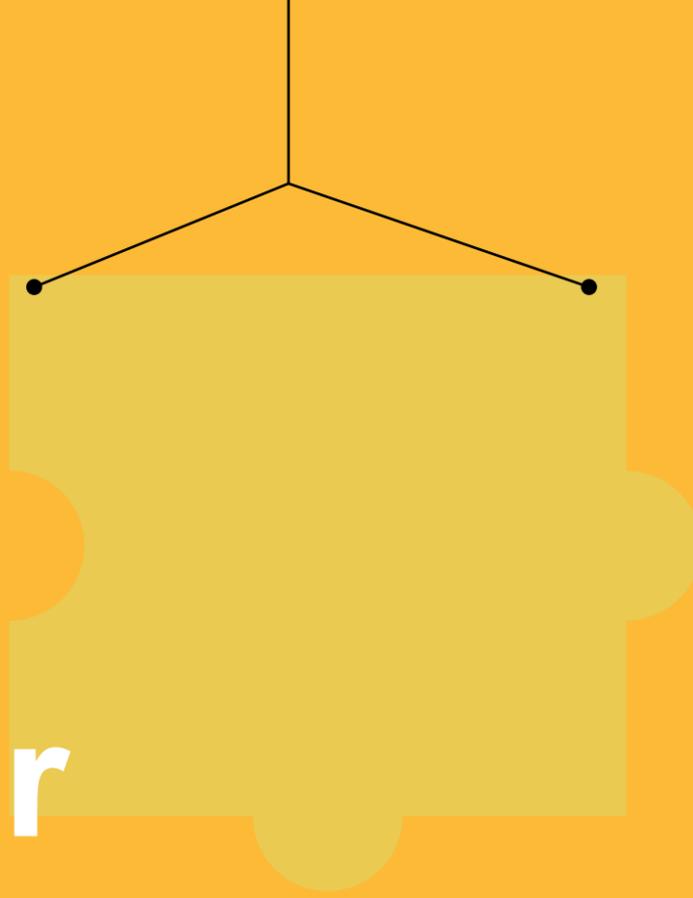




# How to fill in your UCAS Application 2021

This is a step by step guide to filling in your UCAS application.



**Deadline Dates:**  
All XL Students including, Medicine,  
Dentistry, Vet Science and all Oxford and  
Cambridge applications  
**25 September 2020**  
All Other Applications  
**21 October 2020**

**Please Note:**

- You can log on to your UCAS application anywhere you have access to the web, by quoting your username and password.
- Always save completed information and log out properly.
- Online help can be accessed by selecting help from any screen in Apply



# Registering

1.

- Go to [www.ucas.com](http://www.ucas.com) and select the 'sign in' button in the top right-hand corner. -Click on 'students' then 'undergraduates'.



2.

- Now select '2021 entry' then 'Apply.'
- Select the red 'Register' button and press 'Next.'



3.

## Register Initial Details

- Enter your title + name.  
**Note:** Use capital letters at the beginning of all proper nouns.
- Enter your date of birth and click next.
- Home Register: Click UK postal address then next.

- Enter your house number and postcode. Click next.
- Click next once your address is correct.

- Provide telephone numbers and email address. **Note:** You **MUST** provide an email address that is **NOT** your college email address, so UCAS can keep in contact after you have left ASFC.

4.



