

UCAS Apply11

A Guide For Students

June 2010

Getting onto Apply11



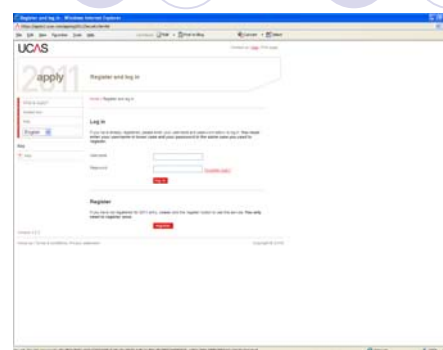
- Go to www.ucas.com
- Click the 'apply' link on the left hand side of the screen

How to get into Apply11



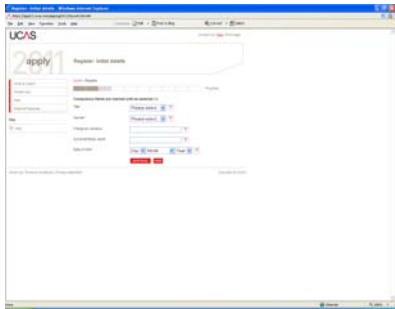
- Click on the 'Register / Log in to use Apply 2011' hyperlink

Registering for Apply11 – Part 2



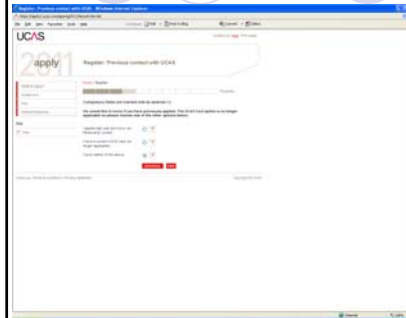
- Click the 'Register' button to begin the registration process!

Beginning your application

A screenshot of the UCAS 'apply' website showing the 'Register - Initial details' form. The form includes fields for name, address, and contact information. A 'Next' button is visible at the bottom right.

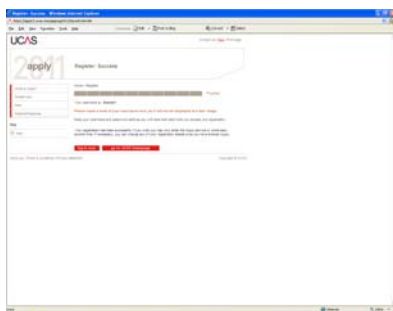
After several self explanatory screens (end user agreement, etc) you begin the registration process! You must fill out your basic personal information....

Previous Contact With UCAS

A screenshot of the UCAS 'apply' website showing the 'Previous contact with UCAS' form. It asks if the user has previously applied to UCAS and if they have a UCAS Card. There are radio buttons for 'Yes' and 'No', and a 'Next' button at the bottom.

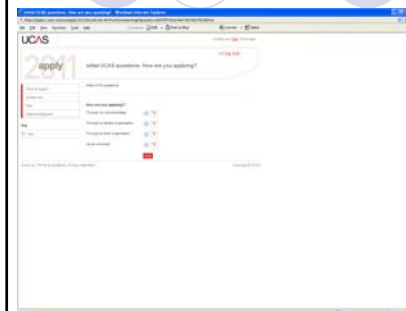
UCAS need to know whether you have been in contact with them before. If you have a previous application check the radio button, likewise if you have a UCAS Card (nobody will have one!) – other than that click 'I have neither of the above' before pressing 'Next'....

Registration : Successful

A screenshot of the UCAS 'apply' website showing the 'Register - Success' confirmation screen. It displays a message indicating that registration is complete and provides instructions on how to log in. A 'Next' button is visible at the bottom.

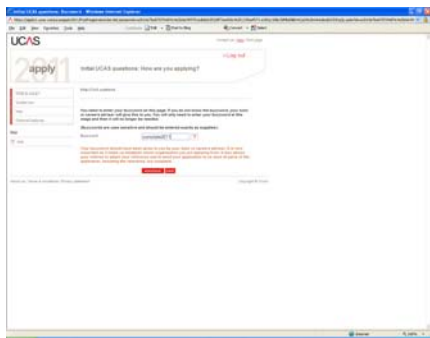
After several screen detailing where you live and other basic contact details you will reach the end of registration. **MAKE A PRINTOUT OF THIS SCREEN AS YOU WILL NEED YOUR USERNAME EVERY TIME YOU LOG IN!** Then press log in now...

How are you applying?

