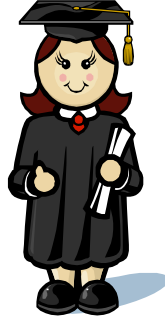


# UCAS 2017/2018

## Completing your UCAS registration A step by step guide



Name \_\_\_\_\_

Form \_\_\_\_\_

**Buzzword: Blackfen1**

UCAS username: \_\_\_\_\_ UCAS password: \_\_\_\_\_

Security question one: \_\_\_\_\_ Answer: \_\_\_\_\_

Security question two: \_\_\_\_\_ Answer: \_\_\_\_\_

Security question three: \_\_\_\_\_ Answer: \_\_\_\_\_

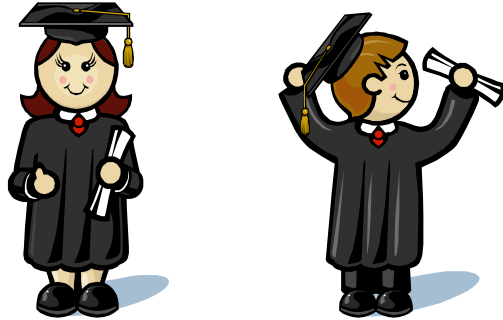
Security question our: \_\_\_\_\_ Answer: \_\_\_\_\_

Verification code: \_\_\_\_\_

Personal ID number: \_\_\_\_\_

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Verification code: \_\_\_\_\_

Personal ID number: \_\_\_\_\_

## COMPLETING YOUR UCAS APPLICATION FORM

- Go on to: [www.ucas.com/ucas/undergraduate/register](http://www.ucas.com/ucas/undergraduate/register)
- Click on **Register and apply for 2018 entry**
- Click on **Register**

### Registering for the first time:

- Read the information and then click on **NEXT**
- Tick box at the bottom of the page with regards to 'Terms and conditions' and click on **NEXT**
- Register initial details, then click on **NEXT**
- Tick "UK" and click on **NEXT**
- Complete house number and postcode then click on **NEXT**
- Confirm address then click on **NEXT**
- Complete your personal details – you need to give an email address and mobile phone number (*make sure you have a sensible email address*). Read the information then click **NEXT**
- You must then choose a password and create 4 security questions. **Record this on the front page of the booklet under the appropriate section along with all your memorable questions and answers.**
- When you have finished, click on **NEXT**
- You will then be given a username. **Make a note of this with your password (front page) as you will need them every time you go onto UCAS.**
- Click on 'log in now'.

### Initial UCAS questions

- 'How are you applying' – tick 'through school/college' and click **NEXT**
- You will be asked for a **buzzword**, enter: **Blackfen1**
- 'Which centre' – tick YES, then click on **NEXT**
- **You will be given your personal ID number** – make a note of this on the front page.

You now need to verify your email address. Go to your email account and record your verification code (write this on the front page). Use this code to verify your email address in UCAS. If you cannot access your email account in school, you will need to verify your email address at home.



**Before continuing make sure that you have recorded all passwords and codes on the front of this booklet!**



Now you are ready to start completing your application. On the left hand side of the screen are a number of options. Start with **Personal Details**.

### **Personal details**

- Check that the completed sections are correctly filled in
- Tick 'yes' to 'Is your permanent home in the UK'

Complete each question, most of you will use the answers given below:

- Country of birth
- Nationality – UK National
- Leave out dual nationality question (unless you have dual nationality)
- Area of permanent residency – eg. BEXLEY
- Residential category – UK Citizen/EU National
- **Leave out the section on reference numbers**
- **Leave out the section on passport details**
- Student support section: Fee code – 02 UK, ChI, IoM or EU student finance services
- Student support arrangements: select your local authority (e.g. Bexley)
- Answer the question about whether you or your family have ever lived or worked within the EU
- Answer the question on whether your parents or step parents are an EU, EEA or Swiss national
- Criminal convictions – **only tick this box if you have a relevant criminal conviction!**
- Read the next section and tick an relevant boxes regarding updates
- Only complete the 'nominated access' if you are **NOT** available to collect your exam results in August. Then you would need to put the name of the person who you are happy to deal with your application on your behalf
- Disability/special needs – if no, click "see list" and then choose "no disability". Look through list if you have any special educational needs (e.g. dyslexic)
- Tick **section completed**
- Then **SAVE**

