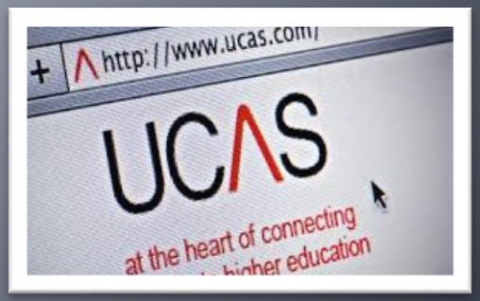
How to sign up and complete for Sept 2021 entry

# UCAS Apply Sept 2021

## for ex-students including information regarding how to enter retakes

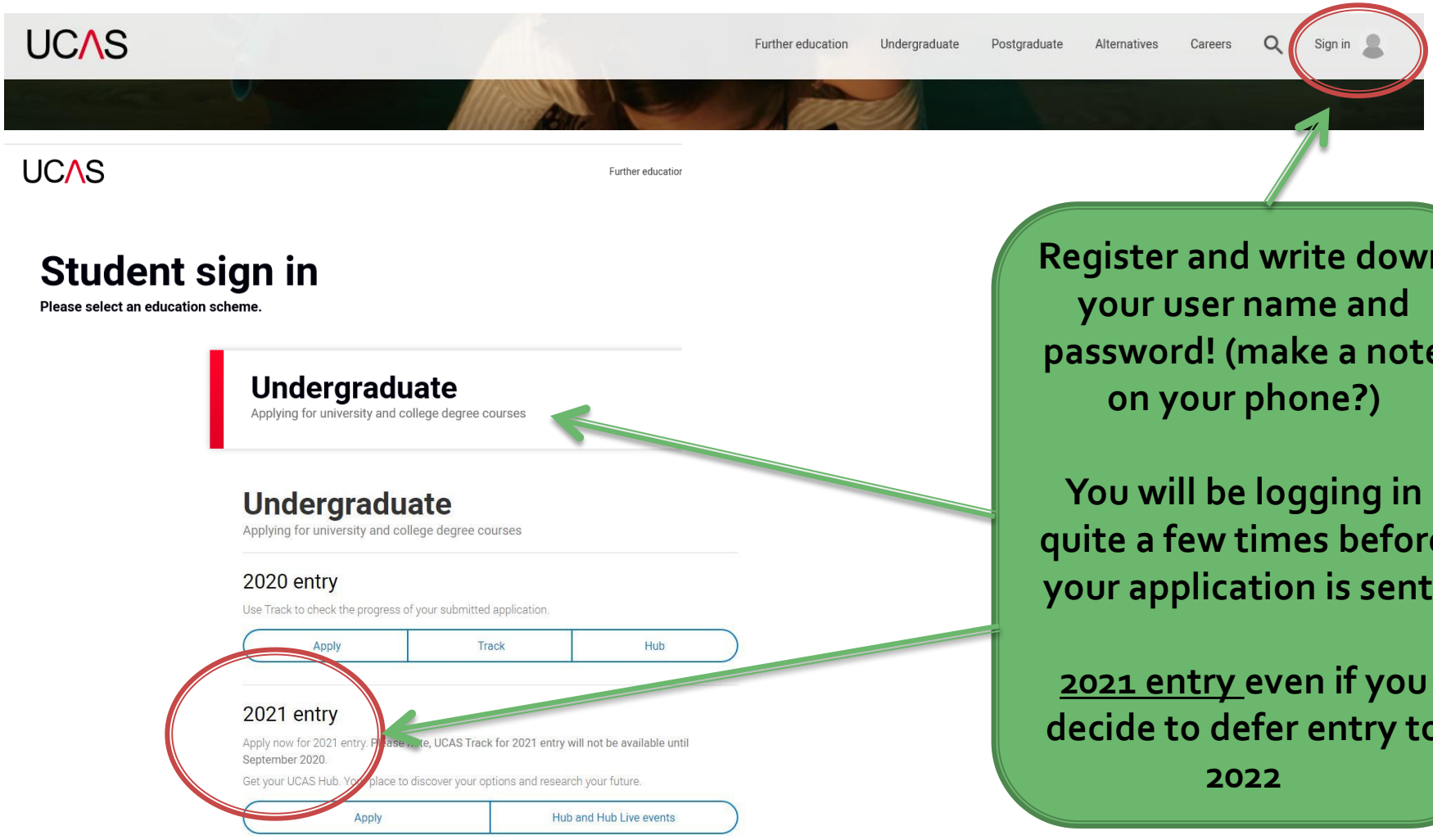


# UCAS Apply

- Completing UCAS Apply is much the same for ex-students as current students, with a few changes to entering dates and grades.

- We can check your personal statement / UCAS Apply form – please email ucasreferences@bhasvic.ac.uk if this would be helpful to you.

# Register

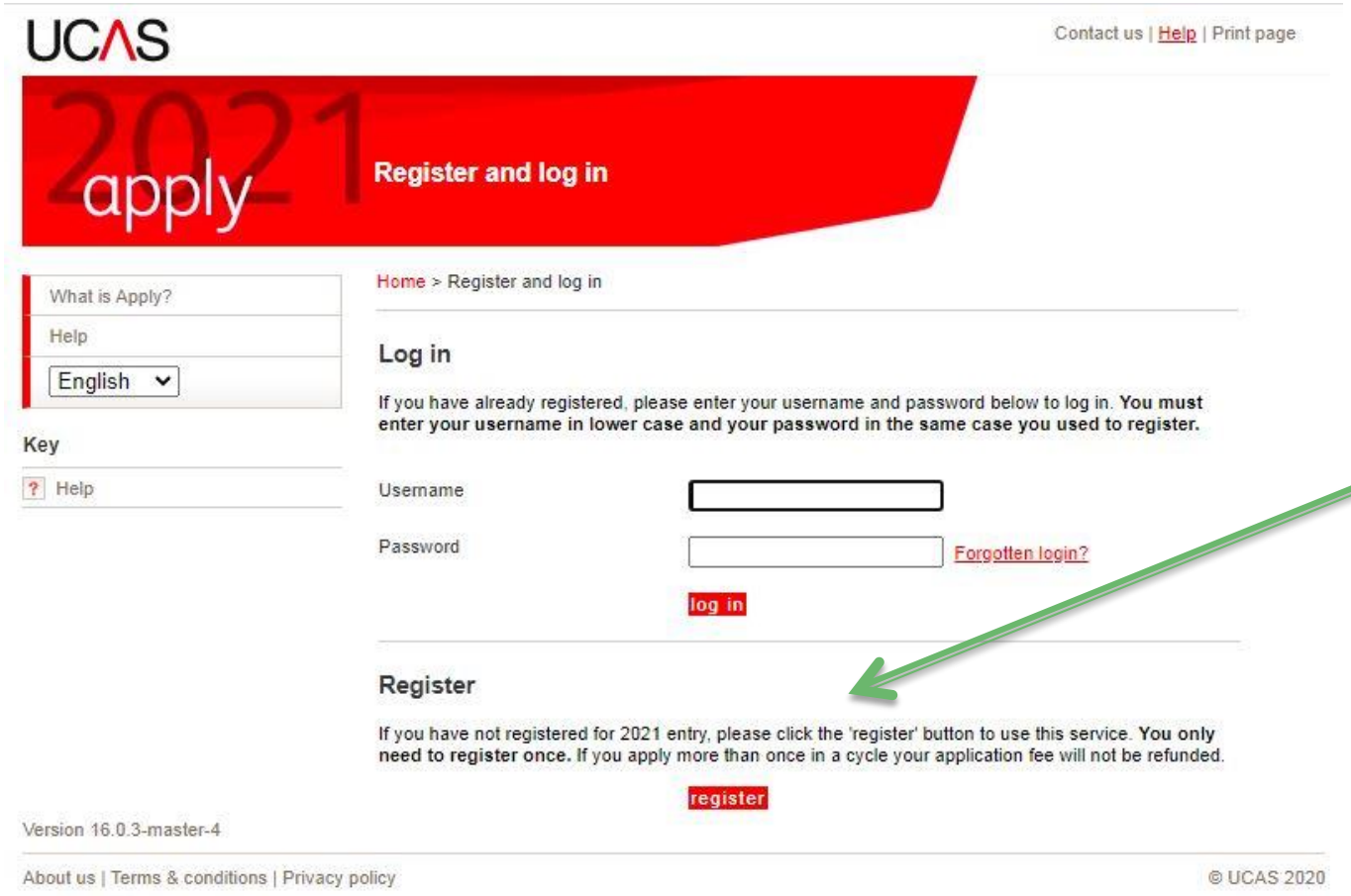



**Register and write down your user name and password! (make a note on your phone?)**

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

**<u>2021 entry</u> even if you decide to defer entry to 2022**

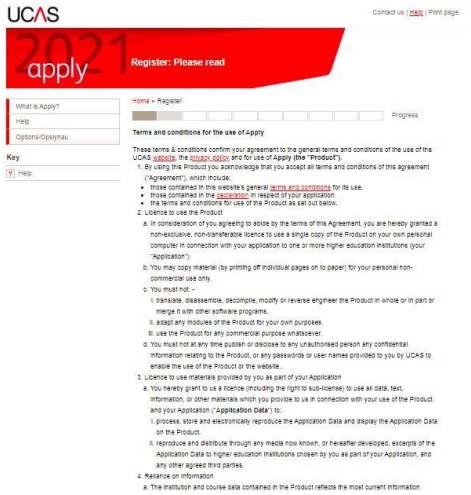
# Register




**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


UCAS

2021 apply

Register: Please read

Contact us | Help | Print page

Home > Register

Progress

What is Apply?
Help
Options/Opsiynau

Key
Help

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1. By using this Product you acknowledge that you accept all terms and conditions of this agreement ("Agreement"), which include:
   - those contained in this website's general terms and conditions for its use.
   - those contained in the declaration in respect of your application.
   - the terms and conditions for use of the Product as set out below.
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   a. In consideration of you agreeing to abide by the terms of this Agreement, you are hereby granted a non-exclusive, non-transferable licence to use a single copy of the Product on your own personal computer in connection with your application to one or more higher education institutions (your "Application").
   b. You may copy material (by printing off individual pages on to paper) for your personal non-commercial use only.
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      i. translate, disassemble, decompile, modify or reverse engineer the Product in whole or in part or merge it with other software programs.
      ii. adapt any modules of the Product for your own purposes.
      iii. use the Product for any commercial purpose whatsoever.
   d. You must not at any time publish or disclose to any unauthorised person any confidential information relating to the Product, or any passwords or user names provided to you by UCAS to enable the use of the Product or the website.
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      i. process, store and electronically reproduce the Application Data and display the Application Data on the Product.
      ii. reproduce and distribute through any media now known, or hereafter developed, excerpts of the Application Data to higher education institutions chosen by you as part of your Application, and any other agreed third parties.
4. Reliance on information
   a. The institution and course data contained in the Product reflects the most current information

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

5. Termination

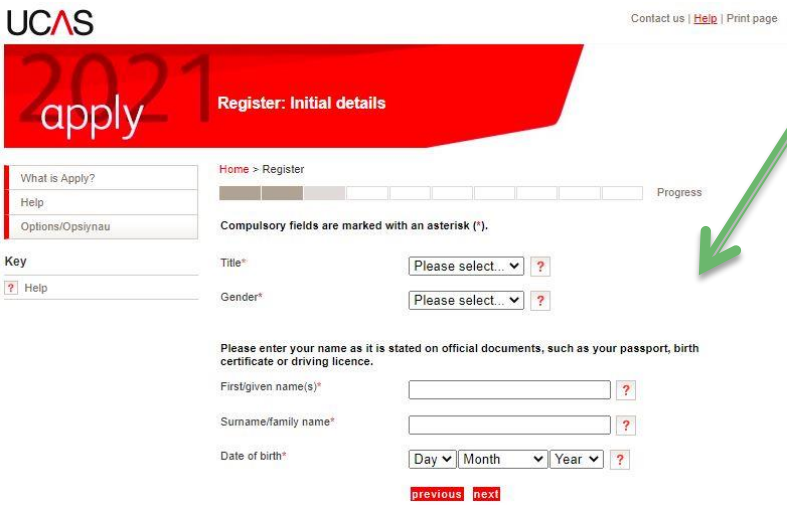
UCAS shall have the right to terminate your use of the Product immediat the terms and conditions of this Agreement.

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

2021 apply

Register: Initial details

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What is Apply?
Help
Options/Opsiynau

Key
Help

Home > Register

Progress

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

Title* Please select... ?

Gender* Please select... ?

