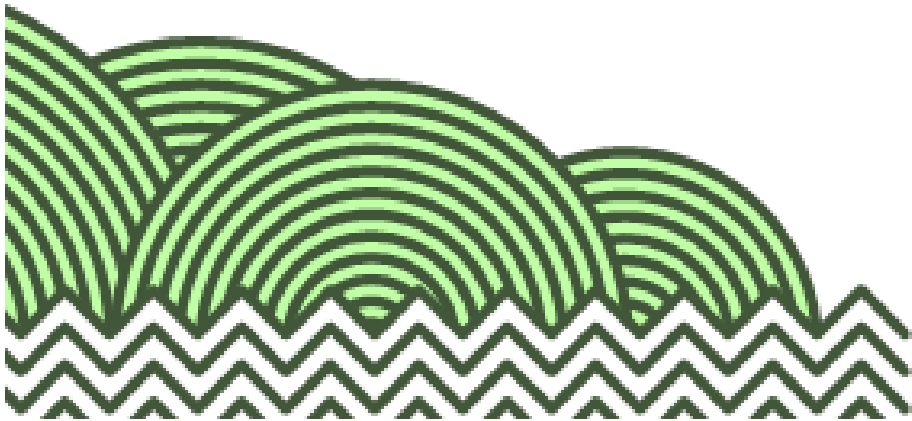


**BHASVIC**

**A2 UCAS**

# **Checking your UCAS Apply form**



**Week 5**

**We are now going to do some basic checks on your UCAS form so it is correct ready for your Guidance Manager to check**

# Helpsheet Resources

- Remember, you will find all the info you need on the [Completing your UCAS Apply Form](#) along with lots of other UCAS resources.



# The UCAS Hub

- Log in

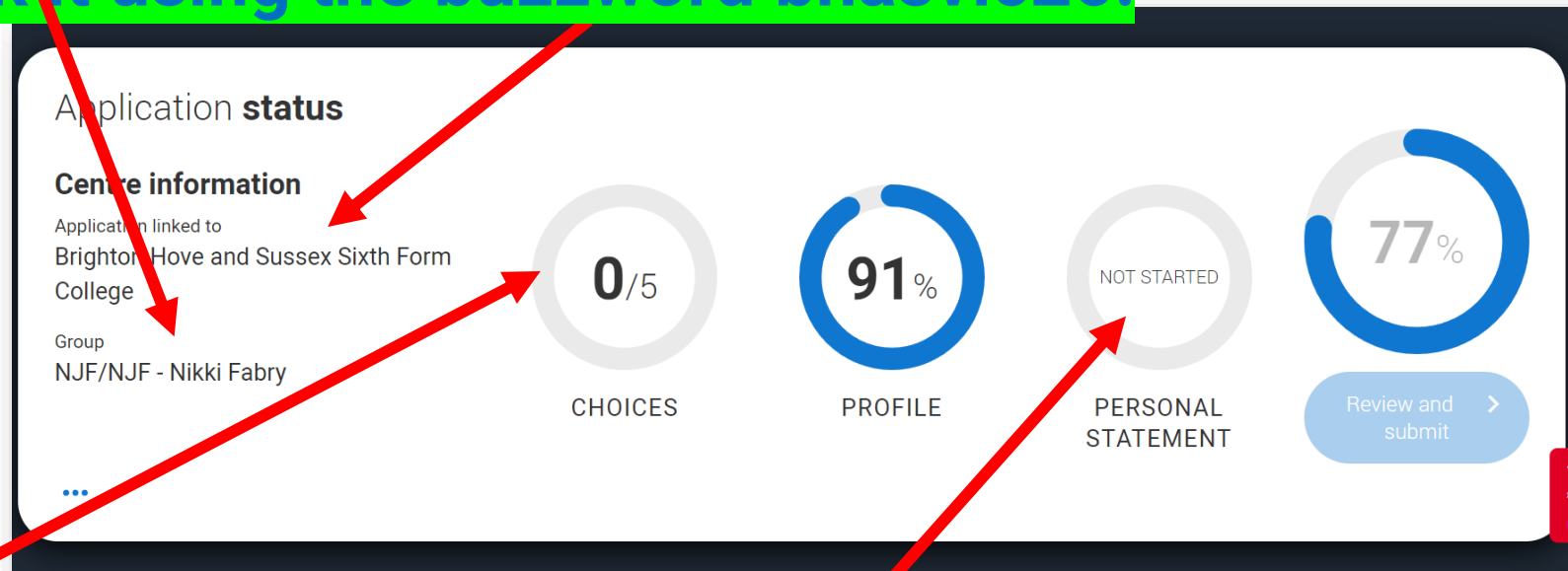
**SCAN THE QR CODE TO TAKE YOU TO  
THE UCAS UNDERGRADUATES WEBSITE.**



# Dashboard

Check your **tutor group is correct** tell your tutor and they will email general office to change it

**It should be linked to BHASVIC which means we can see it on our portal**  
**If not link it using the buzzword bhasvic26.**



**You should have 1 choice and your personal statement will be added as soon as it is checked by your tutor**

# Your profile:

We will now go through some of the sections and check and correct some of the common errors that are easy to do – and easy to fix.

**\*Universities will not be aware of info about you unless it is added to your application.**

The image shows a digital application form with a dark blue background and white text boxes. The sections are arranged in a grid-like fashion. Each section has a title, a brief description, and a completion status at the bottom. The status is indicated by a checkmark and the text 'Section complete' (in green or blue) or an information icon and 'Section in progress' (in blue).

