

WEALD OF KENT GRAMMAR SCHOOL

6TH FORM



UCAS

APPLICATION GUIDE 2022

Important Deadlines

Closing date for Oxbridge, Medicine, Dentistry and Veterinary Medicine Applications:

Weald deadline: 23 September 2022

UCAS deadline: 15 October 2022

All other UCAS applications:

Weald deadline: 1 November 2022

UCAS deadline: 25 January 2023

Deadline for applications to UCAS Conservatoires (music, art, drama, dance, musical theatre, film and production courses):

Please note, conservatoires can have different deadlines, so please check each conservatoire's website.

If you are applying to a conservatoire via UCAS Conservatoires, please contact the relevant Head of Department for a reference.

Please allow 2-3 weeks for the processing of applications from the point you pay for your UCAS application (see point 15).

Please remember, some courses require admissions tests, which have their own registration deadlines. Please check with our Examinations Officer for all Admissions Tests, including Oxbridge.

UCAS Applications:**Aim High:**

It is important to make the most out of your university experience and to secure a place at the best university you possible can. You will have 5 choices available to you (except for medicine where it is 4 + 1 non-medicine choice) and you should use these wisely to reflect your predicted grades and include a realistic insurance choice. Remember that your insurance choice is called insurance for a reason and should have lower entry requirements in case you do not achieve the grades required. It is worth keeping in mind that your UCAS Predicted Grades will be aspirational. So, the Entry Requirements for your five choices should reflect a spread from your aspirational Predicted Grades to the Current Attainment grades staff have put on recent reports.

Research your courses:

It is important that you fully research and compare courses across universities to find the right one for you. Many universities will offer similar courses but with slight variations so look carefully at the individual modules you will study.

Here are some ideas to get you started:

- Think about what you enjoy day-to-day – could this be part of a future job role?
- Explore different job sites and graduate career options to look for ideas on what you would like to do once you have finished your studies.
- Think about your career goals and the qualifications required as part of a person specification.
- Look at UCAS subject guides to get an idea of the types of subjects you could study, and the industries graduates go on to work in.
- Search for courses by subject to see what is available.

How to Apply:

1. Registering for an account

Go to ucas.com

Select **'Sign In'** on the drop-down menu and click **'student'**

Select the **'2023 Entry'**; **'Create account'**

Select **'Register'** and complete the short form that appears. Avoid using an inappropriate email address at this point as it is the first thing admissions departments will see.

Make a note of your **password**.

UCAS will then email you a verification code which you will need to input when prompted to verify your account.

UCAS will then ask you a series of questions so it can tailor the UCAS HUB to your needs. Please ensure you choose the correct year of study: **2023** unless you wish to defer.

You will also be asked about what level of study you are applying for. Select **'undergraduate.'**

It is worth answering the questions about **'preferences'** as your answers will make the UCAS HUB more personalised to your aspirations.

Scroll to the bottom and click **'Create account.'**

2. Starting your application

Click on the **'Your application'** tile

'Linking to your school, college or centre'. Click **'Yes'** and then **'Continue'**

Enter the Buzzword: **WOKGS2023** and **'Confirm'** it is correct

Then select your relevant Learning Community Group

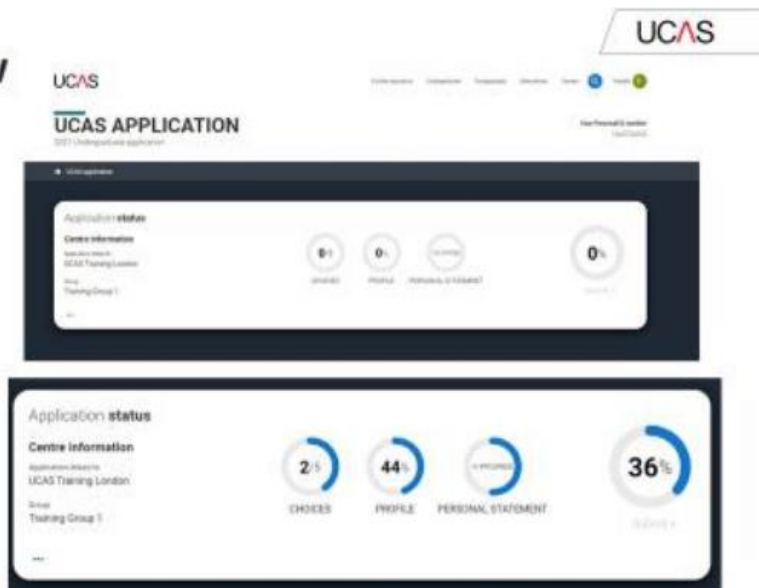
You must make a note of all of your login details as they are personal to you and the school will not be able to access them should you forget what they are. This includes your UCAS Personal ID.

