



Sir Thomas Fremantle Guide to applying to University via UCAS

Key Dates for 2020 Admissions:

1. Personal Statement Draft & all elements of UniFrog profile completed by: **5th July**
2. UCAS Form draft completed by: **13th September**
3. Oxbridge & Vet sci applicant – UCAS Form completed by **20th Sept** & checked by tutor
4. Changes made and form finalised by **15th October**
5. All forms sent by: **2nd November**

A guide to the UCAS Tariff – Points awarded to specific qualifications:

A level UCAS Points (2 year A Level – Not AS)	OCR Cambridge Technical Extended Certificate
A* 56	D* 56
A 48	D 48
B 40	M 32
C 32	P 16
D 24	
E 16	

So if you are expecting a grade B, grade C & a Merit, you'd have 104 points to use and this would guide the level of University course you'd be aiming at.

The Process:

This is a process which can take time, and it is important to get it right. Before contemplating filling out the form, you'll have done lots of research, completed all of the elements on UniFrog (University choices, competencies, personal statements) and had feedback from your tutor. **The process of form-filling for UCAS should just be a process of transferring the work via UniFrog and adding different elements unique to the form. If you are not yet prepared, go back to UniFrog and complete all elements carefully.**

UCAS (The University & College Admission Service) provide lots help and guidance to support you in your application. Start here: <https://www.ucas.com/ucas/undergraduate/ucas-undergraduate-getting-started>. This will provide a lot of good quality information.

Once you are ready to start an application, log in at this address: <https://www.ucas.com/ucas/undergraduate/register> and create your profile. Make sure you add a password that you can easily remember.

You are applying individually, so remember to **link your application to the school** (we are your 'centre'.) **The buzzword you need to use is 'Fremantle2020'**. If you do not do this, **we cannot see/check/process your application or give you a reference.**

Most sections of the UCAS form are self-explanatory.

There are a few areas that cause students concern:

- (i) You must complete all sections marked *.
- (ii) **Reference Numbers** - your Unique Learner Number will be given to you by your tutor.
- (iii) **Fee code** – for *most* STFS students this is 02 LA =BCC.
- (iv) **Student support arrangements:** Select from list the LEA to whom your parents pay their Council tax.
- (v) **Nominated access** – only if you are going to be away on a gap year.
- (vi) **Disability code** – Do not forget to declare any special needs, this includes dyslexia, dyscalculia etc.



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- (vii) **Activities in preparation for Higher Education** – this means things like summer schools – and educationally focussed one (e.g. engineering prep, journalism seminars, the lecture programme via UoB).
- (viii) **Occupational background** - this needs to be what one of your parents does for employment.
- (ix) **Education: Highest level of qualification** - you need to enter 'below honours degree level qualifications'. You can start to fill in the education section listing current and previous schools and the school details. **Fill in your GCSE results carefully.**
- (x) **University Courses – Choose up to 5 courses to give you the best chance.** Make one choice an **aspirational choice which requires you to achieve your best grades** or points. If you only choose **2 you still pay the same as for 5**. You can add choices after you've submitted your application.
- (xi) Enter the Institution codes and course codes – fill in very carefully based on information from your own research and/or UniFrog. **Have you selected the right course and institution codes in the choices section?** It seems simple but **make sure this section definitely reflects what you want to apply for**. Easy-to-make mistakes include selecting the wrong institution where there are two in a particular town or city, and adding the wrong degree type where there's a choice, i.e. BA and BSc etc.
- (xii) **For each choice put in the intended course start date** - make sure you put in the correct start year (which will be the Sept after your Y13 results unless you are deferring, for example if you have firm plans for a gap year).
- (xiii) Qualifications – you must declare all examinations taken or pending (GCSE and A level, as well as EPQ if you have/intend to do one) with dates. You need to include the Examination Boards which you will find on your GCSE certificates. For any examinations yet to be taken for which you do not yet have a grade, **predicted grades are included in the reference**. You may include music, dance and speech and drama qualifications but only enter each subject once with the highest qualification achieved.
- (xiv) **You will be completing full A level / Level 3** (OCR Tech awards) qualifications, **not AS qualifications** so – **use the category GCE Advanced section only** for all your subjects. Enter 'pending' for the grade; August of your final year. Anything you enter as pending will generate a request for a predicted grade, which we will enter for you.
- (xv) Once you've been through each section carefully, ask someone you trust to read through it for you too. It's amazing what a fresh pair of eyes will spot. And don't forget to send your application before the deadline for your course!
- (xvi) Once all information sections are complete Add Personal statement – **after it has been approved by your tutor**.
- (xvii) **Check that your contact details are correct.** UCAS rely on the information in the personal details section when they send your welcome letter, as well as emails about the status of your application. The universities and colleges will also use it to get in touch with you about interviews, offers and so on, so take a few moments to make sure **they're up-to-date and error-free**.

CONGRATULATIONS! You have now completed a draft UCAS form. Print it out and take it to your Tutor for approval. DO NOT COMPLETE DECLARATION YET!

When your Tutor has approved your form return to UCAS apply, make any amendments, complete the Declaration. Click on 'I agree' on the declaration page and **pay online**. This will send the form to your referee. **Once you have sent your form you will not be able to make any alterations** – it will be locked. The only way to retrieve your form for editing will be by asking your tutor to return it to you electronically.

Getting back into UCAS Apply: you can check the progress of your application by entering the apply domain at any time - enter user name and password and then click on log in.