

# UCAS 21 Entry helpsheet

## This is useful check through

You can register and start your application for 2021.  
However, you will not be able to submit it to UCAS until 8 September 2020.

<https://www.ucas.com/students>

### Student sign in

Please select an education scheme.

**Undergraduate**

Applying for university and college degree courses

### 2021 entry

Apply now for 2021 entry. Please note, UCAS Track for 2021 entry will not be available until September 2020.

Get your UCAS Hub. Your place to discover your options and research your future.

Apply

Hub

### 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 2021 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

Progress

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

Title\*

Mr ?

Gender\*

Male ?

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

First/given name(s)\*

Harry ?

Surname/family name\*

Potter ?

Date of birth\*

31 July 1980 ?

previous next

Progress

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

Postal address\*  
4 Privet Drive  
Bracknell  
Surrey  
TW17 9BD

[change address](#) ?

Home telephone number

0123 456789 ?

Mobile number

07123 456789 ?

Email address\*

h.potter@owlmail.com ?

Confirm email address\*

h.potter@owlmail.com ?

### Keep up-to date with your application

To make sure you've got everything you need for your journey to higher education, we'll ask you to tell us how you'd like to get your updates.

We'll keep you updated on the progress of your application — from deadline reminders to Track updates — by email and post.

### We won't pass on your details...

We'll keep your data safe, and won't pass it on to third parties, but you can update your preferences at any time in the 'Your details' section of Track. For more information, take a look at our [privacy policy](#).

previous next

## Registering

<https://www.ucas.com/students>

This one

This one check 21 Entry  
(You will use track once your application has been sent to UCAS)

You need first to register

Fill this in. Gender is male or female – that is because it needs to match your passport (see notes later)

You don't need to use your college email address if you don't want to – you can use your own

*please check your email account regularly?*

**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 info on 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](#)

Get the notifications in the way you want – they will be useful

Home > Register

Progress

Your username is: **hpotter8**

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

Keep your username and password safe as you will need both each time you access your application.

Your registration has been successful. If you wish you may now enter the Apply service or come back another time. If necessary, you can change any of your registration details once you have entered Apply.

Make a note of your user name – you will log in a lot and need it!

[log in now](#) [go to UCAS homepage](#)

- 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](#)

Answer the security questions of your choice

Initial UCAS questions

**How are you applying?\***

Through my school/college

Through a careers organisation

Through another organisation

**As an individual**

[next](#)

Ex-Students – apply as an individual – you will link later. See additional instructions [here](#)

Change password and/or security questions/answers

- > Change my password and security questions/answers
- > Link your application to your school, college or organisation
- > Ask a registered school, college or organisation to write your reference only

You can change the language that will be presented in Apply.

Language preference

Initial UCAS questions

You now need to enter your buzzword - this will be given to you by your school, college or centre. You will only be asked to enter your buzzword once.

(Buzzwords are case sensitive)

Buzzword\*

Your buzzword means we know which school, college, or centre you are applying from. By entering the buzzword, you give permission to share your data with your school, college or centre, so they can support you through the UCAS application process.

They will be able to check the progress of your application, attach a reference, add your predicted grades, and send your application to UCAS on your behalf. They will also be able to see decisions made by your chosen universities and colleges, and your replies.

If you do not want to link to a centre, you can add a reference from somewhere else, or if you no longer want them to see the progress of your application, please contact us.

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

Click on 'Options'  
Then choose 'Link your application to your school, college or organisation'

IMPORTANT: use the BHASVIC buzzword - bhasvic21

Yep this is right

Welcome Harry,

Your Personal ID is: **149-869-0201**.

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](#)

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

 ?  

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



Welcome
Personal details <input checked="" type="checkbox"/>
Additional information <input type="checkbox"/>
Student finance <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



Welcome
Personal details <input checked="" type="checkbox"/>
Additional information <input type="checkbox"/>
Student finance <input type="checkbox"/>

**MAKE A NOTE OF YOUR ID NUMBER.** You will use this until you actually walk through the uni doors!

And while you are at it **verify your email address** by entering the code sent to you – this is IMPORTANT

This menu is useful. It shows you what you have completed and saved.

**Section 1 – Personal Details**

Fill in your personal details.

Personal

Title\*  ?

Gender\*  ?

First/given name(s)\*  ?

