

UCAS APPLY FORM



How to complete it online

For September 2021 Entry (ex-students)

Other things you will need:

- Your UCAS Apply log in and password you should have registered using the [BHASVIC buzzword - bhasvic21](#)
- Your exam certificates from your secondary school (do this at home)
- Your completed personal statement to complete your UCAS Apply – your tutors are there to help
- Some form of payment on completion of the form. [One course is £20, 2-5 courses are £26.](#)

Registering onto UCAS Website

You should have registered onto UCAS Apply during your Progression day session.

If not:

1. Go to website: <https://www.ucas.com/students>
2. Click on: Student log in for 2021
3. Enter: user name and password
4. Continue to fill in your details
5. Data is saved automatically and you are able to exit the programme the program at any point and re-open to continue

Welcome	
Personal details	...
Additional information	...
Choices	✓
Education	...
Employment	✓
Statement	...
View all details	
Pay/Send	
Help	
Options/Opsiynau	

Complete both sections

These are your university choices. You can enter 1 or use all 5.

You must enter in all AS and A levels under BHASVIC and ALL GCSES under your secondary school.

Any paid employment

Your Personal Statement

Pay online and send it

Key

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

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**

> 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

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.

Complete these sections and check all details are correct.

Not born in the UK? – make sure your correct details are entered here.

Reference numbers

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

You **MUST** enter your ULN. This 9 digit number is allocated to you throughout your education.

You will find it through logging in to your student advantage.

We will have it on our records so please check with us.

Student support

Fee code	02 UK, ChI, IoM or EU student finance services Brighton and Hove
Student support arrangements 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

You will almost always use **02** as the code for your fee.

This means you will be applying for student finance.

Some NHS courses such as nursing and midwifery carry a bursary and use a different code – please check.

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

Enter the area appropriate to your home address – usually either

Brighton and Hove
East Sussex
West Sussex

From the drop down list.

Nominated access

Full name of nominee	
Relationship to you	

Complete all sections.

Probably best to say YES to sharing information.

Also please do share information about any study support needs.

Criminal convictions

Criminal convictions	No
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Disability/special needs

Category	No disability
Please give details of any special needs	

We will check for errors but **WILL NOT** check your GCSE grades or other specifics for mistakes.

CHECK your details are correct – you will have to contact every university you have applied for to amend any details once it has been sent off. They will not be pleased.

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

**Complete all sections as appropriate.
(there are options for prefer not to say).**

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

If you have attended any summer schools at any uni or any workshops or activities do enter them here.

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

Complete all sections as appropriate.

Completing the section on parental education may entitle you to a first generation scholar scheme if you are the first in your family to apply for uni.

If you have been in care it is highly likely you will be entitled to additional financial support if you declare it.

Choices

> edit

This section is for your uni choices.

You can complete 1,2,3,4 or all 5.

The University of Aberdeen (A20)

Archaeology and History (FV41)

Campus: Main Site (-)

Start date: September 2017

Live at home while studying?: No

Deferred entry?: No

Point of entry:

University of Dundee (D65)

Scottish Historical Studies (V212)

Campus: Main Site (-)

Start date: September 2017

Live at home while studying?: No

Deferred entry?: No

Point of entry:

The University of Edinburgh (E56)

Ancient and Medieval History (V190)

Campus: Main Site (-)

Start date: September 2017

Live at home while studying?: No

Deferred entry?: No

Point of entry:

If you intend to take a gap year you can defer your entry.

The Glasgow School of Art (G43)

Architecture (K100)

Campus: Main Site (-)

Start date: September 2017

Live at home while studying?: No

Deferred entry?: No

Point of entry:

Please do ensure you complete this section with your correct course codes.

And correct start date.

If you apply for this course you may be invited to attend an interview or audition or provide an essay or other piece of work.

University of the Highlands and Islands (H49)

Applied Science (C902)

Campus: Inverness College UHI, Inverness (I)

Start date: September 2017

Live at home while studying?: No

Deferred entry?: No

Point of entry:

Applying to **Sussex or Chichester Unis?** - enter **ACCORD**

Applying to **Brighton Uni?** - enter **COMPACT** (Compact Plus for Widening Participation)

in the 'additional info/further details' box. This is an agreement we have that they look favourably on our students.

This is the section to enter your education so far. This is the trickiest section and crucial you get it right.

Enter our centre code (56120) or name and choose Brighton, Hove and Sussex Sixth Form College from a drop down menu. You need to enter the correct dates of attendance – 09/15 to 06/17.

