

Ex students - How to sign up and complete for Sept 2020 entry

# UCAS Apply Sept 2020



# Ex-students

## Ex Students:

Please look at this guidance to help you. We can check your personal statements and Apply forms (by email if you wish).

Keep an eye on your emails.

You will apply through BHASVIC as our current students do, usually in Autumn 2019.

This PowerPoint gives you a step by step guide to completing the form.

It is mostly the same with a few small changes.

Where there is something different for you to do we will add a red notes box so please look carefully at the information given.

# Register

The screenshot shows the UCAS website interface. At the top, the UCAS logo is on the left, and navigation links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', and 'Careers' are in the center. On the right, a 'Sign in' link with a user icon is circled in red. Below the navigation bar, the 'Student sign in' section is visible, with a sub-header 'Please select an education scheme.' and a button for 'Undergraduate' (Applying for university and college degree courses). Below this, the 'Undergraduate' section is highlighted, with a sub-header 'Applying for university and college degree courses'. It features a '2019 entry' section with 'Apply' and 'Track' buttons, and a '2020 entry' section with an 'Apply' button. The '2020 entry' section includes the text 'You can register and start your 2020 entry application now.' and 'Completed applications can be submitted to us from 4 September 2019.' The 'Apply' button for 2020 entry is circled in red. A green callout box on the right contains instructions for registration and login.

UCAS

Further education Undergraduate Postgraduate Alternatives Careers

Sign in

UCAS

Further education

**Student sign in**  
Please select an education scheme.

**Undergraduate**  
Applying for university and college degree courses

**Undergraduate**  
Applying for university and college degree courses

2019 entry

Use Apply to complete your application.  
Use Track to check the progress of your submitted application.

Apply Track

2020 entry

You can register and start your 2020 entry application now.  
Completed applications can be submitted to us from 4 September 2019.

Apply

Register and write down  
your user name and  
password! (make a note  
on your phone?)

You will be logging in  
quite a few times before  
your application is sent.

2020 entry even if you  
decide to defer entry to  
**2021**

# Register

UCAS

Contact us | [Help](#) | Print page

2020  
apply

Register and log in

What is Apply?

Help

English ▼

Key

? Help

[Home](#) > Register and log in

## Log in

If you have already registered, please enter your username and password below to log in. You must enter your username in lower case and your password in the same case you used to register.

Username

Password

[Forgotten login?](#)

[log in](#)

## Register

If you have not registered for 2020 entry, please click the 'register' button to use this service. You only need to register once. If you apply more than once in a cycle your application fee will not be refunded.

[register](#)

Register and write down your user name and password! (make a note on your phone?)

You will be logging in quite a few times before your application is sent.

# Go through the registration process



completion of your Application only and do not constitute any form of a relating to any particular course or institution.

## 5. Termination

UCAS shall have the right to terminate your use of the Product immediately if you do not accept the terms and conditions of this Agreement.

Amended 16 March 2011

Compulsory fields are marked with an asterisk (\*).

Please tick the box if you accept the terms and conditions\* ☐ ?

[previous](#) [next](#)

UCAS

2020  
apply

Register: Initial details

What is Apply?

Help

Options/Opsiynau

Key

? Help

Home > Register

Progress

Compulsory fields are marked with an asterisk (\*).

Title\*  ?

Gender\*  ?

Please enter your name as it is stated on official documents, such as your passport, birth certificate or driving licence.

First/given name(s)\*  ?

Surname/family name\*  ?

Date of birth\*    ?

[previous](#) [next](#)

Tick terms and conditions

The information you give must be official – e.g. match your passport/birth certificate

And also your college enrolment information.

You don't have to use your college email address – use the one you use regularly

# Go through the registration process (2)

Everything you need to know

☒ Get updates on everything - stay in the know

☒ Your options  
Hear from unis, colleges, and employers about all your options — including courses relevant to you, open days, apprenticeship opportunities, and studying abroad.

☒ Student essentials  
Make the most of student life with in-university tech, retailers, publications, banks, travel, and transport, as well as recommendations for student accommodation.

☒ Relevant courses  
If you find yourself without a place, we'll share course info from unis and colleges that have vacancies on relevant courses

---

How we contact you

☐ All channels

☒ Email ☐ Text/SMS ☐ Post

[save](#)

Choose email and / or text

Click on your communication preferences.

Get information from UCAS. They don't sell your details or won't spam you so it is useful!



# Set up your password and save it!

UCAS Contact us | [Help](#) | Print page

2020 apply **Register: Security**

Home > Register

Progress

Please enter a password and choose 4 unique security questions together with their appropriate answers. Please do not choose answers which might cause offence.

Compulsory fields are marked with an asterisk (\*).

**Your password must:**

- be at least eight characters long
- have at least one lowercase letter (a—z) and one uppercase letter (A—Z)
- contain at least one number (0—9)
- use at least one special character, such as: % \$ & @ \* ! ?

Our [guidance](#) will help you choose a secure password.

Please make a note of your password now, as it will not be displayed at a later stage.

Password\*  ?

Confirm password\*  ?

It is important that you can remember the answers to your security questions and that they cannot be easily guessed by others. If you lose or forget your password you will be asked one or more of these security questions in order to identify you.

Security question 1\*  ?

Your answer\*  ?

Security question 2\*  ?

Your answer\*  ?

Security question 3\*  ?

Your answer\*  ?

Security question 4\*  ?

Your answer\*  ?

[previous](#) [next](#)

Set up your security information and save it.

You will need to use it multiple times.