Surname/family name\*  ?

Preferred first name  ?

Previous surname at 16th birthday  ?

Postal address\*  
4 Privet Drive  
Bracknell  
Surrey  
TW17 9BD  
 ?

Is your permanent home in the UK?\*  Yes  No ?

Home address (if different from postal address)  
 ?

Home telephone number  ?

Mobile number  ?  
(Please do not include a dial-out code in your phone number (for example, +, or 00). Please enter the country calling code (e.g. 44 for UK phone numbers). For UK numbers, please remove the leading 0 before adding the country code. We might use your mobile number to send you SMS reminders.)

Email address\*  ?

Confirm email address\*  ?

Date of birth\*    ?

Country of birth\*   ?

Date of first entry to UK (if not born in the UK\*)  
   ?

Nationality\*   ?

Dual nationality   ?

Area of permanent residence\*   ?

Residential category\*   ?

**Full Name Including All**

**Middle Names:** It is vital

that you use your full name, including 'Middle Names'. Not having your full name can hinder your application. This should match Advantage and your passport.

You can add a preferred name

Make sure you check this box.

Make sure your mobile number is correct

Complete these details. Don't these two.

## Reference numbers

If you do not have any of the following reference numbers, please leave the boxes blank

Unique Learner Number (ULN)  ?

Test of English as a Foreign Language (TOEFL) Number  ?

International English Language Testing System (IELTS) TRF Number  ?

## Passport details

(This section only applies if your permanent home is outside the EU)

Where relevant, UCAS collects applicants' passport information on behalf of universities and colleges, who need it for purposes of visa application and checks with the UK Visas and Immigration (UKVI). For further details about UK Visas and Immigration please visit the [UKVI website](#).

Do you require a student visa?  ?

Have you previously studied in the UK on a student visa?  ?

Please check that the names you have provided at the top of this section match how they are stated on your passport.

Please enter the following details about your passport. If you have more than one passport, give the details of the passport you intend to use to enter the UK for the purpose of studying your course.

If you need a visa but don't yet have a valid passport, leave the sections below blank - we will ask you to provide the details once you have submitted your application **and** have received an offer of a place.

Passport number  ?

Issue date    ?

Expiry date    ?

Place of issue  ?

## Student support

Fee code\*  ?

Student support arrangements (This field is only available if you select fee code '02 UK, ChI, IoM or EU student finance services')

[see list](#) ?

Please answer the following questions about whether you and your family may have lived within the EU or EEA. The universities and colleges that you are applying to need this information to make a decision about the fees you may be charged and any scholarships, bursaries and financial support that may be available to you.

Have you ever lived or worked in the EU (excluding the UK), European Economic Area (EEA) or Switzerland?  ?

Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK), EEA or Swiss national?  ?

**Fill in your ULN.** You will find it on your Student Advantage in the personal profile section. Copy and paste it in. This is **IMPORTANT.** Not having your ULN can hinder your application.

**Passport details if you have moved to the UK.**

**IMPORTANT: Fee code almost always 02.**

If you will be on an **NHS bursary** (for example, midwifery) please check with the university whether your course is funded and apply the correct fee code.

**And put your county in from the list – Brighton & Hove, East Sussex or West Sussex depending on your address**

Keep up-to date with your application

We'll keep you updated on the progress of your application - from deadline reminders to Track updates - by email and post.  
You told us when you registered what level of support you'd like to receive. Don't forget, you can change your mind at any time - simply hit the 'Update my preferences' button below, or go to the 'Your details' section of Track once you've submit your application.

[Update your preferences](#)

We won't pass on your details...

We'll keep your data safe, and won't pass it on to third parties. For more information, take a look at our [privacy policy](#).

#### Nominated access

You can choose to nominate someone, eg parent/guardian/adviser, who can discuss your application with us and the universities if you are unavailable.

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](#) ?



[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 AD\(H\)D](#)

[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](#)

Please give details of any special needs

(500 characters left)

section completed

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

Welcome

Personal details

**Additional information**

Student finance

Nominated Access is so that someone can speak to your uni or UCAS on your behalf. It is most usually a parent and is USEFUL. If you leave it blank only you can speak to them.

You need to complete the disability even if it is No disability. See list.

