IMPORTANT Information:

- Your Apply form is where we will add your reference and grades achieved, send off to UCAS who will then send off to universities.
- You will cover the form in tutor and will attend an Apply session one lunchtime where you will check it with a Guidance Manager. It should be completed as much as possible BEFORE you attend.
- If you wish to defer choose 24 entry, if in doubt of a gap year choose 23. You may well be able to change later if you decide in a gap year by contacting your choices.
- Your choices are NOT ranked and go off to each university individually they do NOT see your other choices.
- UCAS we will process your applications after 15/10. Please DO NOT PAY until you have attended an apply session and had your form checked and added at least one choice and your personal statement.
- We would expect most of your applications to have been processed by the end of November (to allow for the Xmas break when college is closed).
- You can change a choice within 14 days of the welcome email from UCAS then you are stuck with them. Only add what you are sure you might actually consider and you can add 1 at a time.
- General Office ask for 10 working days to process once you have PAID.
- Please check your emails / Teams regularly. We may need you to make changes.
- Find resources and info on the UCAS team.
- Choose your correct tutor group don't worry if it changes. Let your tutor know and they will ask general office to change to the correct group.
- IMPORTANT: if you are re-sitting any exams they MUST be included. Add the re-sit subject, date and pending.

LINK: Sign in | UCAS



Register for a new account

Please use your OWN **PERSONAL EMAIL ADDRESS**

NOT your college email

Make a note of your password you will be using this to sign in until you enroll at uni.

UCAS	
Email verification Hi, You now need to verify your email address. Please enter 779670 when prompted on the website. This verification code will expire after 5 minutes. Kind regards. UCAS	Your will need to VERIFY your email address Do it after you have registered. Enter the code needed.
Code * 779670 Verify If you have not received an email, you can request another code	which year do you want start your studies?
Add year of study	2022
If you are NOT taking a gap year choose 2023	2023
If a gap year (deferring) 2024	2024

do you want ur studies?



Level of study is UNDERGRADUATE

And receive extra information on Apprenticeships/Conservatoires if you want to.



Mobile number * Country code United Kingdom (+44) ~

We will tailor your information using this postcode Postcode * BN3 6EG

 Which subject(s) are you interested in studying?

 Subject 1 *

 Historical and philosophical studies

 Subject 2

 Education

 Subject 3

Creative arts



What about the buzzword?

If you are applying with the support of your school/college or UCAS registered centre, they will give you a buzzword that allows you to link to them. The buzzword is needed at the point you start your application from the UCAS Hub. Get the right support

Are you still at school/college?*



Your school/college *

Brighton Hove

Brighton Hove and Sussex Sixth Form College (Hove, East

If your school/college is not listed, tick the box below and type in the name of your school/college.

Can't find your school/college?

Set your subject preferences (you may well need to find nearby subject areas) and add BHASVIC – you will always be using BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE (NOT BHASVIC) through your apply form.



Welcome to your Hub Stay organised, supported, and informed throughout the application process

Go to my Hub

Set your subject preferences (you may well need to find nearby subject areas) and add BHASVIC – you will always be using BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE (NOT BHASVIC) through your apply form.





Enter the Buzzword from your school, college, or centre Buzzwords are case-sensitive and will be given to you by your school, college or centre.			
bhasvi	ic23		
Save Buzzword	Cancel		

inter the Buzzword from your school, college, or centre	3
Your buzzword is for	
Brighton Hove and Sussex Sixth Form College 205 Dyke Road, Hove, East Sussex, BN3 6EG Is this correct?	
Yes No	4
You have linked your application to Brighton Hove and Sussex Sixth Form College	
Select group	-
Select group	•

- 3. Use the BHASVIC buzzword which is BHASVIC23
- 4. Choose your correct tutor group from the list. This is important as your tutor will be involved in your reference later on.



You will complete your PROFILE.

Your CHOICES and PERSONAL STATEMENT WITH BE THE LAST THINGS TO ADD.

