MERCHANT TAYLORS' SCHOOLS

For Boys and Girls
aged 4 to 18 years

UCAS
APPLICATION
2016-17

Guidance
for
MTBS students

IMPORTANT INFORMATION

UCAS Personal ID   _____

Password   _____

www.ucas.ac.uk

KEY DATES

12th September   Personal statement draft submitted to Form Tutors (early entry)

3rd October   Early entry UCAS applications completed and submitted

10th October   Personal statement draft submitted to Form Tutors (all other applications)

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

21st November   Submission of remaining applications

15th January 2017   Deadline for the submission of applications to UCAS

ADMISSION TESTS

- UKCAT

- BMAT

- LNAT

- HAT

- STEP

- OTHERS

UCAS Application 2017

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

Choose APPLY
- How to apply 2017   ………….*NB NOT 2016*
- 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 **MTBS2017**. 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

<u>Personal Details (continued)</u>
- 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

<u>Additional Information</u>
- 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 2010*
> finish *(July 2017)*
> formal qualifications obtained *yes*
> full time

SAVE
Now Add qualifications
GCE (Advanced) choose correct syllabus and exam board
- English Literature A
- AQA
- Aug 2017 (date of certification)
- pending
  > *Unit details …..you 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*

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- English Literature A
- AQA
- Aug 2017 (date of certification)
- pending

GCSE choose correct syllabus and exam board
- English A
- AQA
- Aug 2015
- 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

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 e.g. Visa or debit
- Press SEND
- It then goes to administrator for the 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!!

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 not continued to A2 and "pending" for the overall grade

EPQ:

AQA November or June 7993

AQA A level:

- Biology : AS 7401   A2 7402
- Chemistry: AS 7404   A2 7405
- Design Technology PROD1 PROD2 (AS) and PROD3 PROD4 (A2)
- Drama & Theatre Studies DRAM1 DRAM2 (AS) and DRAM4 DRAM5 (A2)
- English Literature B LITB1 LITB2 (AS) and LITB3 LITB4 (A2)
- French FREN1 FREN2V (AS) and FREN3 FREN4V (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: AS 7407   A2 7408
- Spanish SPAN1 SPAN2V (AS) and SPAN3 SPAN4V (A2)

OCR A level:

- Classical Civilisation F381 F382 (AS) and F388 F390 (A2)
- Economics: H060   A2: H460
- 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: AS 8HI01B/D   A2:
- Government & Politics 6GP01 6GP02 (as) and 6GP03C 6GP04C

CIE (Cambridge International) A level:

English Language

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