Section	Description	Status
Personal details	Name, age, title and gender	Section complete
Nationality details	Birthplace and nationalities	Section complete
Where you live	Tell us about your address history	Section complete
Contact details	Address, email and telephone	Section complete
Supporting information	So that providers know how to support you during your studies	Section complete
Finance & funding	Tell us how you'll fund your study	Section complete
<b>Experience</b>		
Education	Qualifications and periods of study	Section complete
Employment	Paid employment	Section in progress
Extra activities	Taken part in any activities to prepare you for higher education?	Section complete
Diversity & inclusion	Additional equality information	Section complete
More about you	Tell us about any circumstances that you might need support for during your studies.	Section complete

# Sections

Once you enter your application you will see the menu

All sections in the end will need to be marked as complete and saved

As we go through make sure they are all green ticks

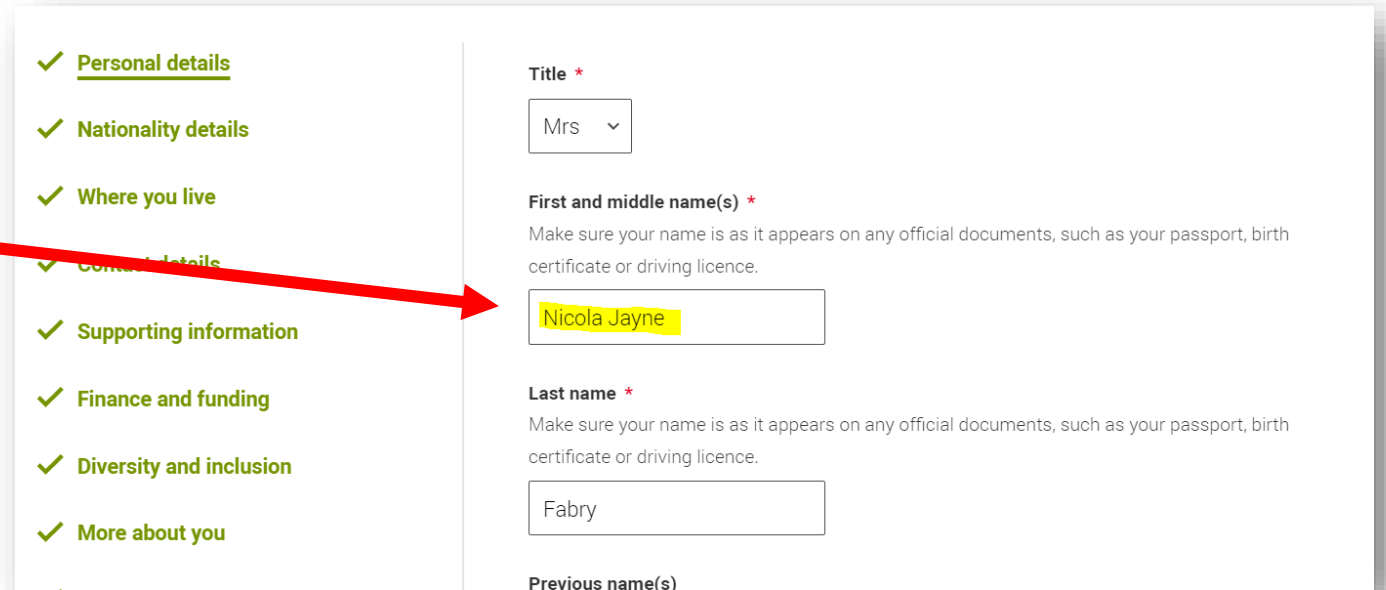


- ✓ Personal details
- ✓ Nationality details
- ✓ Where you live
- ✓ Contact details
- ✓ Supporting information
- ✓ Finance and funding
- ✓ Diversity and inclusion
- ✓ More about you
- ✓ Education
- Employment
- ✓ Extra activities
- Personal statement

# Common Errors – full name

In the **Personal Details** section enter your **full name including your middle name(s)** – as it appears on your Passport. It should match CEDAR exactly. If CEDAR is wrong pop into CIS and talk to them asap.

**SAVE**



The screenshot shows a form with a sidebar on the left containing a list of sections, each preceded by a green checkmark: **Personal details**, **Nationality details**, **Where you live**, **Contact details**, **Supporting information**, **Finance and funding**, **Diversity and inclusion**, and **More about you**. A red arrow points from the text 'as it appears on your Passport' to the 'First and middle name(s)' field. The main form area contains the following fields: **Title \*** (a dropdown menu with 'Mrs' selected), **First and middle name(s) \*** (a text box containing 'Nicola Jayne' which is highlighted in yellow), and **Last name \*** (a text box containing 'Fabry'). Below these is a label for **Previous name(s)** which is currently empty. Instructions for the name fields state: 'Make sure your name is as it appears on any official documents, such as your passport, birth certificate or driving licence.'



# Addresses

Please make sure your addresses are full addresses and include your town and county.