Fabry

Previous name(s)

Start adding your details.

VERY IMPORTANT

ADD YOUR FORMAL NAME INCLUDING ANY MIDDLE NAMES AS IT MATCHES YOUR PASSPORT.

Preferred name Let us know what we should call you in our communications. Nikki Date of birth * Day Month Year 01 ~ 01 ~ 2000 ~ Gender * Select the gender you most identify with at this type. You can tell the university or college directly if you'd feel more comfortable identifying in another way, or if this changes. Male Female Mark this section as complete * Address type * UK address Address line 1* 205 Dyke Road Address line 2 Hove Address line 3 East Sussex Address line 4 Postcode * BN3 6EG

Here you can add your preferred name.

Also date of birth and gender.

There are opportunities to state other gender identities on the form but this bit should match your passport AND Student Advantage (so your results are currently attached to you.

Add your correct address.

Use your postcode and find your address 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.



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.

Harry Fabry

Relationship to you *

How you know your nominee. They will be asked this information when speaking to UCAS on your behalf.

dad

~

~

IMPORTANT: Nominated Access means that someone can speak to unis on your behalf. It is useful if you end up on holiday on results day. A trusted adult is usually recommended. NOT BHASVC staff.

Residency details

Is your home address the same as your postal address?*

Please select your area of permanent residence * Your area of permanent residence refers to the area in which you normally live

East Sussex		~
Residential category *		
Please choose the option th	at most closely applies to you.	
EU National (non-UK Ci	zen)	~
Mark this section as co	mr ete *	

IMPORTANT: You need to get your residency right. It is where your student loan will come from (local authority).

It will be where you live Brighton & Hove including Portslade and West Saltdean.

East Sussex includes East Saltdean.

West Sussex includes Southwick.

Where your home pays council tax.

Residency details

Is your home address the same as your postal address?*

Yes
No

Please select your area of permanent residence *

Your area of permanent residence refers to the area in which 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 *

Residency details

Is your home address the same as your postal address?*

Please select your area of permanent residence *

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

West Sussex

Residential category *

Please choose the option that most closely applies to you.

Settled in the UK

Mark this section as complete *

What is your country of birth? *

For the purpose of this question the UK includes the Channel Islands and the Isle of Man.

 \sim

~

United Kingdom

What is your nationality? *

If you're applying from outside the UK choose your nationality as it appears in your passport. If you have dual nationality and you need a visa to enter the UK, enter your first nationality as it is shown on the passport you intend to use when travelling to the UK for your course.

UK national

Dual nationality

If you have dual nationality, select your first nationality in the previous field and your second nationality here.

Add your country of birth and nationality as appropriate.

Save the Section (you will need to do this for every section.

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, sporse or civil partner who is an EU (excluding the UK), EEA or Swiss national? *

No

Mark this section as complete *

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.

Save this section



TWO IMPORTANT SECTIONS.

Don't worry about English tests those of you with English as a second language. Unis will know your English skills from your English GCSEs.

✓ Personal details	What will be your main source of funding for your studies? *			
✓ Contact and residency details	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 the EU will be in the category UK, ChI, IoM, or EU student finance.			
✓ Nationality details	This guidance has been created in the absence of full Brexit arrangements being available and you should give your answer as guided. Universities and			
✓ Supporting information	colleges are aware that EU applicants will be selecting the UK, ChI, IoM or EU student finance option.			
✓ English language skills	UK, Chl, IoM or EU student finance services ~			
Finance and funding	Student support arrangements			
Diversity and inclusion	Tell us who will a sess you for tuition fees, or how you will pay for your course. Please select the option which best describes your situation.			
More about you	Brighton and Hove 🗸			
Education				
Employment	Mark this section as complete *			

-

VERY IMPORTANT COMMON ERROR:

Source of Funding should ALWAYS be UK CHL IOM or EU Funding arrangements NOT Private finance or NHS. This is NOT your student finance application.

