How to complete your UCAS Application 2022

ASHTON SIXTH FORM COLLEGE

UCAS

Sign In   or   **Create Account**

To start completing your UCAS application go to www.ucas.com

• Click Sign in (top right)
• Select Students
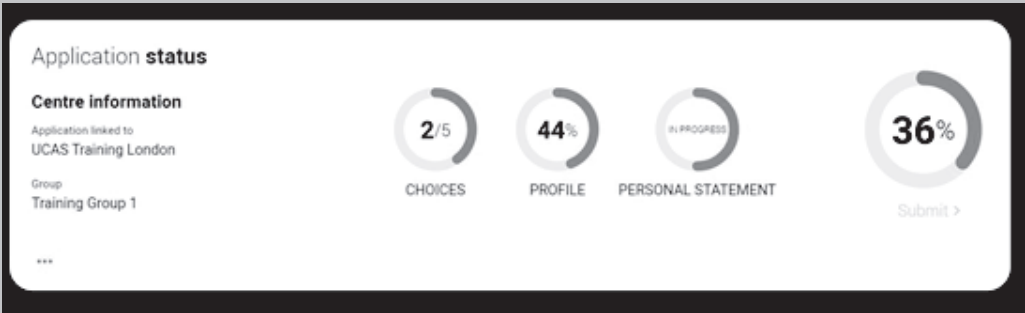**• Go to Undergraduate 2022 Entry**
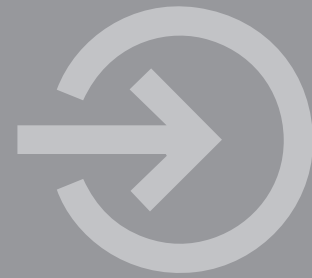
If you have already set up an account with the UCAS Hub

• Select Sign in
• If you have forgotten your password, click 'Forgot your password?' and follow the instructions.

If you haven't yet set up an account with the UCAS Hub

• Select Create account and complete the short form
• Make sure your password is memorable (8 to 30 characters including uppercase, lowercase, numbers and special characters)

Do not create more than one UCAS account. When registering, UCAS will email you a code to verify your email address – copy and paste this code when asked to do so. **Once you have registered and are in the UCAS Hub make sure you select the correct study year 2022 and when asked to select a level of study, select Undergraduate.**

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After registering you will be taken to the UCAS Hub. Click on the Your Application tile with the red circle.

You will then be asked Are you applying from a school, college or centre? Select Yes

The college Buzzword is Darnton22
Once you have attached your application to Ashton Sixth Form College, please select your Senior Tutor from the list provided.
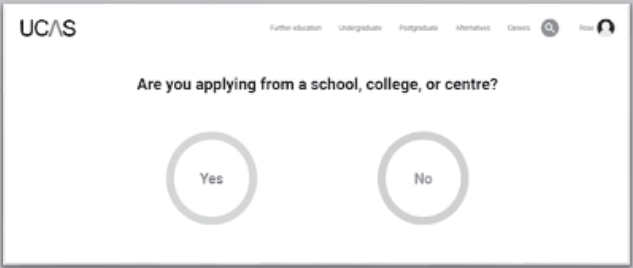
Application Home Page

Your Homepage is where you will see the sections that need completing. You don't need to complete all the application at once, you can log in and out until you are finished. As you add information to each tile, the percentage complete dial should increase each time you mark a section as complete.
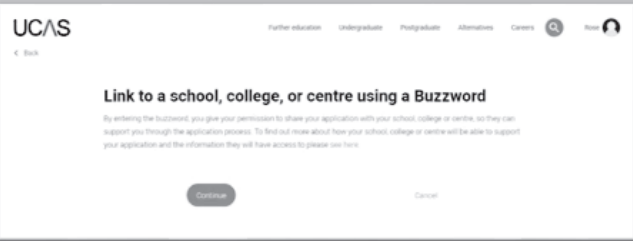
Start by completing Your Profile section.

Your Profile

This section is information about you. The tiles will give you an overview; if a section is complete, in progress, or you need to start it. All sections must be marked as complete to send to UCAS.
You must complete all mandatory questions to mark a section as complete (they have a *).

When completing each section:
• Select options from the drop down lists provided.
• Use capital letters as appropriate.
• Click the blue Save this section at the bottom of each section.
• If you are unsure how to answer a question, click the blue question mark

Personal details
• Your name as it appears on official documents

Contact and residency details
• Permanent residency refers to where you normally live, for example, Tameside or Oldham.
• Residential category, most students will select - UK Citizen – England

Education
• See information below

Employment
• Only include paid employment.

Nationality details
• Select options from the drop down lists provided.
• What is your nationality? Select UK national as it appears on your passport (unless your passport states something different).
• Only complete the Dual nationality question if you have two passports.

