MERCHANT TAYLORS' SCHOOLS

For Boys and Girls
aged 4 to 18 years

UCAS APPLICATION 2018-19

Guidance for MTBS students

IMPORTANT INFORMATION

UCAS Personal ID   _____

Password   _____

www.ucas.ac.uk

KEY DATES

15ᵗʰ October   Final date for Oxbridge, Medicine, Dentistry & Veterinary Science applications to be received by UCAS.

15ᵗʰ January 2019   Deadline for the submission of applications to UCAS

ADMISSION TESTS

- UKCAT

- BMAT

- LNAT

- HAT

- STEP

- ANY OTHER

UCAS Application 2019

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

Choose APPLY
- How to apply 2019   ………….*NB NOT 2018*
- 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
- 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   *(i.e. don't tick if you want post …..which you do!)*

Security Password
- must contain at least 1 number and 1 letter and be between 6 and 14 characters …………*Write it down*
- If you forget your 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 e.g. 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 **MTBS2019**. You are registering through MTS ……Tick 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 e.g. grandma's)*
- Permanent home in UK? *Yes/No If yes …..*Date 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 e.g. a British and Australian passport …..record 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 text …..only 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 2012)*
> finish *(July 2019)*
> formal qualifications obtained *yes*
> full time

SAVE
Now Add qualifications
GCE (Advanced) choose correct syllabus and exam board
- English Literature A
- AQA
- Aug 2019
- pending
  Unit details …..you do not have to fill them in
"Save and add similar" until you have done all A2 subjects

GCE (AS), if you will have any, *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 2019
- pending

GCSE choose correct syllabus and exam board
- English A
- AQA
- Aug 2017
- Grade A *(must include grade)*

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

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

YOUR PERSONAL STATEMENT

<u>Personal Statement</u>
- 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?

<u>View all details</u>   *read through it yourself and check for errors*

<u>Print</u>
- Whole form needs to be checked by your tutor and
- When given OK by tutor
- You then need to pay with a card e.g. Visa or debit
- Press SEND
- It then goes to administrator for the reference to be added, <u>not immediately to UCAS</u>
- 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!!

The personal statement is your opportunity to show that you are a suitable applicant for your chosen course and it is your chance to demonstrate that you should be offered a place. For those courses where interviews are not used as part of the selection process it is the only time you will be able to communicate directly with

university admissions tutors, the people who ultimately will judge your application. For courses where interviews are used it is the single chance you have to 'win' an interview place. For these reasons, it is essential that you present the strongest case possible and that you act on all advice offered. It is worth investing time and effort into getting it right, and this requires planning, and great attention to detail.

Key points to remember

75%-80% of your personal statement should be devoted to showing you have the **academic ability** and **passion** for the course.

20%-25% should focus on other **relevant** skills and experiences.

Preparing to write your personal statement

Study the course summary and entry requirements for your chosen degree course on the UCAS website in addition to the course details on the universities' websites. Collect evidence of how you 'fit' the academic and other requirements.

Draft and re-draft your statement, focusing on one section at a time.

Use the personal statement checklist to review your statement.

Check vocabulary, punctuation and grammar meticulously.

The academic section

· When reviewing your personal statement refer to the following checklist to ensure you are showing yourself in the best light possible.

· Have you explained clearly and fully why you want to study your chosen degree?

· What examples from your A level studies have you used to highlight areas of special interest? Have you explained why you have developed this interest?

· How many specific examples of **wider reading** and **research** have you included? Lists of books/films/articles have little value unless you have explained why you chose to read this material, how it has expanded your knowledge and why it has made you think more deeply or critically about the subject.

· Is it clear you have a passion for your subject(s)?

· Have you referred to the content/ structure of the degree course, showing you have researched it thoroughly?

· Have you linked your chosen subject to the world around you, identifying its relevance?

· Have you demonstrated your understanding of how your work experience links to your future studies, reflecting on the experience and saying what you learned from it?

· Have you shown you are able to cope with the demands of independent study?

· Have you indicated how you see this degree as an essential part of your career plan, or how it will equip you for the world of work?

Expanding the picture…

· Your extra-curricular activities, work experience (paid and voluntary) and other interests will provide evidence or additional evidence of the following.

· Have you shown you can work independently?

· Have you shown you are well-motivated?

· Have you demonstrated that you have good communication skills- oral (speaking and listening) and written?

· Have you provided evidence that you work well in a team?

· Have you explained how you have developed leadership skills?

· Have you shown you can use your initiative and are able to solve problems?

· Have you shown you have good organisational skills, and can meet deadlines?

· Have you explained how you have developed specific skills required by your course?

· Is it clear you have up to date ICT skills?

· Have you indicated how you will contribute to university life?

· Have you revealed all your talents? Don't be modest!

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 studied to AS only and "pending" for the overall grade

EPQ:

AQA November or June 7993

AQA A level:

- Art: AS 7241   A2 7201
- Biology :   AS 7401   A2 7402
- Chemistry: AS 7404   A2 7405
- Design Technology: AS 7551   A2 7552
- Drama & Theatre Studies: AS7261   A2 7262
- English Literature: AS 7716BB   A2 7717BA
- French: AS 7651   A2 7652
- Further Maths: AS 7366   A2 7367
- Geography: AS 7036   A2 7037
- German: AS 7661   A2 7662
- Maths: AS 7356   A2 7357
- Music: AS 7271   A2 7272
- Physics: AS 7407   A2 7408
- Spanish: AS 7691   A2 7692

OCR A level:

- Classical Civilisation :   AS H041   A2 H441
- Economics: AS H060   A2 H460
- Greek: AS H044   A2 H444
- Latin   AS H039   A2 H443
- Physical Education   AS H154   A2 H555

Edexcel A level:

- History: AS 8HI01B/D   A2: 9HI0B/D
- Government & Politics TBC
- CIE (Cambridge International) A level: English Language 9093

AQA GCSE:

- Art & Design Unendorsed
- Biology
- Chemistry
- Classical Civilisation
- Drama
- Engineering
- English A
- English Literature B
- Geography A
- ICT
- Music
- Physics
- Science
- Additional Science

AQA IGCSE:

- French
- Spanish
- German

OCR GCSE:

- Greek
- Latin
- P.E.

EDEXCEL (International GCSE)

- Mathematics
- (Computer Studies)

EDEXCEL GCSE

- History