



CRGS Sixth Form: *Completing your UCAS Form*

CRGS *Futures* Series Presentation 4: Mrs Johnston



“The future depends on what we do in the present.”

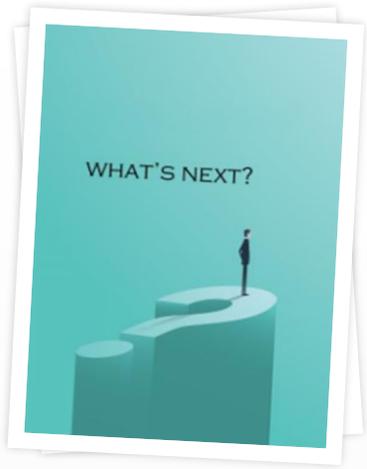
Mahatma Gandhi

CRGS *Futures* Series



This is the fourth CRGS Sixth Form Futures presentation:

1. *An Introduction to CRGS Futures*
2. *A Brief Introduction to Applying to University*
3. *Getting Started on your Personal Statement*
4. *Completing your UCAS Form*
5. *A Brief Introduction to Applying for Higher and Degree Apprenticeships*
6. *A Brief Guide to Student Finance*
7. *A Brief Guide to Specialist Admissions Tests*
8. *Replying to Offers*
9. *A Brief Guide to Results Day*



Have you watched the *Introduction to CRGS Futures* (Presentation 1)?



- If not, watch that first!
- The purpose of this presentation is to help you complete your UCAS form
- You should also watch Presentation 3: *Getting Started on your Personal Statement*

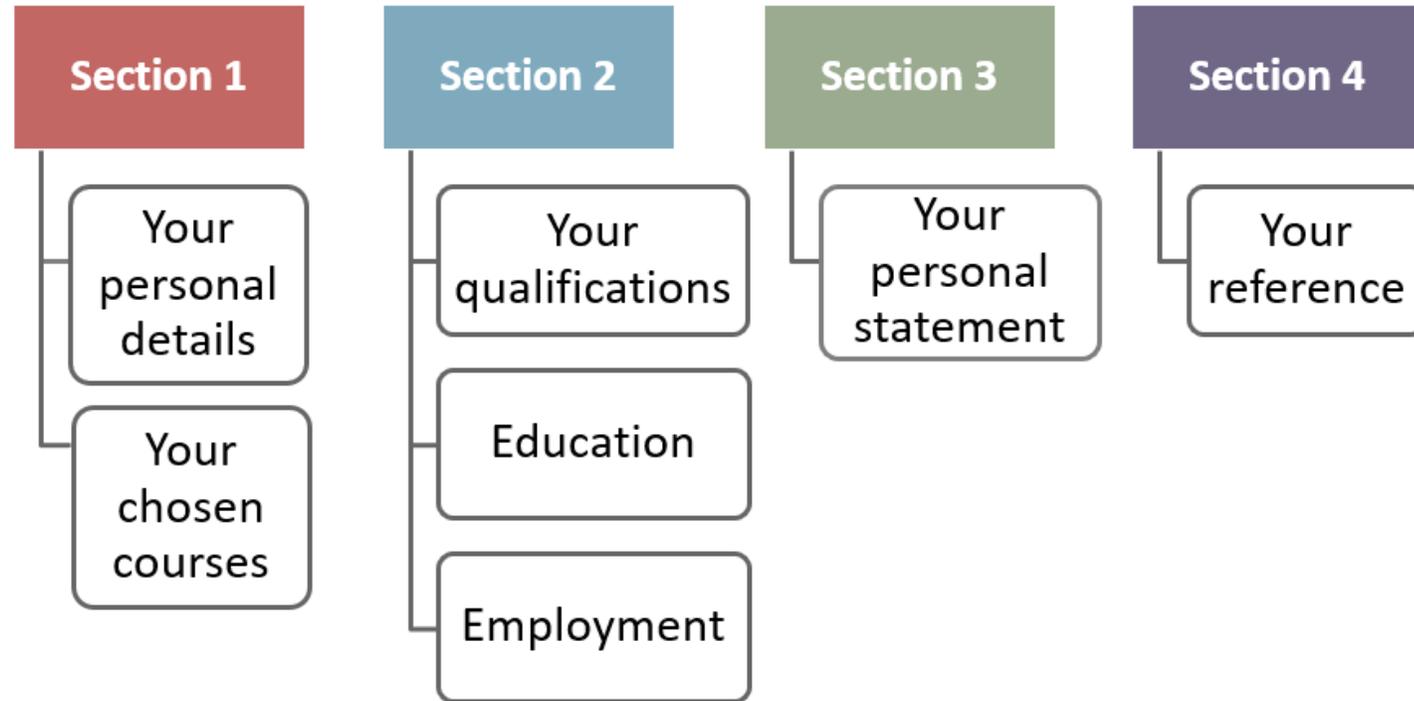


“Education is the most powerful weapon which you can use to change the world.”

Nelson
Mandela



What is included on a UCAS form?



Use your Futures Handbook to help you get started.



