St Peter's School
CAREERS DEPARTMENT

UCAS Apply Guide
2023

If you read through this booklet carefully you will find the answers to the majority of questions relating to your UCAS application, and will avoid making unnecessary mistakes.

UCAS 2023 DATES and DEADLINES

MAY 2022
All pupils register on UCAS Apply 2023 in StEP lessons

JUNE 2022
Medicine applicants - register for the **UCAT from 20 June - pupils do this directly via www.UCAT.ac.uk**
Testing takes place between 11 July and 29 September 2022 at a Pearson VUE test centre

15 JULY 2022
Music, dance and drama applicants - UCAS Conservatoires Apply opens for 2023 entry

1 AUGUST 2022
Law applicants - registration opens for **LNAT- pupils do this directly via www.LNAT.ac.uk**
LNAT to be taken between 1st September 2021 and the relevant university's deadline

6 – 15 SEPTEMBER 2022
Early applicants - register for university admissions tests in school including BMAT and TMUA
(not LNAT & UCAT). Pupils should register with school - see Mrs Loftus or Mrs Wishart for a form

16 SEPTEMBER 2022
STP UCAS form submission deadline for Oxbridge/Medicine/Dentistry/Veterinary Medicine
i.e. second Friday of Christmas term

3 OCTOBER 2022
The deadline set by UCAS (not STP) for
Music applications to **conservatoires only**
(most other dance, drama or musical theatre courses at conservatoires have regular deadline)

7 OCTOBER 2022
STP UCAS NORMAL 1 deadline, for pupils who wish for forms to be sent to UCAS before
October Half Term

15 OCTOBER 2022
The deadline set by UCAS (not STP) for
Oxbridge/Medicine/Dentistry/Veterinary Medicine submissions

Between 1 & 4 NOVEMBER 2022 (date TBC)
University admissions tests take place in school (not LNAT & UCAT)
NOTE: this is during October Half Term

2 DECEMBER 2022
STP UCAS NORMAL 2 deadline, form all remaining forms to be sent to UCAS by Christmas

25 JANUARY 2023
UCAS FINAL form submission deadline (not STP) for the majority of courses

25 FEBRUARY 2023
UCAS Extra opens for those not holding an offer

18 MAY 2023
Deadline for universities to reply with decisions to applicants

8 JUNE 2023
The date by which you must reply to your offers on UCAS

5 JULY 2023
UCAS Clearing opens

AUGUST 2023 (Date TBC)
A Level Results Day & university place confirmation

BREAKDOWN OF APPLICATION TIMESCALE

SUMMER TERM 2022
- ➢ Register on UCAS Apply.
- ➢ Receive guidance on applications and write first draft of personal statements.
- ➢ Progression meeting with Careers and HE Department to discuss plans and options.

Research courses
- ➢ Carry out plenty of research into courses and universities by using your Unifrog profile and university webpages.
- ➢ Course searches can also be done on the UCAS website using the 'Search for Courses' facility.
- ➢ Obtain university prospectuses and look at university websites to research the content of the course as well as the standard entry requirements.
- ➢ Seek guidance from the Careers and HE Department.
- ➢ Check if you need to sit an admissions test.
- ➢ If you require UCAT or LNAT, you need to register for these tests yourself (see timeline for details).

Visit universities
- ➢ Arrange to visit universities you are considering BEFORE you apply (if possible)/ go to virtual online open days.
- ➢ Make sure you complete an Open Day form to hand in to Housemaster/mistress if you need to be absent from school.

Personal statement
- ➢ Gather ideas and materials to be used when writing your personal statement.
- ➢ Speak to subject teachers to ask what grades they predict you will achieve at A level to ensure that you are considering courses where the standard grade offer made will match your predicted grades.
- ➢ Start to plan a gap year if you intend to take one - you will need to be able to write about plans in your personal statement.

Early applicants (Medicine, Veterinary Medicine and Oxbridge)
- ➢ Early mock interviews will take place before the Summer Holidays.

