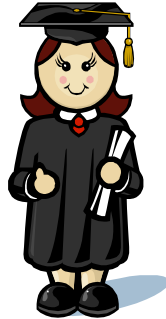# UCAS 2020/21

Completing your UCAS registration
A step by step guide

Name_____**Form**_____

Buzzword: blackfen20

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:_____.

COMPLETING YOUR UCAS APPLICATION FORM - Instructions

➤ Go on to: www.ucas.com

➤ Click on **Sign in** (top right hand corner) – **students** – **Undergraduate** – **2021 entry apply**

➤ 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 than 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**: Blackfen21**

➤ '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, Chl, 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

➢ Keep up-to date with your application – update your preferences if you want to change the level of support you would like to receive.

➢ 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**

Choices

You need to make a maximum of <u>five choices</u> (t*his 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 2021)
- 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

<u>**Education**</u>

In order to complete this section you will need to have the <u>examination boards</u> for your GCSEs, A levels and BTECs so find this information out first.

➢ 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 of when you started school

➢ Fill in the finish month and year (this will be July 2021)

➢ 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/BTEC courses.

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 2019
➢ Award body is the examination board

➢ Fill in grade

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

Add A level/BTEC qualifications

➢ Click on 'add qualifications'

➢ Click on GCE Advanced Level to enter A Level subject and Pearson BTEC Level 3 National Extended Cert (360) (First teaching Sept 2016)

➢ You can also add Extended Project Qualification Level 3 to your list of Qualifications – exam board AQA
➢ BTEC courses that don't appear need to be entered manually

- Please be aware of the following course titles: BTEC Media = Creative Digital Media Production. BTEC Law = Applied Law. BTEC Science = Applied Science. BTEC Childcare = Children's Play, Learning and Development

- Enter each subject in the same way as you did your GCSEs

- 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. This should be completed in Unifrog first then checked before you copy and paste into the personal statement section of your UCAS application*

- 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 from Unifrog

- 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'**