



UCAS

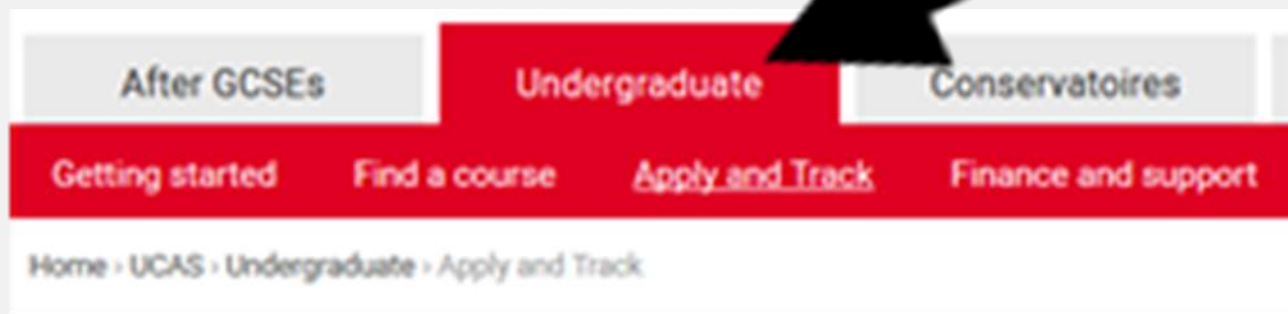
HOW TO FILL IN YOUR UCAS APPLICATION (**APPLY 2019**)

I hope you have made a note of your username & password 

- Log on to:

WWW.UCAS.CO.UK

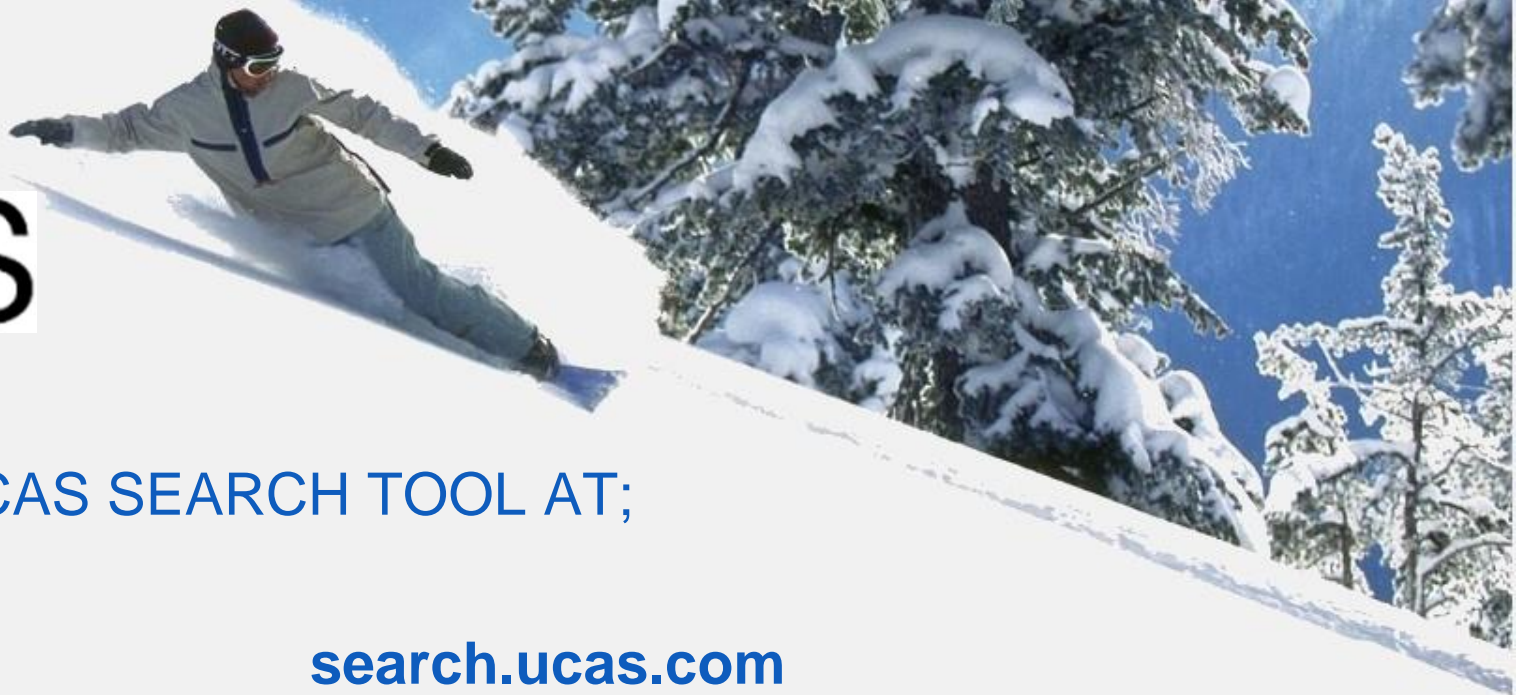
- Go to the undergraduate tab





UCAS

- Click on **Sign in and apply for 2019** (left of the screen)
- Click on **Log in Apply 2019**
- Enter your **username** and **password**. It is case sensitive so be careful.
- Fill in the various sections within your student area methodically. Save all data entered by clicking on **save** before logging out.
- Once a section is fully completed, remember to click **save** then **finished** **before** logging out.



VISIT THE UCAS SEARCH TOOL AT;

search.ucas.com

This search tool has over 52,000 courses at over 390 providers within the UK. It includes detailed information about the universities and colleges, including a map showing where they are and the courses they offer.

Course information includes entry requirements, fees, UCAS deadline date for applying and course start dates. Applicants can search by course, university or college or location. There is also a subject search for those who want to search by subject categories, as well as an A-Z list to look for individual subjects.