SUMMER HOLIDAYS 2022
- ➢ Complete as many sections of UCAS Apply as you can.
- ➢ Review your course and university choices when you have your predictions.
- ➢ Continue your research, visits and other investigations on course and university choices.
- ➢ Improve your draft personal statement (Early applicants to complete personal statement).

CHRISTMAS TERM 2022
- ➢ See Mrs Wishart in the first week back if you need to be registered any university admissions tests.
- ➢ LNAT and UCAT are **NOT** organised through school and you should register independently.

➢ Seek advice on your personal statement.
➢ Apply for courses – in September, UCAS is open to receive applications which are then forwarded to universities - timely applications are advised.

OVERVIEW OF UCAS APPLY

The UCAS form may well be the first major application form you have to complete. Don't worry! There is plenty of help around School to make sure you complete it properly. The following notes should give you an overview of what is important.

You will complete your form on the UCAS website - this allows you to apply for undergraduate courses at universities and colleges in the UK. The form is made up of the following sections:

• Personal details
• Contact and residency details
• Work experience
• Education
• Nationality details
• English language skills
• Supporting information
• Personal statement
• Choices – make up to five
• References (not visible for students linked to centres)
• Finance and funding
• Diversity & inclusion (for students with a UK home address)

Before you start
✓ Gather together all the information you will need to complete your UCAS form.
✓ Check the course codes on the university websites (the information here is more up-to-date than hard copies of prospectuses) to make sure you have the correct ones - courses and codes can vary from year to year.
✓ Have your examination certificates with grades and the school's list of examination boards to hand so you complete the information accurately.

Read the instructions carefully
There is help available throughout Apply in case you are unsure about what is required, and the system will warn you about certain mistakes. Make sure you take the time to read and follow the instructions given.

Pay attention to detail
Check that you have completed each section accurately and have not missed any information. **Make sure you have entered the correct codes for courses as well as universities and campus codes - the School will not check these for you.** Be aware that many cities have more than one university.

REGISTERING

UCAS Hub

You must register for a UCAS Hub account before you can use Apply.

- Go to the UCAS website www.ucas.com/hub
- Verify your email address (**you MUST use a personal email**, not your school email)

Apply 2023 registration

- Click on the 'Your applications' tile in your UCAS Hub
- Click 'Start application' to get started
- Select 2023 entry
- Select Undergraduate level

Linking to School

★ Are you applying through school? Answer: YES

★ Buzzword - Enter the School **buzzword** STP2023

★ Tutor Group - Drop down menu with the names of **houses**

OTHER SECTIONS TO BE COMPLETED

Personal Details

Some of this section will be filled in automatically with the details you entered during registration. You should check that the information is correct, such as your name, address, date of birth and contact details. You are also asked for further information that the universities and colleges require, such as your nationality and any disabilities you may have.

- First name and Last name must match your passport
- Previous surname - for most of you, **this will not be applicable**
- Preferred first name (e.g. a nickname) (not mandatory)
- Date of birth
- Gender

Contact & residency

- Your phone numbers
- Your PERSONAL email address (not school email)
- Postal address (look up postcode) – put here your UK address if you are an international student. This is where you want your post to go to. You may use the boarding house address if you are a UK or international boarder.
- Nominated access – Select Yes to complete this section if you'd like a parent or guardian to be able to discuss your application with UCAS on your behalf (helpful if you might be away on results day or taking a gap year)
- Residency details – here you must input your home address if it is different to your postal address (e.g. an international address). Otherwise, select your area of residency as appropriate.

Nationality details
- You'll see different questions depending on whether you're a UK or overseas student.
- Complete as appropriate.

Supporting information
- All questions are mandatory (*), but you have the option of *I don't know* and *Prefer not to say*.

English language skills
- Answer as appropriate
- If 'no', insert TOEFL or IELTS number if you have one. This is not mandatory.