Like this



**Address 1** (Current address)

Dates you lived here: **09/2011 - Present**

**205 Dyke Road,**

**Hove,**

**East Sussex,**

**BN3 6EG**

Reason: **Permanent home**

... More

**SAVE**

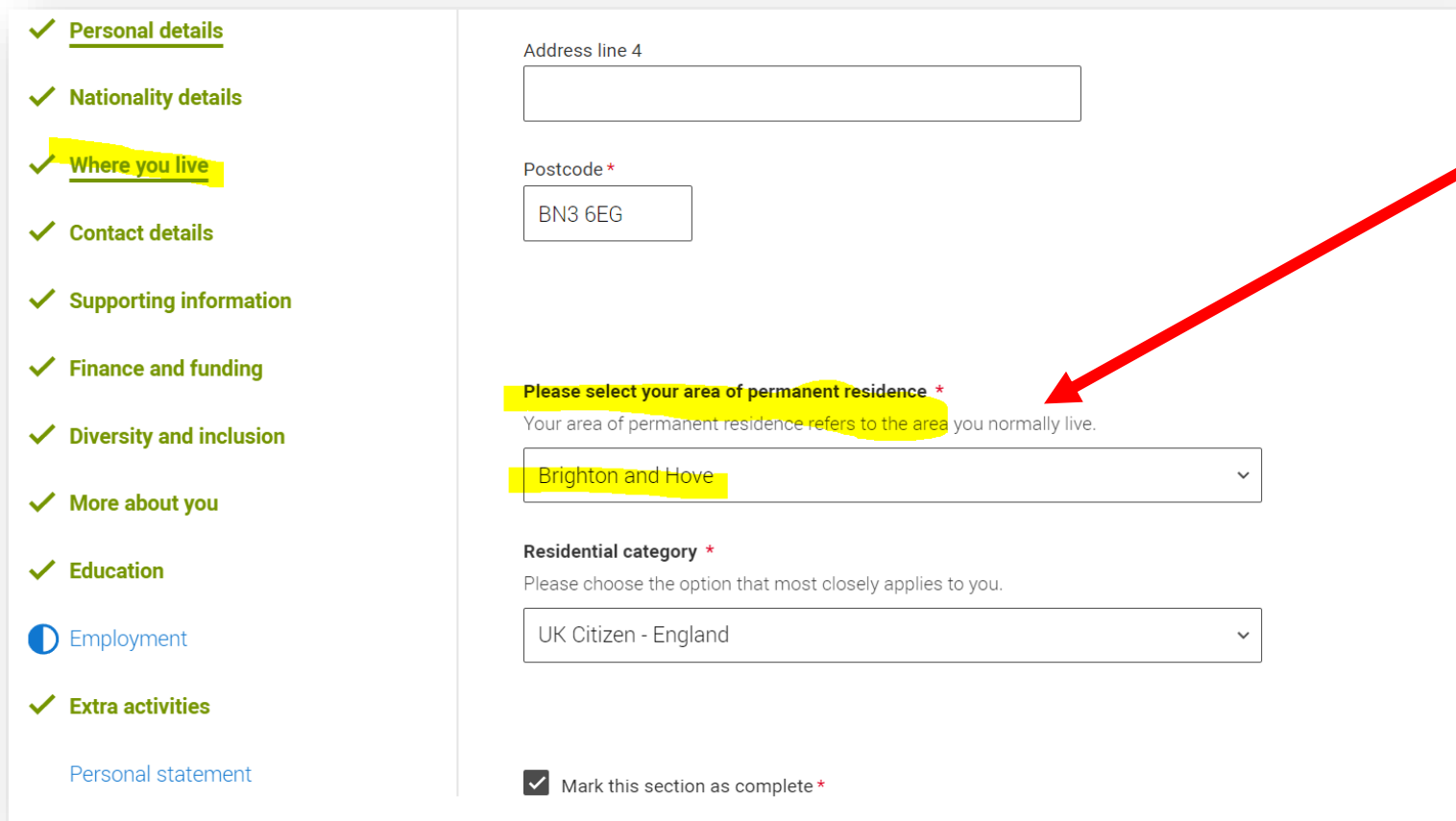
# Where you live – Permanent Residence

In the **Where you Live** section

Add your correct area of permanent residence

This will be **Brighton & Hove** (including West Saltdean and Portslade **OR West Sussex**

**Southwick to the West OR East Sussex East Saltdean to the East**  
**SAVE**



✓ **Personal details**

✓ **Nationality details**

✓ **Where you live**

✓ **Contact details**

✓ **Supporting information**

✓ **Finance and funding**

✓ **Diversity and inclusion**

✓ **More about you**

✓ **Education**

ⓘ **Employment**

✓ **Extra activities**

[Personal statement](#)

Address line 4

Postcode \*

BN3 6EG

**Please select your area of permanent residence \***

Your area of permanent residence refers to the area you normally live.

Brighton and Hove

**Residential category \***

Please choose the option that most closely applies to you.