Make sure you tell UCAS (and your unis) about any health or learning needs. Don't be shy – unis want to help. Note it includes mental health as well.

Give any details of extra time in exams etc. This is free text. Use it if you need to.

**Section 2 – Additional Info**

## Equality monitoring

Universities and colleges have a legal obligation to make sure applicants are not discriminated against or disadvantaged. This information will not influence any decision in respect of your application and will only be shared with the universities and colleges after you have secured a place or at the end of the application cycle.

Ethnic origin\*  ?

The next three questions are optional. If you have any concerns you do not have to answer them.

Your answers will be treated in the strictest confidence.

What is your religion or belief?  ?

What is your sexual orientation?  ?

Do you identify as transgender?  ?

National identity\*  ?

Dual national identity  ?

### Activities in preparation for higher education: 1

For example: summer schools, Saturday university, campus days, summer academies, taster courses and booster courses. If you have not taken any such course, please leave these sections blank.

Start date   ?

Duration (days)  ?

School year  ?

Location   ?

Sponsor  ?

### Activities in preparation for higher education: 2

Start date   ?

Duration (days)  ?

School year  ?

Location   ?

Sponsor  ?

Have you been in care?  ?

Duration in care If you have answered 'Yes' to the question above, please indicate the total length of time you have been in care\*.

?

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

?

Occupational background\* If you are under 21, please give the job title of your parent, step-parent or guardian who earns the most. If she or he is retired or unemployed, give their most recent job title. If you are 21 or over, please give your own job title. Click 'find...' and enter the job title.

?

I would like correspondence from Welsh universities, colleges and UCAS to be in Welsh  Yes  No ?

section completed

This section has quite a bit of sensitive information. Please remember it helps unis to know these details are they are keen on social mobility

NOT OPEN DAYS. Things like taster days and summer schools do include though.

We would encourage you to tell them if you have experience of being in care. It is likely to lead to financial benefits.

And tell them what your parents did. You may well be eligible for a first generation scholar scheme.

As with every section don't forget to save and complete



Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input type="checkbox"/>
Student finance	<input type="checkbox"/>
Choices	<input type="checkbox"/>



Welcome > Student finance

### Student finance



#### Student finance explained

While at university or college you will have two main costs - tuition fees and living costs.

Most students will not have to pay anything up front. Depending on your circumstances, your course and where you study, you could get a range of financial support. The main types of finance are **tuition fee and maintenance loans** (which have to be paid back), and **grants and bursaries** (which don't).

There is also extra support for those with special circumstances, for example, if you have children or adult dependants, a disability, mental-health condition, or specific learning difficulty such as dyslexia or dyspraxia.

Repayments are based on future earnings and not on what you borrow. You only repay once you have left university and earn over a threshold.

Applying is easy and **you do not have to have a confirmed place** - simply use your first choice of course and change it online at a later date if you need to.

I have read these details

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



Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input type="checkbox"/>
Student finance	<input type="checkbox"/>
Choices	<input type="checkbox"/>
Education	<input type="checkbox"/>



[> add a choice](#)

No details entered.

## Section 3 – Student Finance

Easy just tick the box and save. This ISN'T YOUR APPLICATION for finance! Just confirms you know how the loan and uni finance system very basically works (e.g. you have to pay tuition fees!)

## Section 4 – Choices

The exciting bit – adding your uni choices!

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\*   

Course code\*   

Campus code\*   

Start date\*   

Further details  

Live at home while studying?\*  Yes  No 

Point of entry

**CORRECT** Course and code. The 'see lists' are useful.

Correct year of entry – most of you will be 21 – if deferring it is Sept 22

**VERY IMPORTANT:** If you are **Widening Participation** you put the letters WP in further details. (don't know if you are WP? Check with your tutor or student services)

**VERY IMPORTANT:** If applying to **Sussex** or **Chichester** put in the word Accord, if **Brighton** uni then Compact (or CompactPlus if you are WP)

You can add up to 5 choices. They are in **ANY ORDER** and other universities do not see your other choices.

**IMPORTANT:** You only need to add **one choice** for us to **process the form and send to UCAS**. You can then add any more choices at home on UCAS track once it has been sent and processed by UCAS.