Finance and Funding
- Fee code - for **most** pupils this will be "**UK, ChI, IoM or EU**
- You can use "**Private Finance**" if you are financing your studies without a student loan (i.e. through family savings)
- If you reside outside the EU, your fee code will most likely be "**Private Finance**"
- Student support arrangements – choose where you live.

Education
- You'll add details of all qualifications you've already achieved and those you're studying towards.
- First you need to add details of where you've studied, or are studying, then add qualifications.
- Start by clicking Add place of education.

More about you – complete as appropriate.

Diversity & Inclusion – UK pupils only will see this section. You are only required to complete those marked with *.

Add place of Education
This section contains information on the schools you have attended since the age of 11 and the qualifications you have taken/ are taking. Enter the schools you have attended from age 11 i.e. the equivalent of Year 7 or J4
- If you were at St. Olave's, put down **St Peter's School**, starting September 2016. OR
- If you joined St Peter's in Third Form, put September 2018. You don't need to list your previous school/s.
 OR
- If you joined in the Sixth Form, put September 2021 and add your secondary school with correct dates. For previous schools, the search facility on UCAS provides a list of schools together with their examination centre numbers.
- **Everyone should use the same finish date (August 2023) for St Peter's School.**

Add qualifications

- Once you've added where you studied you can enter the qualifications.
- Click the **Add qualification** button and search for your qualification.
- USE THE QUALIFICATION GUIDE AT THE BACK OF THIS BOOKLET TO COMPLETE THIS SECTION
- You must add all your GCSEs and iGCSES, your pending A levels and any other certificates such as music or drama.

UCAS matches your qualifications to the results received from the awarding bodies. This allows UCAS to send your results automatically to the universities and colleges where you are holding any offers of a place. If UCAS cannot match the information you have given to the results received, then there may be delays in the transmission of results to the universities and colleges, and in their confirmation (or otherwise) of your place. **There is also the risk that applications containing qualifications that cannot be checked against results may be considered fraudulent, and may be cancelled.**

Employment

In this section, you fill in the details of your work history and employers. If you have not had any paid work experience, you can leave this section blank, but you will still need to mark it as complete in order to continue with your application.

Extra Activities

Complete details of any activity you have taken part in to prepare for higher education. For example: national or regional schemes, university-run programmes, summer schools, campus days, taster courses, and booster courses.

Statement

You are asked to complete a personal statement, which tells your universities and colleges why you are applying for the course(s) you have chosen and why they should want you as a student. This statement helps universities and colleges to know more about you as a person. It is a crucial part of the application and you should devote a great deal of time to it. Ask members of staff to look through and comment - remember this is meant to be *personal*. **Be aware that UCAS uses anti-plagiarism detection software to check for statements that have been copied.**

Read the advice on writing your personal statement and use UCAS and Unifrog for further help.

CHOICES

In this section you enter the courses and universities and colleges to which you are applying: drop down menus will help you avoid making mistakes.

- Start typing the name of the university or college into the institution field. Select from the options displayed.
- Do the same for the course you have selected.
- Some cities have more than one university so choose the correct one! E.g. the University of Sheffield and Sheffield Hallam University.
- Choose location (sometimes universities have more than one campus)
- Choose start date (2023 or 2024 for deferred entry)
- Point of entry – leave blank unless applying for a foundation couse, which is 0.

It is important that you check the information carefully before marking the section as complete. **School will not check you have entered the correct course and institution codes.**

You can apply to up to five courses. Please note:
You can apply for a maximum of four courses in any one of Medicine, Veterinary Medicine and Dentistry. You can use your remaining choice(s) for any other subject. For example, if you have made four choices for Medicine, you could still make one choice for Biological Sciences.

You can apply for one course at *either* University of Cambridge *or* University of Oxford.

You can enter your choices in any order and Apply will rearrange them into alphabetical order.

You cannot arrange them in order of preference. Universities will not know who else you have applied to until you have made your final decisions.

Additional Notes on Choices:
Admissions Tests
For some courses it is a requirement that you take an admissions test. It is YOUR responsibility to find out whether the course you have chosen is subject to any form of admissions test, and to register for any such test by the relevant deadline.

