



MERCHANT
TAYLORS'
SCHOOLS

UCAS APPLICATION 2010

**Guidance
for
MTGS students**

UCAS Application 2010

ACCESS

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

Choose APPLY

- How to apply 2010*NB NOT 2009*
- 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 1991 or 1992)
- 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 sexybecky@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 / mothers maiden name etc etc (*choose questions whose answers don't change!*)

How are you applying “through school or college”

BUZZWORD for this school is letmein2010

- You are registering through MTGSTick as correct
- Choose your tutor group

your USERNAME e g sbrown76*write this down*

Log on using this next time and the password you invented

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

Personal Details (continued)

- Preferred name (*if for example you are Rebecca Ann and are normally called Ann*)
- Previous surname at 16th birthday (*leave blank unless you are already married!*)
- 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*)
- Country of birth
- 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*
- 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 *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. This helps them plan ahead.*
- If you have declared a disability you should give brief details in the next box

Email verification *You will receive an email with a verification code which you must type in the box on the front page*

Additional Information

- Ethnic origin
- National identity
- Activities in preparation for Higher Education *Unlikely to have done these as they are only available to state schools*
- Been in care / How long*do not have to say*
- 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
- 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

Education

- Put in all secondary schools with start & finish dates “tick” if formal qualifications obtained

SAVE

- Add qualifications

AQA Baccalaureate

- AQA
- Aug 2010
- pending

GCE (Advanced) choose correct syllabus and exam board

- English Literature A
- AQA
- Aug 2010
- pending

Unit detailsdo not fill them in

GCE (AS) for subject dropped at end of L6

- English Literature A
- AQA
- Aug 2010
- pending

GCSE choose correct syllabus and exam board

- English A
- AQA
- Aug 2008
- 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

Employment

PAID employment only and up to 5 different employers

Explain eg restaurant not just give name of owner

Remember the people reading your UCAS form don't live in Liverpool unless you are applying to L'pool Uni

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

Payment

Cheques to MTGS (£19) then school is billed in blocks

FINISHED ?

View all details *read through it yourself and check for errors*

Print

- Whole form needs to be checked by your tutor
- When given OK by tutor
- Press SEND
- It then goes to administrator for reference to be added, not immediately to UCAS
- You then need to make an appointment to read your reference with Mrs Robinson 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

AQA GCSE

- Art & Design Unendorsed
- Biology
- Chemistry
- Classical Civilisation
- Drama
- English A
- English Literature A
- French A
- Geography B
- German A
- History B
- Home Economics
- ICT A
- Mathematics A
- Music
- Physics
- Religious Studies C
- Science
- Additional Science
- Spanish A

OCR GCSE

- Latin

Edexcel

- Astronomy