UK Citizen - England

☒ Mark this section as complete \*

# Contact Details – mobile phone

✓ Personal details

✓ Nationality details

✓ Where you live

✓ **Contact details**

✓ Supporting information

✓ Finance and funding

✓ Diversity and inclusion

✓ More about you

✓ Education

📄 Employment

✓ Extra activities

Personal statement

**Mobile telephone number**

United Kingdom (+4... ▼) 7788123456

✓ +44 7788 123456

**Other telephone number**

United Kingdom (+4... ▼) 7777123456

✓ +44 7777 123456

**Email address \***

You can update your email address in your UCAS profile

he@bhasvic.ac.uk

**Postal address**

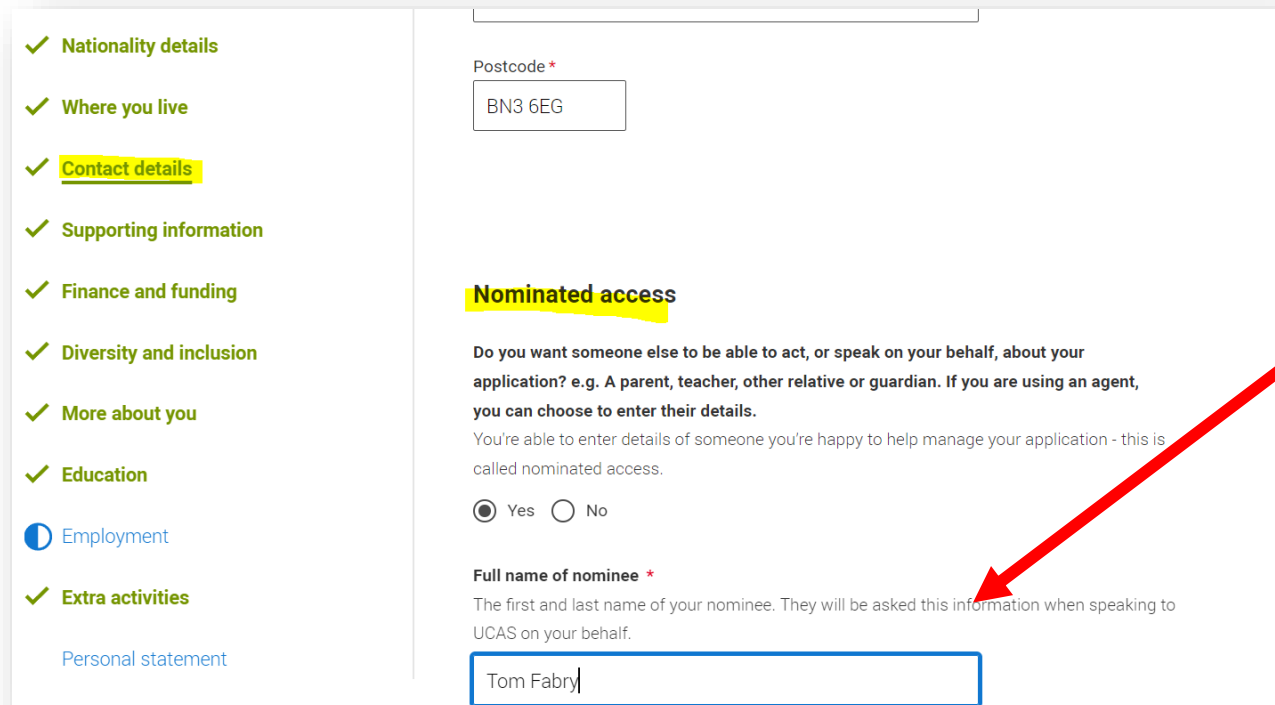
**Address type \***

**Your email address  
should come up as the  
one you are registered  
with (NOT BHASVIC)**

**Check you have added  
your correct mobile  
number**

**SAVE**

# Contact Details – Nominated Access



✓ Nationality details

✓ Where you live

✓ **Contact details**

✓ Supporting information

✓ Finance and funding

✓ Diversity and inclusion

✓ More about you

✓ Education

④ Employment

✓ Extra activities

Personal statement

Postcode \*

BN3 6EG

**Nominated access**

Do you want someone else to be able to act, or speak on your behalf, about your application? e.g. A parent, teacher, other relative or guardian. If you are using an agent, you can choose to enter their details.

You're able to enter details of someone you're happy to help manage your application - this is called nominated access.

☒ Yes ☐ No

**Full name of nominee \***

The first and last name of your nominee. They will be asked this information when speaking to UCAS on your behalf.

Tom Fabry

You can add a **sensible adult** to contact unis / UCAS on your behalf (useful if travelling on results day). Not a staff member.

Saying **NO** means only you can contact unis.

A nominated access person is useful – even if you never use it

**SAVE**

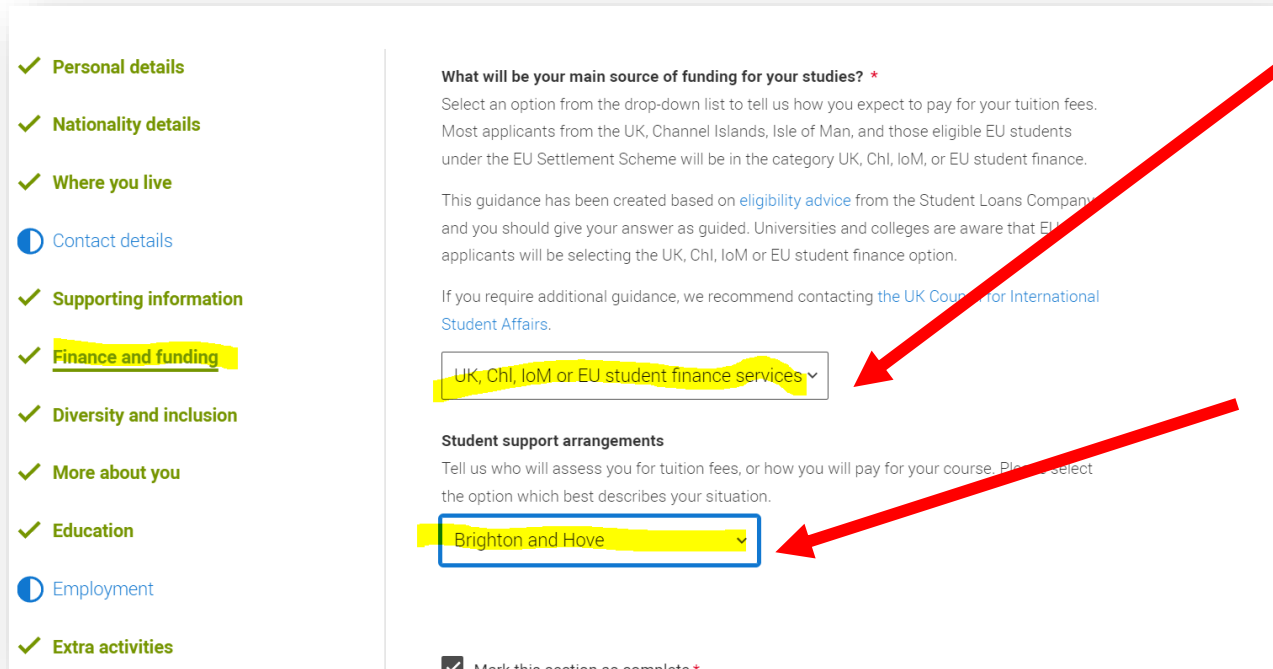
# Finance & Funding – Source of Funding

This is **REALLY** important to get **right** (it is where your student finance comes from).

