



MERCHANT
TAYLORS'
SCHOOLS

UCAS APPLICATION 2012

**Guidance
for
MTS students**

UCAS Application 2012

ACCESS

- School website → 6th form page → UCAS link
- Or www.ucas.com

Choose APPLY

- How to apply 2012*NB NOT 2011*
- 1st time you go on to site you must REGISTER
- You must accept the Terms and Conditions

Next time you access the site you LOG IN not register

- Name
- DoB (either 1993 or 1994)
- You are asked if you have applied before Tick “Neither of the above”
- Postal address*UK*
- House no
- Post code (*it will then give you the address*)
- Phone no
- Mobile no (*think carefully whether you want to give out your mobile no....other people have it / what happens if it gets stolen / what happens if you change your phone/ have to update UCAS with changes etc*)
- Email address (*use a sensible email address What will the admissions tutor think of drunkendan@hotmail.com??*)
-

Tick if you want info

- By text message (*think whether you want to give out your mobile number*)
- By email (*definitely tick*)
- NOT by post (*ie don't tick if you want postwhich you do!*)

Security Password

- must contain at least 1 number and 1 letter and be between 6 and 14 characters*Write it down*
- If forget password UCAS will ask you a security question and give you the password if you give them the correct answer
- You choose 4 questions and give answers UCAS should expect eg first car / pet / favourite fictional character/ favourite sport / mother's maiden name etc etc (*choose questions where answers don't change!*)

your USERNAME e g sbrown76*write this down*

Log on using this next time and the password you invented

How are you applying “through school or college”

BUZZWORD for this school is **Merchant186** .You are registering through MTSTick as correct

- Choose your tutor group

They will give you an id no 102 215 5066*Write this down*

Verify e-mail address *tick*

Now look in the email box of the email address you have used above for a code

Type in the code and you will be taken to the welcome page where you can read various instructions before completing your application

Or begin filling in your info under different headings

Personal Details (continued)

- Preferred name (*if for example you are Daniel John and are normally called John*)
- Previous surname at 16th birthday (*leave blank for most people*)
- Postal address if different to the one above (*use if for example you are in process of moving house This one needs to be permanent eg grandma's*)
- Permanent home in UK? *Yes/No If yesDate of first entry into UK*
- Home Address (*only if different to postal address*)
- Country of birth *choose from list*
- Nationality
- Dual nationality (*if you have eg a British and Australian passportrecord here the second country*)
- Area of permanent residence (*usually Liverpool or Sefton or Lancashire it is whatever the name of the Local Authority to whom your parents pay their Council Tax*)
- Residential category (*Probably UK citizen or settled in the UK*)
- Reference numbers – *leave blank*

Except if you have IELTS (English test result)

- Passport details for those from outside EU
- Student support (*must be 02 so that the LEA will pay part of your fees*)
- LEA is *Liverpool or Sefton or Lancashire*
- Information by text / email *a chance to change your mind*
- Nominated Access *You can nominate another person (usually a parent who can access your account should you be incapacitated / out of the country when results come etc)*
- Criminal Convictions ... *read the textonly tick if you HAVE a conviction!*
- Disability *Choose from No disability or specific learning difficulties or a medical condition etc*

The reason you declare these things is so that the uni can help you it will NOT affect your application. Eg a dyslexic pupil may be given a laptop or Dictaphone to help them by some universities plus extra time in exams. This helps the uni to plan ahead.

- If you have declared a disability you should give brief details in the next box

Additional Information

- Ethnic origin

- National identity
- Dual national identity
- Activities in preparation for Higher Education *Unlikely to have done these as many are only available to state schools*
- Been in care / How long
- Parental education*can “prefer not to say”*
- Occupational background *Of parent who earns the most*

Choices of uni – easiest to get ready on paper first

- Uni code
- Course code
- Campus code *need to go into box to add - for main site*
- Start date
- Further details eg combined degree need to list subjects you intend to study
- Live at Home / not
- Point of entry – *not applicable, only to those going straight into 2nd year*
- Don't have to do all at once can SAVE

Employment

PAID employment only and up to 5 different employers

- *Name of employer*
- *Address of employer*
- *Job description*
- *Start date*
- *Finish date*
- *Type of work*
- *Full time/ Part time*