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* Day Month Year ?

previous next

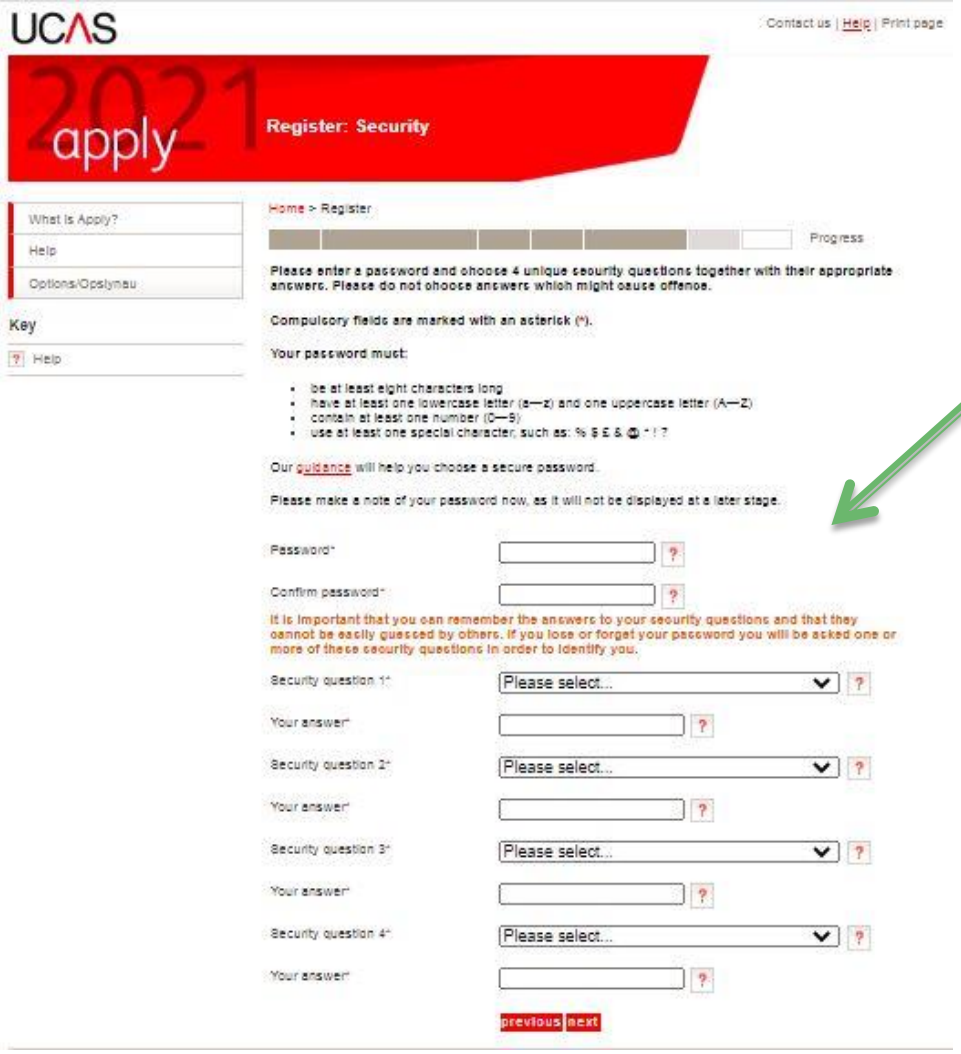
**You don't have to use your college email address – use the one you use regularly**

**Tick terms and conditions**

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

**And also your college enrolment information.**

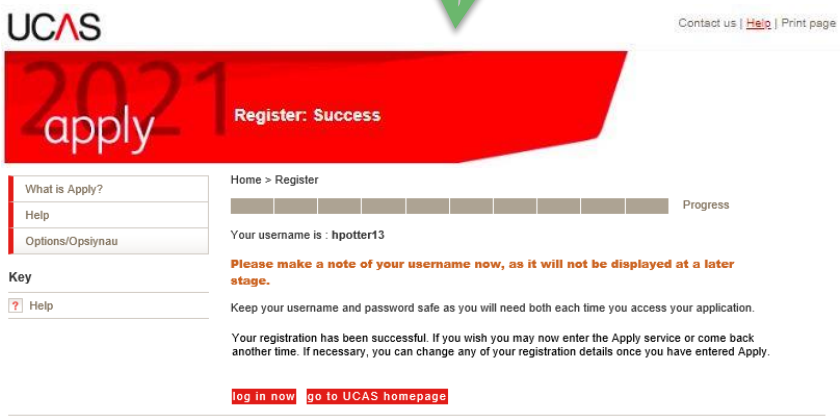
# Set up your password and save it!



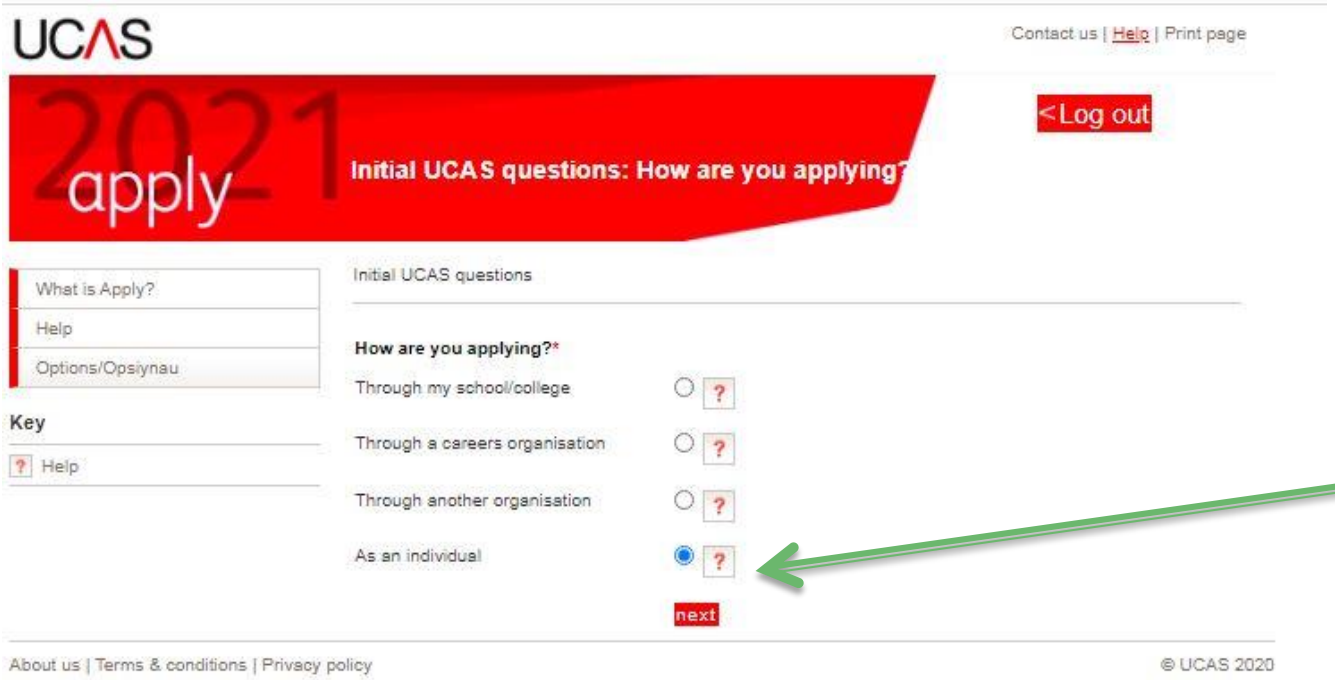

Set up your security information and save it.

You will need to use it multiple times.

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



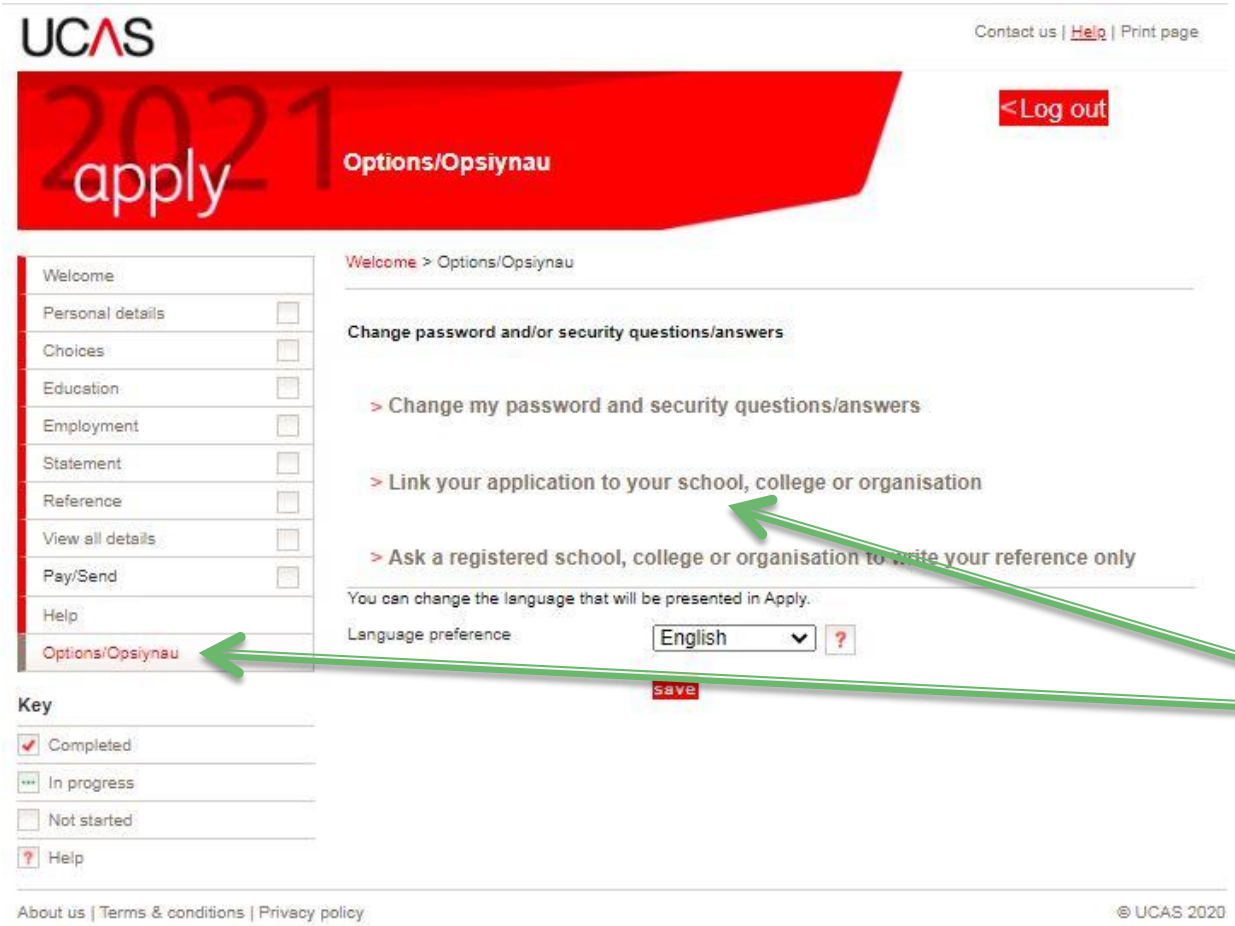
# Apply through college




Apply 'As an individual'

This is how we attach your reference to your application.