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IN THE PERSONAL DETAILS SECTION:

- Where you are asked for your **area of permanent residence** you must select **Medway** from the drop down box if you live in **Medway** or **Kent** if you live within Kent. If you are unsure check with your parents by asking who they pay their Council tax to. Anyone living outside of Kent will have to pick the appropriate area from the drop down box.
- Under **reference numbers** - you can obtain your Unique Learner Number (ULN) from AN or LCY in the Hub office.
- **In the student support section** - if you don't know your Student Support Fee Code, enter 99 Not known. **For most of you, select 02.**
- For **student support arrangements** - put either **Medway** or **Kent**, but make sure this matches what you have put for your area of permanent residence.



IN THE CHOICES SECTION:

- Each student can make a **maximum** of **FIVE** choices on their application
- No more than **FOUR** choices in any one of the following areas:
 - **Medicine**
 - **Dentistry**
 - **Veterinary medicine**
 - **Veterinary science**
- No more than **ONE** choice for Oxford or Cambridge
- Institution Codes and Course Codes are available by clicking on the **grey question mark key** to select the relevant box.
- If a Campus Code is needed, make a selection by using the question mark.
- Leave the point of Entry **blank** if you intend to go into the first year of the course.
- Click **defer IF** you intend to have a gap year before going onto university.



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IN THE EDUCATION SECTION:

- Enter the correct GCSE Level qualifications **you have already obtained.**

GCSE

Biology	A*	06/2014	AQA
Chemistry	A*	06/2014	AQA
English Language	A*	06/2014	AQA
English Literature	A*	06/2014	AQA
Further Mathematics	B	06/2014	AQA
Geography B	A*	06/2014	Edexcel
German	A	06/2014	Edexcel
History A	A	06/2014	Edexcel
Physics	A*	06/2014	AQA
Religious Studies A (World Religion)	A*	06/2014	OCR
Statistics	A	06/2014	Edexcel
Mathematics	A*	06/2013	Edexcel

Please state the highest level of qualification you expect to have before you start your course

Below honours degree level qualifications

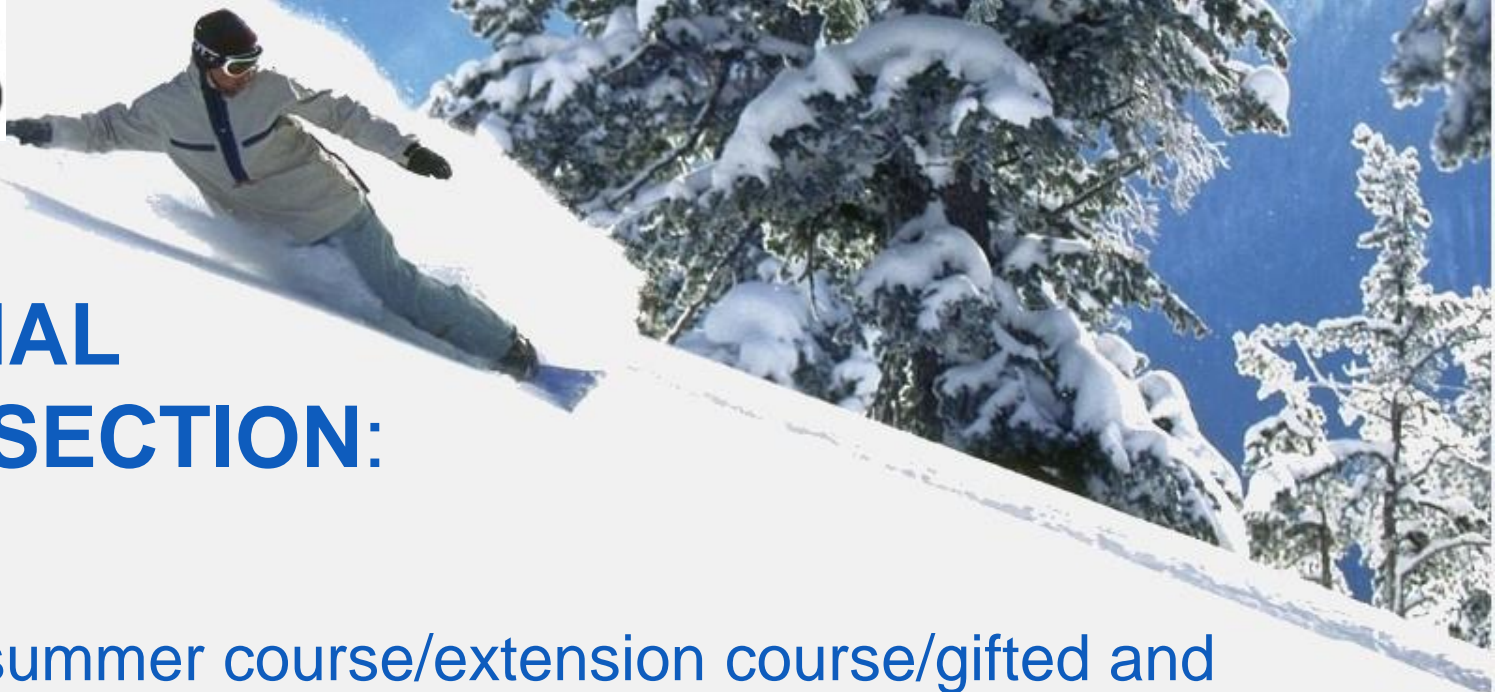


- For A-Level qualifications - enter all subjects you are currently studying under the appropriate category (A-Level = GCE A-Level) using course titles and modular names or numbers. Also include the examination board.
- Remember to enter **06 2019** as the date.
- Leave your overall grade as **PENDING** as you are yet to have your results.

<input checked="" type="checkbox"/> Education		
Chatham Grammar School for Boys (61201, 09/2009 - 08/2016, FT)		
GCE Advanced Level		
Economics	06/2016	AQA
Business Economics and the Distribution of Income The National and International Economy		
History	06/2016	AQA
The Making of Modern Britain, 1951-2007 Historical Enquiry		
Psychology	06/2016	OCR
Options in Applied Psychology Approaches and Research Methods in Psychology		
Religious Studies	06/2016	OCR
Philosophy of Religion Religious Ethics		

The logo for UCAS, with 'UCAS' in black and 'A' in red.