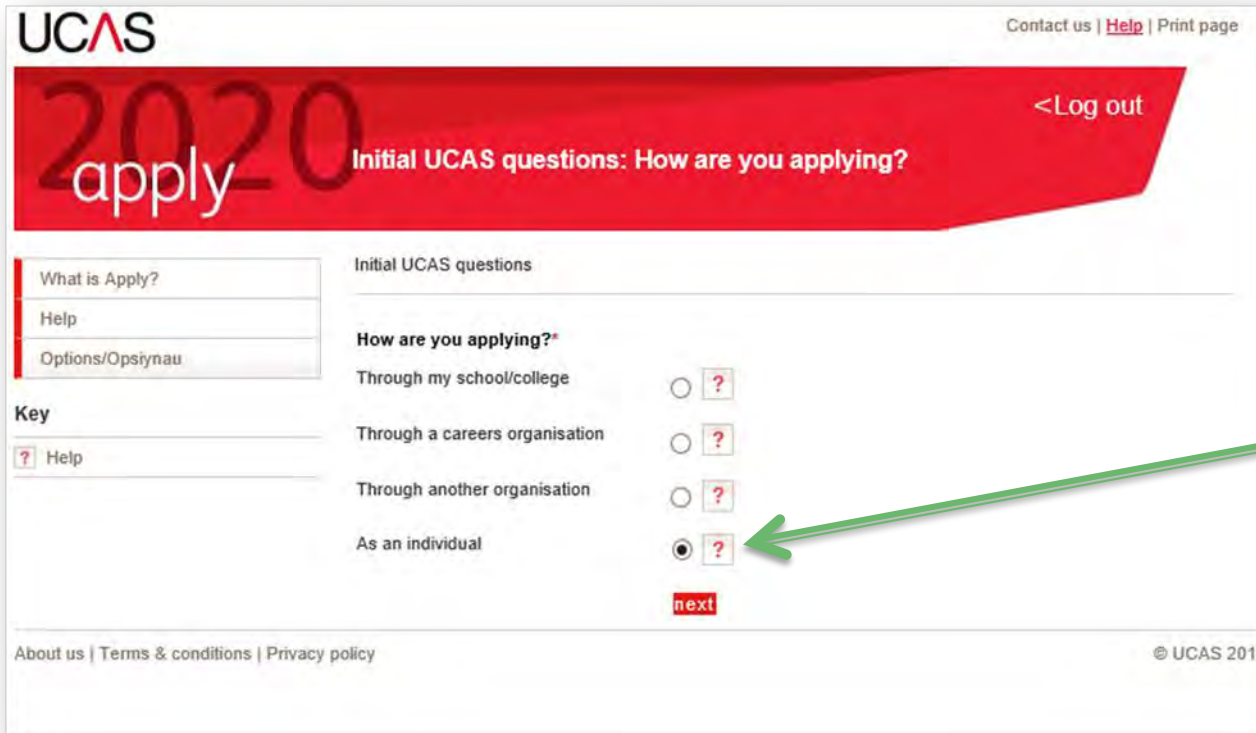
Make a note of your username – you will need it!

Your username is : **hpotter20**

**Please make a note of your username now, at this stage.**

Keep your username and password safe as you will need it.

# Apply through college



UCAS

Contact us | [Help](#) | Print page

2020 apply

Initial UCAS questions: How are you applying? <Log out

Initial UCAS questions

How are you applying?\*

Through my school/college ☐ ?

Through a careers organisation ☐ ?

Through another organisation ☐ ?

As an individual ☒ ?

next

What is Apply?  
Help  
Options/Opsiynau

Key  
? Help

About us | Terms & conditions | Privacy policy

© UCAS 2019

Apply 'As an individual' as you will link your application to BHASVIC.

This is how we know about your application and attach your reference.

Click on next. You will find BHASVIC by typing Brighton, Hove and Sussex...



# Use the buzzword – 'bhasvic20'

UCAS Contact us | [Help](#) | Print page

2020 apply <Log out

**Initial UCAS questions: How are you applying?**

Initial UCAS questions

You need to enter your buzzword on this page. If you do not know the buzzword, your tutor or careers adviser will give this to you. You will only need to enter your buzzword at this stage and then it will no longer be needed.

(Buzzwords are case sensitive and should be entered exactly as supplied.)

Buzzword\*   

Your buzzword should have been given to you by your tutor or careers adviser. This is very important, as it helps us establish which organisation you're applying from. It also enables your referee to attach your reference and send your application to us once all parts are complete. By entering your buzzword, you give your permission for your school, college, careers centre, or other organisation to access and view the progress of your application.

If you wish to withdraw your request to link to a centre, so you can add a reference from a different source, or if you no longer want them to see the progress of your application, please call our Customer Experience Centre on 0371 468 0 468.

[previous](#) [next](#)

About us | Terms & conditions | Privacy policy © UCAS 2019

Use the bhasvic  
buzzword

**bhasvic20**

# Check the centre

UCAS Contact us | [Help](#) | Print page

2020 apply Initial UCAS questions: Which centre? [<Log out](#)

Initial UCAS questions

You are registering through...

Brighton Hove and Sussex Sixth Form College  
205 Dyke Road

Hove  
East Sussex

...Is this correct?\* Yes ☐ No ☐ ? ☐

[previous](#) [next](#)

What is Apply?  
Help  
Options/Opsiynau

Key  
? Help

Yes it's correct!