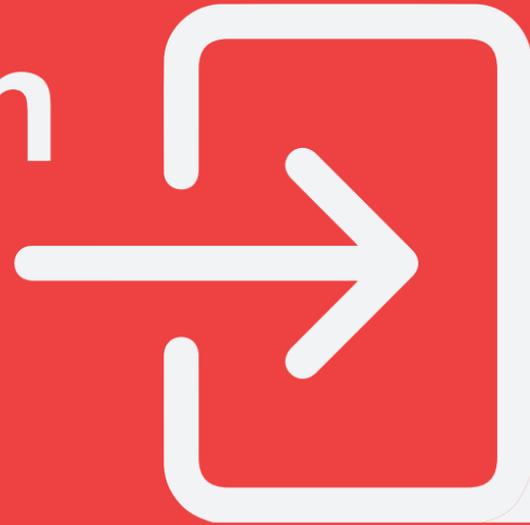
To access your UCAS form at any time, you will be asked for your user name and password. **YOU MUST RECORD YOUR PASSWORD AND USERNAME AND TAKE A PHOTO ON YOUR PHONE!**

- Enter a **PASSWORD** **FOLLOW THE GUIDANCE CLEARLY. Record it exactly in a safe place!**

- Answer a selection of 'secret questions' and make a note of your answers.

- You will be provided with a **USERNAME. MAKE A NOTE OF THIS IN A SAFE PLACE NOW. Copies are not held by the college.**

# Logging On



To access your UCAS form at any time, you will be asked your user name and password. Have you remembered to take a photo of this and write your username and password down?



## Logging on

1. Press 'login now'
2. Choose 'through my School or College'.  
**The buzzword is Darnton2021**
3. Choose your current Senior Tutor.
4. You will be issued with a UCAS PERSONAL \*ID NUMBER  
**NOTE: THIS NUMBER WILL NOT APPEAR AGAIN - record it in a safe place!**
5. Verify your email address by checking your email account for the code sent to you by UCAS.



# Welcome Page

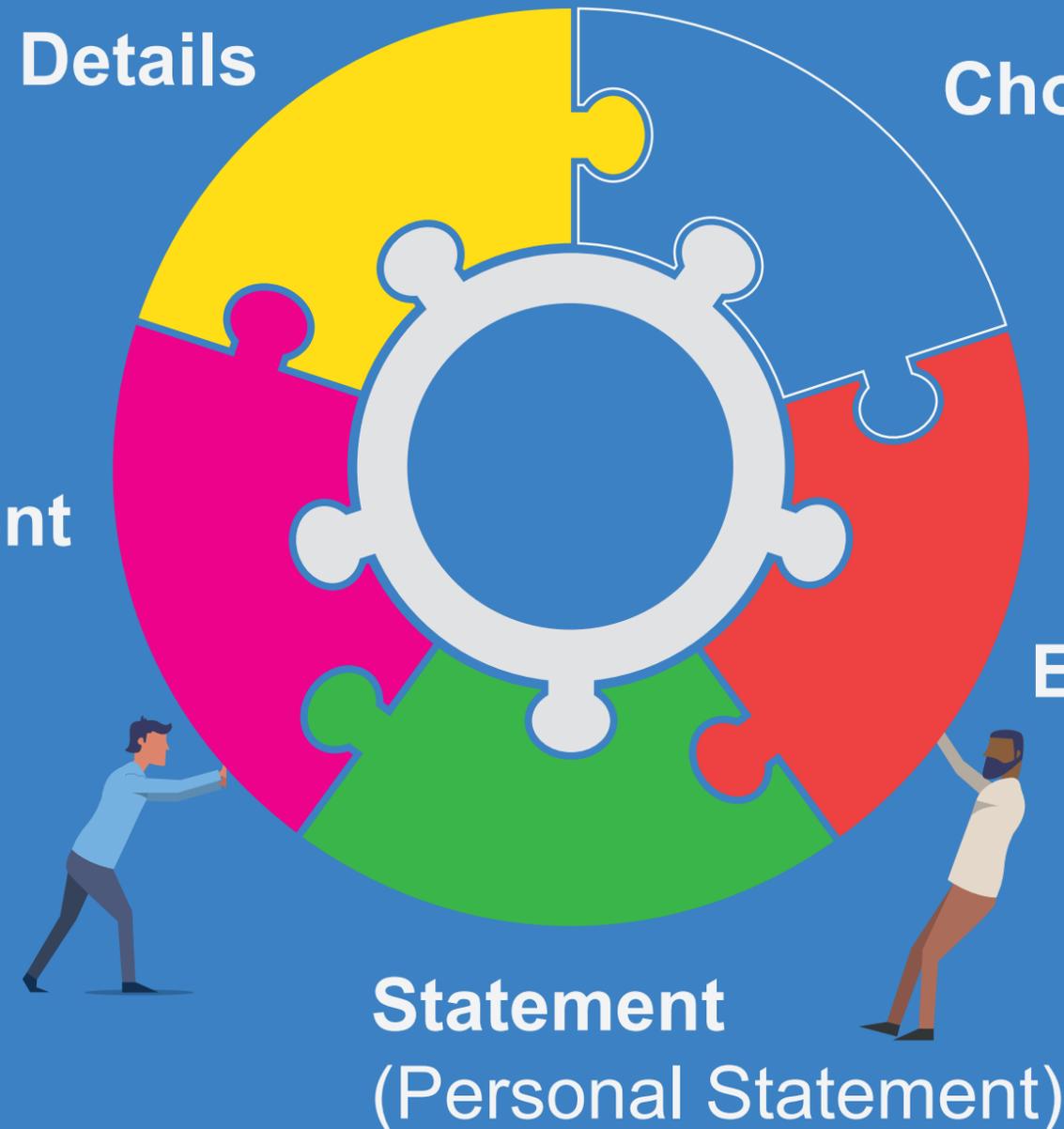
The welcome page is a menu showing the 5 sections of the form. **These may be completed in any order.**