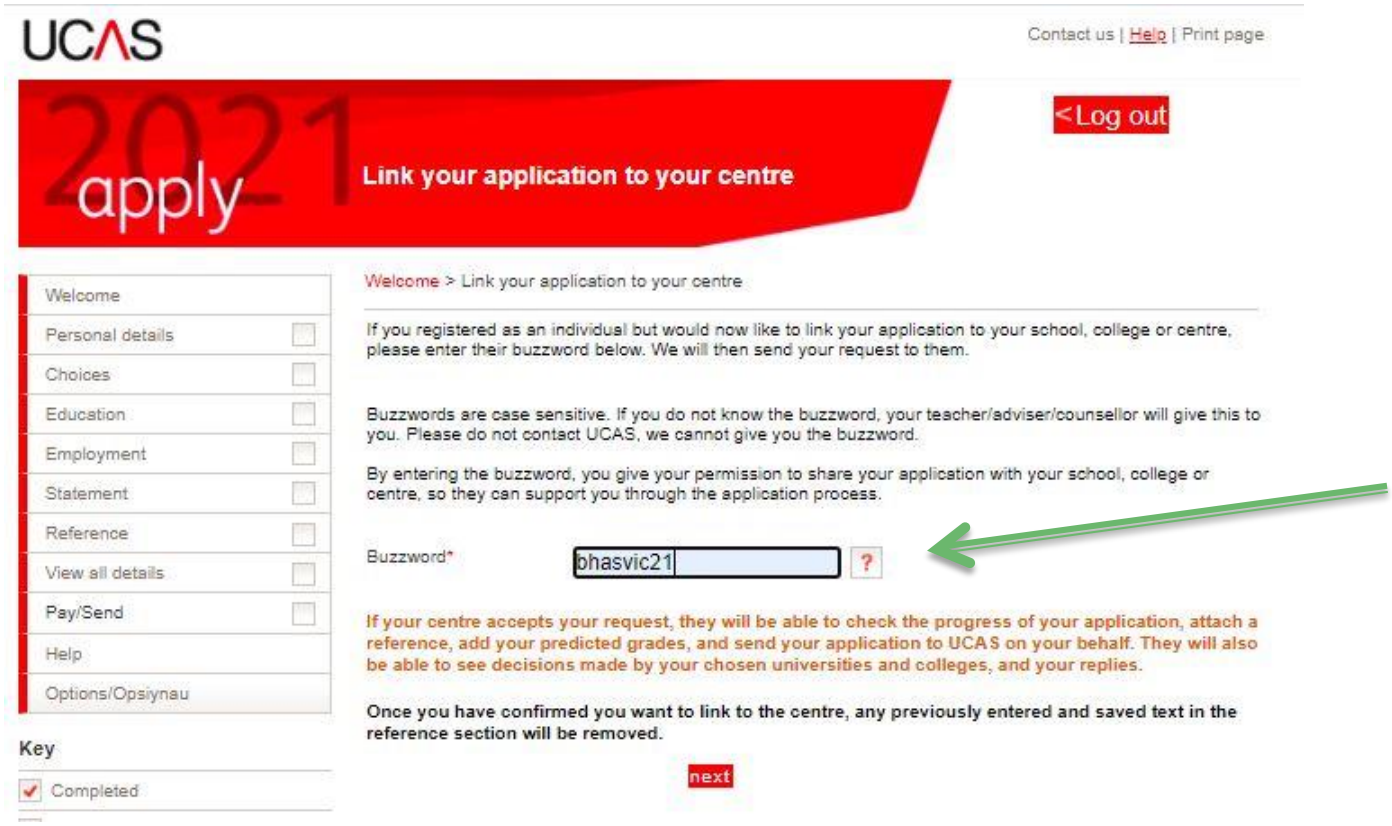
# How to link your application to BHASVIC




**Click on 'Options'**

**Then choose 'Link your application to your school, college or organisation'**

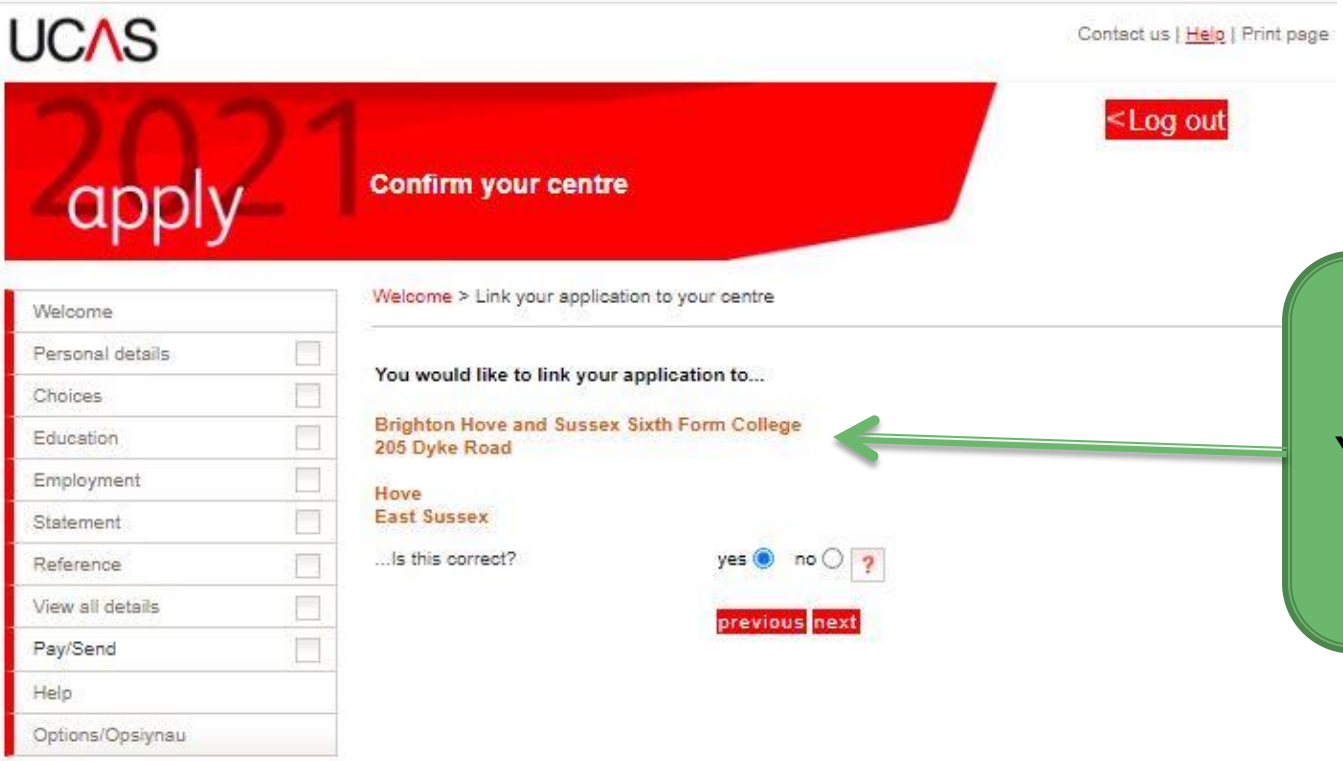
# Use the buzzword – 'bhasvic21'




**Use the bhasvic buzzword**

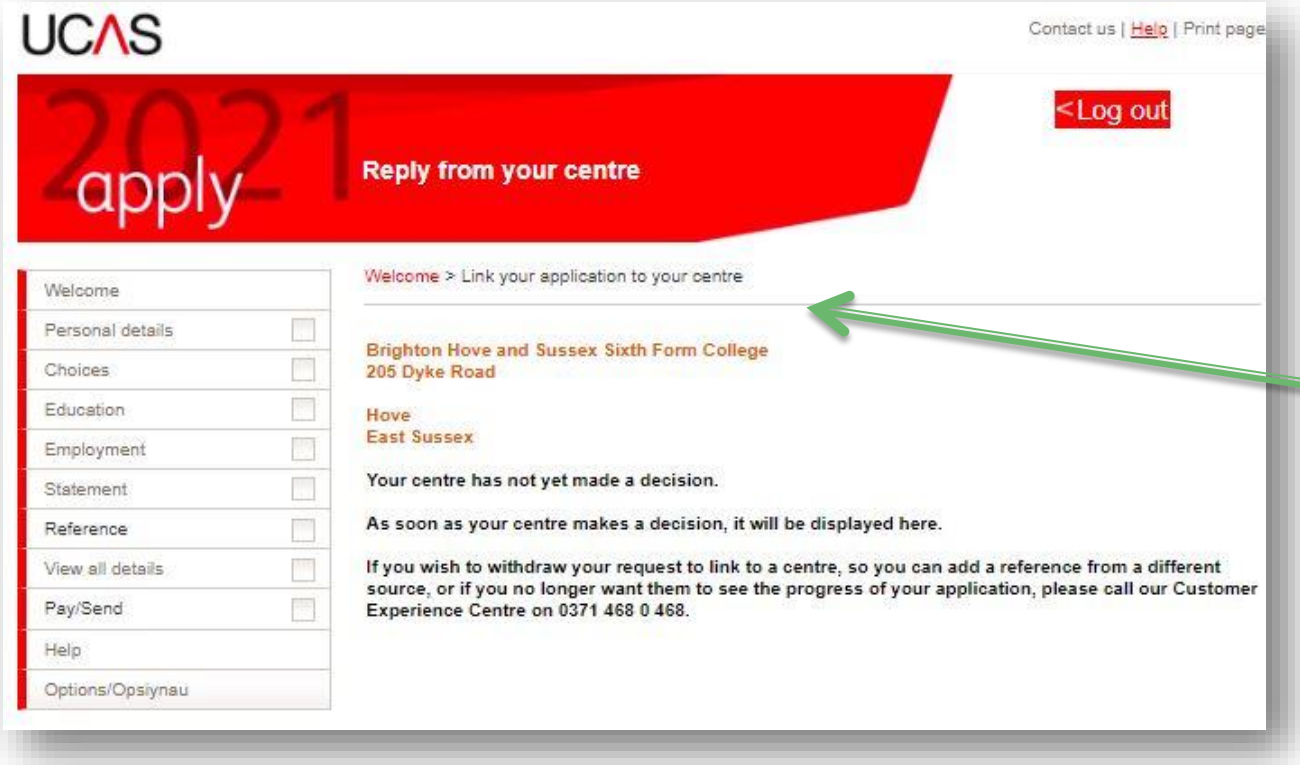
**bhasvic21**

# Check the centre



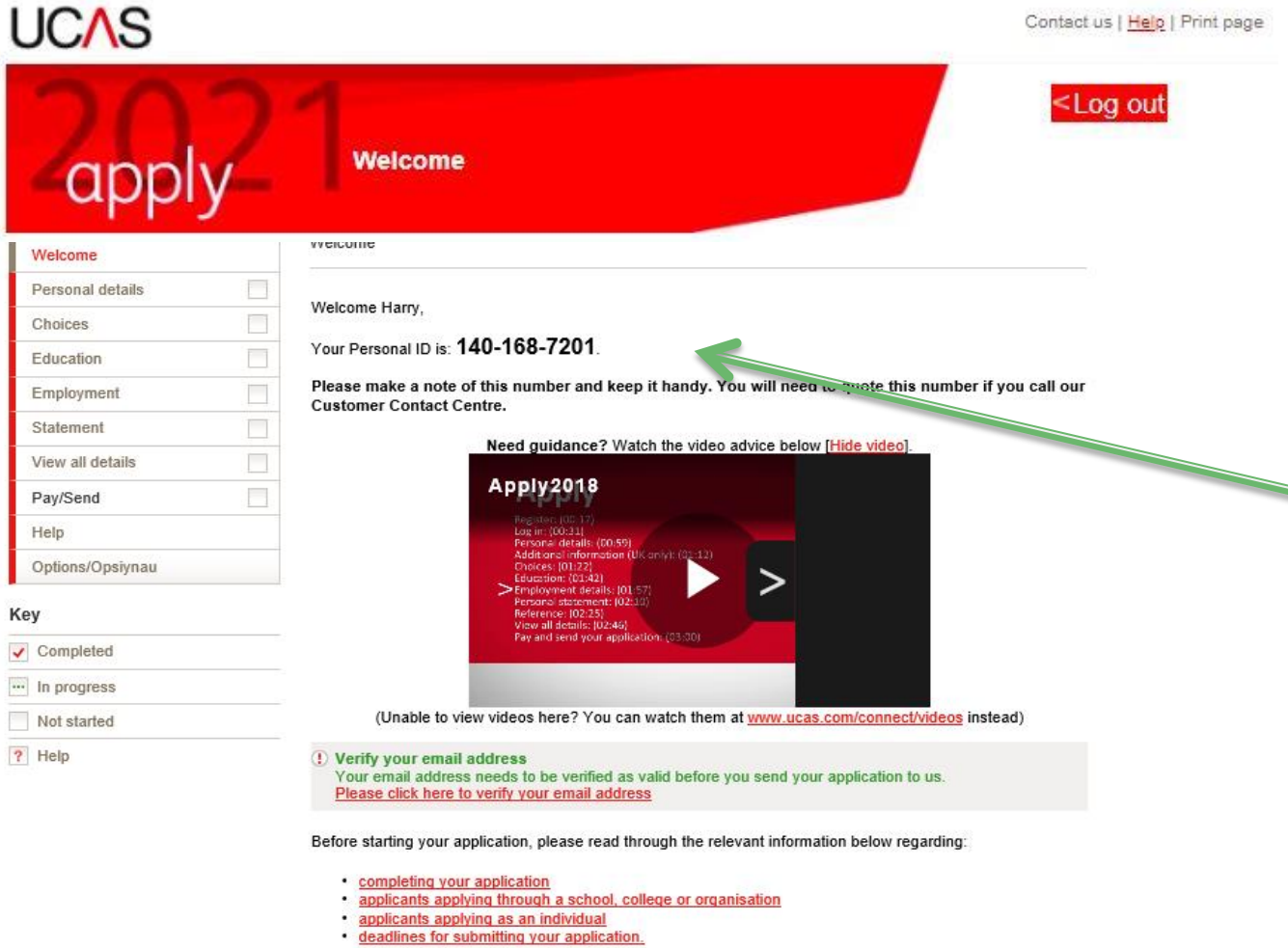

Yes it's correct!