# Important details – make a note!

The screenshot shows the UCAS Apply 2020 website. At the top, there's a red banner with '2020 apply' and 'Welcome'. A '<Log out' link is visible. On the left, a sidebar lists various sections: Welcome, Personal details, Choices, Education, Employment, Statement, View all details, Pay/Send, Help, and Options/Opslynu. Below this is a 'Key' section with checkboxes for 'Completed', 'In progress', and 'Not started', along with a 'Help' link. The main content area shows a 'Welcome' message and a 'Your Personal ID is: 147-948-1965' which is circled in red. A green arrow points from this ID to a green box on the right. Below the ID, there's a video player titled 'How to Guide Apply' with a play button. A note below the video says '(Unable to view videos here? You can watch them at [www.ucas.com/connect/videos](http://www.ucas.com/connect/videos) instead)'. At the bottom, there's a section titled 'Verify your email address' with a note that the email needs to be verified before sending the application, and a link to 'Please click here to verify your email address'. Below this, there's a section titled 'Before starting your application, please read through the relevant information below regarding:' followed by a list of links: 'completing your application', 'applicants applying through a school, college or organisation', 'applicants applying as an individual', and 'deadlines for submitting your application'.

UCAS

Contact us | [Help](#) | [Print page](#)

2020 apply Welcome <Log out

Welcome

Welcome Harry,

Your Personal ID is: **147-948-1965**

Please make a note of this number and keep it handy. You will need to quote this number if you call our Customer Contact Centre.

Need guidance? Watch the video advice below [\[Hide video\]](#)

Apply 2020

HOW TO GUIDE APPLY

UCAS

(Unable to view videos here? You can watch them at [www.ucas.com/connect/videos](http://www.ucas.com/connect/videos) instead)

! **Verify your email address**  
Your email address needs to be verified as valid before you send your application to us.  
[Please click here to verify your email address](#)

Before starting your application, please read through the relevant information below regarding:

- [completing your application](#)
- [applicants applying through a school, college or organisation](#)
- [applicants applying as an individual](#)
- [deadlines for submitting your application](#)

About us | [Terms & conditions](#) | [Privacy policy](#)

© UCAS 2014

Make a note of your personal ID with your user name and password.

You will need this if you need to contact any universities or institutions, or anyone needs to on your behalf, later on.

# Verify your email address

UCAS



Welcome	
Personal details	<input type="checkbox"/>
Choices	<input type="checkbox"/>
Education	<input type="checkbox"/>
Employment	<input type="checkbox"/>
Statement	<input type="checkbox"/>
View all details	<input type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiynau	

## Key

- ☒ Completed
- ☐ In progress
- ☐ Not started
- ☐ Help

Welcome

Welcome Harry,

Your Personal ID is: **140-168-7201**.

Please make a note of this number and keep it handy. You will need to quote this number if you call our Customer Contact Centre.

Need guidance? Watch the video advice below [\[Hide video\]](#)



(Unable to view videos here: you can watch them at [www.ucas.com/connect/videos](http://www.ucas.com/connect/videos) instead)

**Verify your email address**  
Your email address needs to be verified as valid before you send your application to us.  
[Please click here to verify your email address](#)

Before starting your application, please read through the relevant information below regarding:

- [completing your application](#)
- [applicants applying through a school, college or organisation](#)
- [applicants applying as an individual](#)
- [deadlines for submitting your application](#)

Contact us | [Help](#)

<Log out

Also verify your email address

Much easier to do it now!

Enter the code sent to you on your email

UCAS



Verify email: Enter code

The email verification code has been sent to [n.fabry@bbhevic.ac.uk](mailto:n.fabry@bbhevic.ac.uk). To confirm that this address is valid, please enter the code from the relevant email in the box below.

If the email is not in your inbox then there are three possible reasons for this:

- Your computer's email filter settings or those maintained by your internet service provider may have diverted the message to a junk/spam mail folder. Please check this.
- Your internet service provider may be extremely busy, and therefore may not have been able to pass on your message. Please be patient and look again later.
- The email address recorded here as above may be incorrect. You can change the email address in the Personal details section of your application. If you do this you must click on 'save' to save the new details. You must then request that the verification code is reissued by clicking the relevant link below.

If the email containing the code cannot be found as above then you should:

- add or send address [n.fabry@bbhevic.ac.uk](mailto:n.fabry@bbhevic.ac.uk) to your list of approved senders on your email system (this is usually done by adding it to your address list), and
- request that the verification code is reissued by clicking the relevant link below. An email will then be sent containing a new code.

If the code is not accepted please make sure that the email was sent after you requested a new code. If it was sent earlier, the code will be invalid because you requested another verification code since that time. Please ensure you use the code from the most recent email.

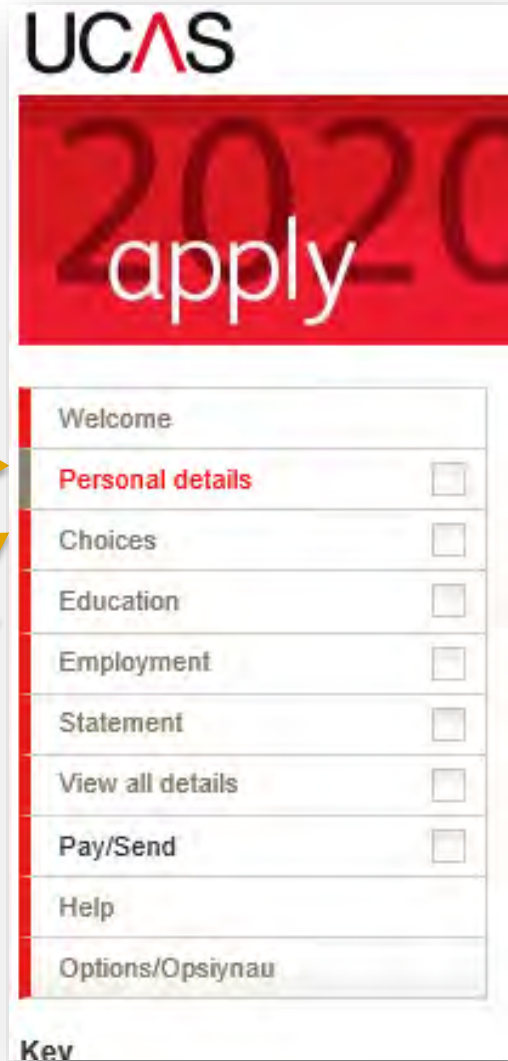
Please enter your email verification code below to verify your address is [n.fabry@bbhevic.ac.uk](mailto:n.fabry@bbhevic.ac.uk):

No verification code  
If you have not received the verification email, please read through the possible reasons above, or [click here to request a code](#).