Personal Details

Choices

Employment

Education



# 1. Personal Details

When the **Personal Details** section is complete, the **'Additional information'** heading will appear in the menu on the left-hand side of the page. You must answer the questions marked with an asterisk (**red star\***) but the others are optional. For **Activities in preparation for higher education** include, for example, MAP Manchester Access Programme. For **Student Finance** answer **'yes'** to all of the questions.

**After completing all of the questions, tick section completed and save.**

Is your permanent home in the UK?

Yes

Select your country of birth from the drop down

UK is the first option that will apply to most of you.

From the drop-down list select your nationality  
Dual Nationality

Most of you will select UK national, **if you have a UK passport you are a UK national.** Only complete Dual nationality if you hold **2 passports.**

Area of permanent residence?

Select your area of residence which your household pays council tax from the drop-down menu.

Residential category?

Most of you should select option UK citizen-England

Reference numbers

Ignore Unique Learner Number but enter any other numbers that apply to you.

Passport details.

Only applies if your permanent home is **outside** the EU.

Student support

Most of you (including Medicine and Dentistry) should select **02 (student finance services)**

Student support arrangements

Answer the 2 additional family members working in the EU questions (excluding the UK)

From the drop-down list select the local authority to which your household pays council tax.

Read carefully and answer yes or no

Mailings from UCAS

Another chance to decide how you would like to be contacted.

Nominated Access

Press the question mark if you need more information.

Disability

Universities welcome students with disabilities, and will try to meet your needs wherever possible.

The information you give here will help them do this.

Choose from the drop-down list.



# 2. Choices

Before choosing a course, you should search details on the Course Search section of the [UCAS website](#). It is also essential that you visit your chosen institution's website to check entry requirements and what is covered in each year of the course. You may choose more than one course at the same institution – however you can only write one personal statement. **See 'Your guide to university.'**

You can make up to **5 choices**, except those applying for medicine, veterinary science and dentistry where you are limited to just 4 choices plus one other course if you wish. You don't need to make all 5 choices before submitting the form. Others can be added later through UCAS Track before **15 January 2021**.

**It is NOT essential to make all 5 applications before submitting the form.** If you are only sure about 3 choices, put those down and submit the form. You can add extra choices after the form has been processed by UCAS (any time up to 15 January). **It is better to have the form in the system.**

You will be asked for any previous UCAS application number if applicable.