Written Work, Portfolios, Auditions and Interviews
If you enter a course into UCAS Apply, which requires you to provide a **portfolio, audition, interview or essay,** a message will appear: "If you apply for this course you may be invited to attend an interview or audition or provide a portfolio, essay or other piece of work". You will get this invitation on UCAS Track and will be able to accept or decline it online.

For certain courses at the Universities of Cambridge and Oxford you are asked to submit written work in support of your application. It is your responsibility to check if this is a requirement of the course for which you have applied and also to make sure that you submit the work by the required deadline.

<u>Health Courses</u>
Check the immunisation requirements with the universities and colleges you have chosen. Be aware that completion of a Medical Questionnaire is likely to be a formal condition of your offer.

FINISHED YOUR UCAS FORM?

When you have completed all sections of the application form (it shows 100% complete), make an appointment with the Department to have it checked before pressing submit.

Once you have been told that it is OK, then and only then, click 'Pay & Submit. Note:
- You do not actually pay UCAS directly - the school has an account with UCAS and will add the application fee to school fee accounts.
- Pressing submit does not mean that the form has been sent to UCAS, but that it has been submitted to your Housemaster/mistress.
- Your Housemaster/mistress will then add the school reference.
- The form then goes through further checks at school before it is sent to UCAS.
- This PROCESS takes up to two weeks from the date when you finished your part.

14-day cooling off period
Once your form has been sent to UCAS, you can change your university course options within 14 days. After this 14-day cooling off period you cannot amend your form. TO MAKE ANY CHANGES WITHIN THIS 14 DAY WINDOW YOU MUST CONTACT UCAS DIRECTLY.

Track progress
Once your UCAS form has been sent by the School, you can track the progress of your application on-line. You will need your Personal ID number, Username and Password to use UCAS Track.

Examination Board Information

Examination Centre: 48395

Please note - if you joined St Peter's in the Lower Sixth you will need to look at your exam certificates from your previous school for GCSE or equivalents.

Date for courses completed in St Peter's Fifth Form – June 2021
GCSE (9-1)

Subject	Awarding Body
Art & Design (Fine Art)	OCR
Classical Civilisation	OCR
Design & Technology: Product Design	AQA
Drama	Edexcel
Greek	OCR
Latin	OCR
Music	AQA
Religious Studies	AQA
French	AQA
Spanish	AQA
German	AQA

iGCSE (Grades 9-1)

Subject	Awarding Body
English - First Language - 0990	Cambridge International Exams (CAIE)
English Literature - 0992	
Geography	
History	Pearson
Mathematics A	Pearson

iGCSE Double Award (9-9 - 1-1)

Science (Double Award)	Pearson

AQA Level 2 Certificate in Further Mathematics

Further Mathematics	NB Choose from list of Popular Qualifications

GCE Advanced Level - Date for "Pending" qualifications – June 2023

Subject	Awarding Body
Art	OCR
Biology B	AQA
Business	Edexcel
Chemistry	AQA
Chinese	Edexcel
Classical Civilisation	OCR
Classical Greek	OCR
Design and Technology: Product Design	AQA
Drama and Theatre Studies	Edexcel
Economics A	Edexcel
English Literature	OCR
French	AQA
Further Mathematics	Edexcel
Geography	AQA
German	Edexcel

Do not add any modules to your A-level – just the overall title and the grade as 'pending'

Subject	Awarding Body
History	AQA
History of Art	Edexcel
Latin	OCR
Mathematics	Edexcel
Music	AQA
Politics	Edexcel
Philosophy and Theology	OCR
Physical Education	AQA
Physics A	OCR
Russian	Edexcel
Spanish	AQA

Extended Project (Level 3) Date for completion - either June 2022, March 2022, June 2023

EPQ	Edexcel	In subject column enter type of project and title. E.g. Dissertation - Slavery and War Investigation - Microclimates in Venezuela