Application overview

Your homepage is where you'll see the sections that need completing.

You don't need to complete the application at once, you can log in and out at any time until you're finished.

As you add information to each tile, the **percentage complete** dial should increase each time you mark a section as complete.



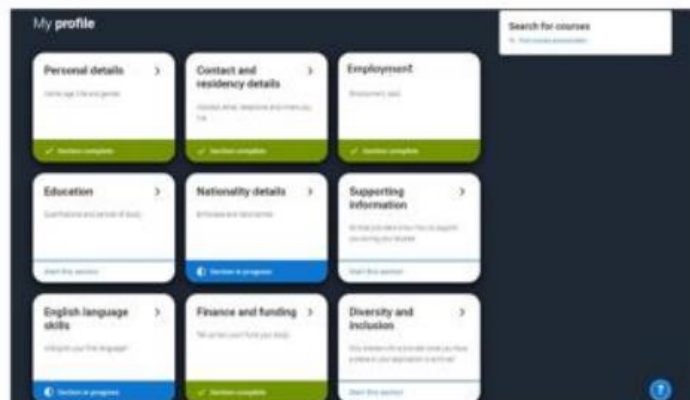
Application overview

The second section is your **profile** - information about you.

The tiles will give you an overview; if a section is complete, in progress, or you need to start it.


All sections must be marked as complete to send to UCAS.

You must complete all mandatory questions to mark a section as complete (they have a *).



3. Personal details

You will need to add your title and complete the other mandatory fields (marked with a *)

Once you have completed a section you must remember to **mark the section as complete** at the bottom of each page. Click on the  throughout for help text to provide advice about what to put.

4. Contact and residency details

Provide either a home or mobile telephone number.

Add an email address. It is best to use the one used when you created your UCAS HUB.

Add your postal address.

Select **'Yes'** if you wish to give a nominee access – this will mean they can speak to UCAS on your behalf. If you select **'Yes'** for this, fields will appear to allow you to add a nominated individual.

Residency details: it will ask you if your home address is the same as your postal address. If it is not, you will be asked to give details of your home address and residential category.

You will need to clarify your area of permanent residence (Kent, London, East Sussex) and residential category (most likely to be UK Citizen – England) from the drop-down boxes.

5. Employment

Click to **'Add employment'** or **'Add work experience'** and fill in the details.

It is up to you whether you create an employment record here but irrespective ensure you mark the section as complete.

6. Education

Start by clicking **'Add place of education'**.

You will be asked for your Unique Learner Number – you can access this information from Edulink.

For the **'please state the highest level of qualification you expect to achieve before you start the course'** select **'below honour degree level qualification'**.

Type the name of where you studied and select the correct institution. If you achieved qualifications at any other school, you would need to upload these institutions as well as Weald. Make sure the dates are correct and do not overlap.

Add when you started. This is most likely either 9/2016 or 9/2021. If you are completing the Weald section, you must put the date you will finish: 8/2023.

If you do something incorrect in this section, **Red** and **Blue** warning texts will appear to help you.

Click '**Add qualification**'. Popular options will appear. Alternatively, search in the '**search by name**' box.