# Options screen for sections

- Complete all sections.
- These are your university choices. You can enter 1 - 5.
- **Top Tip:** You can send off your application with less than 5 choices & add up to 5 until 15/01/20.
- You must enter in all BTECs, AS and A levels under BHASVIC and ALL GCSEs under your secondary school.
- Any paid employment. Voluntary goes into your personal statement.
- Your Personal Statement
- Pay online and send



The screenshot shows the UCAS 2020 'apply' page. A red banner at the top contains the text 'UCAS 2020 apply'. Below this is a list of sections, each with a checkbox to its right. Yellow arrows from the text on the left point to the following sections: 'Personal details', 'Choices', 'Education', 'Statement', and 'Pay/Send'.

UCAS	
2020 apply	
Welcome	
Personal details	<input type="checkbox"/>
Choices	<input type="checkbox"/>
Education	<input type="checkbox"/>
Employment	<input type="checkbox"/>
Statement	<input type="checkbox"/>
View all details	<input type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiynau	

Key

# Status box

- The ticks show that you have saved and completed a section.
- The three dots show that you have partially completed a section.

## Key



Completed



In progress



Not started



Help

**Logging Out** – always click LOG OUT when coming out of the apply form. Do not use the X in the right hand corner.



# Personal Details

- Enter all your **middle names** and your **name** should be as it is on your **passport / birth certificate** and match to our details on BHASVIC Central.
- You can enter a preferred name
- Not born in the UK? – make sure your correct details are entered here.

The screenshot shows a 'Personal details' form with a red error message at the top: 'This section contains errors.' The form is divided into two main sections: 'Personal' and 'Residential'. The 'Personal' section includes fields for Title, Gender, First/given name(s), Surname/family name, Preferred first name, and Previous surname at 16th birthday. The 'Residential' section includes fields for Postal address, Is your permanent home in the UK?, Home address, Home telephone number, Mobile number, Email address, Date of birth, Country of birth, Date of first entry to UK, Nationality, Dual nationality, Area of permanent residence, and Residential category. Two green ovals highlight specific areas: one around the 'Personal' section fields (Title, Gender, First/given name(s), Surname/family name, Preferred first name, Previous surname at 16th birthday) and another around the 'Residential' section fields (Area of permanent residence, Residential category). Blue arrows point from the text in the list to these highlighted areas.


Personal details		<a href="#">edit</a>
! This section contains errors.		
Personal		
Title	Mr	
Gender	Male	
First/given name(s)	Harry James	
Surname/family name	Potter	
Preferred first name		
Previous surname at 16th birthday		
Postal address	4 Privet Drive Little Whinging Surrey LW1 1AA	
Is your permanent home in the UK?	Yes	
Home address		
Home telephone number	01234 567891	
Mobile number	07777 999999	
Email address	harrypotter@hotmail.co.uk	
Date of birth	31 July 1980	
Country of birth	United Kingdom	
Date of first entry to UK		
Nationality	UK national	
Dual nationality		
Area of permanent residence	Brighton and Hove	
Residential category	UK Citizen - England	

# Personal Details - ULN

- You **MUST** enter your ULN (Unique Learner Number).
- This 9 digit number is allocated to you throughout your education.
- You will find it through logging in to your Student Advantage/Student details and checking your personal details.

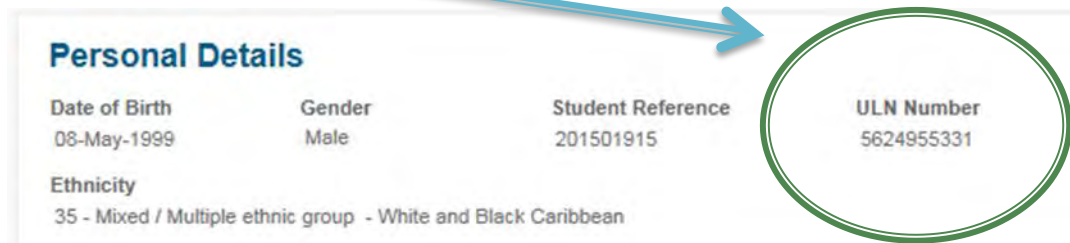
Reference numbers

Unique Learner Number (ULN)	! Please enter a valid Unique Learner Number. 9876543210
Test of English as a Foreign Language (TOEFL) Number	
International English Language Testing System (IELTS) TRF Number	



**Personal Details**

Date of Birth 08-May-1999	Gender Male	Student Reference 201501915	ULN Number 5624955331
Ethnicity 35 - Mixed / Multiple ethnic group - White and Black Caribbean			



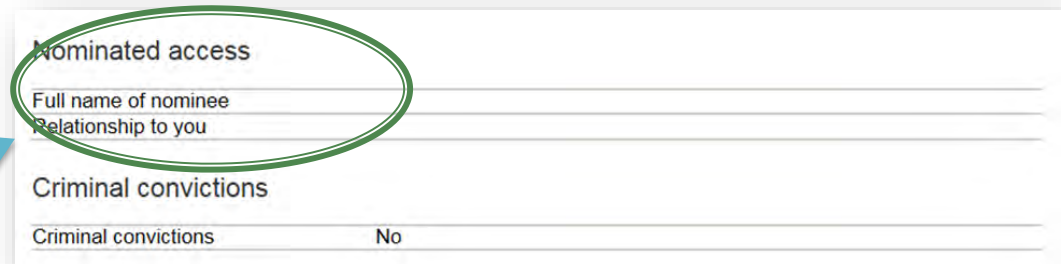
# Student Support – how will you pay?