UCAS



IN THE ADDITIONAL DETAILS SECTION:

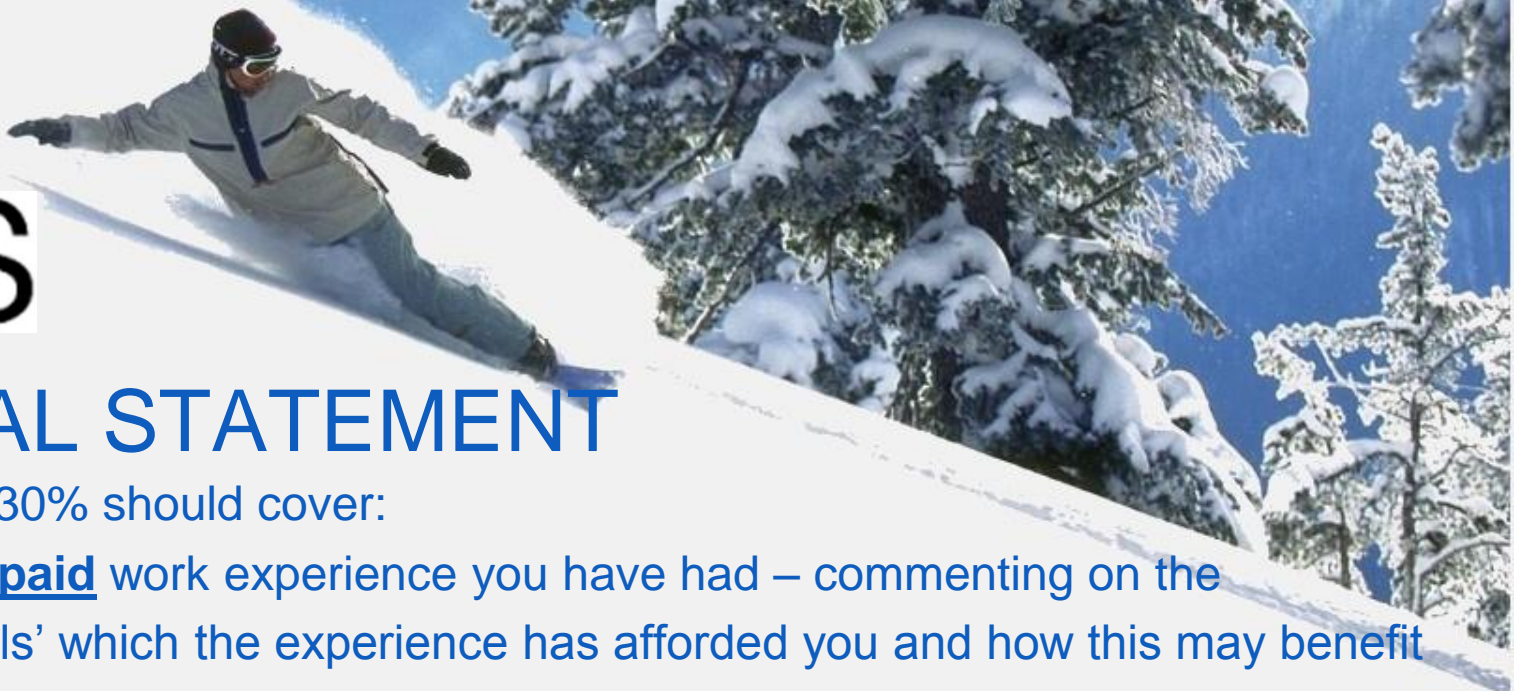
- Enter any summer course/extension course/gifted and talented course you have attended.



PERSONAL STATEMENT

UCAS have a personal statement tool which will help you think about what to include in your personal statement and how to structure it. It also counts how many characters you've used, so it's easy to see when you are close to your **4,000 character limit**.

- 70% of your personal statement should focus on the following areas and in this order;
 - Why are you applying for your chosen course?
 - Why does the subject you have chosen to study interest you?
 - Why do you think you are suitable for the course?
 - Do your previous or current studies relate to the course(s) that you have chosen?
 - Have you taken part in any other activities that demonstrate your interest in the course(s)?



PERSONAL STATEMENT

- The remaining 30% should cover:
 - Any **unpaid** work experience you have had – commenting on the ‘life skills’ which the experience has afforded you and how this may benefit you in your university life and the course(s) you wish to follow.
 - Information about you. What you enjoy doing outside of your studies (hobbies, etc...).

Section 1

Why do you want to study this subject?

Edit

England and Japan are two immensely contrasting worlds: this distinctiveness is why the undeniable magic of Japanese culture has always attracted me to study its oriental societies and traditions. I have been enthralled by the Japanese language since I was a young teenager; reading 'Japanese for Busy People' at school and trying to note down homework reminders in Kanji, anything to incorporate Japanese into my daily life. As I grew, so did my desire to study Japanese culture and society. Yukio Mishima's politically aware novel 'Confessions of a Mask' captivated me. I found the contrast between the effeminate main character Kochan and the uber-masculine male figures present in teenage Japanese media refreshing. As a student of English I could better understand Mishima's style and nuance, empathising with Kochan's oppression in an era of Japanese right-wing militarism. This is where my political interests began; through independent study I became absorbed in political history, with particular attraction to the way Japan avoided colonisation by becoming an industrial superpower.