**After completing all of the questions, tick section completed and save.**

## Follow these steps



### Click on 'add a choice'

Make your choices from the drop-down list. Use the question mark box if you are unsure.



### Start date:

September 2021 (or, if you wish to defer entry, September 2022)



### Further details:

You will be told in course information if you need to enter anything here e.g. MAP if on the Manchester Access Programme.



### Living at home for University?

(For university accommodation purposes).



### Point of entry:

Leave blank (this refers to starting points other than first year). Enter 0 if you intend to take a foundation year. Applications to most Art Foundation courses should be made directly to the institution unless the Art Foundation course is linked to a specific degree course and appears on the UCAS data base.



Click save and add further choices if you wish.



# 3. Education

You will need to add Ashton Sixth Form College, your secondary school and any other colleges you have attend by clicking **'add new school/college'** (do not include primary school). You will then need to add all qualifications (including those you will complete summer 2021)



**After completing all of the questions, tick section completed and save.**



**Ashton Sixth Form College**  
Add college & dates. Most of you will have started at ASFC in Sept 2019 (or Sept 2018) and will leave August 2021.



Now click **'add qualifications'** go to **'Popular Qualifications'** and select your qualifications. Add all your qualifications from ASFC (including qualifications you will complete summer 2021). **Note: Please see next page for further advice regarding qualifications.**



**Secondary School & Previous Colleges**  
Add school & dates. Most of you will have left school in Aug 2019 (or 2018). List all your GCSE & vocational qualifications. Find your qualifications from school on the **ASFC Cedar** (go to Curriculum & Achievement and then Prior Achievement.) You will need your GCSE certificates for the exam boards (Awarding Organisation).



1. When asked to 'State the highest level of qualification you expect to have before you start the course' select **below honours degree qualifications**

2. If you are asked for a BTEC registration number please go to your Senior Tutor.

3. Check you have included any GCSE English, maths or science resits **including any you will complete in Aug 2021.**

4. Check you have included all your qualifications including your EPQ!

5. Click save and section completed when you have checked all the information.

## A levels

Select 'GCE Advanced'

Qualification Date: Aug 2021 & Grade: Pending

Accounting AQA

Art & Design: 3D Design Eduqas

Art & Design: Fine Art Eduqas

Art & Design: Graphic Communication Eduqas

Art & Design: Photography Eduqas

Biology AQA

Business Pearson

Chemistry OCR

Computer Science OCR

Dance AQA

Drama & Theatre Studies Pearson

Economics Pearson

English Language & Literature Pearson

English Literature Pearson

English Language Eduqas

Film Studies Eduqas

Further Maths Pearson

Geography Pearson

History Pearson

Law AQA

Maths Pearson

Media Studies Eduqas

Philosophy, Ethics & Religion Eduqas

Physics OCR

Politics Pearson

Psychology AQA

Sociology AQA

Spanish Eduqas

If relevant please add EPQ

(Extended Project Level 3) AQA (and project title)

## Mixed Study Vocational A Levels

Second Year: Qualification Date: Aug 2021 and Grade: Pending.

**First Year:** BTEC Certificates (QCF) Pearson - Applied Science, Applied Law, Business, Creative Media Production (Games Development), IT, Music Technology, Public Services, Sport and Sport & Exercise Science.

**Second Year:** BTEC Subsidiary Diplomas (QCF) Pearson - Applied Science (Forensic OR Medical), Applied Law, Business, Creative Media Production (Games Development), IT, Music Technology, Public Services, Sport and Sport & Exercise Science.