Education

Highest level of education you expect to have before you start your course

Below honours degree level

Put in all secondary schools with eg

start (Sept 2004)

finish (July 2012)

formal qualifications obtained yes

full time

SAVE

Now Add qualifications

GCE (Advanced) choose correct syllabus and exam board

- English Literature A
- AQA
- Aug 2012 (date of certification)
- pending

*Unit detailsyou do not have to fill them in
 “Save and add similar” until you have done all A2 subjects*

GCE (AS) for subject dropped at end of L6....AS must not go in same section as A2 or the uni will think you have done A2 and make you an incorrect offer

- English Literature A
- AQA
- Aug 2012 (date of certification)
- pending

GCSE choose correct syllabus and exam board

- English A
- AQA
- Aug 2010
- Grade A (*must include grade*)

You can also add any Music / Drama/ Dance etc exams which you have done

- Music
- Drama
- Dance

SAVE you can add extras later as long as you don't say it is complete

Personal Statement

- 47 lines
- 4000 characters including spaces
- write in Word (print out and show to your tutor before pasting)
- Paste
- Save before tweaking so that original format remains
- Otherwise lose spacing paragraphs etc
- PREVIEW to check it

Think you have FINISHED ?

View all details read through it yourself and check for errors

Print

- Whole form needs to be checked by your tutor and
- When given OK by tutor

- You then need to pay with a card eg Visa or debit
- Press SEND
- It then goes to administrator for reference to be added, not immediately to UCAS
- You then need to see Mrs Blease to read your reference before it is sent to UCAS.

UCAS is a timed site ---- 35 minutes is the limit ----you must keep saving!!

APPENDIX

Subjects and codes for UCAS forms

A2 section -- include all of the subjects and "pending" for the overall grade.

AS section -- include any subject you have not continued to A2 and "pending" for the overall grade

AQA A level:

- **Biology** BIOL1 BIOL2 BIOL3T (AS) and BIOL4 BIOL5 BIOL6T (A2)
- **Chemistry** CHEM1 CHEM2 CHEM3T (AS) CHEM4 CHEM5 CHEM6T (A2)
- **Design Technology** PROD1 PROD2 (AS) and PROD3 PROD4 (A2)

- **Drama & Theatre Studies** DRAM1 DRAM2 (AS) and DRAM4 DRAM5 (A2)
- **English Language B** ENGB1 ENGB2 (AS) and ENGB3 ENGB4 (A2)
- **English Literature B** LITB1 LITB2 (AS) and LITB3 LITB4 (A2)
- **French** FREN1 FREN2V (AS) and FREN3 FREN4V (A2)
- **General Studies A** GENA1 GENA2 (AS) and GENA3 GENA4 (A2)
- **Geography** GEOG1 GEOG2(AS) and GEOG3 GEO4B(A2)
- **German** GERM1 GER2T(AS) and GERM3 GERM4T(A2)
- **Maths and Further Maths**
- **Music** MUSC1 MUSC2 MUSC3 (AS) and MUSC4 MUSC5 MUSC6 (A2)
- **Physics A** PHYA1 PHYA2 PHA3T (AS) and PHYA4 PHYA5 PHA6T (A2)
- **Spanish** SPAN1 SPAN2V (AS) and SPAN3 SPAN4V (A2)

OCR A level:

- **Classical Civilisation** F381 F382 (AS) and F388 F390 (A2)
- **Economics** F581 F582 (AS) and F584 F585 (A2)
- **Greek** F371 F372 (AS) and F373 F374 (A2)
- **Latin** F361 F362 (AS) and F363 F364 (A2)
- **Physical Education** G451 G452 (AS) and G453 G454 (A2)

Edexcel A level

- **Art** 6AD01 6AD02(AS) and 6AD03 6AD04 (A2)
- **History** 6HI01/E 6HI02/A (AS) and 6HI03B/C 6HI04 (A2)

AQA GCSE

- **Art & Design Unendorsed**
- **Biology**
- **Chemistry**
- **Classical Civilisation**
- **Drama**
- **Engineering**
- **English A**
- **English Literature B**
- **French**
- **Geography A**
- **German**
- **History**
- **ICT**
- **Music**
- **Physics**

- **Science**
- **Additional Science**
- **Spanish A**

OCR GCSE

- **Greek**
- **Latin**
- **P.E.**

EDEXCEL

- **Mathematics**