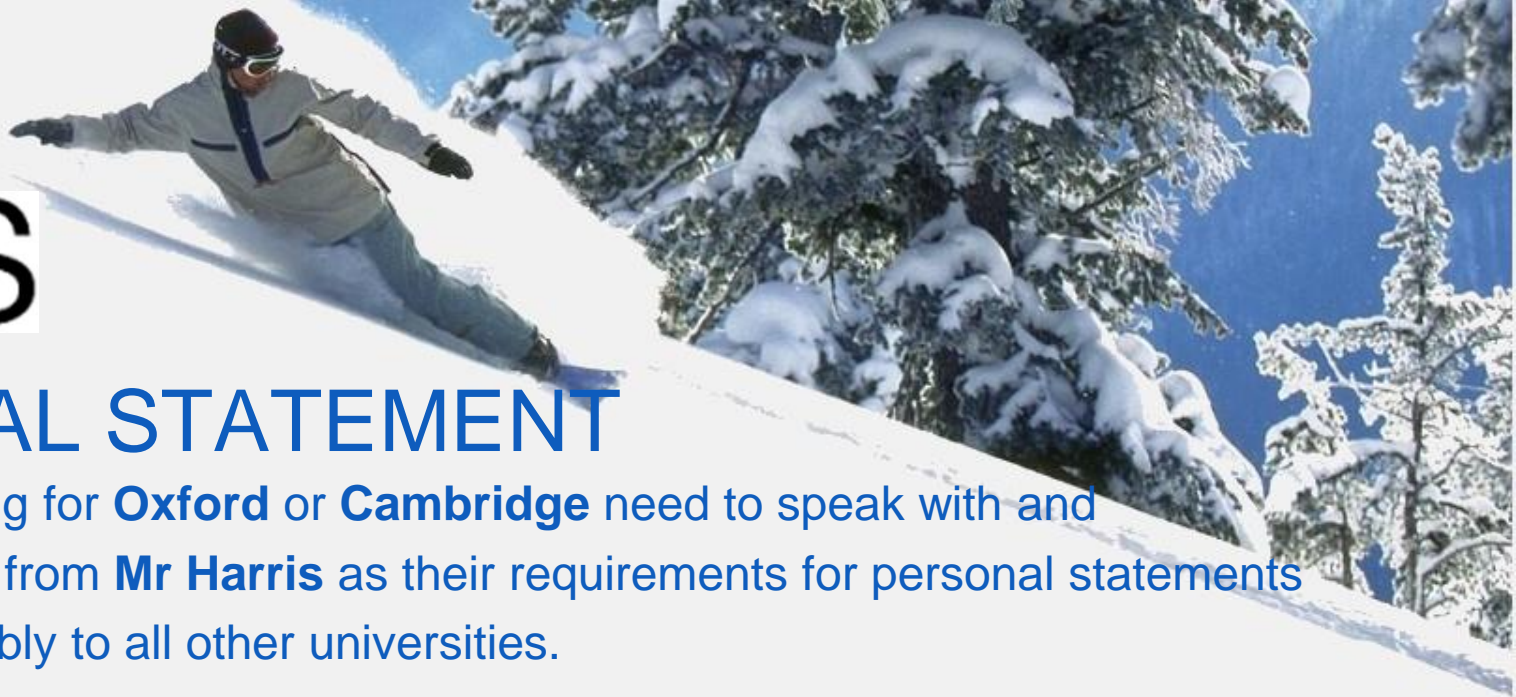
Section 2

What have you done in the past that makes you particularly suitable to study the subject?

Edit >

Studying English has helped me to introduce succinctness into my writing and speech which has complimented my study of the Japanese language; my natural flair for creative writing saw me win two regional poetry competitions and a 'Young Black Achiever's' award for outstanding achievement in English. This has helped me to approach my independent study of politics with an analytical mind, which is crucial when criticising political theories. Understanding international relations has become very important to me through the study of globalisation in Geography. I found the energy module fascinating as it related to the horrific nuclear disaster Japan faced earlier this year; I enjoyed discussing Naoto Kan's call for Japan to become a less nuclear dependant country and the response of non-governmental organisations to the crisis. I regularly use Japan as a case study to familiarise myself with writing about Asian politics and economics, which has developed my understanding of Japanese society. My Religious Studies A-level has helped me to understand how philosophy can influence the greater world through politics, such as the use of the 'Just War Theory' by politicians during discussions of the war in Libya. My independent research in Buddhism and Confucianism has helped me to understand how Japanese and Asian civilisation has developed; I am intrigued that Japan can be so urbanised while retaining such deeply spiritual communities.