Always the second option **UK, ChI or EU student finance services** (not any other option).

And **Brighton & Hove, East or West Sussex. Wherever you live and people at home pay council tax.**

**SAVE**



✓ Personal details

✓ Nationality details

✓ Where you live

① Contact details

✓ Supporting information

✓ **Finance and funding**

✓ Diversity and inclusion

✓ More about you

✓ Education

② Employment

✓ Extra activities

**What will be your main source of funding for your studies? \***

Select an option from the drop-down list to tell us how you expect to pay for your tuition fees. Most applicants from the UK, Channel Islands, Isle of Man, and those eligible EU students under the EU Settlement Scheme will be in the category UK, ChI, IoM, or EU student finance.

This guidance has been created based on [eligibility advice](#) from the Student Loans Company and you should give your answer as guided. Universities and colleges are aware that EU applicants will be selecting the UK, ChI, IoM or EU student finance option.

If you require additional guidance, we recommend contacting [the UK Council for International Student Affairs](#).

UK, ChI, IoM or EU student finance services ▼

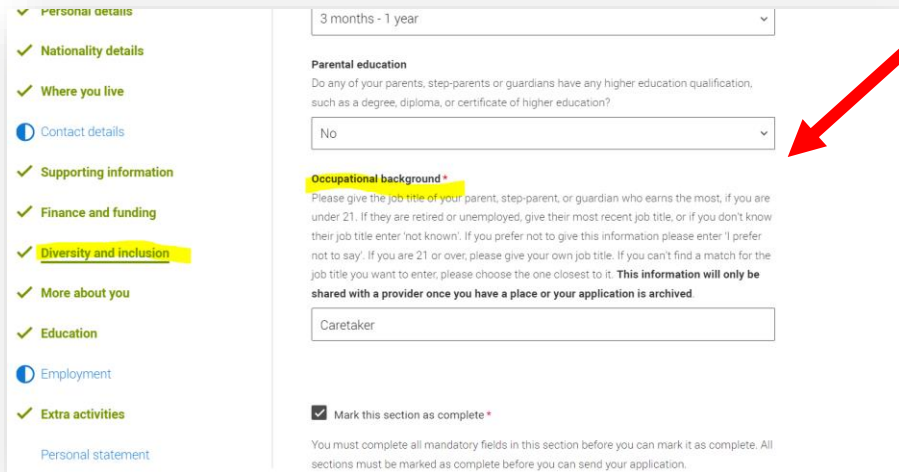
**Student support arrangements**

Tell us who will assess you for tuition fees, or how you will pay for your course. Please select the option which best describes your situation.

Brighton and Hove ▼

☒ Mark this section as complete \*

# Diversity & Inclusion– Parental Education/Occupational Background



The screenshot shows a web form with a sidebar on the left containing a list of sections: Personal details, Nationality details, Where you live, Contact details, Supporting information, Finance and funding, Diversity and inclusion (highlighted in yellow), More about you, Education, Employment, and Extra activities. The main content area is for the 'Diversity and inclusion' section. It includes a dropdown menu for 'Parental education' with the value 'No' selected. Below this is the 'Occupational background' section, which has a text input field containing 'Caretaker'. A red arrow points to this input field. At the bottom of the form, there is a checkbox labeled 'Mark this section as complete' which is checked, and a note stating: 'You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.'

You do need to complete this section although you can choose to prefer not to say. It is helpful for unis to know who their students are though!

Parental background is very important – if the parent you live with has no university degree say no. It may well entitle you to a contextual (lower) offer as a First Generation Scholar.

Also try and put your parents occupational background if you can.

SAVE

# More About You Health

colleges offer the same support, so it is a good idea to contact them directly to ask any questions before you apply.

We may also use this information (anonymously) for monitoring purposes to inform and improve support for future students.

**Every year, over 60,000 students with a physical and/or mental health condition, long-term illness, or learning difference apply through UCAS to study at a university or college in the UK, and access a range of support available to help with their studies, day-to-day activities, travel, or lifestyle. Would you consider yourself as living with any of the following: \***

Two or more impairments or conditions (please give details in the box below) ▾

**Further details about your disability**

I have anxiety and rest breaks in exams.  
I also suffer from auditory processing disorder which means i struggle to hear in class sometimes so i sit at the front in lessons.  
I have study support on my timetable to help me with this.

Characters used: 231 of 450 characters

Would you consider yourself estranged from both your parents (i.e. you are not in contact

Use this section to disclose any physical or mental health impairments or learning difficulties.

It is very important that unis support you.

Add in the free text Extra Time %, Study Support on your timetable and anything else unis need to know to make your studies successful. This info should also be in your reference.  
**SAVE**

# More About You Caring Responsibilities

✓ Personal details

✓ Nationality details

✓ Where you live

🕒 Contact details

✓ Supporting information

✓ Finance and funding

✓ Diversity and inclusion

✓ **More about you**

✓ Education

🕒 Employment

✓ Extra activities

Personal statement

Would you consider yourself estranged from both your parents (i.e. you are not in contact with and supported by either of your parents)?

