEP, TSA, etc. Please check your course requirements carefully and see if you need to enter anything here.
- **Drama & Speech:** You will need to enter details of LAMDA or ESB exams. Enter the title, qualification date, awarding organisation, level and grade. You do not need to enter all grades/medals, just the **highest**.

- **Duke of Edinburgh Award:** Enter details of the **highest** award you have taken. Enter the qualification month as **July** (*because certificates are handed out on Speech Day*), the level and grade.
- **Extended Project Qualification:** Enter the subject (title of your project), qualification date (June 2020), awarding organisation (WJEC) and grade. If you have not yet completed your EPQ put 'pending'.
- **IELTS:** If you are an international applicant, enter your IELTS qualification date, overall band and module bands, (or an equivalent English language proficiency qualification).
- **Music Qualification:** Graded Practical/Theory (ABRSM and equivalent). Grades 5-8, Practical and Theory should be included in this section. Select the instrument, qualification date, awarding organisation, grade and result as appropriate. Refer also to your music achievements in your personal statement.

Refer to your certificates if you are unsure of any details. **DO NOT JUST GUESS!**

Once you have finished this section, tick **section completed** and click **save**

Employment

If you have had any **paid** employment, enter details here. Universities like to know that students have experienced the world of work or have had some experience of managing finances independently, even if it is just working in a bar or stacking shelves. Make sure what you write makes sense especially when you mention the nature of the work you did. **Unpaid work experience should not be included here but mentioned in your Personal Statement.** Mark the section as complete when you are finished, even if you have no work to enter.

Click **> add an employer**, enter the details as necessary and click **Save**.

Make sure that you do not have any spelling, punctuation or grammatical errors, have used the correct format for addresses and given a precise description of your role/duties.

Once you have finished this section, tick **section completed** and click **save**

Personal Statement

This is where you try to stand out from the mass of applicants and sell yourself. Seek advice from your HoD and your tutor but be very careful you put all ideas into your own words.

Beware of Plagiarism and make sure that your statement is your own work. The advice from UCAS is as follows:

We will carry out checks to verify that your personal statement is your own work. If it appears to have been copied from another source we will inform the universities and colleges to which you have applied. They will then take the action they consider appropriate. We will also contact you by email to tell you that this has happened.

Click **guide to writing your personal statement** and read carefully. Refer also to the advice provided in the school's HE Guide for Pupils on the following page of the website: www.bryanston.co.uk/highered.

Prepare your Personal Statement on BridgeU and when you have perfected it and gone through it with your tutor and HoD, copy and paste it into the box on your UCAS form.

Before you can tick complete and save you need to click **preview** to see how many characters and lines your statement takes up. You **must not exceed 47 lines or 4000 characters including spaces**. Even if it is only a few characters too long you will have to alter something by clicking **> edit**.

Once you have finished this section, tick **section completed** and click **save**

View all details

When you have completed your application, go to **View all details**, print off a copy and go through it very carefully. Then ask your tutor and hod to look through it.

Double-check that you haven't made any mistakes (see *Final Checklist below*) and check that your predicted grades satisfy the minimum entry requirements for the courses to which you are applying.

Once you have reviewed your application thoroughly, tick **section completed** and click **save**

Pay/Send

Important reminders: Read this page, **respond accordingly** and click **next**.

Declaration: Read this page, **tick all five boxes** and click **I agree**.

How do you want to pay: If you click **By credit or debit card** you will need to enter card details and click **make payment**. If you click **By cheque sent to the centre** the cost of your application will be added to the School bill.

Your application will then be sent to your JEGR, **NOT** directly to UCAS. If you later discover that you have made a mistake, **the form can be returned to you** by JEGR so that you can make changes. You then need to send the form **AGAIN** but you will **NOT** have to pay a second time.

Remember that this is not the end of the process. Your reference still needs to be written and thorough checks need to take place. It takes roughly TWO WEEKS after you submit your form for your application to be sent to UCAS, sometimes longer if you have made mistakes or unwise choices.

What happens next?

Once your application has been sent by the School and received by UCAS you will receive confirmation of your choices. **Check to see that they are accurate**. Then, using your UCAS ID number and password, log onto Track on the UCAS website. (*You can also access Track on your 'phone: the official UCAS app. is now available to download from the UCAS website.*) UCAS Track is where you will be able to see responses from your chosen universities. Remember to check this frequently and read carefully whatever appears there. Some universities may ask for further information inviting you to an interview or departmental visit, or to submit a portfolio, or for proof of exam results.

If you do not respond to these requests you may miss an offer. This happens!

3. Final Checklist

Common mistakes in Personal Details/Additional information/Student Finance

- **Apply 2021:** make sure you are applying for 2021 and **NOT** 2020. It should say 2021 in top left of each page of your application.
- **Your username and password:** Write them down, as well as your UCAS ID number.
- **First/given name(s):** have you entered your **FULL** name?
- **Telephone numbers:** are there any spaces between the numbers? If so, remove them.
- **Email address:** If you are applying for deferred entry in 2022 do **NOT** use your school email address.
- **Area of permanent residence & Student support arrangements:** Have you entered the correct county/borough and have you entered the correct fee code?
- **Keeping you informed:** Make sure that you have ticked the boxes as you see fit, but make sure you tick at least the contact by email box so that UCAS can be in touch with you.
- **Nominated access:** Have you completed this section with JEGR's details?
- **Disability/special needs:** Give details of dyslexia or whatever you may have. If you have extra time at school, then say you need extra time in exams. Find out how much extra this is, e.g. 25%. If you don't already know, please check with the Learning Support department.

Common mistakes in Choices

- **Entry requirements:** Do your predicted grades match or exceed the minimum entry requirements for your courses? Double check on UCAS course search AND the university websites.
- **Living at home while studying:** Make sure you have entered the correct information for each of your choices.
- **Start date:** Check you have entered the correct date.

Common mistakes in Education

- **Qualification dates:** Have you given A levels as **June 2021**?
- **Subject titles and exam boards:** Do they match the lists on pages 9-13?
- **Studying Art History?** Have you entered this as a Pre U Certificate, not as an A level?
- **Any other Level 3 qualifications?** Have you entered these correctly?

If you have any queries about filling in the UCAS form, please contact me by e-mail:
jeqr@bryanston.co.uk