Student support arrangements should MATCH your residency. Your local authority will give you your students loan. It will be where you live Brighton & Hove including Portslade and West Saltdean. East Sussex includes East Saltdean. West Sussex includes Southwick.

Personal details	Equality monitoring	
Contact and residency	Ethnic origin *	
details	White	~
Nationality details	What is your religion or belief?	
Supporting information	No religion or belief	~
English language skills	What is your sexual orientation?	
 Finance and funding 	Heterosexual	~
Diversity and inclusion	Do you identify as transgender?	
More about you	No	~
Education	National identity *	
Employment	British	~

These are very important sections regarding diversity and inclusion.

Please complete as it will give universities information that can better support you at university.

Personal details	Care support information
Contact and residency	Have you been in care?
details	Select yes if you've ever lived in public care or as a looked-after child,
Nationality details	including:
Nationality details	- with foster carers under local authority care
Supporting information	- in a residential children's home
English language skills	- being 'looked after at home' under a supervision order
5 5 5	- living with friends or relatives in kinship care
Finance and funding	Note: This does not refer to time spent in boarding schools, working in a care
	or healthcare setting, or if you are a carer yourself. Please note that eligibility
Diversity and inclusion	for support may differ between higher education providers – we strongly
More about you	recommend contacting the student support team in advance of making an
wore about you	application
Education	For more information about answering this question read our FAQs.

Duration in care *

3 months - 1 year

Parental education

Do any of your parents, step-parents or guardians have any higher education qualification, such as a degree, diploma, or certificate of higher education?

No

Occupational background *

Please give the job title of your parent, step-parent, or guardian who earns the most, if you are under 21. If she or he is retired or unemployed, give their most recent job title. If you prefer not to give this information, please enter 'I prefer not to say'. If you are 21 or over, please give your own job title. If you can't find a match for the job title you want to enter, please choose the one closest to it.

Caretaker

State if you have ever been care experienced – this may well flag you up for bursaries.

~

Please tell them if your parents went to uni. If not it means you are a First Generaton Scholar and qualify for Widening

Please tell unis about any physical and mental health difficulties. They can put in place support when you get to uni. It is IMPORTANT. Do not worry that they will judge you for disclosing – they won't.



Would you consider yourself estranged from your parents (i.e. you're not in contact with and supported by your parents)?

Yes No

Do you have any caring responsibilities?

Yes No

Are you a parent or do you have parenting responsibilities?

🔿 Yes 🔘 No

🔘 No

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

- O The UK government has granted me refugee status or humanitarian protection in the UK
- O I have limited or discretionary leave to remain in the UK
- O I'm currently seeking asylum in the UK

Are you estranged and living independently?

Please tell them.

Also asked is refugee status and whether you have been in recept of Free College/School Meals.

All these flag you up for bursaries and additional uni support.





The Education section is probably the trickiest section and VERY important that you get it right.

Through this section you are telling universities what qualifications you are studying and what you have already.

Without this information they don't know what you are studying towards.

VERY IMPORTANT COMMON ERRORS:

- BTEC number: You might find your BTEC numbers from secondary qualifications on your certificates – if not don't 'worry. For BHASVIC BTECS we have your number. Email <u>he@bhasvic.ac.uk</u> and we can send it to you. This section will only appear if you enter BTECs.
- ULN: You must add your ULN (Unique Learner Number) you can copy and paste it from your Personal Profile on Student Advantage.
- It is always Below Honours

Add place of education art date* onth Year 09 ~	You will add usually TWO places of education.
d date * $201 \times 2021 \times $ Save Cancel	Your high school and BHASVIC.
Add place of education Name of the school, college, or university* Varndean High No matches found Add Varndean High Exam centre number This may be automatically filled in based on your school college, or university	There is NO NEED to add any other places of education UNLESS you gained qualifications (this may be a music or dance school). Use the correct dates. Usually 09/16-06/21.
Type of study *	
Full time O Part time O Sandwich	
Do you, or will you, have any qualifications from this centre? * If you received any qualifications at this school, college or centre, or if you have any or school, click yes.	qualifications pending at this
All qualifications must be entered, even if you received an unsuccessful grade, if you final exams or if you are waiting for the results.	are still waiting to take the
Save Cancel	



Add your secondary school.