### **Additional information**

- Fill in compulsory fields marked with an asterisk (\*)
- Make sure you add any taster courses you have attended
- Tick section completed
- Tick save

### **Choices**

***This section should NOT be completed until September but you should spend time over the next few weeks researching courses and institutions***

You need to make five choices (*this could be five different universities or a number of courses at one university*)

Click on 'add a choice'

- Select 'institution code'
- Select 'course code' (CHECK THIS IS CORRECT)
- Select 'campus code'
- Select 'start date' (Sept 2018)
- Select 'Further details' (only if required)
- Live at home while studying – select yes or no
- Point of entry – leave blank

Click on **SAVE**

**REMEMBER YOU NEED TO REPEAT THIS 5 TIMES FOR YOUR 5 OPTIONS**

### **Education**

In order to complete this section you will need to have the examination boards for your GCSEs and AS/A2 levels so find this information out first. There are sheets attached

- Click "add new school/college/centre"
- Click on "Find" to locate your secondary school
- If your exam centre number does not automatically appear you will need to manually enter it.
- Fill in the start month and year
- Fill in the finish month and year (this will be August 2018)
- Fill in 'attendance' – **Full time**
- Click '**yes**' on "Did you receive any qualifications at this centre"

If you attended a different secondary school for year 7-11 you will need to enter the month and year you left. You then need to 'add new school' as Blackfen for your A Levels.

Press **SAVE**

Click on Education on the far left hand side menu and you will see the school will have appeared under "add new school/college/centre"

Click on **'add qualifications'**. You will need to enter each GCSE (short, full, double) as a separate qualification:

- Select qualification e.g. GCSE
- Click on subject title
- Add date of completion e.g. June 2015
- Award body is the examination board
- Fill in grade

Click on **save and add similar** until **all GCSEs** have been entered

When you have entered all your GCSE subjects, you will need to add your AS grades for any non-reformed subjects (Media, Law, Gov & Pol, Maths, Health & Social Care).

To add AS levels:

- Click on 'add new qualification'
- Click on 'GCE Advanced Subsidiary'
- Click on the subject taken
- Fill in the date taken e.g. June 2017
- Fill in examination board

Important – only fill in the grade if you are NOT re-taking modules in this subject. If you are re-taking modules select 'pending'. If it doesn't allow this, leave it blank.

**You do NOT have to fill in each module, but you can if you want to.**

Click on **'save and add similar'** for each non-reformed AS level subject.

*If you got a 'U' grade in a subject and you are no longer continuing with it, leave it off your application form.*

When all modular AS subjects are completed, click on **SAVE**

Now you need to add your A2 and A Level subjects.

- Click on 'add qualifications'
- Click on GCE Advanced Level
- Enter each subject in the same way as you did your AS subjects.
- Enter date
- For grade put 'pending'

Once you have added all your subjects, click on **'section completed'**

Press **SAVE**

For the box “please state the highest level of qualification you expect to have before you start your course” you must choose “Below honours degree level qualifications”

## **Employment**

This section allows you to record any part time/volunteering jobs you have had.

- **Once completed**, tick **section completed**
- Click **SAVE**

## **Personal Statement**

***Please note: you will be given guidance and workshop time to complete your personal statement***

- Your personal statement needs to be completed in ‘Microsoft Word’
- You must get it checked by your form tutor, subject teacher and a member of the sixth form team – you can even get someone at home or your friends to read over it!
- You only have 47 lines and a maximum of 4000 characters (“THE” is 3 characters)
- Once you have had it checked and approved, spell check it
- Copy and paste the statement into the application form
- Before you save, you must click on ‘preview’

Click on **section completed**

Click on **SAVE\***

## **View all details**

View all your personal details and check there are no errors. Again you may want someone at home to check this with you.

## **Pay and Send**

Once all sections have been fully completed (they all show red ticks) your form is ready.

- Select ‘Pay/Send’
- You will need a credit/debit card to pay
- Once you have completed the payment section you need to select **SEND**
- This allows your references to be completed and your application sent off to UCAS.

You can then follow the progress of your application using UCAS ‘**Track**’