1449 of 2400 characters

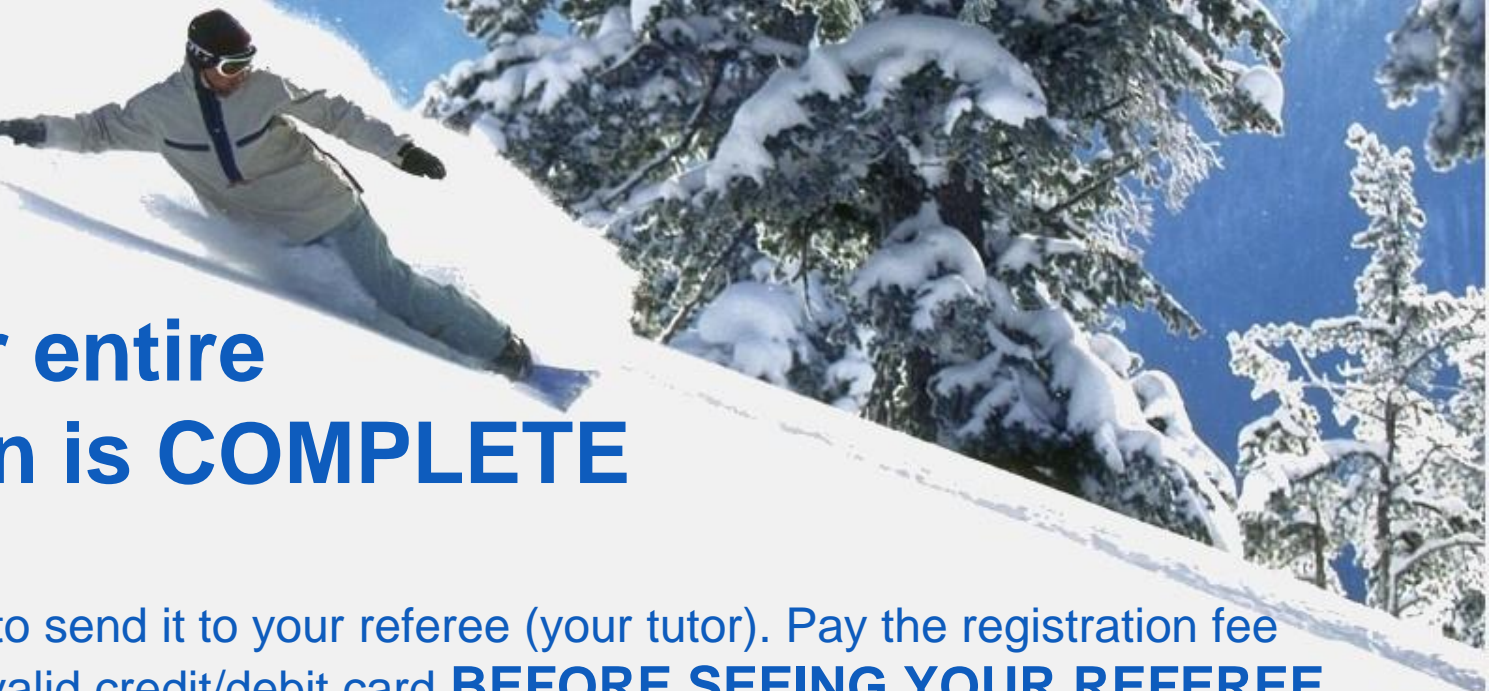


PERSONAL STATEMENT

- Anyone applying for **Oxford** or **Cambridge** need to speak with and take instruction from **Mr Harris** as their requirements for personal statements differ considerably to all other universities.



- Mr Anderson Does have examples of personal statements which he will provide on request. However, be careful **not to copy any material** as this will count as plagiarism and will negatively affect your applications.



Once your entire application is **COMPLETE**

- You are ready to send it to your referee (your tutor). Pay the registration fee (£24.00) via a valid credit/debit card **BEFORE SEEING YOUR REFEREE.**
- Sending your application to your referee **DOES NOT** mean you are sending it to UCAS. **You can still change some elements of your application after pressing send.**
- When the system says that you have successfully sent your application to your referee, you must then arrange an appointment with **MR ANDERSON** or **MISS CRAWLEY** during which they will check your application with you one final time and allow you to read your school references before **MR ANDERSON** or **MISS CRAWLEY SENDS** it off to UCAS.
- UCAS will then send you a welcome letter, which will contain your application number and password for **UCASTRACK**, enabling you to follow the progress of your application.

DEADLINES FOR COMPLETION OF UCAS

30th NOVEMBER = MY ASPIRATIONAL TARGET TO GET ALL UCAS APPLICATIONS SENT BY ALL CANDIDATES.

15TH OCTOBER (18:00 UK TIME) = OXBRIDGE, MEDICINE, DENTISTRY, VETERINARY MEDICINE AND VETERINARY SCIENCE CANDIDATES.

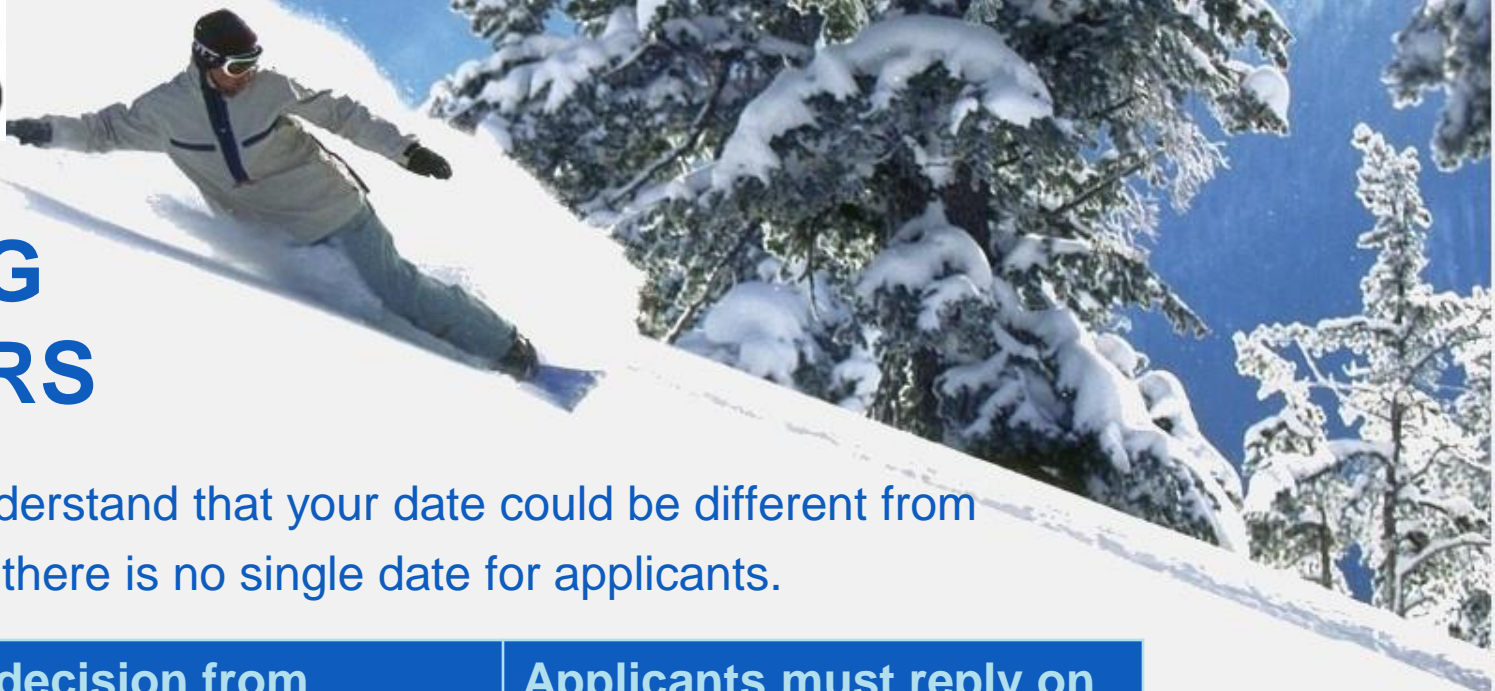
15TH JANUARY (18:00 UK TIME) = THE OFFICIAL DEADLINE FOR ALL OTHER COURSE CANDIDATES.