Some you may have to manually enter (Kings) and some you will not have the exam centre code (PCS, Varndean).

Don't worry..

Use the qualification shortlist when adding qualifications.

Most will be GCSEs and GCSE Double Award for combined/double science however lots of you will have studied other qualifications at school. We have a list to help you on the UCAS channel.



Make sure your dates and grades are correct.

If you enter an error it could invalidate your application.

If any of our grades are wrong on Student Advantage, please take your certificate to CIS (ground floor College House) and they will amend it on the system. It is important our

Module / Unit 1			
Subject Type and select the subject you studied			
	-		
Qualification date			
Month Year MM ~ YYYY ~			
Grade			

Don't enter any modules unless you have to.

Some BTECs require you too but generally NO NEED.



Great shortcut is to add another qualification if adding multiple GCSEs/A levels/BTECs

It should look a bit like this.....

Varndean High			••• More
September 2016 - June Full time	2021		
Add qualification			
GCSE (Grade: 9 Language	9-1) in E	nglish •	•• More
Title	Grade	Awarding organisation	on
English Language	6	AQA	
Qualification date June 2021			

Add place of education

Name of the school, college, or university *

brighton hove

Brighton Hove and Sussex Sixth Form College

Exam centre number

This may be automatically filled in based on your school, college, or university

Save

Cancel



Add BHASVIC remember Brighton Hove and Sussex Sixth Form College Full-time Below Honours For most of you the dates will be 09/21-

06/23

Add place of education	l
Type of study * Full time Part time Sandwich 	
Do you, or will you, have any qualifications from this centre? * If you received any qualifications at this school, college or centre, or if you have any qualifications pending at this school, click yes.	
All qualifications must be entered, even if you received an unsuccessful grade, if you are still waiting to take the final exams or if you are waiting for the results.	
If you are resitting a qualification you need to enter it twice: once as a completed qualification with the grade achieved and once as a qualification with the result Pending.	
Save Cancel	ł



September 2021 - June 2023

Full time

Add qualification

Use the qualification shortlist

A levels: Pending June 23

Please note that BTECs are more complex.

List of Exam boards on the next page.

AQA	Edexcel	OCR	Eduqas
Art & Design (Fine Art)	English Lang & Lit	Chemistry	Biology
Art & Design (Graphic Communication)	Geography	Classical Civilisation	Drama & Theatre Studies
Art & Design (Photography)	History (Early Modern/Modern is just History)	Computer Science	English Literature
Art & Design (Textiles)	History of Art	English GCSE at BHASVIC	Film Studies
Business	Maths (single, further, double)	Law	Media Studies
Dance	Maths GCSE at BHASVIC	PE	Music
Economics	Politics	Physics	
English Language		Religious Studies	
Environmental Science		Sociology	
Franch			

i i chici

German

Law

Philosophy

Psychology

Spanish

A levels 06/23 ending like this

COMMON ERRORS:

Visual Arts need to be in the correct format (see AQA list e.g. Art & Design (Fine Art)

History EM or Modern is just History

Double Maths will be entered Mathematics for 21 and Further Mathematics for 22 (pending)

GCE Advanced Level (A-Level) in Psychology

SubjectAwarding organisationPsychologyAQA

Grade Pending ••• More

Qualification date

June 2023



Pearson BTEC
 Level 3 National
 Extended Diploma
 RQF (1080) (2016
 to Present)

Pearson BTEC
 Level 3 National
 Foundation Dip
 RQF (510-540)
 (2016 to Present)