☐ Yes ☒ No

Do you have any unpaid caring responsibilities (not including parenting)?

☒ Yes ☐ No

Are you a parent or do you have parenting responsibilities for a child aged 17 or under?

☐ Yes ☒ No

Do you have official refugee status or limited leave to remain, or are you seeking asylum?

☒ No

☐ The UK government has granted me refugee status or humanitarian protection in the UK

☐ I have limited or discretionary leave to remain in the UK

☐ I'm currently seeking asylum in the UK

Do you have a parent or carer who currently serves in the UK Armed Forces, or who has done so in the past?

☒ Yes ☐ No

Have you ever served in the UK Armed Forces?

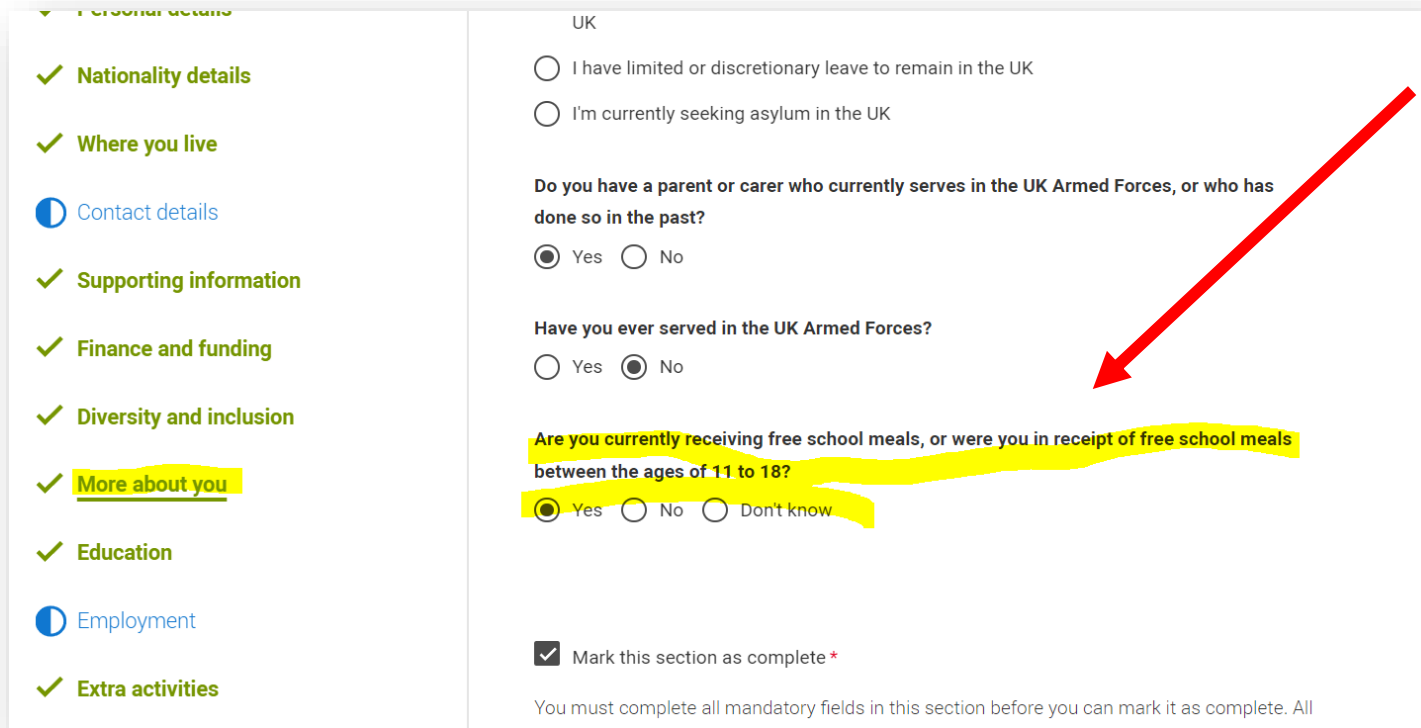
Complete the rest of this section.

**Caring responsibilities** – you are a **Young Carer** if you have someone in your household that has a mental, physical health condition or an addiction.

**SAVE**



# More About You – Free School Meals/Free College Meals



▼ Personal details

- ✓ Nationality details
- ✓ Where you live
- ① Contact details
- ✓ Supporting information
- ✓ Finance and funding
- ✓ Diversity and inclusion
- ✓ **More about you**
- ✓ Education
- ① Employment
- ✓ Extra activities

UK

☐ I have limited or discretionary leave to remain in the UK

☐ I'm currently seeking asylum in the UK

Do you have a parent or carer who currently serves in the UK Armed Forces, or who has done so in the past?

☒ Yes ☐ No

Have you ever served in the UK Armed Forces?

☐ Yes ☒ No

**Are you currently receiving free school meals, or were you in receipt of free school meals between the ages of 11 to 18?**

☒ Yes ☐ No ☐ Don't know

☒ Mark this section as complete \*

You must complete all mandatory fields in this section before you can mark it as complete. All

This is very important.  
If you have **EVER** had **Free school meals at ANY time in secondary or Free College Meals** – vouchers or otherwise, please say **YES.**

You will get your UCAS application for free this year (saving £28.95).

**SAVE**

# Education section

This is the most complex section which is really important to get right.

Any wrong grades or qualifications missed means you may well not get offers.

It is too tricky to explain on slides – start it but use the helpsheet to double check you have got it right. Add BHASVIC as a place of education.