# Email BHASVIC




**Please email ucasreferences@bhasvic.ac.uk advising BHASVIC of your application so that we can accept your application. If you do not email your application will not be sent to UCAS**

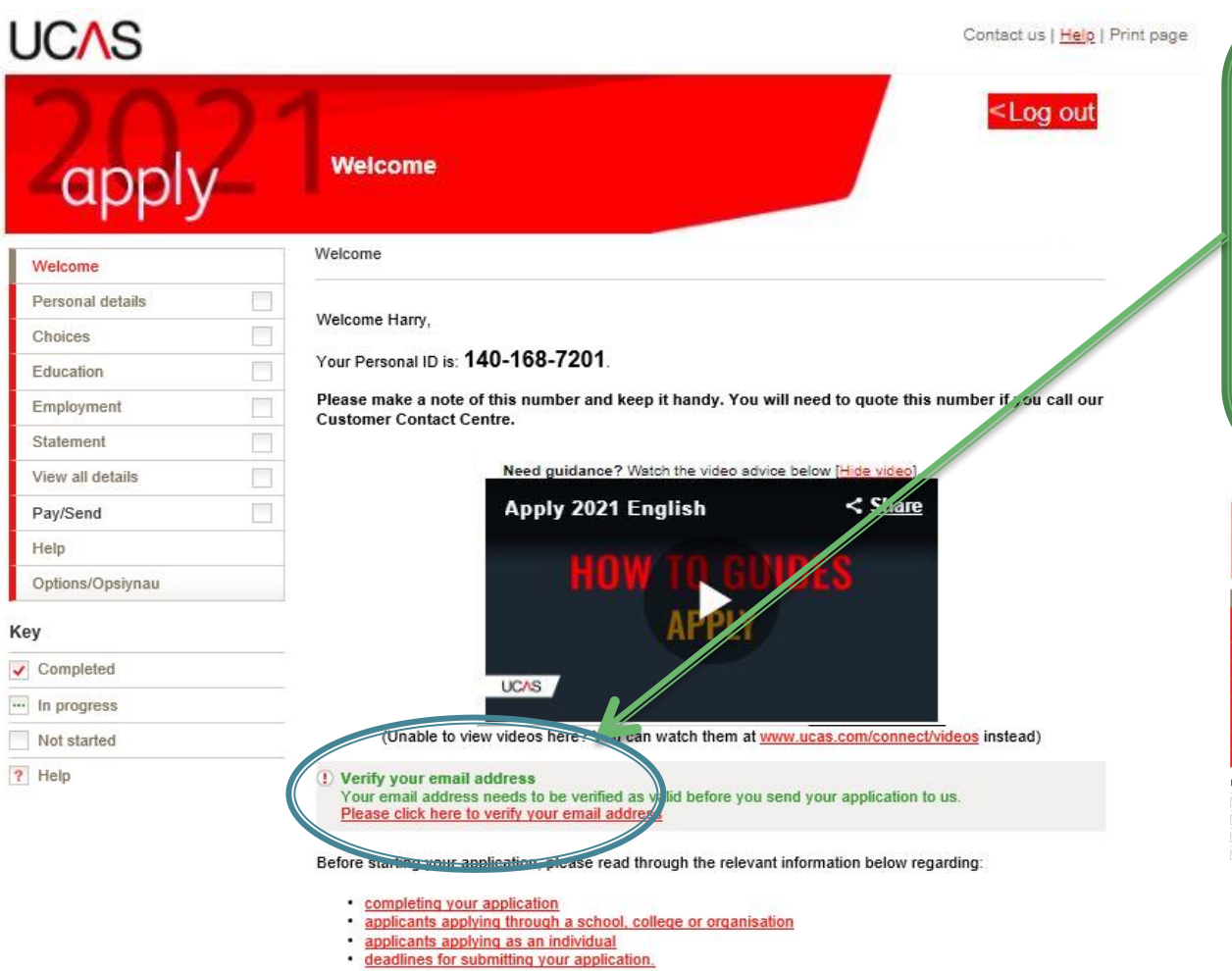
# Important details – make a note!




**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.**

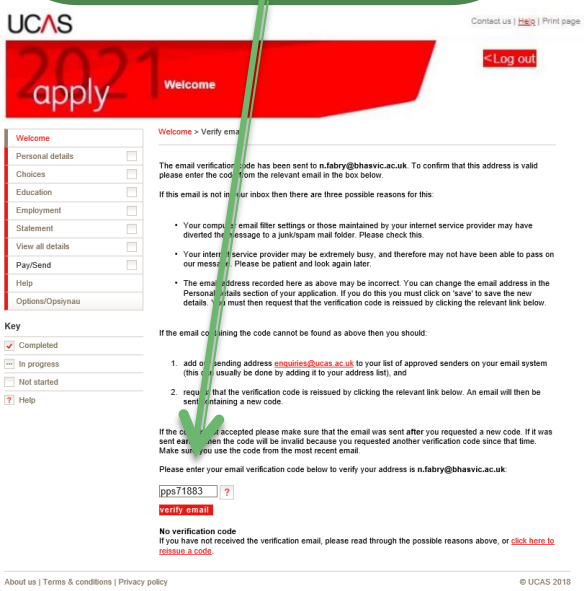
# Verify your email address




Also verify your email address

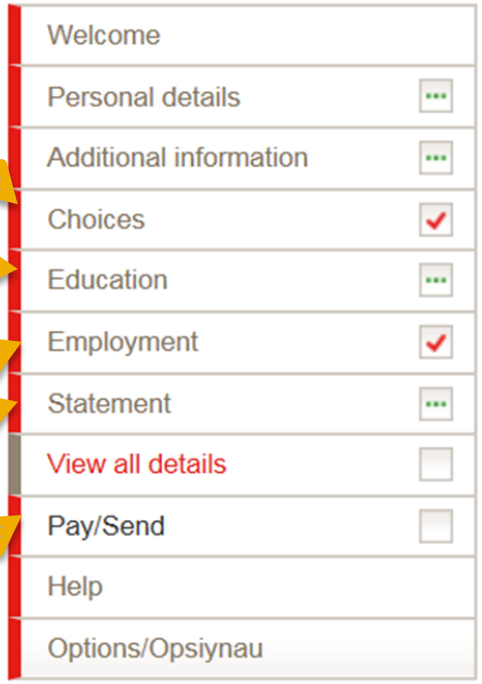
Much easier to do it now!

Enter the code sent to you on your email



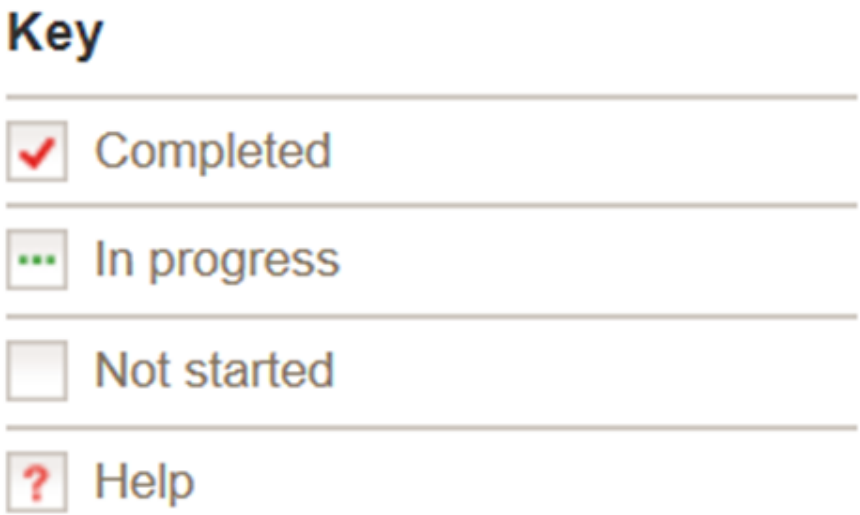
# Options screen for sections

- 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 15/01/21.
- 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; this is not sending it to UCAS, but it is ready for BHASVIC General Office to send your application to UCAS



# Status box

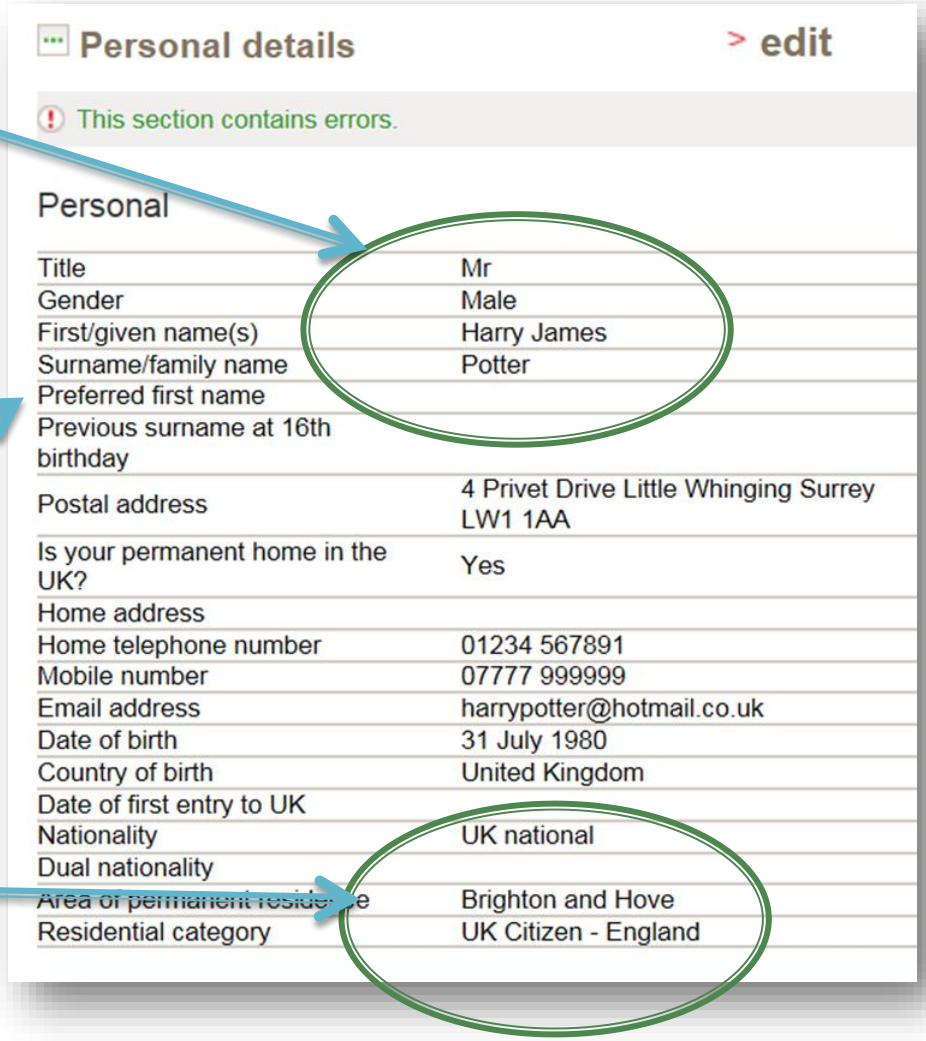
- The ticks show that you have saved and completed a section.
- The three dots show that you have partially completed a section.




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.



Personal details > edit

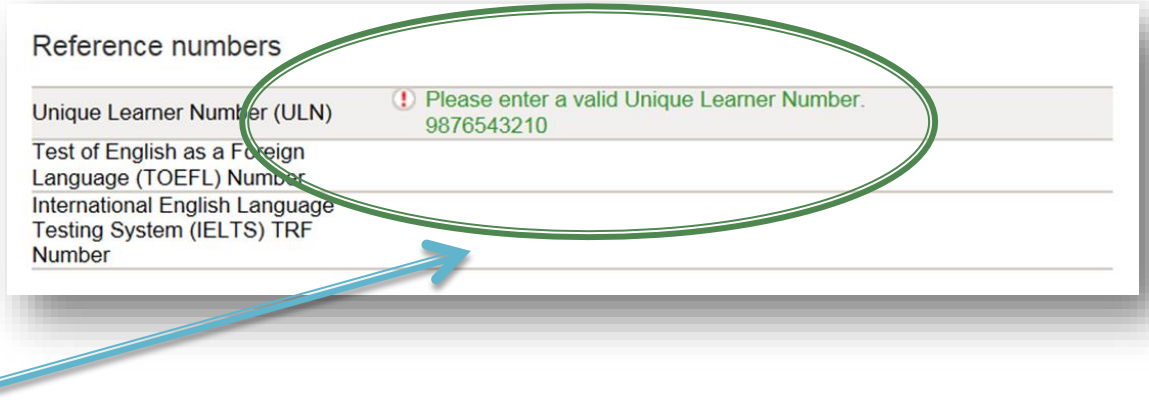
This section contains errors.