- Your fee code is **02**. This is for a student loan. You apply for a loan separately - it is unlikely you can afford to pay for it yourself!
- You also need to put in your fee code area. This will be **Brighton & Hove, East Sussex** or **West Sussex** depending on where you live.
- Receive and share information – you won't be spammed but you may get offered money or services!

Student support	
Fee code	02 UK, ChI, IoM or EU student finance services
Student support arrangements	Brighton and Hove
Have you ever lived or worked in the EU (excluding the UK), European Economic Area (EEA) or Switzerland?	No
Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK), EEA or Swiss national?	No
Receiving further information about courses and/or products and services	
I want to receive targeted course vacancy information if I am unemployed.	Yes
I want to receive information about health, careers and study opportunities by email	Yes
I want to receive information about commercial products and services by email	Yes
I want to receive information about health, careers and study opportunities by text/SMS	Yes
I want to receive information about commercial products and services by text/SMS	Yes
I want to receive information about health, careers and study opportunities by post	Yes
I want to receive information about commercial products and services by post	Yes

# Disabilities and nominated access

- **Nominated access is surprisingly important.** If you ever need anyone else to access your UCAS details (when you are on holiday in Thailand on results day) or talk to UCAS on your behalf then you **MUST** add a name to this.



Nominated access

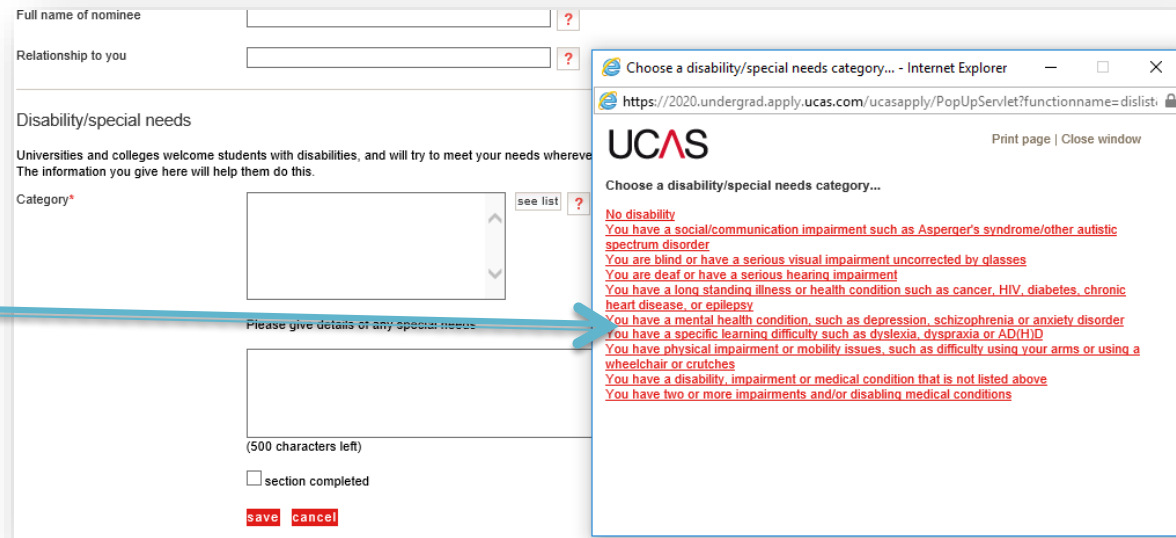
Full name of nominee

Relationship to you

Criminal convictions

Criminal convictions No

- Please give correct info on any support needs to unis. **They want to help** and universities are frustrated that 80% of students still don't tell them of any support needs before they apply. Disclosing information **WILL NOT** affect your application.



Full name of nominee

Relationship to you

Disability/special needs

Universities and colleges welcome students with disabilities, and will try to meet your needs wherever possible. The information you give here will help them do this.

Category\*

see list ?

Please give details of any special needs

(500 characters left)

☐ section completed

save cancel

Choose a disability/special needs category... - Internet Explorer

https://2020.undergrad.apply.ucas.com/ucasapply/PopUpServlet?functionname=dislist

UCAS

Print page | Close window

Choose a disability/special needs category...

No disability

You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder

You are blind or have a serious visual impairment uncorrected by glasses

You are deaf or have a serious hearing impairment

You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

You have a mental health condition, such as depression, schizophrenia or anxiety disorder

You have a specific learning difficulty such as dyslexia, dyspraxia or ADHD

You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches

You have a disability, impairment or medical condition that is not listed above

You have two or more impairments and/or disabling medical conditions

# Additional info

- Please enter additional information
- Activities might include Progression day at Sussex Uni (Sponsor University of Sussex), any other Progression Day activities or any taster days or summer schools you have attended in any HE institute
- Useful information.