**ACCORD Scheme:** The Sussex Progression Accord offers links between BHASVIC and The University of Sussex and University of Chichester. In your 'Choices' section under 'Further Details' add 'ACCORD'. If you meet the admissions criteria you will be sent either a Guaranteed Offer or Interview. Please note that some courses (for example Medicine, Architecture) are not included in the ACCORD scheme.

**Compact and Compact Plus:** The Compact and Compact Plus programme offers links between BHASVIC and the University of Brighton. In your 'Choices' section under 'Further Details' add 'Compact', 'Compact Plus' for those of you active in the Widening Participation scheme. If you meet the standard entry requirements for your chosen course you will be sent either a Guaranteed Offer or Interview.



Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input type="checkbox"/>
Student finance	<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/Opsiyau	



> add new school/college/centre

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, 09/2019 - 06/2021, FT)

GCE Advanced Level

Art & Design: Photography

06/2021

AQA

> add GCE Advanced Level

> add qualifications

Longhill High School, Brighton (56150, 09/2014 - 06/2019, FT)

GCSE (Grade: 9-1)

Modern Greek

5

06/2019

AQA

> add GCSE (Grade: 9-1)

> add qualifications

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?\*

## Section 5 – Education

This section is tricky but **VERY IMPORTANT** to get right.

Entering qualifications is **THE ONLY WAY** unis know you are studying them!

You will add both **BHASVIC** and your secondary school so it should look something like this when you have finished

These are the details you need.

Find **BHASVIC** using Brighton, Hove & Sussex Sixth Form College. Use correct dates.

Full time and hopefully yes you will receive qualifications!

**Ex-Students please use correct dates**

! Please select the highest level of qualification you expect to have before you start your course.

You've added details for 1 school/college/centre(s) so far. You can still add details for 9 more.

> add new school/college/centre

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, 09/2019 - 06/2021, FT)

> edit  
> remove

> add qualifications

Please state the highest level of qualification you expect to have before you start your course\* Below honours degree level qualifications ?

section completed

save

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

School/college/centre name\* Longhill High School, Brighton find... ?

Exam centre number 56150 ?

When did you start...\* September 2014 ?

...and finish?\* June 2019 ?

Attendance\*  full-time  part-time  sandwich ?

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

save cancel

GCSE (Grade: 9-1)

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

Title\* Modern Greek (other) ?

Qualification date\* June 2019 ?

Awarding organisation\* AQA (other) ?

Grade\* 5 (other) ?

Module / unit 1

Subject Please select... (other) ?

Qualification date Month Year ?

Grade Please select... (other) ?

add another module

another module

back to summary

save

save and add similar

Add below honours

And while you are at it add your secondary school. Strangely a few don't come up on the search so enter them manually.

Add your GCSEs. Check your certificates. Make sure your grades and exam boards are correct. If they are wrong on Advantage email

[cis@bhasvic.ac.uk](mailto:cis@bhasvic.ac.uk) with a picture of your certificate (phone) and they will change it.

Don't bother with modules unless you have to!

Use save and add similar - very useful just change GCSE and exam board

Important: get these right. Any errors may invalidate any uni offers

## See here for Combined/double science

GCSE: Correctly enter all of your GCSEs.  
Combined Science GCSE: enter them under the qualification 'GCSE: Double Award (9-9 to 1-1)'. You find this qualification by entering 'GCSE: Double Award' in the search box. You will then be able to select 'Combined Science' from the drop down qualification list.

Search:

Or select from the popular qualifications listed below

### Popular qualifications

[BTEC Certificate](#)  
[BTEC Diploma](#)  
[BTEC Diploma \(QCF\)](#)  
[BTEC Extended Certificate \(QCF\)](#)  
[BTEC Subsidiary Diploma \(QCF\)](#)  
[Extended Project \(Level 3\)](#)  
[GCE Advanced Level](#)  
[GCE Advanced Subsidiary](#)  
[GCSE \(Grade: 9-1\)](#)  
[GCSE \(Grade: A\\*-G\)](#)  
[Music Qualification - Graded Theory \(ABRSM and equivalent\)](#)  
[ifs Level 2 Certificate in Financial Education](#)

Search:

Or select from the popular qualifications listed below

### Popular qualifications

[BTEC Certificate](#)  
[BTEC Diploma](#)  
[BTEC Diploma \(QCF\)](#)  
[BTEC Extended Certificate \(QCF\)](#)  
[BTEC Subsidiary Diploma \(QCF\)](#)  
[Extended Project \(Level 3\)](#)  
[GCE Advanced Level](#)  
[GCE Advanced Subsidiary](#)  
[GCSE \(Grade: 9-1\)](#)  
[GCSE \(Grade: A\\*-G\)](#)  
[Music Qualification - Graded Theory \(ABRSM and equivalent\)](#)  
[ifs Level 2 Certificate in Financial Education](#)

Now change to  
BHASVIC and add  
qualifications

Note extended project  
on the list. The only  
other portfolio courses  
that should be added is  
L2 Finance portfolio &  
Music Theory

You can add  
music/drama  
qualifications. You will  
need to add them  
manually as another  
school/college or  
'Other'. Do not add  
them to a  
school/college you did  
not take them at.

A levels are relatively  
straightforward.

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\*  ?  
(other)

Qualification date\*   ?

Awarding organisation\*  (other)  ?

Grade\*  (other)  ?

### Module / unit 1

Title  ?  
(other)

Grade  (other)  ?

> [back to summary](#)

save

save and add similar

A levels are relatively easy

Check dates, exam boards and no need to add modules

See **exam boards at the end of this helpsheet** if you are unsure

Your result is pending

**Ex-Students please use correct dates & grades**

No need to add modules unless you have to

Use save and add similar - very useful just change A level and exam board

BTECS are trickier and really easy to get wrong! Please check your certificates.

## BTECs

It's really important that you put the right BTEC qualification in as these will show unis what you are currently working on.

1. For two-year courses you will need to put in two qualifications. One you have. One is pending.
2. Check the right kind of qualification – see list below

Different BTECs are equivalent to 1,2 or 3 A levels so it's important to get the right one.

### Generally

- Certificate – first year of a 2 year course or recovery course
- Sub Dip – final of a 2 year course
- Dip - final of a double course

Pearson BTEC Level 3 National Certificate (180) (First teaching Sept 2016)

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

Title\*  ?  
(other)   
Qualification date\*   ?  
Awarding organisation\*  (other)  ?  
Grade\*  (other)  ?

Module / unit 1\*  
Subject\*  ?  
(other)   
Qualification date\*   ?  
Grade  ?

[> back to summary](#)

[> add qualifications](#)

BTEC Registration Number  ?

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

**Brighton Hove and Sussex Sixth Form College** (56120, 09/2019 - 06/2021, FT)

**GCE Advanced Level**  
Art & Design: Photography 06/2021 AQA

[> add GCE Advanced Level](#)

**Pearson BTEC Level 3 National Certificate (180) (First teaching Sept 2016)**  
Business 06/2021 Pearson (1 module)

[> add Pearson BTEC Level 3 National Certificate \(180\) \(First teaching Sept 2016\)](#)

[> add qualifications](#)

**Longhill High School, Brighton** (56150, 09/2014 - 06/2019, FT)

**GCSE (Grade: 9-1)**  
Modern Greek 5 06/2019 AQA

[> add GCSE \(Grade: 9-1\)](#)

[> add qualifications](#)

BTEC Registration Number  ?

Dates, correct exam boards and pending

Add modules if you need to

BTEC Registration Number: Your subject teacher will have your BTEC registration number

Ex-students – your BTEC reg no. will be on your certificate

It should look something like this (add all your qualifications!)



< Log out

- Welcome
- Personal details
- Choices
- Education
- Employment
- Statement
- Reference
- View all details
- Pay/Send
- Help
- Options/Opsynau

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?\*

Key

Completed

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\*

Qualification date\*

Awarding organisation\*

Grade\*

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, 06/2021 - 06/2021, PT)				<a href="#">&gt; edit</a>	<a href="#">&gt; remove</a>
GCE Advanced Level	Arabic	06/2021	Edexcel		
<a href="#">&gt; add GCE Advanced Level</a>					
<a href="#">&gt; add qualifications</a>					

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, 09/2017 - 06/2019, FT)						<a href="#">&gt; edit</a>	<a href="#">&gt; remove</a>
BTEC Diploma	Fire and Rescue Services in the Community	Dist	06/2018	BTEC	3		
<a href="#">&gt; add BTEC Diploma</a>							
Extended Project (Level 3)	How to survive Avada Kedavra		06/2019	Edexcel			
<a href="#">&gt; add Extended Project (Level 3)</a>							
GCE Advanced Level	Ancient History		06/2019	Edexcel			
	Archaeology		06/2019	Edexcel			
	Divinity		06/2019	Edexcel			
<a href="#">&gt; add GCE Advanced Level</a>							