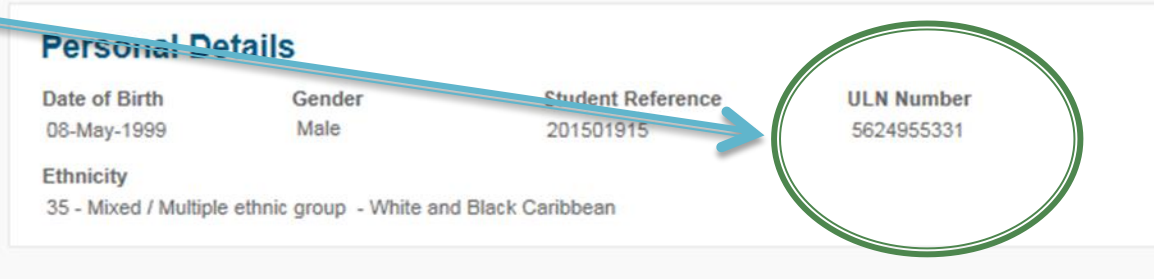
Personal

| | |
|---|---|
| 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.

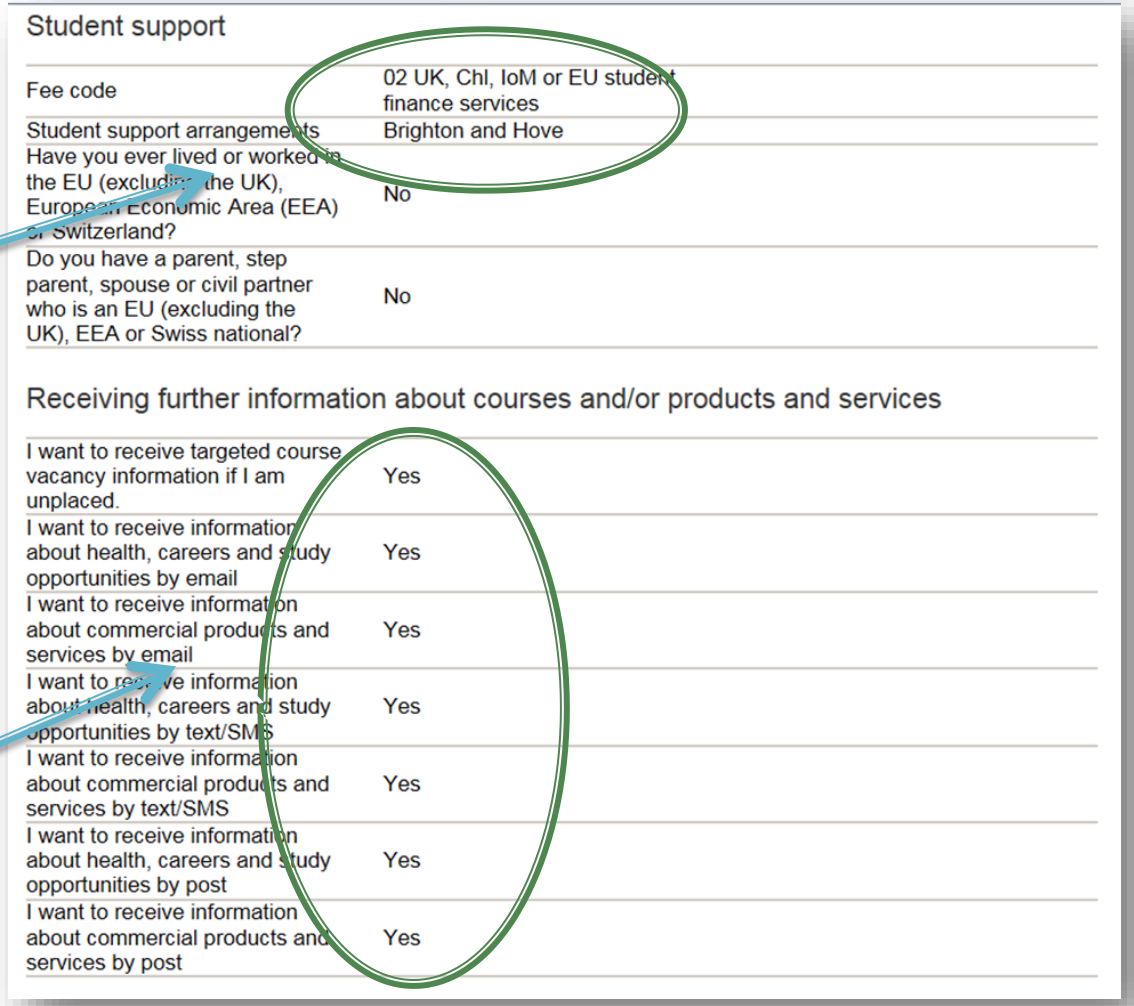



You may well not be able to access these details as an ex-student. Email ucasreferences@bhasvic.ac.uk and we can provide you with this information.

# 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

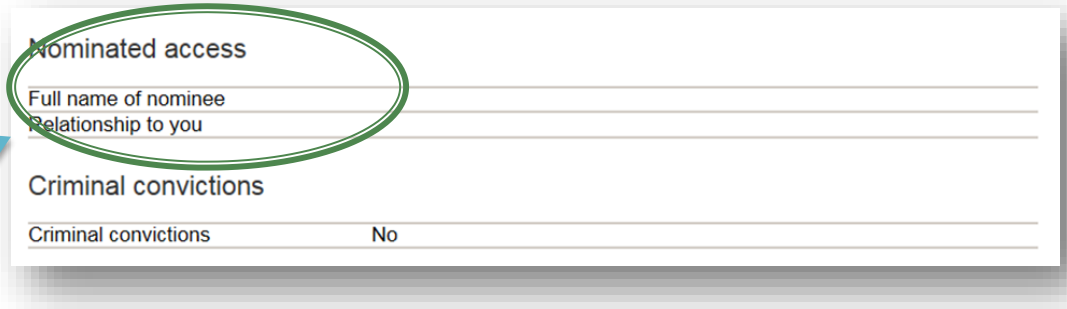
| | |
|---|---|
| Fee code | 02 UK, Chl, IoM or EU student finance services |
| Student support arrangements | Brighton and Hove |
| Have you ever lived or worked in the EU (excluding the UK), European Economic Area (EEA) or Switzerland? | No |
| Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK), EEA or Swiss national? | No |

Receiving further information about courses and/or products and services

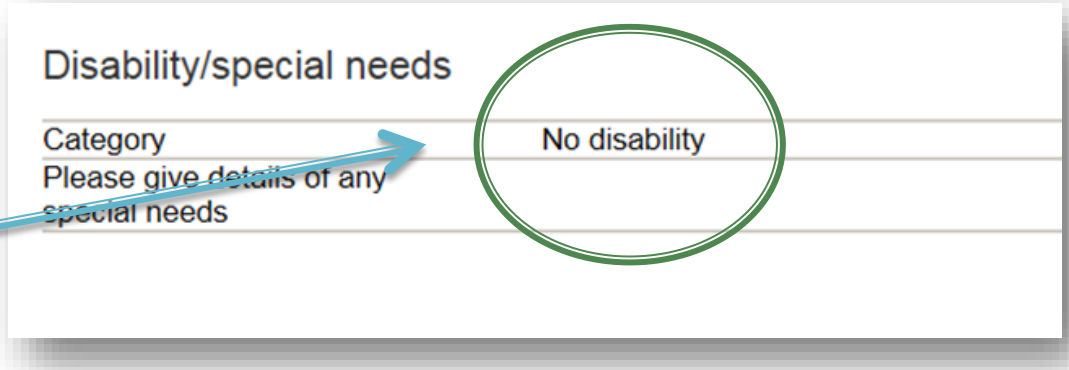
| | |
|---|---|
| I want to receive targeted course vacancy information if I am unplaced. | Yes |
| I want to receive information about health, careers and study opportunities by email | Yes |
| I want to receive information about commercial products and services by email | Yes |
| I want to receive 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.