24TH MARCH (18:00 UK TIME) = ART AND DESIGN COURSES, EXCEPT FOR THOSE WITH A 15TH JANUARY DEADLINE.



REPLYING TO OFFERS

- If you **firmly accept** an **unconditional** offer, you are committing yourself to take up that place and **CANNOT** hold an insurance choice.
- You need to think very carefully and make sure you **DO NOT** accept an offer from any university or college if you would not be prepared to attend their course.
- You **DO NOT** have to hold an **insurance** choice. If you are not sure any of your other offers are right for you. It might be better to wait and see what is available through **CLEARING**. This way you won't have to negotiate your way out of an offer you don't want.
- It is important that you **reply by the date UCAS sends you**. This is called **your reply date** and you will see it in TRACK. The date depends on when you receive your last decision from your universities and colleges.

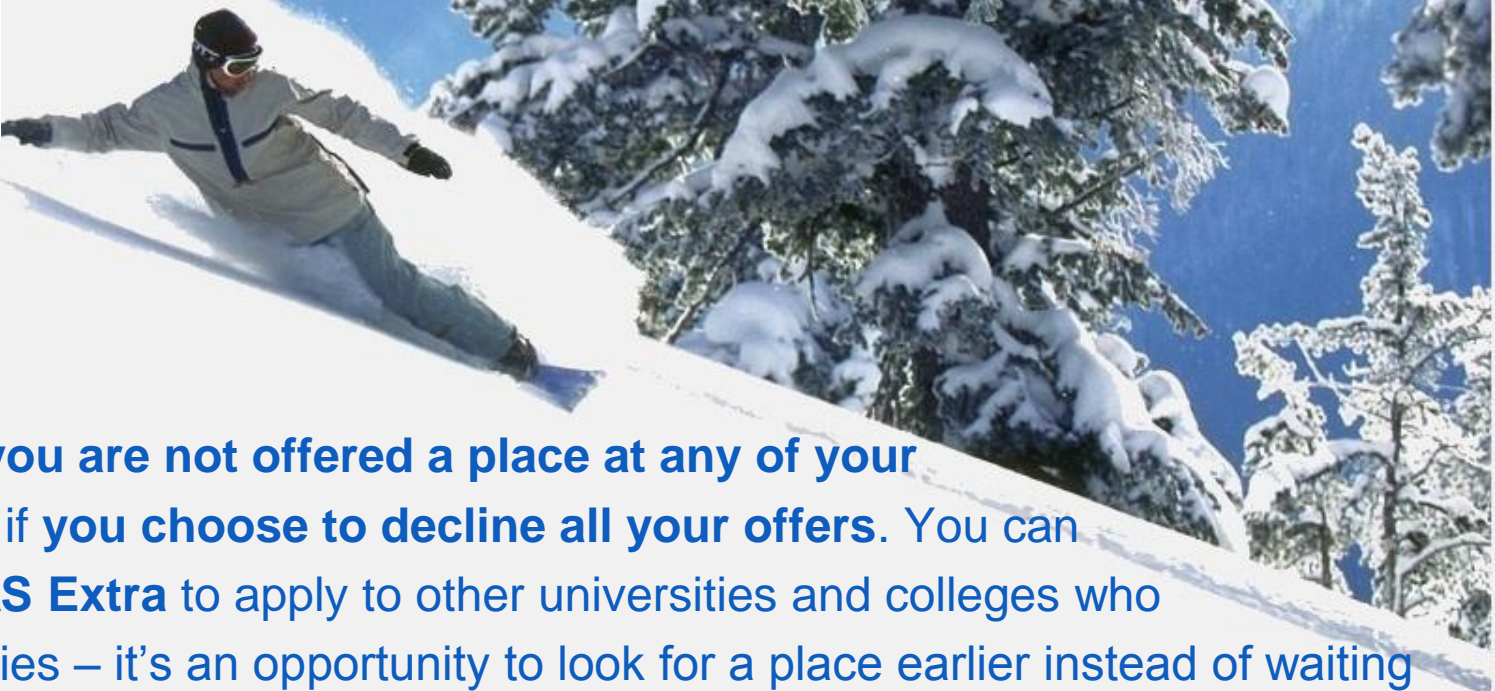


REPLYING TO OFFERS

- You need to understand that your date could be different from your friends as there is no single date for applicants.