Criminology:

**First Year:** WJEC Level 3 Applied Certificate

**Second Year:** WJEC Level 3 Applied Diploma

Health & Social Care:

NCFE CACHE Technical Level 3 Certificate (covers both the first & second year)

**NOTE: We recommend you include MODULES for Mixed Study Vocational A levels, particularly if you are applying for a degree related to the vocational subject. Details of your modules can be found on Canvas (go to your Course and then click on Syllabus)**



## Full Time Vocational

**First Year:** BTEC 90 Credit Diploma (QCF) Pearson – Applied Science (Forensic), Business, Creative Media Production (TV & Film), Health & Social, IT, Music Technology, Public Services, Sport.

**Second Year:** BTEC Extended Diploma (QCF) Pearson - – Applied Science (Forensic), Business, Creative Media Production (TV & Film), Health & Social, IT (Network & Systems Support), Music Technology, Public Services, Sport (Development, Coaching & Fitness)

**NOTE: ALL MODULES must be included for Full Time BTEC & Vocational qualifications. Details of your modules can be found on Canvas (go to your Course and then click on Syllabus)**

### Level 2 & GCSE resits

Include any level 2 courses and GCSE resits that you have completed OR will complete. For example OCR Level 2 Diploma Business; Pearson BTEC Level 1 / 2 First Extended Certificate Creative Digital Media Production; CACHE Certificate in Introduction to EY Education & Care Level 2; BTEC Diploma (QCF) Public Services Level 2 (Pearson); GCSE English & Maths (Pearson); GCSE Biology AQA; Functional Skills OCR

**GCSE English November resit** - Awarding Organisation will be the same as that from school.  
**GCSE English summer resit** - the Awarding Organisation will be Pearson

# 4. Personal Statement



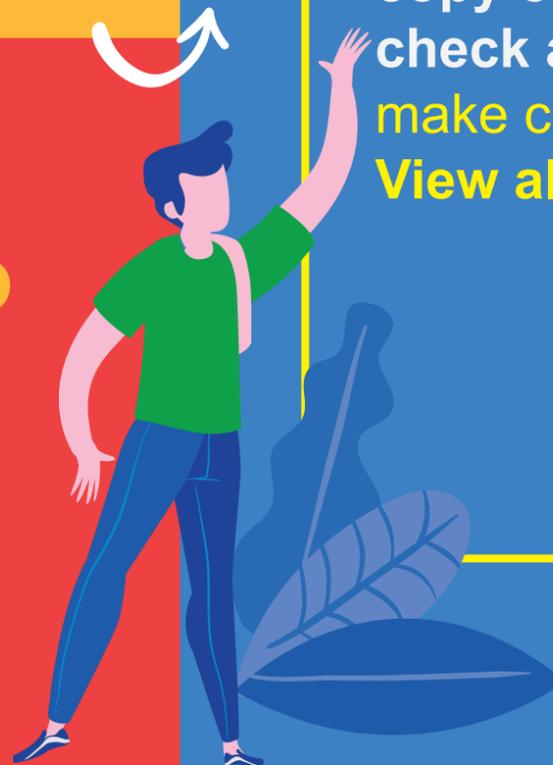
See 'Your guide to university' guidelines.

Copy and paste your completed Personal Statement from a 'Word' document on to this section of the 'Apply' form. When you have finished your statement and checked it is at or below the maximum number of lines (47), 4,000 characters with spaces. Click preview to see how it will appear, and then click section completed and save.