SAVE

The screenshot shows a form with a sidebar on the left and a main content area. The sidebar has a list of sections: Personal details, Nationality details, Where you live, Contact details, Supporting information, Finance and funding, Diversity and inclusion, More about you, Education (highlighted with a yellow bar), Employment, and Extra activities. The main content area shows the 'Education' section for 'Brighton Hove and Sussex Sixth Form College'. It lists the dates 'September 2023 - June 2025' and 'Full time'. A warning message states: 'The details you have entered show that you have attended two or more different schools or colleges at the same time. If this is correct, please ignore this warning message.' Below the warning is a button 'Add qualification'. There are two qualifications listed: 'Extended Project (Level 3) in Are Video Games Art' and 'GCE Advanced Level (A-Level) in Art & Design: Fine Art'. Each qualification has a table with columns for Subject, Awarding organisation, and Grade. The first qualification has Subject 'Are Video Games Art', Awarding organisation 'Edexcel', and Grade 'Pending'. The second qualification has Subject 'Art & Design: Fine Art', Awarding organisation 'AQA', and Grade 'Pending'. Both qualifications have a 'Qualification date' of 'June 2025'.

✓ Personal details

✓ Nationality details

✓ Where you live

① Contact details

✓ Supporting information

✓ Finance and funding

✓ Diversity and inclusion

✓ More about you

✓ **Education**

① Employment

✓ Extra activities

Personal statement

**Brighton Hove and Sussex Sixth Form College** ... More

September 2023 - June 2025

Full time

ⓘ The details you have entered show that you have attended two or more different schools or colleges at the same time. If this is correct, please ignore this warning message.

Add qualification

**Extended Project (Level 3) in Are Video Games Art** ... More

Subject	Awarding organisation	Grade
Are Video Games Art	Edexcel	Pending

Qualification date  
June 2025

**GCE Advanced Level (A-Level) in Art & Design: Fine Art** ... More

Subject	Awarding organisation	Grade
Art & Design: Fine Art	AQA	Pending

Qualification date  
June 2025

# Education section

## Art & Design: Fine Art

Awarding organisation: AQA

Grade:

Qualification date: June 2026

## Art & Design: Graphic Communication

Awarding organisation: AQA

Grade:

Qualification date: June 2026

## Art & Design: Photography

Awarding organisation: AQA

Grade:

Qualification date: June 2026

## Art & Design: Textiles

Awarding organisation: AQA

Grade:

Qualification date: June 2026

## Business

Awarding organisation: AQA

Grade:

Qualification date: June 2026

## Classical Civilisation

Awarding organisation: OCR

Grade:

Qualification date: June 2026

## History

Awarding organisation: Edexcel

Grade:

Qualification date: June 2026

Check you're a levels are correct for **Classical Civilisation**, **Mathematics** (Just **Mathematics**), **History** (Just **History**) **Business** (not **Business Studies**) and the visual arts are in the right format like this.

**SAVE**

# Education section

Full time

! The details you have entered show that you have attended two or more different schools or colleges at the same time. If this is correct, please ignore this warning message.

Add qualification

Pearson BTEC Level 3 National Certificate RQF (180) (2016 to Present) in Applied Law [... More](#)

Title	Awarding organisation	Grade	Qualification date
Applied Law	Pearson	Pending	June 2023

Pearson BTEC Level 3 National Extended Cert RQF (360) (2016 to Present) in Applied Law [... More](#)

Title	Awarding organisation	Grade	Qualification date
Applied Law	Pearson	Pending	June 2023

You must add all your qualifications though

Qualifications at the end of your course whether A levels or BTECs are all **pending 26**.

**Some BTECs need entering twice for 25 and 26. Health & Social Care, Computing, Applied Law, Business are all National Certificate 2025 + grade, National Extended Certificate 2026 pending**

**SAVE**

# Education section

WJEC Level 3 Applied Diploma in Criminology

Awarding organisation

Grade

Qualification date

WJEC

Pending

June 2023

WJEC Level 3 Applied Certificate in Criminology

Awarding organisation

Grade

Qualification date

WJEC

Pending

June 2022

And Crim is also twice like this.

EPQs try to put a subject area.

SAVE

Brighton Hove and Sussex Sixth Form College

September 2024 - June 2026

National centre number: 56120

Type of study: Full time

Study mode: In person

Extended Project (Level 3)