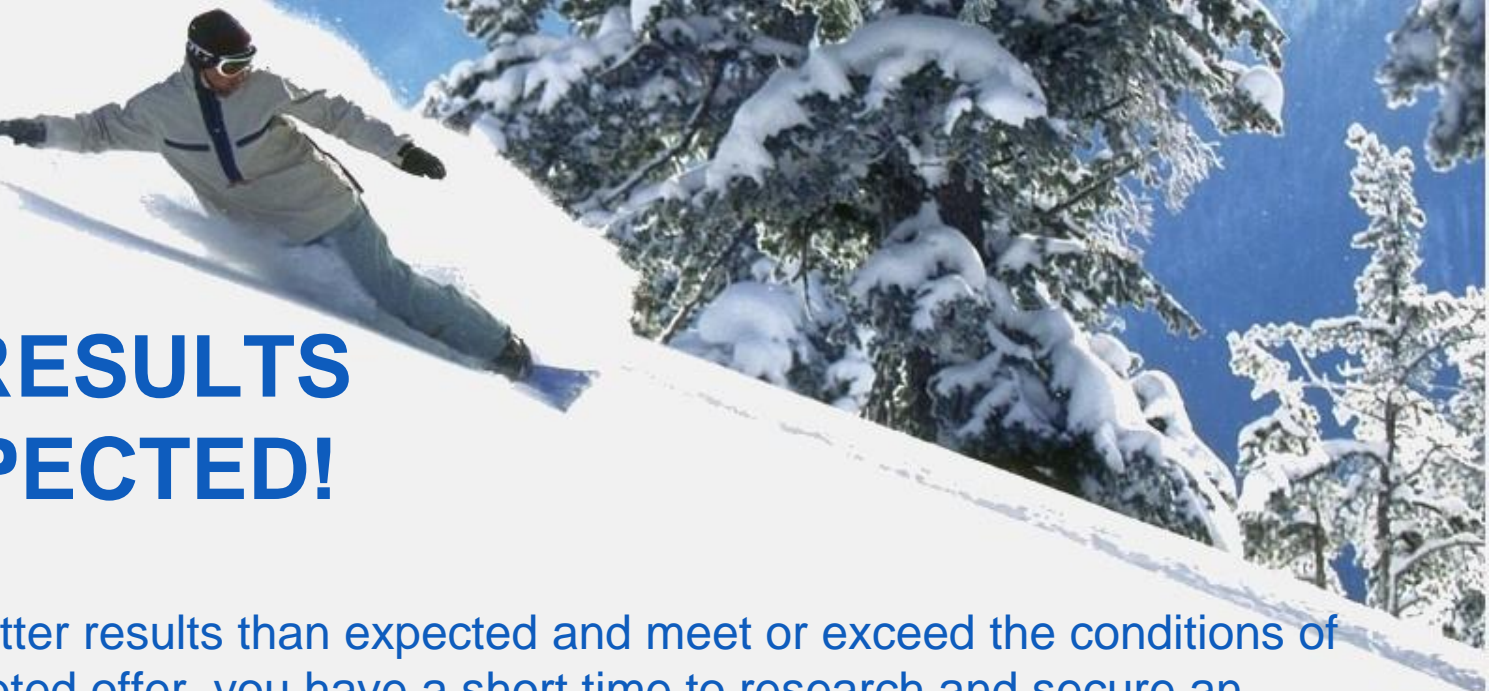
Last decision from university or college received on or before	Applicants must reply on or before
31 March 2019	4 May 2019 (unless you have a postal address outside the EU)
5 May 2019	8 June 2019
8 June 2019	22 June 2019
13 July 2019	20 July 2019

- If you do not reply to your offers in Track on or before your reply date UCAS will decline them on your behalf. This means you will **lose** all offers.