## Additional information

[> edit](#)

Ethnic origin	White
What is your religion or belief?	No religion or belief
What is your sexual orientation?	Heterosexual
Do you identify as transgender?	No
National identity	British
Dual national identity	Other

### Activities in preparation for higher education: 1

Sponsor	Aim Higher
Start date	January 2012
Duration (days)	3
School year	12
Location	City College Brighton & Hove

### Activities in preparation for higher education: 2

Sponsor	
Start date	
Duration (days)	
School year	
Location	

Have you been in care?	No
Duration in care	
Parental education	I prefer not to say
Occupational background	Fire Fighter
I would like correspondence from Welsh universities, colleges and UCAS to be in Welsh	No



# Choices – your uni choices

- You **DO NOT** have to complete all 5! You can add up to 5 in your pyjamas at home on Track by 15/01/20 – national UCAS deadline date.
- Once you have sent off your UCAS form you **CANNOT** change your choices.
- The important thing is to get your Apply form processed through college with at least 1 choice.

UCAS

Contact us | [Help](#) | Print page

<Log out

2020 apply Choices

Welcome > Choice summary > Choice details

Welcome:

- Personal details
- Additional information
- Choices**
- Education
- Employment
- Statement
- View all details
- Pay/Send
- Help
- Options/Opsiynau

Key

- ✓ Completed
- ... In progress
- Not started
- ? Help

To avoid losing information please click 'save' before leaving the page.

To find courses based on subject, provider and location, check entry requirements, and view course-specific fee information, please use [the UCAS search tool](#) (opens in a new window).

Compulsory fields are marked with an asterisk (\*).

Institution code\*  [see list](#) ?

Course code\*  [see list](#) ?

Campus code\*  [see list](#) ?

Start date\*  [see list](#) ?

Further details  ?

Live at home while studying?\* ☐ Yes ☒ No ?

Point of entry  ?

[save](#) [cancel](#)



# Choices – your uni choices

- Enter info for your uni choices
- Get the course code correct!
- And start date – are you thinking of deferring?

UCAS 2020 apply Choices

Contact us | [Help](#) | Print page

<Log out

Welcome > [Choice summary](#) > Choice details

To avoid losing information please click 'save' before leaving the page.

To find courses based on subject, provider and location, check entry requirements, and view course-specific fee information, please use [the UCAS search tool](#) (opens in a new window).

Compulsory fields are marked with an asterisk (\*).

Institution code\*  [see list](#) [?](#)

Course code\*  [see list](#) [?](#)

Campus code\*  [see list](#) [?](#)

Start date\*  [see list](#) [?](#)

Further details  [?](#)

Live at home while studying?\* ☐ Yes ☒ No [?](#)

Point of entry  [?](#)

[save](#) [cancel](#)

**Key**

- ☒ Completed
- ☐ In progress
- ☐ Not started
- [?](#) Help

# Important!

- Further details

UCAS

Contact us | [Help](#) | Print page

2020 apply

Choices

<Log out

Welcome

Personal details

Additional information

Choices

Education

Employment

Statement

View all details

Pay/Send

Help

Options/Opportunity

Welcome > Choice summary > Choice details

To avoid losing information please click 'save' before leaving the page.

To find courses based on subject, provider and location, check entry requirements, and view course-specific fee information, please use [the UCAS search tool](#) (opens in a new window).

Compulsory fields are marked with an asterisk (\*).

Institution code\*  [see list](#) [?](#)

Course code\*  [see list](#) [?](#)

Campus code\*  [see list](#) [?](#)

Start date\*  [see list](#) [?](#)

Further details  [?](#)

Live at home while studying?\* ☐ Yes ☒ No [?](#)

Point of entry  [?](#)

[save](#) [cancel](#)

# Add your education

- You will be adding BHASVIC and separately your secondary school

You can add up to 10 schools/colleges/centres.

> add new school/college/centre

No schools/colleges/centres entered.

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

Please select...  

☐ section completed

save

This is the section to enter your education so far.

This is the trickiest section and crucial you get it right.

# Add BHASVIC first

Welcome > Education > Where have you studied?

Compulsory fields are marked with an asterisk (\*).  
Before leaving this page click 'save' to avoid losing any of your information.

School/college/centre name\*  find... ?

Exam centre number  ?

When did you start...\* Month  Year  ?

...and finish?\* Month  Year  ?

Attendance\* ☐ full-time ☐ part-time ☐ sandwich ?

Did you / will you receive any qualifications at this centre?\* Please select... ?

**save** **cancel**

Search for Brighton, Hove  
and Sussex Sixth Form  
College

NOT BHASVIC

Search for school... - Internet Explorer

https://2018.undergrad.apply.ucas.com/ucasapply/PopUpServlet?functionname=schoolSearch&field=document