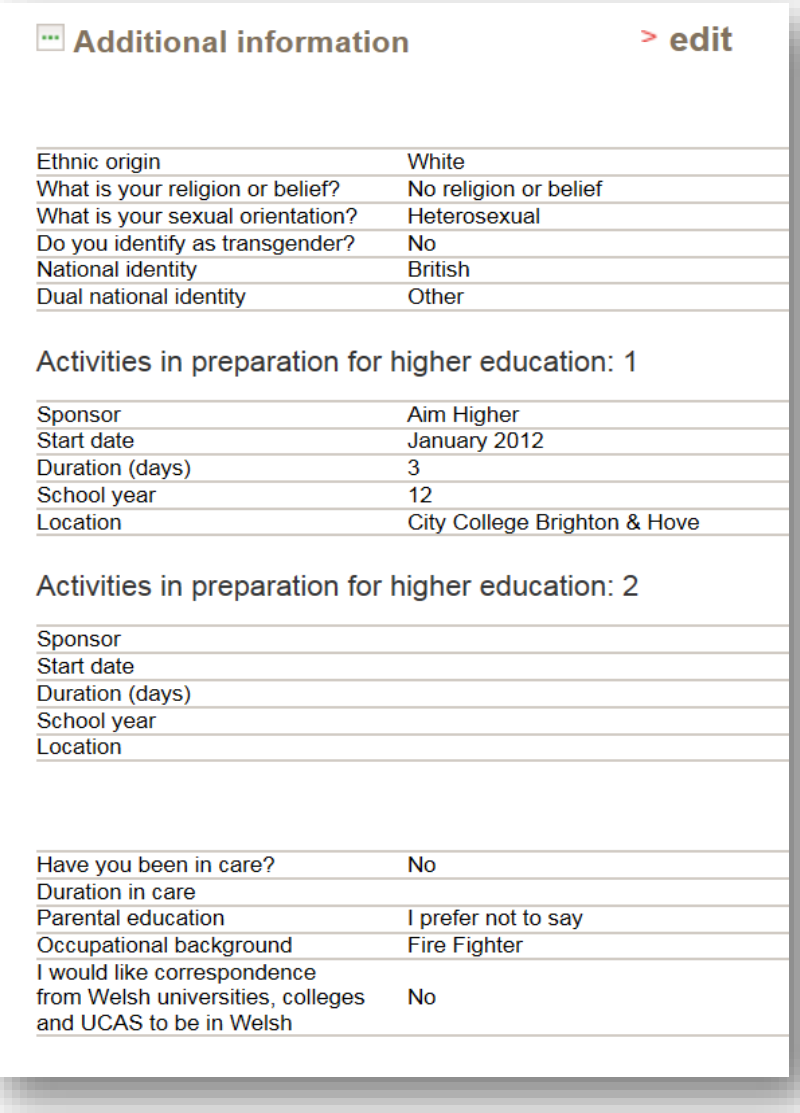



- Please give correct info on any study support needs to unis. They want to help



# 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 |

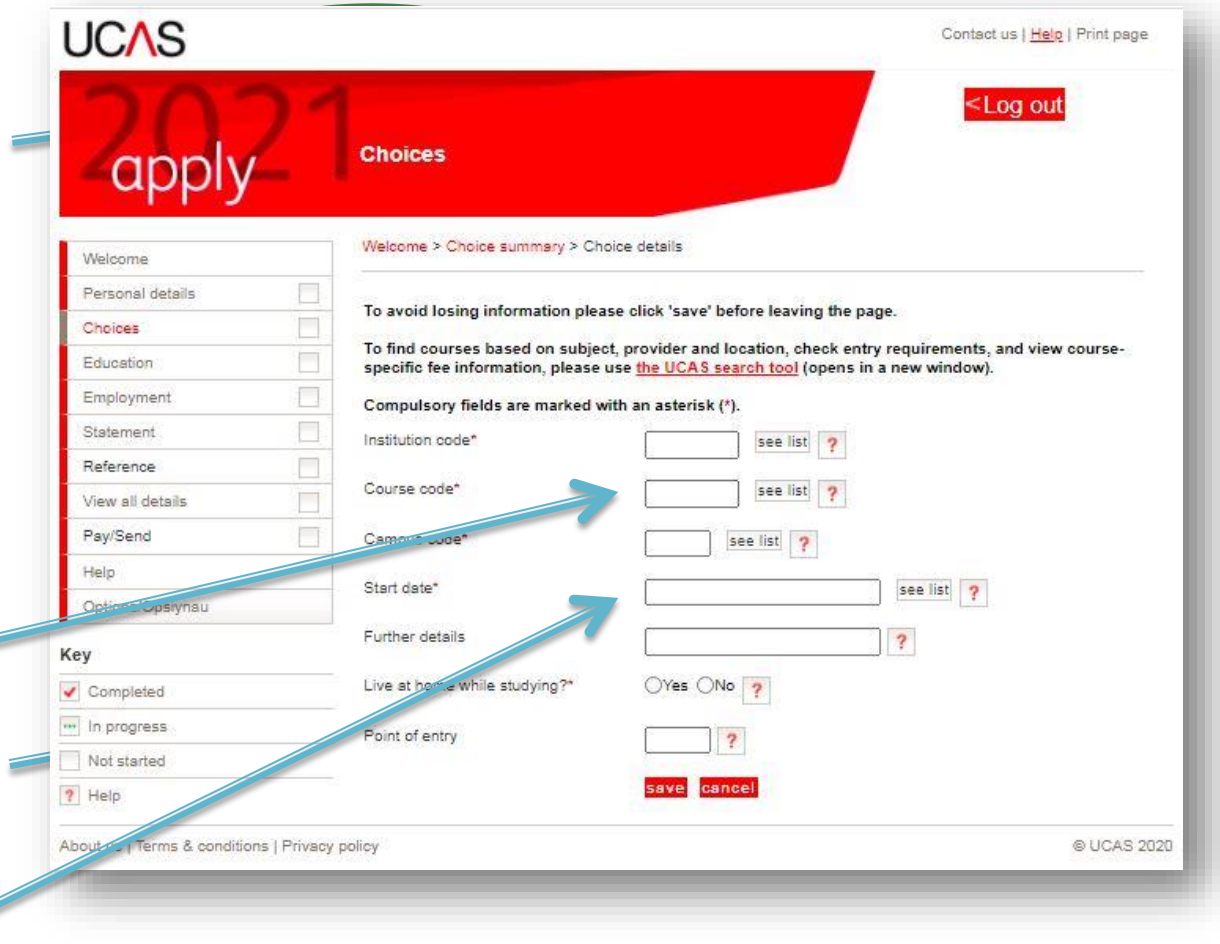
Activities in preparation for higher education: 2

| | |
|---|---|
| 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 3 or 4 and another by 15/01/21 – national UCAS deadline date
- Enter info for your uni choices
- Get the course code correct!
- And start date – are you thinking of deferring?



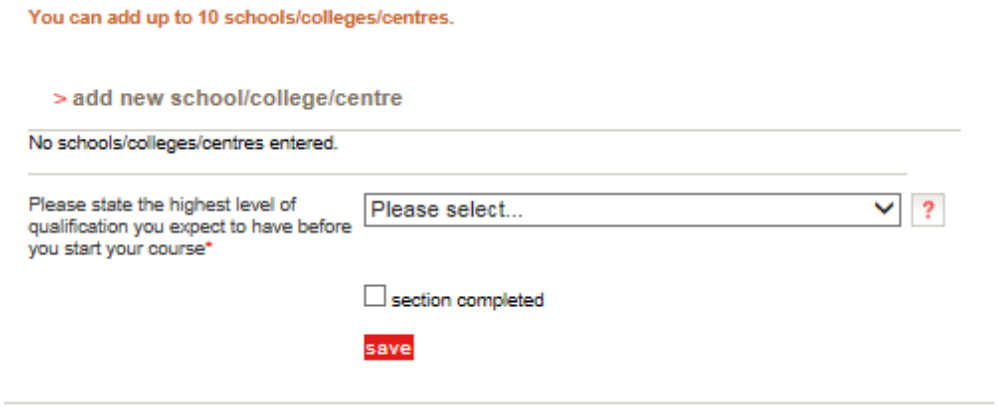
# Further Details

**Important!**

- WP for those of you who have been ***active*** in the Widening Participation scheme whilst at BHASVIC
- We have arrangements with our local universities that benefit our students
- If applying for University of Brighton or Chichester write COMPACT (Compact Plus for those of you ***active*** in the Widening Participation scheme)
- If applying for University of Sussex write ACCORD

# Add your education

- You will add BHASVIC and separately your secondary school




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 ?

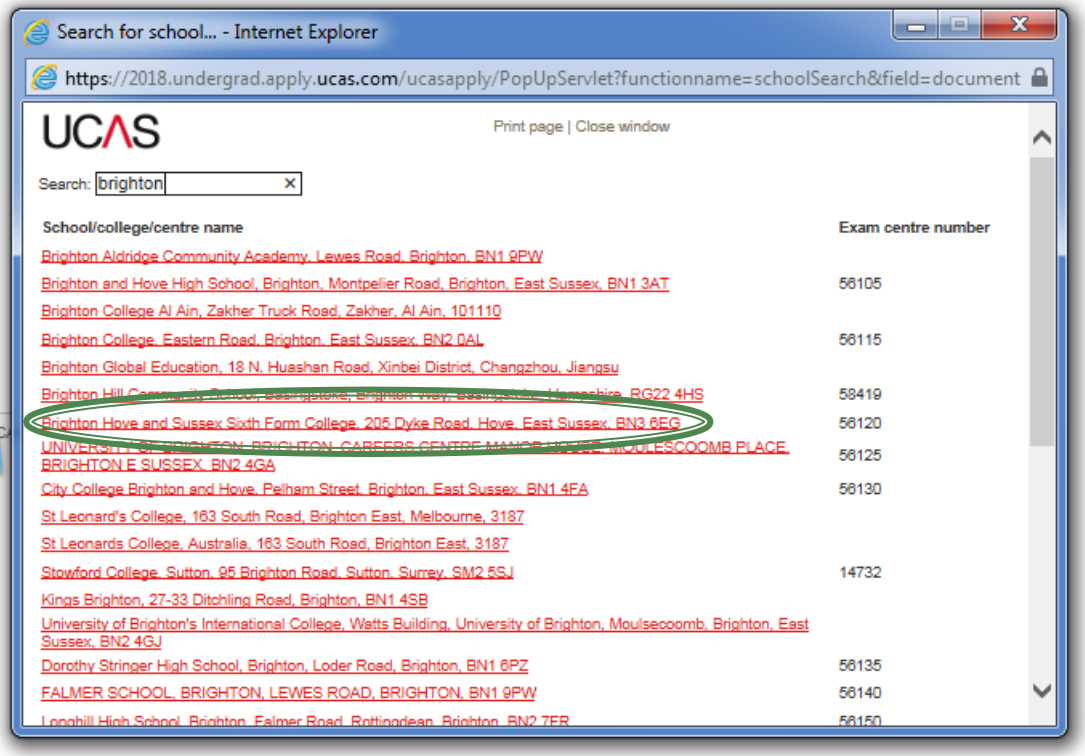
Attendance* full-time part-time sandwich ?