Filling in
your UCAS
form

1. Register

Register to use Apply

- Add some personal details, get a username, create a password and set your security questions. You must use the buzzword: **clitheroe21** to link to CRGS Sixth Form
- **Make sure that you click on 2021 entry**
- Enter your first name and middle name(s) exactly as they're stated on official documents, such as your passport, birth certificate, or driving licence
- **You will be given a unique username and password. Keep these somewhere very safe. Make a note of it now as it will not be displayed at a later stage.**





2. Sign-in and complete the rest of your personal details



Sign in

- Think carefully about which email address you use. Make sure it is one you read regularly and is appropriate. We recommend that you do not use your school email address as you may not have access to it in the weeks before starting university
- Fee code is 02 for most students. If you are not sure about this, please ask
- Your LA is the local authority where you live – e.g. Lancashire, Blackburn with Darwen, North Yorkshire etc. If you are not sure, it is the local authority where your household pays council tax.

Filling in
your UCAS
form



Filling in
your UCAS
form



- Answer the questions about residency and your family's nationality. Note that both questions exclude the UK so are likely to apply to a few applicants
- Bear in mind that updates from UCAS can be very useful, for example, to remind you of deadlines as well as providing links to useful advice.
- You can give a parent, guardian, or adviser **nominated access** if you'd like them to be able to speak to UCAS on your behalf. That means that UCAS will be able to discuss your application with them, but for security reasons, UCAS won't share your login details (for example, if you need to change your password).



[Filling in
your UCAS
form](#)

3. Additional Information



- Questions about your ethnic origin, national identity and occupational background are **mandatory questions** used for monitoring purposes. This information will only be shared with universities and colleges after you have secured a place or at the end of the application cycle – it will not influence any decision regarding your application
- There are three further **optional questions** which relate to equality monitoring, asking about your religion or belief, sexual orientation and whether you identify as transgender. Again, responses to these questions aren't sent to universities and colleges until after you've secured a place or at the end of the application cycle – it is up to you whether you answer them.



[Filling in
your UCAS
form](#)

4. Student Finance

- Read the information: Tick “I have read the details” and “save”
- Don’t forget there is an entire presentation on *Student Finance* (presentation 6)





Filling in
your UCAS
form

5. Choices

- You can choose up to five courses (all now or some later)
- There's no preference order and your universities won't see where else you've applied until after you reply to any offers you get
- You can only apply to a maximum of four courses in any one of medicine, dentistry, veterinary medicine or veterinary science
- You can only apply to one course at either Oxford or Cambridge
- Enter the 3 digit alphanumeric institution code as well as course code, campus code and start date.





Filling in
your UCAS
form



- Point of Entry should be left blank if you wish to start in the first year of the course
- You should think carefully about your course choices. It is usually a good idea to pick a couple of ambitious choices, a couple of more realistic ones and a safety choice
- Use the UCAS search tool to find out the entry requirements for subjects
- You can apply for a range of courses, but remember that you will need to write a personal statement to accompany the choices. If you decide to do this, discuss this with your Senior Tutor.



[Filling in
your UCAS
form](#)

6. Full education history



- You must enter all your qualifications from secondary education onwards – whether you have the result (even any that were ungraded) or you're still awaiting exams and results. We will add your predicted grades for the subjects you are taking at A Level
- Your results slip or exam certificates will show which exam board you studied. If you cannot find these, we can tell you at Sixth Form – don't guess!
- Remember to enter the school where you took your GCSEs as well as CRGS
- You should also add other qualifications such as music, drama or dance exams, Duke of Edinburgh, lifesaving etc.



- To be consistent, please use the month of June for your GCSE and A Level exams
- Where it asks you to state the highest level of qualification you expect to have before you start your course: please select “Below honours degree qualifications”
- When you have entered your details for Sixth Form there should be the following message displayed: “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.” This is OK.

Filling in
your UCAS
form



[Filling in
your UCAS
form](#)

7. Employment History

- If you've had any paid jobs – full-time or part-time – here's where you can enter details for up to five of them
- Include company names, addresses, job descriptions and start/finish dates
- Mention any unpaid or voluntary work in your personal statement. Remember to explain how this has helped you develop the skills to be an effective student.





[Filling in
your UCAS
form](#)

8. Add your personal statement



- This is your chance to show universities and colleges why you want to study the course and why you'd make a great student
- You should expect to complete more than one draft. You should type up your draft in Word (spellcheck!) and then copy and paste it in to the box
- Remember it is your personal statement – not your friend's, parent's or teacher's!
- Anti-plagiarism software is used to detect copying. Make sure it is all your own work
- See CRGS *Futures* Presentation 3 for more help and advice.



[Filling in
your UCAS
form](#)

9. View all the details



- Check your form carefully. It is a good idea to get someone else to check it for you too. See if you need to make any edits, then mark it as complete and save it
- Once you've marked all previous sections as complete, you'll be able to read and agree to the declaration – which allows us to process your info and send it to your chosen universities/colleges. You'll then be able to move on to the final sections
- You are now ready to “pay and send”. This does not send your form directly to UCAS, it simply sends it to your Senior Tutor to add your reference. It is a good idea to check with your Senior Tutor first.



Need help?



- If you need help with any aspect of the Apply system you should see Mrs Howard in the Careers Office (v.howard@crgs.org.uk)
- Online help is available in each section of the form by clicking on the 'help' link at the bottom of the screen
- If your Senior Tutor asks you to make changes after you have paid and sent, please contact Mrs Howard and she will send your form back to you
- Please note applications are dealt with on a first come, first served basis. With over 300 applications to process your patience is appreciated
- The school deadline is Tuesday 1st December. If your form is fully completed and checked by your Senior Tutor by this date, it will be submitted to UCAS before the Christmas break.