 WJEC Level 3
 Applied Certificate in Criminology

 WJEC Level 3
 Applied Diploma in Criminology

Awarding organisation

WJEC

Criminology

You will ether both the Applied certificate – June 22 plus grade

Applied diploma June 23 pending

WJEC Level 3 Appl in Criminology	ied Diplor	na	••• More
Awarding organisation WJEC	Grade Pending	Qualification June 2023	n date
WJEC Level 3 Appli Certificate in Crimi	ied nology		••• More

Grade

Pending

Qualification date

June 2022



Is the foundation diploma above



Creative Media

Is the BTEC Subsidiary Diploma above

Below is the Creative Media Certificate

+

BTEC Diplc

Qualifications shortlist

+ BTEC Certificate (QCF)

Sport & Sport & Exrercise Science

For SINGLE sport it is the Extended Certificates



Sport & Sport & Exercise Science

For DOUBLE sport it is the BTEC Diploma

 Pearson BTEC Level 3
 National Diploma RQF (720) (2016 to Present)



Also need adding

LIBF Level 2 + GCSE: Double Music Award (9-9 to 1-1) Award in Financial Qualification -Education Graded Theory (ABRSM and equivalent) Pearson BTEC Pearson BTEC Pearson BTEC Level 3 National Level 3 National Level 3 National Certificate RQF Diploma RQF Extended Cert (180) (2016 to (720) (2016 to RQF (360) (2016 Present) Present) to Present)

History and Visual Art A levels Please put your Visual Art A level in the format above Art & Design: **Textiles, Fine Art, Graphic Communication, Photography** History is just History whether you are studying Modern or Early Modern GCE Advanced Level (A-Level) ••• More in Art & Design: Fine Art Subject Awarding organisation Art & Design: Fine Art AQA Oualification date Grade Pending June 2023 GCE Advanced Level (A-Level) More in History

Subject Awarding organisation Grade

History Edexcel

Pending

Qualification date

June 2023





Extra Activities

These DO NOT include OPEN DAYS.

It does include summer schools, taster days and online activities that you have booked.



Personal Statement

You will very likely add your statement and choices as the last things you do before completing your form.

Before you attend an Apply session (UCAS groups) it is useful if you can add a first draft of a personal statement and at least one choice.

You may well need to preview before you save.

Our guide to writing your personal statement (opens in a new window) should help you complete this section.

We strongly recommend you write the statement using a wordprocessor and paste it in to your application.

You can type your statement directly into the box or edit a statement you have pasted in.

Personal statement *

Your completed statement must be between 1,000 and 4,000 characters (maximum 47 lines) including spaces.

Choices

REALLY IMPORTANT

GET YOUR COURSE CHOICE CORRECT WITH THE COURSE CODE

WE ONLY NEED ONE CHOICE PUT INTO THE FORM SO WE CAN PROCESS YOUR FORM. ONCE WE HAVE PROCESSED YOU CAN ADD ANY MORE CHOICES 1 AT A TIME ON UCAS TRACK AT HOME.

YOU CANNOT CHANGE YOUR CHOICES AFTER 14 DAYS OF YOUR UCAS WELCOME EMAIL.

ntre information		
hton Hove and Sussex Sixth Form 0/5 6	4% NOT STARTED 54%	
به F/NJF - Nikki Fabry		
CHOICES PR	DFILE PERSONAL Review and STATEMENT	
		_ /
our choices		Sear
		Q Find
\frown		
You can add up to 5 choices to your application. You can cha	nge your choices until you send your application to	2
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You can add up to 5 choices to your application. You can chu us. All sections must be marked as complete before you can Mark complete Mark complete Nursing (Adult) (B7L0) University of Brighton (B72) Location: Brighton Start date: 25 September 2023 Further details: WP Point of entry: 1st year Deferred entry: No Live at home while studying: Yes Criminal convictions declaration: Undeclared	INFO INFO INFO vou may be required to attend an i audition or provide a portfolio, ess piece of work to help the course tu you're suitable for this course.	e nterview or ay or other itor decide if