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

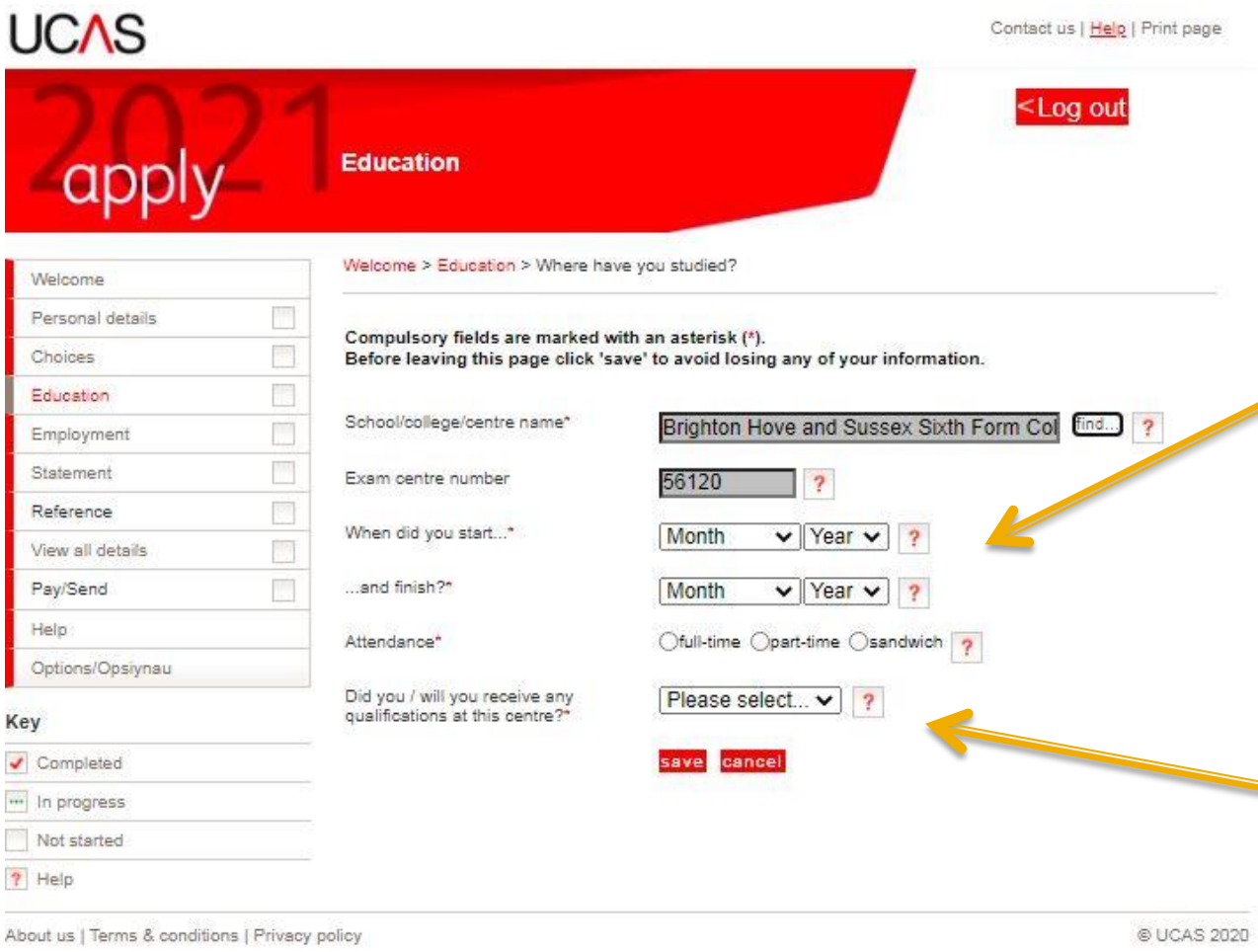
save cancel

**Search for Brighton, Hove and Sussex Sixth Form College**

**NOT BHASVIC**



# Add BHASVIC details



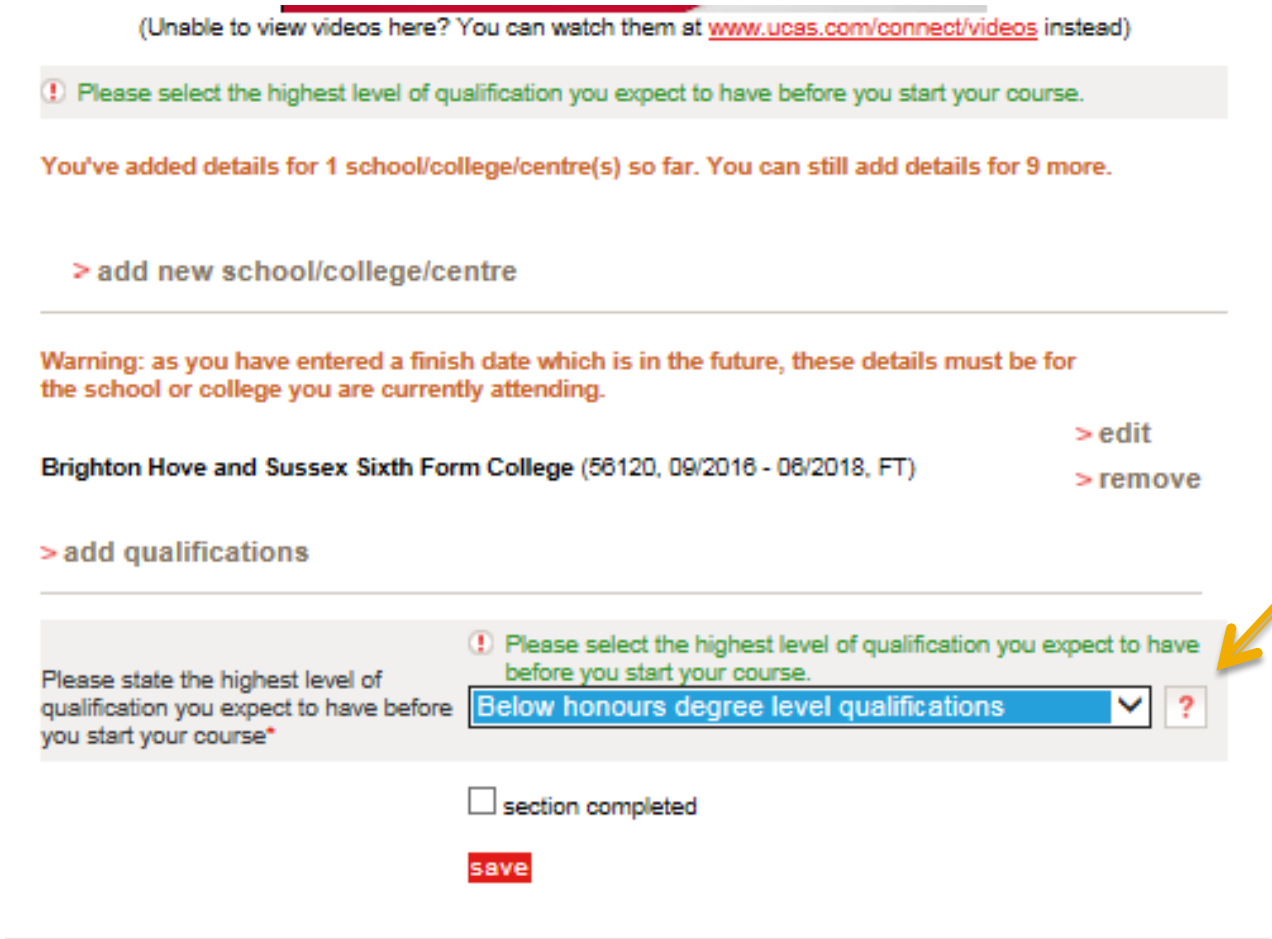

When did you start

Please put correct dates

Will you receive any qualifications

Yes

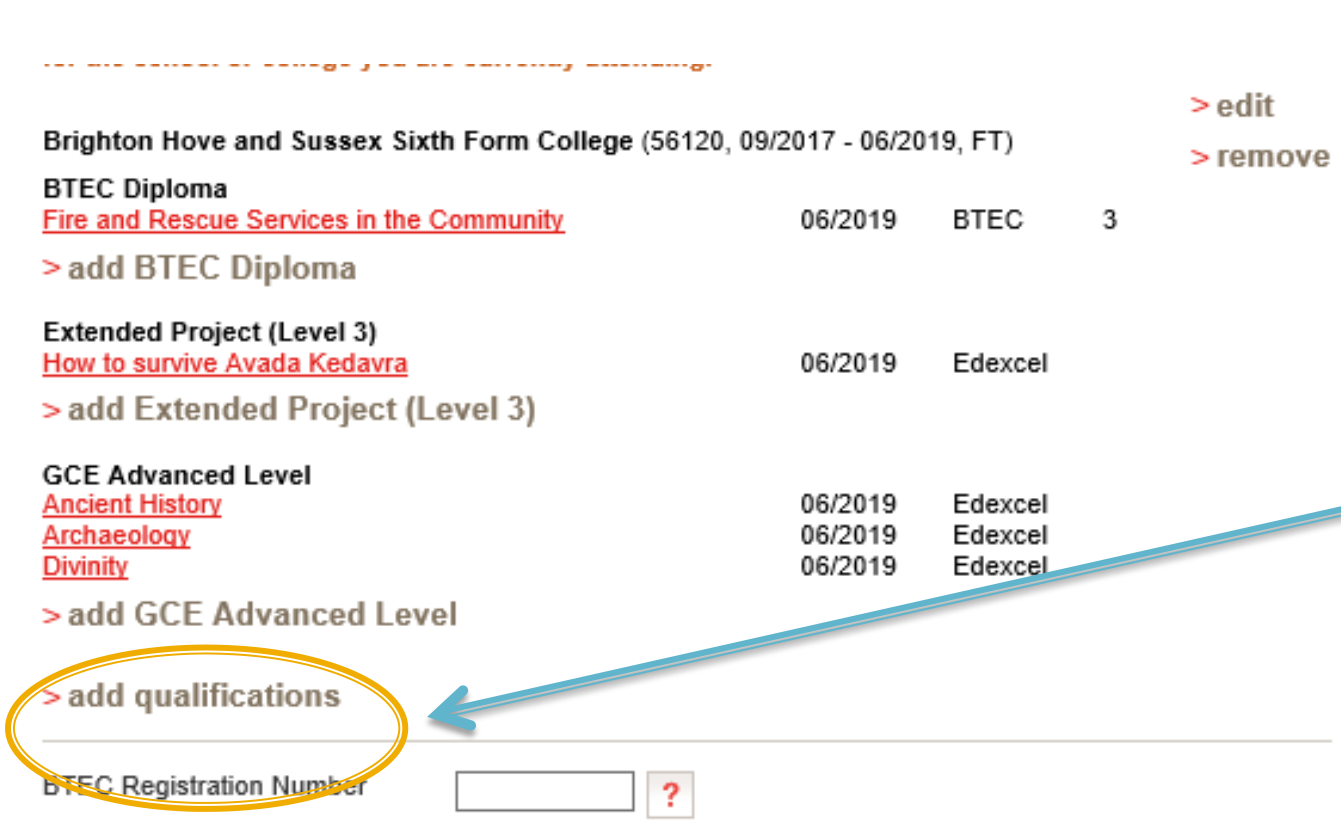
# Qualification level




The highest level of Qualification

Below honours degree level qualification

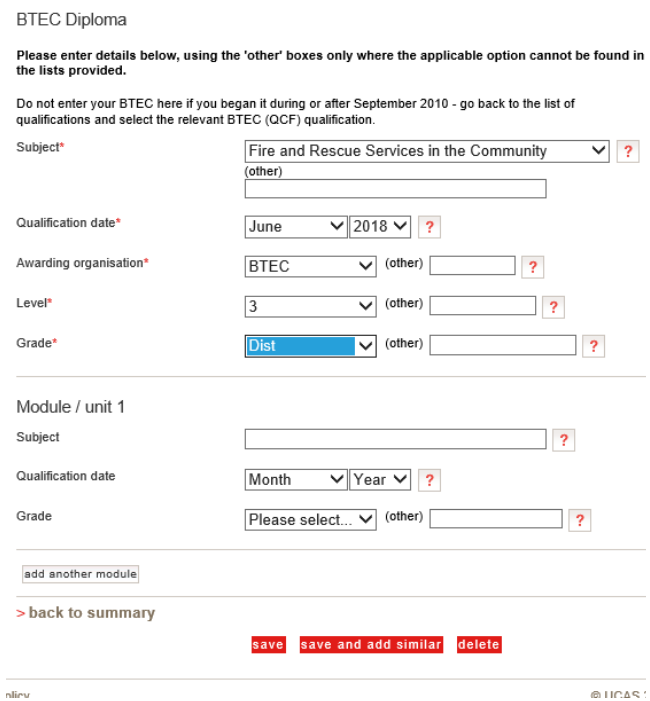
# Add qualifications – A levels

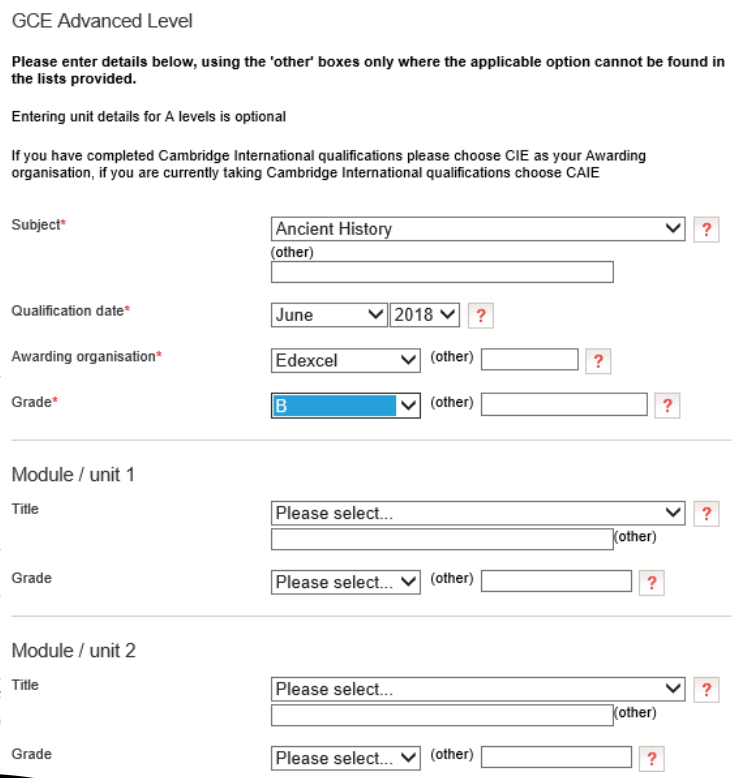



Add Advanced levels if that is what you are studying.

You must make sure you get the exam boards right.