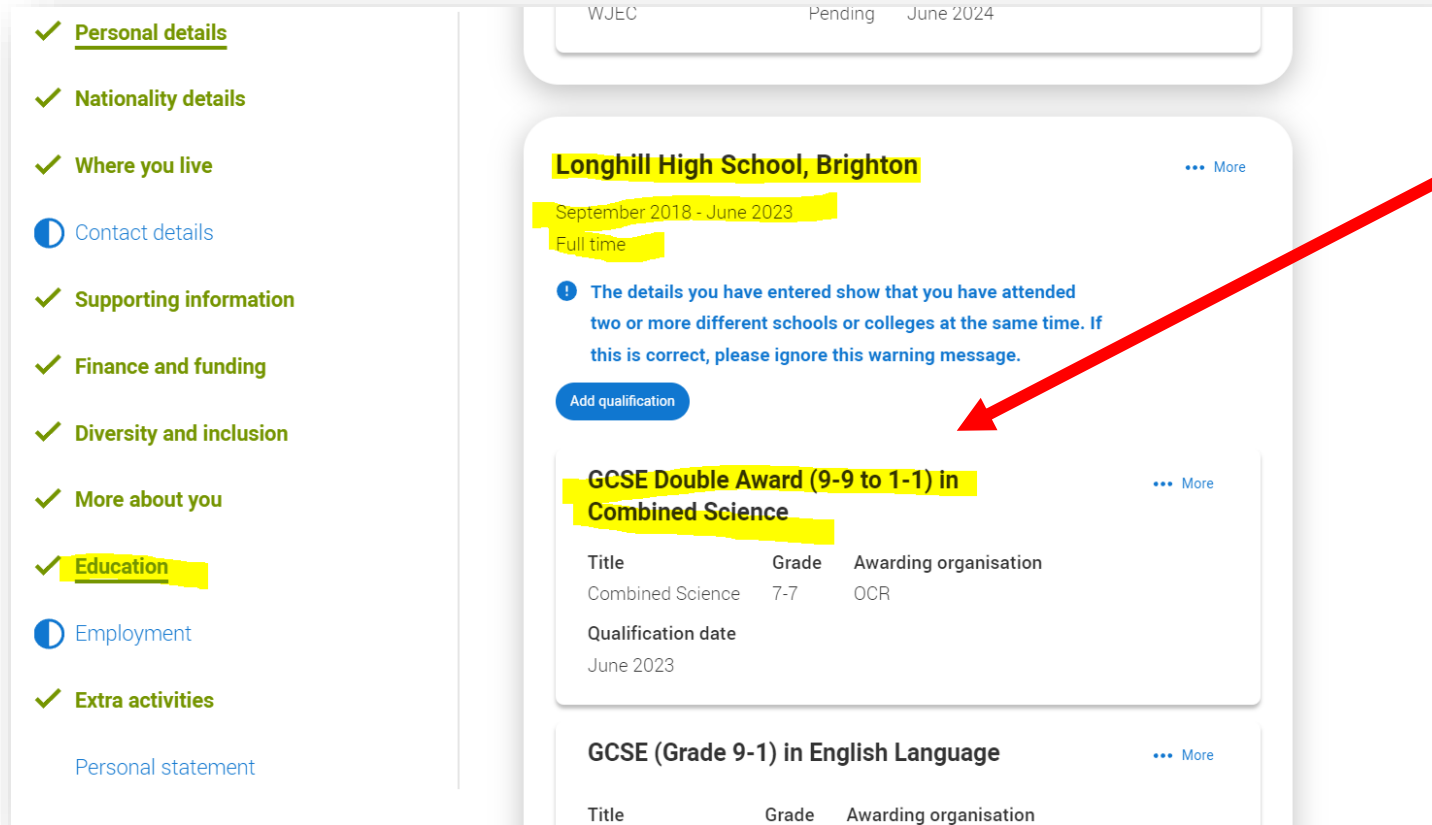
Are Video Games Art

Awarding organisation: Edexcel

Grade:

Qualification date: June 2026

# Education section



WJEC Pending June 2024

Longhill High School, Brighton

September 2018 - June 2023

Full time

**!** The details you have entered show that you have attended two or more different schools or colleges at the same time. If this is correct, please ignore this warning message.

Add qualification

Title	Grade	Awarding organisation
Combined Science	7-7	OCR

Qualification date

June 2023

GCSE Double Award (9-9 to 1-1) in Combined Science

GCSE (Grade 9-1) in English Language

Personal statement

Check your **Combined Science** choose **Add qualification Double Award.**

It is a tricky one and easy to get wrong.

**SAVE**

# Education section – BTEC Number & ULN

The screenshot shows a form with a sidebar on the left containing various sections: Personal details, Nationality details, Where you live, Contact details, Supporting information, Finance and funding, Diversity and inclusion, More about you, Education (highlighted with a yellow bar), Employment, and Extra activities. The main content area is titled 'Education' and contains three sections: 'BTEC Registration Number', 'Unique Learner Number (ULN)', and 'English language certificates'. The 'BTEC Registration Number' section has a text input field and a red arrow pointing to it. The 'Unique Learner Number (ULN)' section has a text input field containing '4910592074' and a red arrow pointing to it. The 'English language certificates' section contains text about the need for certificates and a note about adding qualifications like Pearson or Cambridge.

**BTEC Registration Number**  
You can find your BTEC registration number on your exam certificates or documents provided by your school or college.

**Unique Learner Number (ULN)**  
**UK Students ONLY** - This is a 10-digit number connected to a UK Student's Personal learning record. You can find this on a qualification certificate or results slip. If you don't have one or don't know yours, please leave this blank.

**English language certificates**  
English language certificates are often needed for international students as an entry requirement for the course.

Not everyone will need an English language certificate. If you're unsure whether you need one, check the entry requirements for the course on the search tool.

If you have a language certificate that is not listed here, ie Pearson, Cambridge you can add these as a qualification in the section above.

**BHASVIC BTEC?** You need your BTEC number. Message Your GM – they have it.

On the Education page (the bottom of it) add your **ULN (Unique Learner Number)**.

You can copy and paste your ULN from your CEDAR personal details. **This is critical to your application** as it is how unis link to your results on results day. Easy to miss on the end of education – add it now.

**SAVE**

# Checking your application

- Don't forget you can use the helpsheets available
- **\*It is your responsibility to add qualifications and check GCSE grades are correct. Also to add all relevant details\*.**
- **Also, when you are ready to go please check your teams messages as you may need to make changes (please do them as quickly as you can as we want to sign you off).**





# Assignment Week 4

- Before next week make sure your apply form is complete.
- Add 1 choice (it should be a definite one) Remember you can add up to 5 before the national deadline 14/01/26 6pm through track.
- Next week we will be looking at Finalising your Reference and PS questions.