> 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, 09/2015 - 06/2017, FT)

BTEC Subsidiary Diploma (QCF)

[Sport & Exercise Sciences](#)

08/2017 Edexcel 3

> add BTEC Subsidiary Diploma (QCF)

GCE Advanced Level

[Chemistry](#)

[Performing Arts](#)

[Psychology](#)

08/2017

AQA

08/2017

AQA

08/2017

AQA

> add GCE Advanced Level

ifs Level 2 Certificate in Personal Finances

[U1 Personal Financial Encounters](#)

08/2017 IFS

> add ifs Level 2 Certificate in Personal Finances

OCR Cambridge TEC Level 3 Certificate (QCF)

[Business](#)

08/2017

> add OCR Cambridge TEC Level 3 Certificate (QCF)

> add qualifications

Dorothy Stringer High School, Brighton (56135, 09/2010 - 06/2015, FT)

GCSE (Grade: A*-G)

[Additional Science](#)

[Agriculture & Horticulture](#)

[Art & Design: Sculpture](#)

[English Language](#)

[German](#)

[History](#)

[Mathematics](#)

A* 08/2015 Edexcel

A* 08/2015 WJEC

A* 08/2015 Edexcel

A* 08/2015 Edexcel

A* 08/2015 WJEC

A* 08/2015 WJEC

A* 08/2015 WJEC

> add GCSE (Grade: A*-G)

> add qualifications

BTEC Registration Number

?

Enter if you have it

Enter your AS and A level qualifications.

You should have your results so enter June of the year you finished and enter the grades.

Please check you have entered the correct exam boards

AS levels go under the heading **GCS Advanced Subsidiary**

A levels under the heading **GCE Advanced level**

Double Maths is an exception (see back page).

UCAS do expect you to enter in all formal qualifications, including GCSEs, even if you achieved a U grade.

Don't forget any PORTFOLIO COURSES such as EPQ and personal finance that carry certificates.

You will need to enter your secondary school and all your GCSE subjects and grades **ACCURATELY**.

Please find your certificates.

If you cannot find your certificates you will need to contact your secondary school and check exam boards used.

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

Subject*
(other)
Qualification date*
Awarding organisation* (other)
Grade* (other)

If you are resitting any exams enter these modules under in the **A Level section and mark the result as **'Pending'**.**

Module / unit 1

Title
(other)
Grade (other)

Entering **separate module grades is **optional**.**

Module / unit 2

Title
(other)
Grade (other)

Module / unit 3

Title
(other)
Grade (other)

Module / unit 4

Title
(other)
Grade (other)

Module / unit 5

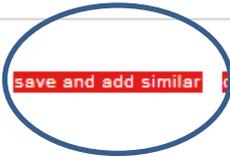
Title
(other)
Grade (other)

Module / unit 6

Title
(other)
Grade (other)

Save and add similar will save you lots of time!

> back to summary



Search:

[Higher Sports Leadership Award \(Level 3\)](#)

Or select from the popular qualifications listed below

Popular qualifications

[BTEC Certificate \(QCF\)](#)
[BTEC Diploma \(QCF\)](#)
[BTEC Extended Diploma \(QCF\)](#)
[BTEC Subsidiary Diploma \(QCF\)](#)
[Extended Project \(Level 3\)](#)
[GCE Advanced Level](#)
[GCE Advanced Level: Double Award](#)

Qualification not on the list?
Use the search facility to find it

BTEC Subsidiary Diploma (QCF)

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

Subject* ?
(other)

Qualification date* ?

Awarding organisation* (other) ?

Level* (other) ?

Grade* (other) ?

Same for BTECs

Module / unit 1

Unit title ?

Qualification date ?

QCF Credit value ?

Level ?

Grade ?

[add another module](#)

[> back to summary](#)

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

Employment

[> edit](#)

[Garrick Ollivander](#)

Address: Ollivanders Wand Shop
Nature of work: Diagon Alley
From April 2015 to September 2015, part-time

Enter any PAID work.
Voluntary work can be added into your personal statement.

Personal Statements

Prepare and spellcheck on word

Copy and paste into UCAS Apply

Don't use italics, bold or any kind of formatting

Watch for spaces and no need for lines in between

☰ 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 several 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. 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 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 A Level 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.

Yes universities DO READ your personal statements.

Write in word and copy and paste onto your apply form when you have checked, double checked and rechecked.

It is very difficult to contact all universities to change details once it has been sent.

section completed

save

Don't forget to tick save and section complete



What next?

You will need to pay online.

If you fail to do this your application will NOT be processed by General Office.

It will be processed by our General office within 10 days after you have paid and sent.

To track the progress of your application use TRACK on the UCAS website using your UCAS ID.

If changes are needed we will email you.

Remember to check your emails – good luck!

Double Maths

A Level Maths	<p>Bold unit already taken (can put the UMS in) <i>Italics</i> unit to be taken in 2016-17 (optional inclusion)</p> <p>C1, C2, C3, C4 M1 M2</p>
A Level Further Maths	<p>Bold unit already taken (can put the UMS in) <i>Italics</i> unit to be taken in 2016-17 (optional inclusion)</p> <p>FP1, FP2, FP3, S1, S2, D1</p>
A Level Maths & AS level Further Maths	<p>Bold unit already taken (can put the UMS in) <i>Italics</i> unit to be taken in 2016-17 (optional inclusion)</p> <p>C1, C2 C3, C4 M1/S1 M2/S2</p>
AS Level Further Maths	<p><i>FP1, FP2, D1</i></p>



**KEEP
CALM
JUST CHECK
YOUR
EMAIL**