**After completing all of the questions, tick section completed and save.**

# 5. Employment

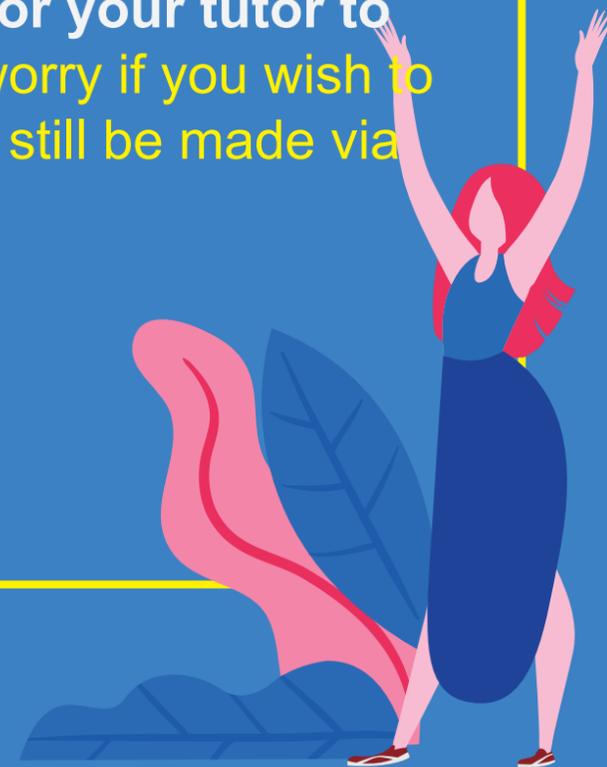
Paid work only. You can leave this section blank, but you will need to mark it as complete.



# Well Done

## You have completed your form!

You can now click on [view all details](#). Any incorrectly completed sections will be highlighted; correct them by returning to them on the menu. When you are satisfied all is well, print off a copy of your form (if possible) for your tutor to check and you to keep. Do not worry if you wish to make changes after this; they can still be made via [View all Details](#).





# Sending off your application



## Press Pay/Send.

**Note: Once you have pressed 'Pay and Send' your application will automatically go to your Senior Tutor.** To make any amendments at this point, you will have to ask your tutor to return your application to you. At this stage, this can be time consuming and may add delays to your application being sent. It is far better to check your application with your senior tutor **BEFORE** pressing pay and send.

**Each applicant needs to agree to the UCAS declaration.** The 'I agree' declaration will legally bind you to pay your application fee. **The fee is £26.00** (or £20.00 if applying for only one course).

**You may pay by card online.**

**When your payment has been made, your Senior Tutor will write your reference.**

Remember, your Senior Tutor has many tutees like yourself wanting their applications sending. At busy times, it may take several weeks before your form is sent to UCAS - all the more reason to complete your form earlier rather than later!

**Once the form is with UCAS** it will be processed overnight and a welcome letter containing your application number and user name together with a booklet explaining the next stages will be sent to you. Should you wish to change one of your choices, you will have **SEVEN DAYS** from the date on your welcome letter to do this. If you have not heard from UCAS within 2 weeks of submitting your form, please check with your Senior Tutor or the Careers Team.



**It is vital you keep your UCAS ID number, user name and password safe through the whole process. Ensure you bring them with you on results day.**



You can now use the applicant enquiry service **TRACK** to find out what decisions Universities or Colleges have made about your application



# What if I have no offers by February 2021?

Students who have used all 5 course choices and have **been unsuccessful** or who have declined/withdrawn from all their courses can apply for **additional courses through UCAS Extra using UCAS Track**.

## Clearing & Adjustment

Clearing is how universities fill any places they still have on their courses. Clearing runs from early July until mid-October but the busiest time is after A level results day in August. You can apply for a course in Clearing if you are not already holding an offer from a university. It is vital that you carefully think through any degree you are considering applying for through Clearing – speak to your Senior Tutor, college Careers Adviser as well as family and friends. Don't panic into applying for the first course you find.

Adjustment opens on A level results day in August. You can use Adjustment to apply for another degree if you have met and exceeded the grades required for your firm choice university degree.

If you want to apply for a course through Clearing or Adjustment you will need access to the internet, plenty of charge on your phone (to phone universities), a copy of your UCAS application and a pen and paper. You may want to talk to a number of universities by phone before you commit.

**For help with your UCAS application, speak to your Senior Tutor and the college Careers Advisers [careers@asfc.ac.uk](mailto:careers@asfc.ac.uk). You can also contact UCAS student helpline on 0371 468 0468**

