

EMPLOYMENT

Provide information about paid work you are currently doing or have done in the past 2 years. Click **Add An Employer** and provide details as required. Don't worry if you have nothing to put in this section.

PERSONAL STATEMENT

Use the **UCAS Personal Statement Guidelines** to help you write your personal statement. Write your draft in Word so you can ensure your spelling and grammar is correct. **You cannot spell check in the UCAS website**

The maximum number of lines is 47 and the maximum number of characters is 4000. This includes all includes spaces and punctuation.

Do not use £ or \$ as this is not allowed on the UCAS site.

PAY / SEND

This part of the website is not live until September.

You can only select this link when ALL other sections of the UCAS form have been marked as complete and saved.

The cost for applying to one university is £18. The cost for applying to more than one university (with a maximum of 5) is £24. You must make the payment using a bank card.

When your form is fully complete click on **View** to check there are no errors. When you are happy with your form, click **Pay and Send**. This will send your application to the Sixth Form team.

Just before you **Pay and Send** you will be asked to agree to the **UCAS Declaration** by ticking boxes. Please ensure you tick the box to share information with your chosen education establishment, The Friary.

You should then inform your tutor that you are ready for your reference to be written. When your reference is complete, book an appointment with the Sixth Form team. At this meeting your reference and predicted grades will be added to the UCAS form before being submitted.

UCAS ONLINE APPLICATION September 2020-21 Entry Student Information

Username:

Password:

Personal ID number:

You need internet access to use UCAS. This can be done at home, school or on a smart phone at www.ucas.com

HOW TO REGISTER

1. From the drop down menu on the right, select **Sign In** and then click on **Students**
2. On the **Student Sign In** screen, under **2021 Entry** click on **Apply**
3. At the **Register and Log In** screen click on **Register**
4. At the **Register Welcome** screen click on **Next**
5. At the **Terms and Conditions** screen, tick the box to agree and click on **Next**

ONLY COMPLETE SECTIONS MARKED WITH A RED ASTERISK *

6. Enter your **Title**, **Gender**, **First Name**, **Last Name** and **Date of Birth**
7. Postal address: **UK**
8. Enter your **House Number** & **Postcode**, then select your address.
9. Add in your **Email Address** (no need to add phones numbers)
10. **Choose a password** This must be between 6-14 characters, contain at least one lowercase letter (a-z), one uppercase letter (A-Z), one number (0-9) and one special character *&^%\$£).

WRITE YOUR PASSWORD DOWN

11. Choose and answer ALL the security questions.
12. UCAS will now give you a username.

WRITE YOUR USERNAME DOWN

The school has no way of finding your username & password if you forget them.

You now have the option to **LOG-IN**

1. **How are you applying?** Click on **Through my school/college**
2. Enter the buzzword: **friary2021leavers**
3. You should now confirm that you are applying through the Friary School by clicking **Yes**

WRITE DOWN YOUR PERSONAL ID NUMBER

You do not need to verify your email at this point.

BEFORE YOU COMPLETE ANY FURTHER PARTS OF THE FORM PLEASE REMEMBER:

- There is no spell check on the UCAS website so check everything carefully. Write your personal statement in a Word document and paste it in when you have finished.
- Only to use capital letters for names/start of sentences.
- Use a drop-down menu wherever they are available. The ? icon will provide guidance.
- Save the details you put in at regular intervals. There is a save icon on most pages (normally at the bottom).
- When each section is fully completed you should tick the box **Section Completed**.
- You should always log out of UCAS by clicking on **Log Out**.

Using the navigation on the left of the screen, complete the remaining sections of the form. Remember you only need to complete sections marked with a red asterisk *

PERSONAL DETAILS

In addition to the personal details you have already typed in, ensure you complete the following sections:

1. **Student Support:** for **Fee Code** select **02, UK,ChI, IoM**
2. **Disability/Special Needs:** choose the appropriate option from the drop down list.

CHOICES

When you have decided on the course(s) and universities you wish to apply to, enter the information in this section. You do not need to think about preferences as they are recorded alphabetically.

1. To enter your choices click on **Add A Choice**. You can make up to 5 choices.
2. For each university choice you should use the See List option to add **Institution Code, Course Code, Campus Code** and **Start Date**
3. You must also choose whether or not you will be living at home by ticking the **Yes** or **No** box.

EDUCATION

1. To add your school click on **Add New School/College/Centre**
2. **School/College/Centre Name:** click the **Find** icon to choose your school.
3. **When Did You Start:** record your start date.
4. **And Finish:** you should record **August 202`**
5. **Attendance:** click **Full Time**
6. **Will you Receive Qualifications at this Centre:** click **Yes**

When you have added your school details, you must choose **save**. This will present you with a screen to add your qualifications.

Click on **Add Qualifications** to add ALL the external exams that you have taken and are going to take.

1. Add your **GCSE's(9-1), GCSE's (A*-G), ECDL**. Record the grade you achieved, the exam board and the date (**August 2018**).
2. Add A Levels by clicking **GCSE Advanced Level**. Record the exam board, the grade as **Pending** and the date as **August 2020**.
3. Add BTECs by clicking **BTEC Level 3 National Extended Cert**. Check the exact name of the course with your teacher, record the grade as **Pending** and the date as **August 2020**.
4. Add EPQ by clicking on **Extended Project (Level 3)**. Record the subject of your project briefly in the room provided, plus exam board, grade as **Pending** and the date as **August 2020**.

If you are taking (or have taken) other qualifications (dance/drama/music) click on **Other** and add details as necessary.