UCAS Print page | Close window

Search:  x

School/college/centre name	Exam centre number
<a href="#">Brighton Aldridge Community Academy, Lewes Road, Brighton, BN1 9PW</a>	
<a href="#">Brighton and Hove High School, Brighton, Montpelier Road, Brighton, East Sussex, BN1 3AT</a>	56105
<a href="#">Brighton College Al Ain, Zakher Truck Road, Zakher, Al Ain, 101110</a>	
<a href="#">Brighton College, Eastern Road, Brighton, East Sussex, BN2 0AL</a>	56115
<a href="#">Brighton Global Education, 18 N. Huashan Road, Xinbei District, Changzhou, Jiangsu</a>	
<a href="#">Brighton Hill Community School, East Sussex, Brighton, Brighton, East Sussex, BN2 4HS</a>	56419
<a href="#">Brighton Hove and Sussex Sixth Form College, 205 Dyke Road, Hove, East Sussex, BN3 6EG</a>	56120
<a href="#">UNIVERSITY OF BRIGHTON, BRIGHTON, CAREERS CENTRE MANCHESTER, MANCHESTER, MANCHESTER, BN2 4GA</a>	56125
<a href="#">City College Brighton and Hove, Pelham Street, Brighton, East Sussex, BN1 4FA</a>	56130
<a href="#">St Leonard's College, 163 South Road, Brighton East, Melbourne, 3187</a>	
<a href="#">St Leonard's College, Australia, 163 South Road, Brighton East, 3187</a>	
<a href="#">Stowford College, Sutton, 95 Brighton Road, Sutton, Surrey, SM2 6SL</a>	14732
<a href="#">Kings Brighton, 27-33 Ditchling Road, Brighton, BN1 4SB</a>	
<a href="#">University of Brighton's International College, Watts Building, University of Brighton, Moulsecoomb, Brighton, East Sussex, BN2 4GJ</a>	
<a href="#">Dorothy Stringer High School, Brighton, Loder Road, Brighton, BN1 6PZ</a>	56135
<a href="#">FALMER SCHOOL, BRIGHTON, LEWES ROAD, BRIGHTON, BN1 9PW</a>	56140
<a href="#">Lophill High School, Brighton, Falmer Road, Rottingdean, Brighton, BN2 7ER</a>	56150

# Add BHASVIC details

Warning: as you have entered a finish date which is in the future, these details must be for the school or college you are currently attending.

School/college/centre name\*   

Exam centre number  

When did you start...\*   

...and finish?\*   

Attendance\* ☒ full-time ☐ part-time ☐ sandwich 

Did you / will you receive any qualifications at this centre?\*

When did you start

Sept 2018

Finish – June 2020

Will you receive any qualifications

Yes

**Ex Students:**

**Enter the dates that you were here**

# Qualification level

Welcome > Education > Where have you studied?

Compulsory fields are marked with an asterisk (\*).  
Before leaving this page click 'save' to avoid losing any of your information.

School/college/centre name\*

Exam centre number

When did you start...\*

...and finish?\*

Attendance\* ☒ full-time ☐ part-time ☐ sandwich

Did you / will you receive any qualifications at this centre?\*

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

☐ section completed

The highest  
level of  
Qualification

Below honours  
degree level  
qualification



# Add qualifications – A levels

Warning: as you have entered a finish date which is in the future, these details must be for the school or college you are currently attending.

Brighton Hove and Sussex Sixth Form College (56120, 09/2018 - 06/2020, FT)

> edit

> remove

BTEC Diploma (QCF)

Fire & Rescue Services in the Community

06/2020 Edexcel 3

> add BTEC Diploma (QCF)

Extended Project (Level 3)

How to survive Avada Kedavra

06/2020 Edexcel

> add Extended Project (Level 3)

GCE Advanced Level

Ancient History

Divinity

06/2020 Eduqas  
06/2020 AQA

> add GCE Advanced Level

> add qualifications

BTEC Registration Number



Add Advanced levels if that is what you are studying.

You must make sure you get the exam boards right.

## Ex Students:

Enter your dates and grades. They are not pending. Retakes – see next slide.

# Add qualifications – A levels

2020 apply Education <Log out

Welcome: Personal details Additional information Choices Education Employment Statement View all details Pay/Send Help Options/Opstynau

Welcome > Education > Where have you studied?

Compulsory fields are marked with an asterisk (\*). Before leaving this page click 'save' to avoid losing any of your information.

School/college/centre name\* Brighton Hove and Sussex Sixth Form find... ?

Exam centre number 56120 ?

When did you start...\* June 2020 ?

...and finish?\* June 2020 ?

Attendance\* ☐ full-time ☒ part-time ☐ sandwich ?

Did you / will you receive any qualifications at this centre?\* Yes ?

Welcome > Education > Enter GCE Advanced Level

GCE Advanced Level

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

Entering unit details for A levels is optional

If you have completed Cambridge International qualifications please choose CIE as your Awarding organisation, if you are currently taking Cambridge International qualifications choose CAIE

Subject\* Divinity (other)

Qualification date\* June 2020 ?

Awarding organisation\* AQA (other) ?

Grade\* Pending (other) ?

## Ex Students:

Retakes are a little bit tricky. You need to add in BHASVIC again. Essentially you are a part-time student here for one month taking your exams (copy example and put your own qualifications in. These are pending.

# Add qualifications – A levels

Warning: as you have entered a finish date which is in the future, these details must be for the school or college you are currently attending.

Brighton Hove and Sussex Sixth Form College (56120, 06/2020 - 06/2020, PT)

GCE Advanced Level

Divinity

> add GCE Advanced Level

> add qualifications

Warning: as you have entered a finish date which is in the future, these details must be for the school or college you are currently attending.

Brighton Hove and Sussex Sixth Form College (56120, 09/2018 - 06/2020, FT)

BTEC Diploma (QCF)

Fire & Rescue Services in the Community

> add BTEC Diploma (QCF)

Extended Project (Level 3)

How to survive Avada Kedavra

> add Extended Project (Level 3)

GCE Advanced Level

Ancient History

Divinity

> add GCE Advanced Level

> add qualifications

06/2020 AQA

> edit

> remove

06/2020 Edexcel

3

> edit

> remove

06/2020 Edexcel

06/2020 Eduqas

06/2020 AQA

## Ex Students:

The Education page should look like this.

Two entries for BHASVIC one PT (part-time) and one FT (full-time).

Please remember you need to put ALL qualifications in, even U grades.