Top tip: A-levels are GCE Advanced Level

Once you have selected your qualification you will be prompted to add the:

- **Title**
- **Qualification date**
- **Awarding organisation**
- **Result**

You need to add all the qualifications you have done – including A-levels that you will complete next year. You need to fill in the month and year of the examination and the examination board (Awarding organisation). For examinations that you have not yet sat, you must enter the date that you will sit them (i.e June 2023) and then fill in the grade as **pending**. The Sixth Form Team will enter your pending grades.

It is important that you are accurate when entering the examination boards to avoid any delays with your offers on Results Day. You can check Weald examination boards in the Course Guide or the subject pages on the website. For exams you have taken, the name of the exam board will be on your results certificates.

7. Nationality details

If you are a UK National: Complete the '**Country of birth**' and '**What is your nationality**' sections.

Add Dual Nationality if applicable. Only do this if you are certain you officially have dual nationality.

If you were born in the UK, but have a different nationality, further questions will appear aimed at assessing your eligibility to study in the UK. You may need further support with these questions. If in doubt, see Mrs Swaffer, Mrs Pring or phone UCAS directly.

If you were not born in the UK, you must provide the date of your first entry to the UK. Again, further questions will appear aimed at assessing your eligibility to study in the UK.

If you require a Visa to study in the UK, you will be asked to include your passport details: passport number; valid from and expiry date; place of issue.

8. Supporting information

These questions are mandatory, but you may wish to answer, '**I don't know**' or '**I prefer not to say**'.

If you do not wish to declare a disability, you do not have to and can select '**no disability**'. Please keep in mind that this information is not used to make decisions on your suitability, instead it is used by universities to support your potential studies.

9. English language skills

Answer the question '**Is English your first or primary language?**'

If you select '**No**' you will be asked for your TOEFL or IELTS. Only answer if you have been assigned one and know the number.

10. Finance and funding

Overwhelmingly, you will select **UK, ChI, IOM or EU finance services**. This means you will be applying for a student loan in 2023.

If you wish to privately finance your degree, then select **Private finance**.

A few of you may be eligible for bursaries if applying for nursing. If this is the case, select **DHSS/Regional Health**.

If you select **UK, ChI, IOM or EU finance series** you will be prompted to state the area of your student support arrangements. This will be Kent or East Sussex, depending on your area of permanent residence.

Any doubt, see Mrs Pring, Mr Richardson or head here: <http://ucas.com/finance>

11. Diversity and inclusion

This information is only shared with universities once you have secured a place. It does not influence any decision making.

Complete the questions relating to:

- Ethnic origin
- What is your religion or belief?
- What is your sexual orientation?
- Do you identify as transgender?
- National identity
- Dual national identity

The first and fifth are mandatory but you can select '**I prefer not to say**'.

You can then add any '**Activities in preparation for higher education**' from the drop-down box. The sponsor is usually a university or college. Include: sponsor; duration; dates; school year; location.

Complete:

Parental education (you can select '**I prefer not to say**'). If your parents have not studied at degree level, this counts towards a contextual offer if other criteria are also met.

Occupational background (for the occupational background, you must type at least 3 letters into the response field, and then select an option from the menu that appears below it.)

12. Personal statement

Full guidance on the UCAS Personal Statement is given in the separate Weald Personal Statement Planning Booklet.

You can save and edit this section as many times as you need to. You can only select '**Mark this section as complete**' on the Preview screen.

You may wish to work on your Personal Statement on a Word or Google Document and then copy and paste a more complete copy into your application. You can also construct your Personal Statement in the Personal Statement Builder available in the UCAS HUB. Whatever you do, remember to keep saving your work.

13. Adding a choice

At the time of your application, it is assumed that you will have researched all of your choices, know where you wish to apply and which course you would like to study. One of the most important things to take into consideration is 'are you going to realistically achieve the grades needed for your chosen course and institution?' Some universities ask for you to achieve specific grades and some ask for you to achieve a certain amount of UCAS tariff points. UCAS tariff points are used by some universities (around a third) when making conditional offers. Please keep in mind when making choices, that UCAS Predicted Grades are aspirational. They are there to facilitate your ambitions, but you must be realistic with some of your choices. Use your recent Current Attainment as a guide.