# Add qualifications – A levels



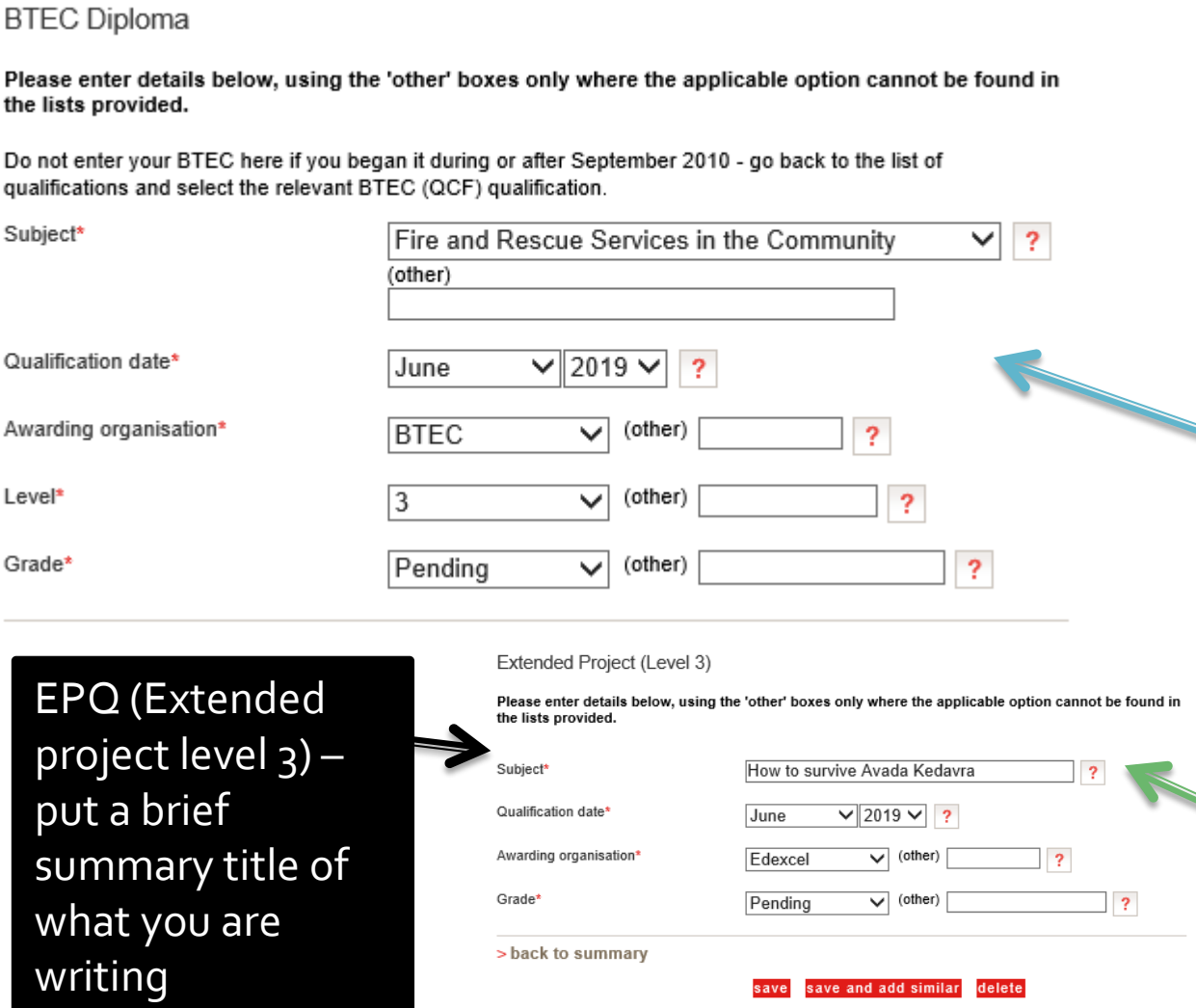



**Important**
**To save time – save and add similar**

**Add the subject, qualification date**

**And the grades you achieved**

# BTECs and EPQ




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



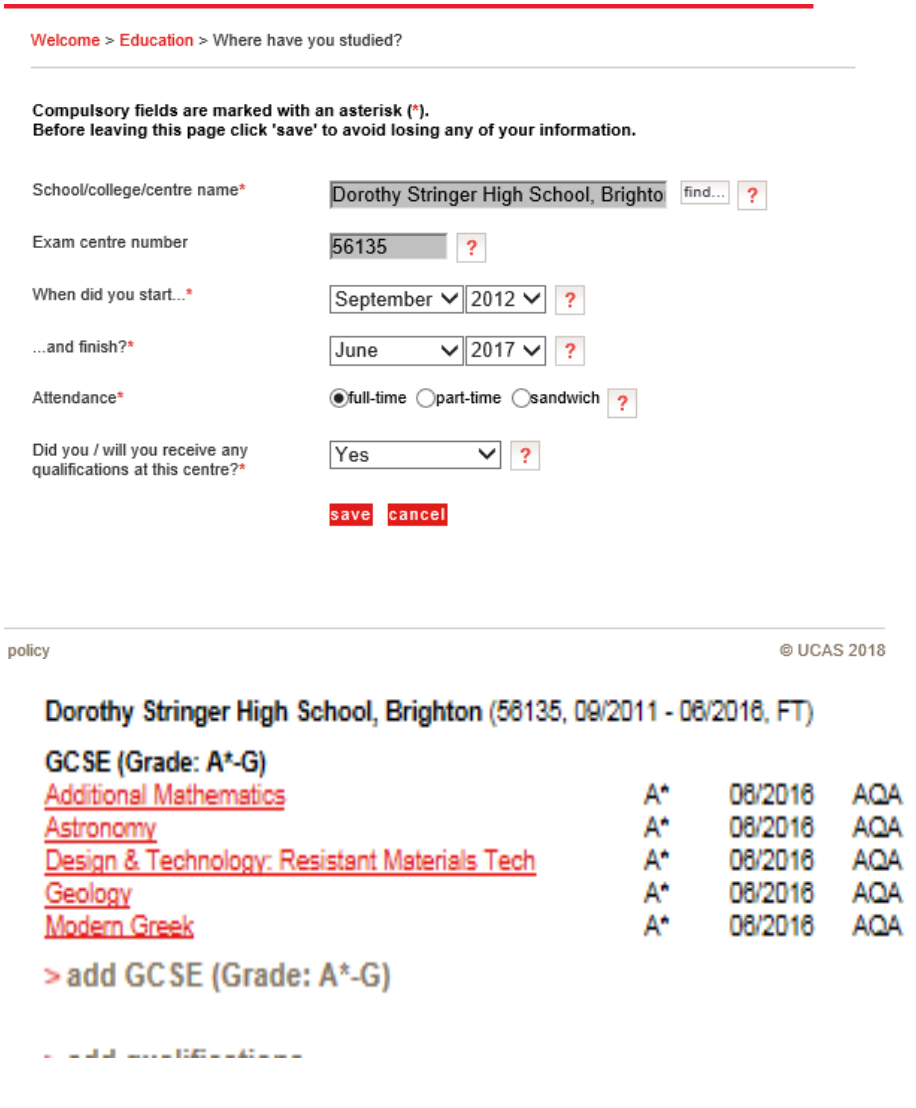

Add in any BTECs

MAKE SURE YOU HAVE THE RIGHT BTEC QUALIFICATION

Certificate
Subsidiary Diploma or Diploma

EPQ - Extended Project (level3)

# Add your secondary and GCSEs




> edit

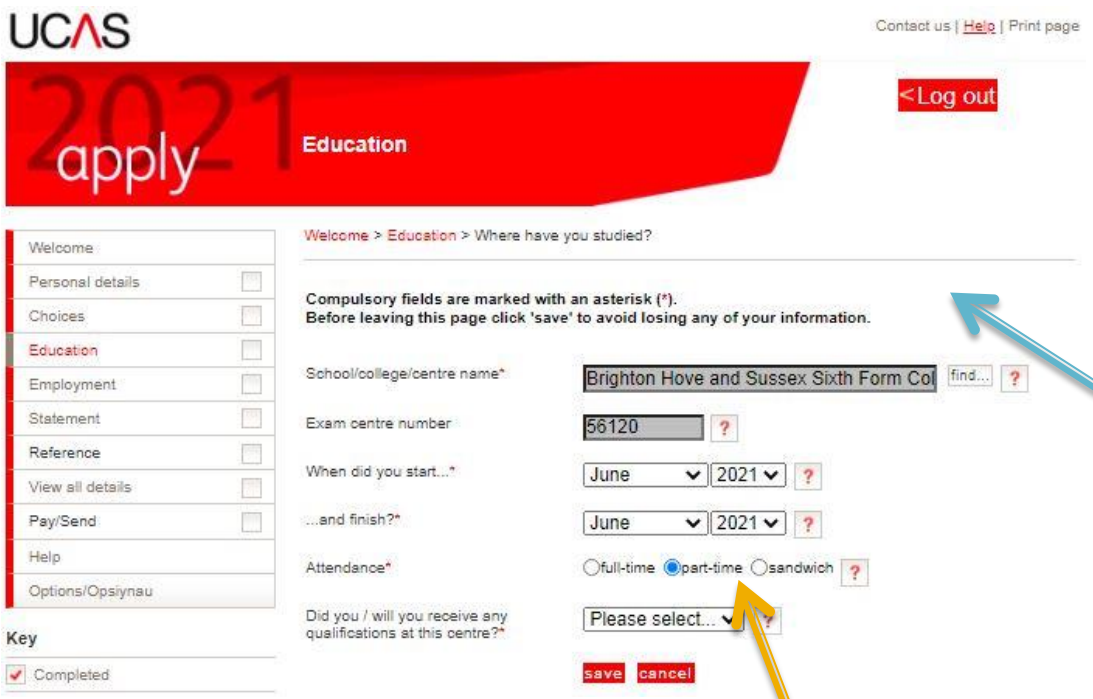
> remove

Add your secondary school

And your GCSEs

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

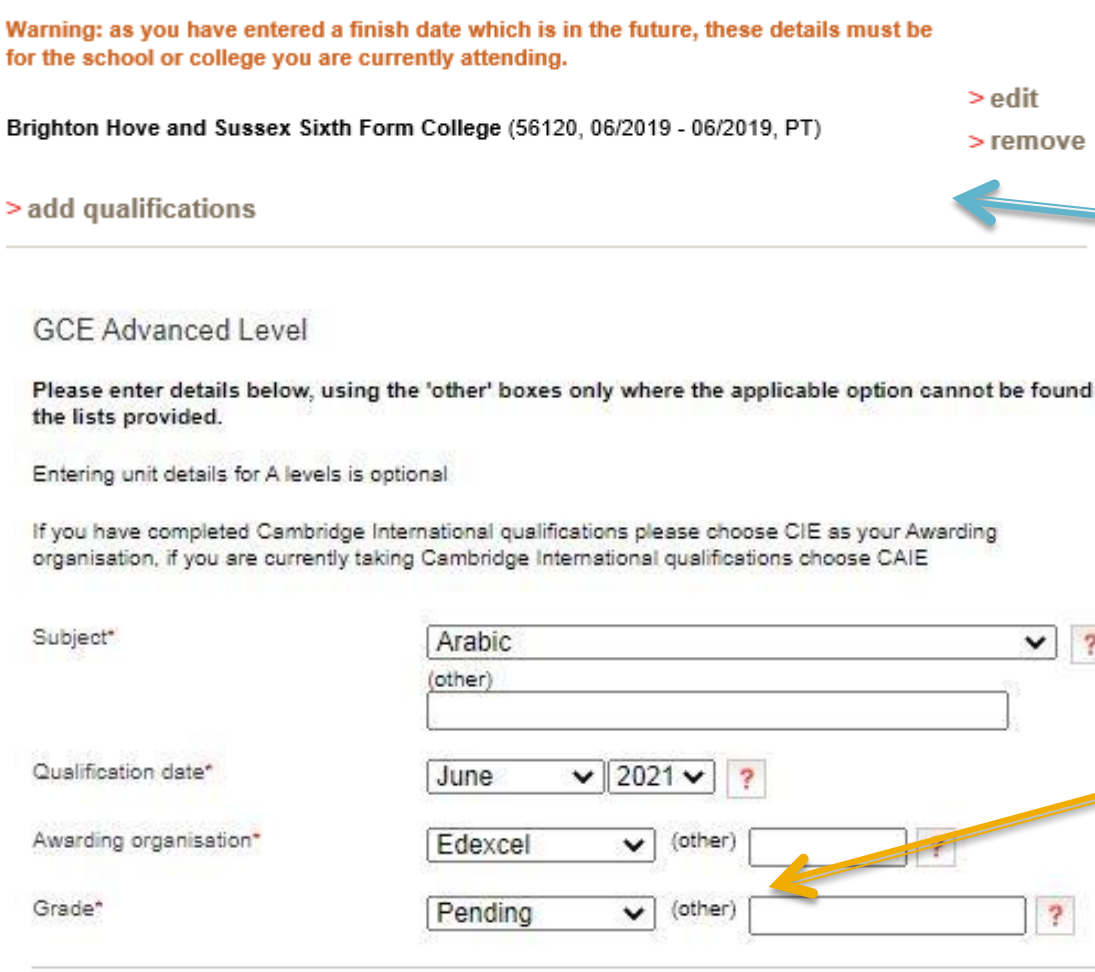
# Retakes




If you intend to retake any exams you will need to enter BHASVIC again as you will be effectively a part-time student in June coming in to take exams

Make sure you enter correct dates (June 2021) and also check as part time

# Retakes




It should look like this.

Then add only the subjects you intend to retake as 'pending'

# Retakes

**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.**

> edit
> remove

**Brighton Hove and Sussex Sixth Form College** (56120, 06/2021 - 06/2021, PT)

**GCE Advanced Level**

| | | |
|---|---|---|
| Arabic | 06/2021 | Edexcel |

> 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.**

> edit
> remove

**Brighton Hove and Sussex Sixth Form College** (56120, 09/2017 - 06/2019, FT)

**BTEC Diploma**

| | | | | |
|---|---|---|---|---|
| Fire and Rescue Services in the Community | Dist | 06/2018 | BTEC | 3 |

> add BTEC Diploma

**Extended Project (Level 3)**

| | | |
|---|---|---|
| How to survive Avada Kedavra | 06/2019 | Edexcel |

> add Extended Project (Level 3)

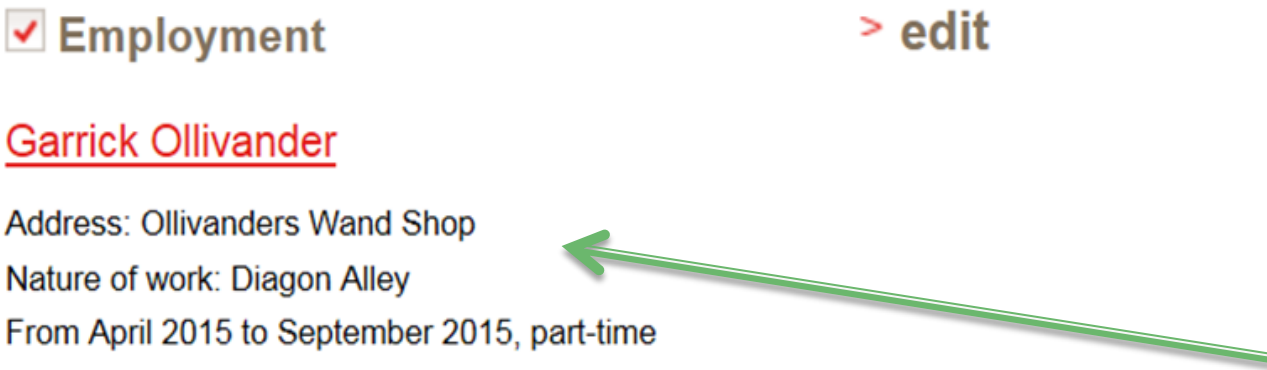
**GCE Advanced Level**

| | | |
|---|---|---|
| Ancient History | 06/2019 | Edexcel |
| Archaeology | 06/2019 | Edexcel |
| Divinity | 06/2019 | Edexcel |

> add GCE Advanced Level

**So BHASVIC is entered twice.**

# Employment




**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…..

- It is your job to get your uni choices right and also your GCSEs
- BHASVIC General Office will check your application and email you if there are any alterations required.
- Check your emails regularly.
- BHASVIC General Office will attach your reference once your application is complete and paid for and send it off to UCAS who will send it to your uni choices

# What happens next…..

- Then the offers will roll in……
- Make sure you think of your choices as
- 1 or 2 as aspirational
- 2 or 3 as solid
- 1 or 2 as insurance
- 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 15/01/21