UCAS Student Applicant Guide

Personal Details

Title	**Select; Mr/Miss/Mrs etc**
Gender	**Male/Female**
First/given name(s)	**Remember to use Capital Letters for any names**
Surname/family name	**Remember to use Capital Letters for any names**
Date of birth	
Where is your postal address	
Please enter your house number and post code	
Home telephone number	**Provide at least 1 correct contact number**
Mobile	
Email address	**Use a personal email address, not your college one! Make sure that it is professional.**
Marketing Information	**You will be asked marketing information to support the data gathering that is part of the UCAS role. Please tick the boxes accordingly**.
Password	**Must be between 6 and 14 characters and include one CAPITAL letter, and one lower case letter and one number** **Password is not displayed later so note it down NOW**
Security Questions 1 – 4	**You should take a screen shot or make a note of these**

Go to Log In

How are you applying	**Through my school/college**
Buzzword	***Aspire2021***
You are registering through….	**Riverside College Halton (the Kingsway Address)**
Is this correct	**Yes**
Tutor/application group	**Use the drop down menu to choose your tutor group**
Your Personal ID is	**Make a note of this 10 digit number**
Verify e-mail address	**Go to your e-mail and check the emails sent from UCAS, on the UCAS page click "verify e mail" and copy and paste the code from your e-mail into the box on the UCAS page. You can now go back to the Personal Details section**

Personal Details Section	**Some details will already be entered, work through until you see a question to answer**
Preferred first name	
Previous surname at 16th birthday	**Not required if your name is the same as your birth name**
Postal Address	**Check your address is correctly entered**
Is your permanent home in the UK?	**Yes/No**
Home Address (if different from postal address)	**Do not need to complete if it is the same as above**
Home telephone number	
Mobile Number	
Email	
Confirm e-mail	
Date of Birth	
Country of birth	**Use drop down menu: United Kingdom is TOP one listed**
Date of first entry to UK	
Nationality	**Use drop down menu; UK national is TOP one listed**
Dual nationality	
Area of permanent residence	**Use drop down menu; select your Local Council** **NOTE for this form: Runcorn and Widnes are in HALTON not Cheshire**
Residential category	**Use drop down menu; UK Citizen or EU Citizen England is TOP**
Reference numbers	**Optional**
Unique Learner Number	**On STAR ask your TUTOR**
Test of English as a Foreign Language (TOEFL) Number	**Not needed by MOST students**
International English Language Testing System (IELTS) Number	**Not needed by MOST students**

Passport Details(This section only applies if your permanent home is outside the EU)

Student support

Fee code	**02- UK funded for the majority of students**
Student support arrangements	**Use drop down menu; select your local borough e.g. Halton**

Have you ever lived or worked in the EU (excluding the UK) European Union or Switzerland?

Do you have a parent, step parent spose or civil partner who is an EU (excluding the UK) EEA or Swiss National?

Criminal Convictions

If you are unsure read the help note by clicking the red question mark.

Keeping you informed about your UCAS application

This information is in several categories

If you do not secure a place at your chosen university or college

If you would prefer not to receive these updates simply un-tick this box

Study and career opportunities, and health information

Tick any relevant boxes. Make sure you read what they are asking.

If you would prefer not to receive these updates simply un-tick this box

Commercial product and service offers

If you would prefer not to receive these updates simply un-tick this box

How We Contact You

You can choose how you would like to receive these promotional communications by simply un-ticking any of the channels that you'd prefer us not to use:

By email?

By SMS /Text

By Post

Nominated access   *Nominate someone you trust e.g. parent to make decisions on your behalf if you are away at August results day.*

Full name of nominee

Relationship to you

Disability/Special needs   *Use drop down menu; MUST select NONE if appropriate*

Category

Please give details of any special needs

Additional Information

Equality Monitoring

Ethnic Origin

The next three questions are optional.

If you have any concerns you do not have to answer them.

Your answers will be treated in the strictest confidence.

What is your religion or belief?

What is your sexual orientation?

Do you identify yourself as transgender?

National identity*

Dual national identity

Activities in preparation for higher education: 1 and 2

Here you should include any open days, summer schools or other university activities.

For example: summer schools, Saturday university, campus days, summer academies, taster courses and booster courses. If you have not taken any such course, please leave these sections blank.

Have you been in care?

Duration in care

You should answer this questions- it may enable you to access further support whilst at university if required

If you have answered 'Yes' to the question above, please indicate the total length of time you have been in care*.

Parental education
Do any of your parents, step-parents or guardians have any higher education qualifications, such as a degree, diploma or certificate of higher education?

Occupational background*
If you are under 21, please give the job title of your parent, step-parent or guardian who earns the most. If she or he is retired or unemployed, give their most recent job title. If you are 21 or over, please give your own job title. Click 'find...' and enter the job title.

I would like correspondence from Welsh universities, colleges and UCAS to be **in Welsh**

Student Finance

Explanation of student finance

I will be applying for student finance

I want to share my details with Student Loan Company

I want UCAS to send me a reminder of when and how to apply

Choices

Add a choice

List up to 5 choices. Use the drop down menus to select:-

Institution code (the university code)

course code;

campus code;

start date;

further details;

live at home whilst studying

point of entry (leave BLANK unless you are applying to do 2nd or 3rd year of a course and have spoken to the university to agree i.e. your are currently doing a FdA)

Education

You will be asked about your highest qualification you expect to have = below degree level qualifications

Enter your college and previous secondary schools + qualifications

A Level = 40223 (Cronton Campus)

Vocational (All Sites = 40217 this defaualts to Kingsway but is used for all vocational on both sites)

You can also select by name

Also enter any other secondary school where you obtained qualifications e.g. GCSEs

Enter a start and finish date for each institution.

Will you receive any qualifications at this centre?   Yes

You need to enter **ALL** your qualifications giving the dates COMPLETED e.g. 06.2014 and listing the Awarding body e.g. AQA; OCR etc. You can find awarding body information from certificates or from school.

For the qualification(s) you are currently doing put the COMPLETED date as the forthcoming year and leave the "**Result**" as "**Pending**"

If you are doing a BTEC qualification you should enter you **BTEC registration number**. Ask your Tutor for this.

You will need to enter each module and those you have completed. If you have completed the module, put the result and the date completed. If they are still pending, write pending and an end date in the future.

DON'T FORGET TO ADD RESITS ON! GCSE'S fall into **2 categories (9-1) and (A*-G).** Make sure you split them up into the correct grading's. Also EDCL and other qualifications are separate to GCSE.

Employment

Enter details of up to 5 jobs you have had including brief details of employer; employer address; job title; start date; finish date (leave blank if still working); full time/part time

Personal statement

Personal statement to be inserted here. Remember the word count; 4000 characters including punctuation. This section is NOT a word processor so do it in WORD and then copy and paste it, making sure to check your spelling and grammar!! The form times out regularly so keep SAVING.

UCAS has specialist software that reads personal statements for similarity and this information is passed straight to universities who can then judge how original or otherwise the statement is and can ask for more information. **MAKE SURE YOUR WORK IS YOUR OWN!**

View All Details

This is a prompt to check through the entire form and tick the box at the end to show you have checked.

Pay and Send

PAY WITH CARD- **When you have completed all of the sections you can pay for the application using a credit or debit card and it then goes to your referee to add your reference to complete. If you are using a parent or guardian's card make sure you have their permission.**

Good luck !