Instead of asking for grades (eg AAB), a university may express the offer as 136 points. However, not all universities use tariff points. The more traditional universities are more likely to make an offer stipulating grades and not points. Also, universities may not, for example, consider BBB at A-Level to be the same as ABC at A-Level.

Entry requirements and offers that state tariff points may also require a minimum level of achievement in a specified subject, for example '128 points from a minimum of three A-Levels to include grade A in A-Level Chemistry', i.e., an A in Chemistry (48) and B grades in two other A-levels (40+40).

Although tariff points can be accumulated in different ways, not all points will necessarily be acceptable for entry to a particular course. The achievement of a points score, therefore, does not give an automatic entitlement to entry and many other factors are considered in the admissions process. All of this will be clear in Entry Requirements and any offers you are made, so read these very carefully.

Using the table below, you can calculate how to convert A-level grades into tariff points for those universities who use the tariff system:

Extended Project Qualification	AS Level	A Level	Tariff points
		A*	56
		A	48
		B	40
		C	32
A*			28
A		D	24
B	A		20
C	B	E	16
D	C		12
	D		10
E			8
	E		6

Other qualifications, such as practical music or speech and drama exams like LAMDA and ESB, also have a tariff value. However, it is unlikely that these tariff points will count towards your offer unless you are applying for a specialist practical music or drama course, in which case it will be the qualifications themselves and not their tariff points which will be valued:

Grade	8	7	6
Distinction	30	16	12
Merit	24	12	10
Pass	18	10	6

When entering your choices, you will not be asked to put them in order of preference; they are automatically sorted into alphabetical order and are all treated the same. Universities are not aware of the other institutions you have applied for.

To add a choice, click the **Choices** section.

- **Type in the name of the institution**
- **Type in the name of the course**
- **Fill in the Location; Start date and Point of entry details**
- **Select whether you will be living at home or not**

If appropriate to the course, you will be required to disclose whether you have criminal convictions.

Once you have added your choices, select '**Confirm choices**' to mark the section as complete.

If a choice requires an admissions test (you should already know this) it will be flagged up in **Blue** on the choice card. Any problems or mistakes will be flagged in **Red**.

14. Contextual offers

Universities know that grades can be influenced by a range of factors, so to make the processes fairer, some universities offer contextual admissions. This is where the university considers any barriers you may face, and will either reduce their grade requirements or give extra consideration when deciding whether to give you an offer.

These considerations may include:

- Where you live
- If there are financial constraints at home
- If your parents went to university themselves
- If you have been in care
- If you have cared for a family member

This is not a full list, and the criteria will differ between universities, so it is really important to check with each institution.

15. Submitting the application

There are four steps to the submission process. The application cannot be submitted unless every section displays as 100%.

Select to '**Check your application**'. You can download it as a PDF to do this if you wish.

Once checked, you can either '**Accept and proceed**' or, if you wish to make changes, '**Return to application**'.

You will then need to answer a few questions about Marketing preferences.

Once you tick the box to accept the '**Terms and conditions**' you can once again click '**Accept and proceed**'.

16. Pay and submit

You will then be prompted to enter your card details to pay for your application.

Once you have paid and sent your application, it comes to the Sixth Form Team. We will then spend time checking it for any errors. If we find errors, it will be returned to you to make amendments and you will need to 'Pay now' again – although no further payment will be taken. Keep checking your emails as UCAS will notify you if we have returned your application to you. Once we are happy that the content of the application is accurate, we will begin to process your Reference and input your Predicted Grades. We deal with upwards of 200 applications a year, so this can take some time. We are just being thorough, so you do not make any silly mistakes!

Please note, paying and submitting your application to us works as permission for us to send your application to UCAS. Provided everything is accurate, we will not contact you until your application is ready to be sent off. You will be contacted by Mrs Pring to go to the Sixth Form Hub office to complete your final checks and send your application. This is irreversible, so make sure you are happy with it before sending it to UCAS.

Once your application has been sent to UCAS, you will be informed by email. UCAS distributes your application to the universities. The universities are unable to see which other institutions you have applied for. Finally, do not forget, if you need help with anything, ask!