Supporting information
• All questions are mandatory (*), but you have the option of I don't know and Prefer not to say for the first two.
• You don't have to declare a disability if you don't want to, you can select No disability. Information completed here is not used to make a decision on your application. It's only shared with those involved in supporting you, or making the arrangements for support.

English Language Skills
• Is English your first or primary language? Yes

Finance and funding
• Select an option from the drop down list – for most students this will be the second option UK, ChI, IoM or EU student finance services. If you are applying for a healthcare degree, select DH/Regional Health

Diversity & Inclusion
• There are two mandatory fields(*), but you have the option to respond with I prefer not to say.
• This information is only shared with universities or colleges once you have secured a place, it does not influence any decision making. It's used to ensure applications are treated fairly.
• For the occupational background, you must type at least 3 letters into the response field, and then select an option from the menu that appears below it.

Personal Statement
• Do not type directly into the box provided. Draft your personal statement in a word processed document and once it has been checked, agreed and finalised, copy and paste it into your application.
• You have 4000 characters with spaces (or 47 lines).

Education

Add Ashton Sixth Form College, your secondary school and any other colleges you have attended by clicking add place of education (do not include primary school). You will then need to add all your schools and college qualifications (including those you will complete summer 2022) by clicking Add Qualification under the appropriate institution and select from the short list of qualifications.

A levels GCE Advanced
Qualification Date: Aug 2022 & 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), 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)

Extended Project Level 3 (EPQ)
AQA (add project title)

Core Maths OCR Level 3 Certificate
in Quantitative Reasoning

Mixed Study Vocational A Levels
Qualification Date: Aug 2022 & Grade: Pending

Pearson BTEC Level 3 National Extended Certificate (360):
Applied Science, Business, IT, Applied Law, Digital Games Production, Music Performance, Music Technology (Digital Music Production), Sport & Exercise Science, Sport.

BTEC Subsidiary Diploma (QCF):
Public Services

WJEC Level 3 Applied Diploma: Criminology

NCFE CACHE Technical Level 3 Certificate:
Health & Social Care

Include modules for your first and second year, 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 Level 3 Vocational
Qualification Date: Aug 2022 & Grade: Pending

Pearson BTEC Level 3 National Extended Diploma (1080):
Applied Science (Analytical & Forensic), Business, Health & Social Care, IT, Digital Media Production (TV, Film & Radio), Sport (Coaching & Development).

BTEC National Extended Diploma (QCF) Pearson: Public Services

NCFE CACHE Technical Level 3 Diploma
Childcare and Education (EYE)

Include modules for your first and second year. 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 NCFE Level 2 Diploma Early Years Practitioner

BTEC Diploma (QCF)
Public Services Level 2 (Pearson)

GCSE English (Pearson),
GCSE Maths (Eduqas),
GCSE Biology (AQA)

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Your Choices

To add your university and degree choices, click the Choices section.

• Start typing the name of the university or college into the institution field. Select from the options displayed.
• Do the same for the course you have selected.
• Locations and start dates are displayed according to the course details.
• You can add up to 5 choices

Your **choices**

＋ **Add** choice

Your **choices**

＋ **Add** choice

Your **choices**
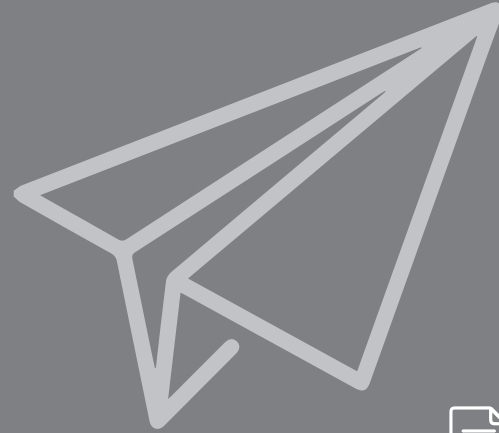
＋ **Add** choice

Your **choices**

＋ **Add** choice

Your **choices**

＋ **Add** choice

Submitting your Application

The application must be complete (showing 100%) before pressing submit.

Once you click Submit you will be asked to double check that all the information in your application is correct.

At the bottom of the application, click Accept and proceed (or return to application if you want to make more changes).

UCAS will then ask you to update your preferences.

Terms & Conditions: You must tick the box at the bottom of the page to confirm you have read and understood the terms and conditions. Then click Accept and proceed, or you can Return to application, or Return to marketing preferences.

Pay & Submit: Click Pay now and you will be asked to enter your card details. For one choice the fee is £22, for two to five choices the fee is £26.50. Please speak to your Senior Tutor if you have any questions.

When you've paid and submitted your application, it will go to your Senior Tutor to check and add your Reference and predicted grades. Your application then goes to the college Careers Team for a final check before it is submitted to UCAS. If you log in you will see a read only version.