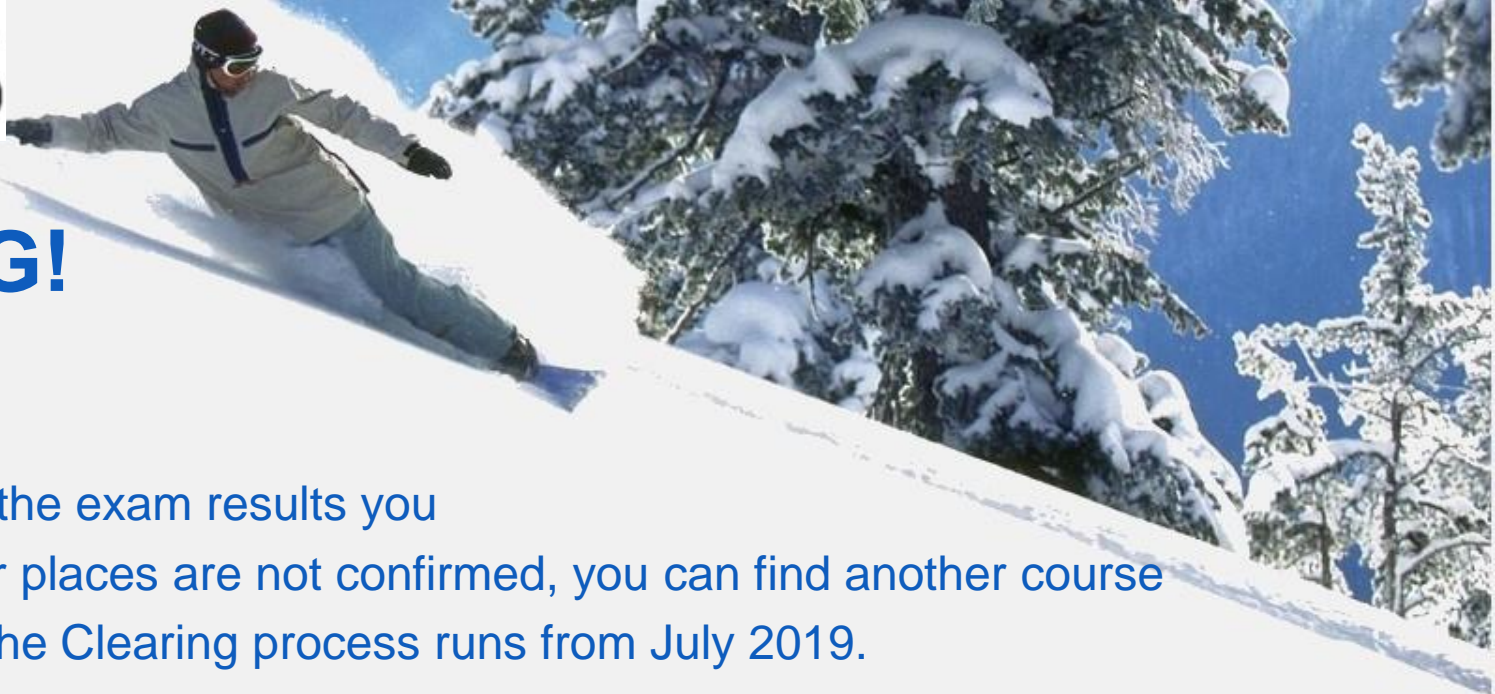
EXTRA

- All is not lost **if you are not offered a place at any of your five choices**, or if **you choose to decline all your offers**. You can always use **UCAS Extra** to apply to other universities and colleges who still have vacancies – it's an opportunity to look for a place earlier instead of waiting for clearing. You **can apply for several courses** in Extra, **but only one course at a time**. There are four steps to using Extra:
 1. Search for courses with Extra vacancies on the UCAS search tool at search.ucas.com.
 2. Think about related and different subjects.
 3. **Get in touch with the university or college** to check they can consider you. If you want to apply for a course that's different from your initial choices you can explain that you've changed your mind and offer to send them a revised personal statement to support your application. You cannot change your original personal statement.
 4. Add the details in Track.



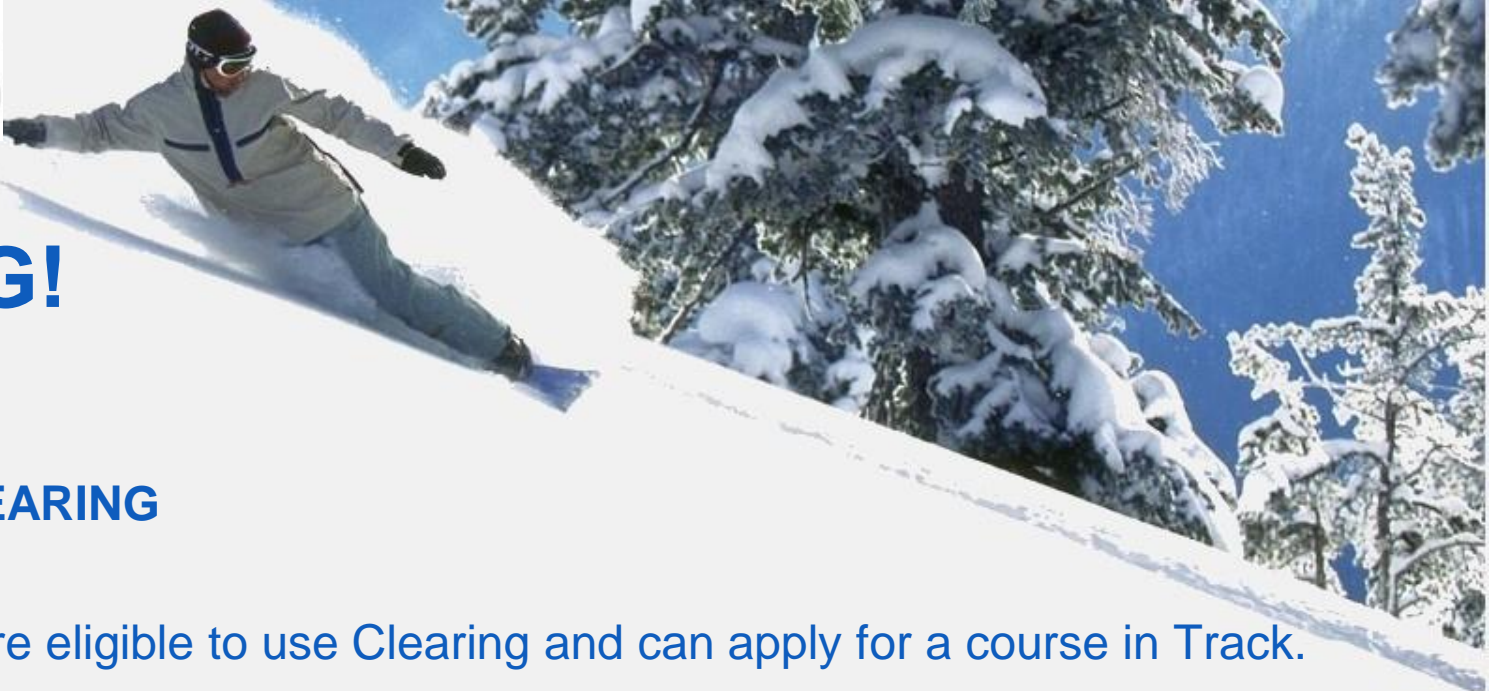
BETTER RESULTS THAN EXPECTED!

- If you receive better results than expected and meet or exceed the conditions of your firmly accepted offer, you have a short time to research and secure an alternative course through **Adjustment**.
- Adjustment runs from 23rd August 2019 until 31st August.
- There are **no Adjustment vacancy lists**. You need to contact a university or college to discuss an Adjustment place.
- To secure an Adjustment place, you must receive an alternative offer through UCAS before the five day period ends.
- If you do not receive an alternative place you remain accepted at your current university or college.



CLEARING!

- If you do not get the exam results you hope for and your places are not confirmed, you can find another course using Clearing. The Clearing process runs from July 2019.
- You become eligible for Clearing for one of the following reasons:
 - Place is not confirmed after your exam results are published
 - You receive no offers
 - You declined or have not replied to confirm offer of a changed course and, as a result, hold no offers.
 - Your application was made **after 30th June 2019**.



CLEARING!

HOW TO USE CLEARING

- From July you are eligible to use Clearing and can apply for a course in Track.
- Lists of courses available in Clearing are published from July 5 until 30 September on the search tool on **ucas.com** and in some national newspapers.
- You should contact universities and colleges to find out more about the course and see if they will offer you a place. **You must do this yourself – admissions tutors want to speak to you direct, not your parents or teachers.**
- You can apply for any course that has places left. You don't have to keep the same subjects that you first applied for.
- If you are provisionally offered a place you want to accept, you enter details of the university or college and the course in Track. The university or college will then confirm the place – provided it's still available. If you are unsuccessful you can repeat the whole process.