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

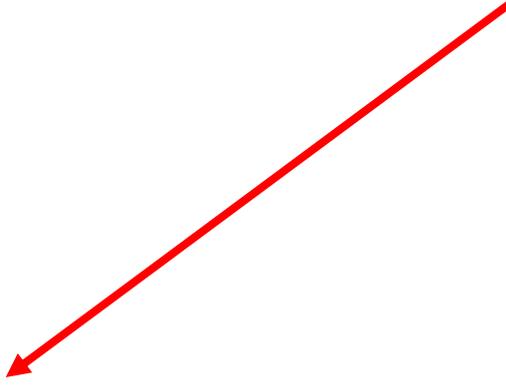
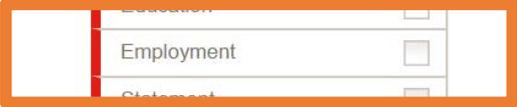
Make sure you enter correct dates (June 2021) and also check as part time

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

So BHASVIC is entered twice, which is correct.



Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input type="checkbox"/>
Student finance	<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"/>



## Section 6 – Employment

You can add details of up to 5 employers.

[> add an employer](#)



No details entered.

Only add paid employment

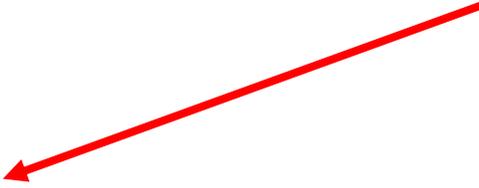
Voluntary work can be added to your personal statement

section completed

**save**



Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input type="checkbox"/>
Student finance	<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/Opsiyau	



## Section 6 – Statement

Enter your statement (copy and paste from a word doc).

**Make sure your personal statement is your own work.**

We'll carry out checks to verify your personal statement is your own work. Provided it is your own work, you can use your personal statement from your application last year. If it appears to have been copied from another source, we'll inform the universities and colleges to which you have applied. They will then take the action they consider appropriate. We'll also contact you by email to tell you this has happened.

Click 'save' within 35 minutes so that your work is not lost.

You have used 0 of 47 lines based on the preview and 0 of 4000 characters.

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



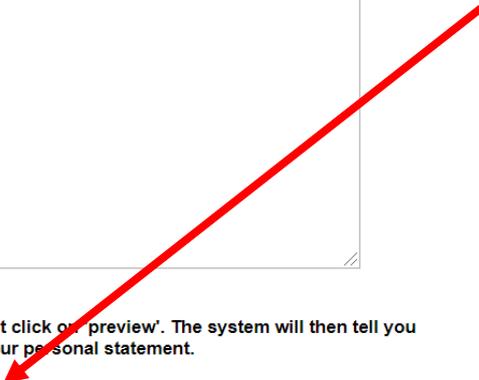
It needs to fit and work with the line limit.

**NO NEED TO HAVE SPARE LINES BETWEEN PARAGRAPHS.**

You will need to preview then save.

Before you can mark this section as complete you must click on 'preview'. The system will then tell you how many lines and characters are still available for your personal statement.

[save](#) [preview](#)



2021  
apply

Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input type="checkbox"/>
Student finance	<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"/>

## Section 8 – View all details

View all details enables you see all the form at once. Correct any green errors.

**BEFORE YOU  
PAY & SEND  
READ THIS**

**VERY IMPORTANT: BEFORE YOU PAY AND SEND YOU MUST EMAIL [ucasreferences@bhasvic.ac.uk](mailto:ucasreferences@bhasvic.ac.uk) advising BHASVIC of your application. If you do not email, your application will not be processed and sent to UCAS.**

**Don't forget you only need ONE choice for us to process – you can add any more later from the comfort of home on track!**

**Good luck**

2021  
apply

Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input type="checkbox"/>
Student finance	<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"/>

## Section 9 – Pay & Send

### IMPORTANT

**Select Pay by card and pay with a debit or credit card.**

**£20 for one choice  
£26 for 2-5**