# Add qualifications – A levels

Module / unit 2

Title

Grade  (other)

Module / unit 3

Title

Grade  (other)

Module / unit 4

Title

Grade  (other)

Module / unit 5

Title

Grade  (other)

Module / unit 6

Title

Grade  (other)

> back to summary



**Important**

**To save time –  
save and add  
similar**

**Ex Students:  
Enter your  
qualifications  
and grades.**

# BTECs and EPO

## BTEC Diploma (QCF)

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

Subject\*  ?  
(other)

Qualification date\*   ?

Awarding organisation\*  (other)  ?

Level\*  (other)  ?

Grade\*  (other)  ?

## Module / unit 1

Unit title

Qualification date

EPO (Extended project level 3) – put a brief summary title of what you are writing

Welcome > Education > Enter Extended Project (Level 3)

## Extended Project (Level 3)

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

Subject\*  ?

Qualification date\*   ?

Awarding organisation\*  (other)  ?

Grade\*  (other)  ?

> back to summary

[save](#) [save and add similar](#) [delete](#)

Add in any BTECs

MAKE SURE YOU  
HAVE THE RIGHT  
BTEC  
QUALIFICATION

Certificate (1 year)  
Subsidiary (2 year)  
Diploma (double)  
Extended Diploma  
(triple)

EPO - Extended  
Project (level3)

# Add your secondary and GCSEs

Patcham High School, Brighton (09/2013 - 06/2018, FT)

GCSE (Grade: 9-1)

[Ancient Languages](#)

[Classical Greek](#)

[Double Science](#)

[Music](#)

[Persian](#)

[Physics](#)

[Religious Studies](#)

9	06/2018	Edexcel
8	06/2018	Edexcel
7	06/2018	Edexcel
6	06/2018	Edexcel
5	06/2018	Edexcel
4	06/2018	Edexcel
3	06/2018	Eduqas

< edit

> remove

> add GCSE (Grade: 9-1)

> add qualifications

Get them right!

Any  
information  
wrongly given  
could cancel  
your application

save save and add similar delete

Add your  
secondary  
school

And your  
GCSEs

You will  
probably need  
to do this at  
home and use  
your  
certificates for  
your exam  
boards



# Employment

☒ Employment

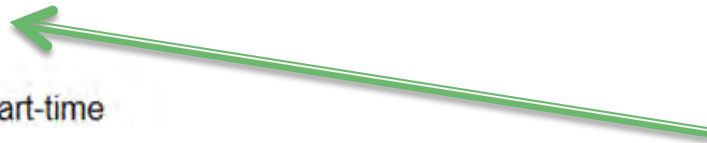
> edit

Garrick Ollivander

Address: Ollivanders Wand Shop

Nature of work: Diagon Alley

From April 2015 to September 2015, part-time



**Enter any  
PAID work.**

**Voluntary  
work can be  
added into  
your personal  
statement**

# Personal Statement

Personal statement

> edit

What I love about chemistry is the constant sense of discovery: looking at the simplest reactions on a molecular level is like glimpsing a whole new world. I am keen to learn at the cutting edge of current knowledge and to contribute to new discoveries.

During the course of my degree I hope to take part in some research; after leaving university I am looking to work in science, possibly in research, and some experience will almost certainly come in useful. I would also like to continue my study of French at university I think it is a beautiful language and one of my ambitions is to become fluent.

As part of my study, in addition to the A level course, I have taken part in the RSC Analytical Chemistry competition in a school team; I am a regular subscriber to the New Scientist magazine and have attended several courses, including an ISCO course on Forensic Science. I am also an affiliate of the RSC, and I'm currently looking for work experience possibilities in this field.

I joined Dorothy Stringer School on a scholarship and during my time here I've won seven prizes in total, including two for French and Maths; I am now looking forward to the challenges presented by my appointment as one of fifteen Gown Prefects in the school. However, as well as taking my work and responsibilities seriously I have a lot of fun as well. I sing in the school choir and the chamber choir, and currently take singing lessons: I hope to continue with my singing at university, ideally in a university or college choir. I have represented both my House and School in General Knowledge teams and, although not exactly a gifted sportswoman, I'm happy to take part in some sport for my House.

I enjoy taking part and trying new sports and although my talents aren't likely to take me into the university teams, I look forward to continuing to 'have a go'! I have also taken part in numerous musicals and plays in the school. In January I joined the Dorothy Stringer Amnesty International Group and have been involved regularly since then. As a member of the school's Community Service Unit I spent a year working in a primary school, and another in a school for handicapped children, both on Thursday afternoons during term-time.

I believe that my academic ability and dedication to my subject make me an ideal candidate to study chemistry at university. I look forward to taking advantage of all the opportunities that will be open to me as a student, both in work and leisure time.

☐ section completed

save

You will need to save a preview  
and then save again

Make sure it's  
correct on word  
before copying  
and pasting in.

You have 4000  
characters –  
make them  
count.

You should  
enter as a  
whole text –  
don't leave  
lines in  
between as  
they count!

# What happens next.....

- Keep an eye on your emails for any changes
- We can check your personal statement and Apply form if you wish

# What happens next.....

- Then the offers will roll in.....
- Make sure you think of your choices as
  - 1 or 2 as aspirational (slightly above your predicted grades)
  - 2 or 3 as solid (your predicted grades)
  - 1 or 2 as insurance (if you have flu on the day of the exams)
- All of them you should be happy to go to – don't feel you have to fill all 5 – you can add up to the UCAS deadline 15/01/20

# Questions and problems

- Email [ucasreferences@bhasvic.ac.uk](mailto:ucasreferences@bhasvic.ac.uk) with your question and we will get back to you
- Ring uni admissions offices – they want to help!
- Lots of help on the University BHASVLE page or online.....