A screenshot of the UCAS 'apply' website showing the 'How are you applying?' form. It asks the user to select how they are applying, with radio buttons for 'Through my school or college' and 'Through my own efforts'. A 'Next' button is visible at the bottom.

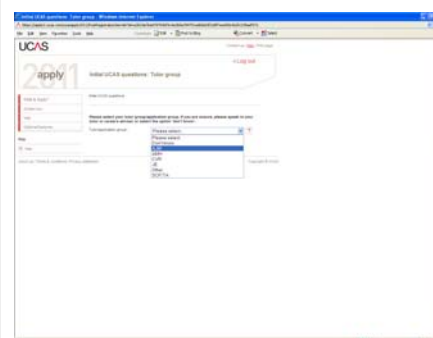
You will be prompted as to how you are applying. Please check the radio box stating 'Through my school or college' then click 'Next'.

The Buzzword



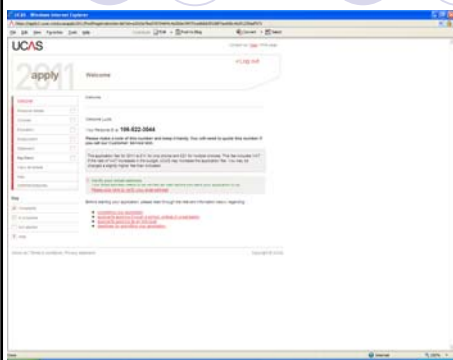
When prompted for the registration buzzword you should enter 'ounsdale2011' and this should be all lower case...it is case sensitive! Then click next...

Registration Groups



You will be prompted as to which group you are in and from the drop down menu you must **select your tutor group** (JE / CVR / AMH / AJW / SCP-TA). If you are one of last year's Year 13 then please put your application under 'Other'.

After completing registration...



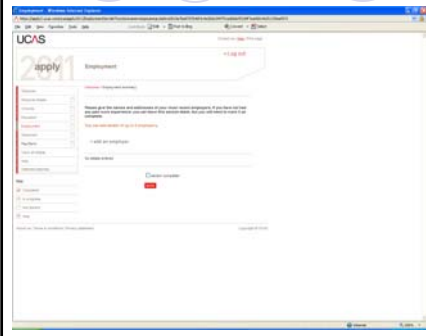
This is the first screen you will see after logging in. Explore Apply11 before you begin to fill in your application and familiarise yourself with the terminology used on the site.

The Personal Statement



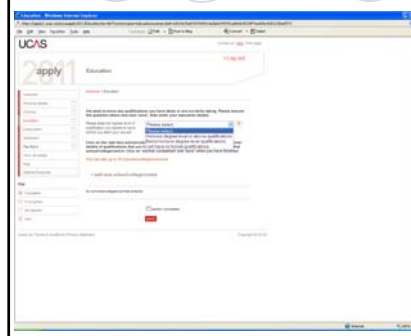
If you conveniently click the **'statement'** tab on the left of the screen you are taken to where you can enter your personal statement. If you write this in MS Word and then copy/paste it this should enable you to have greater control on spelling, etc. You should click the **'save'** option when you are finished, and then press the **'preview'** option. If you are satisfied this is finished then click the **'section finished'** option that will be available to you (it's in red text). You can still edit until you send to your referee (more later)...

Employment



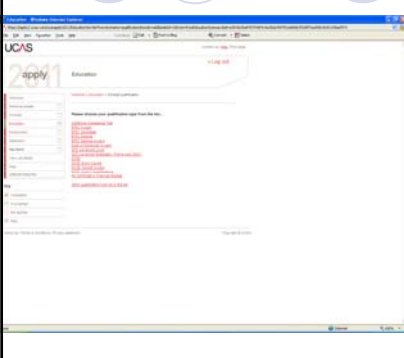
If you click the 'employment' tab you will see an option to 'Add a job'. If you have a part time job (or have had one in the past) then add all of the various positions you have held. You can add up to four positions. When you have finished the section tick the 'Section completed' checkbox.

Education



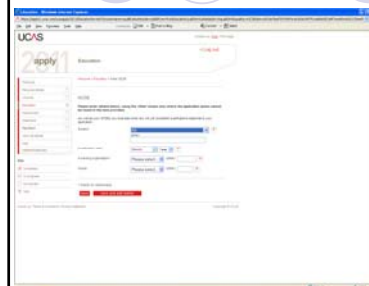
If you click the 'education' tab this is the screen you will be confronted with. The highest level of qualifications you expect to have before you start the course is 'Below honours degree level qualifications'. You may need to enter the centre number which is '30670'. Once you have entered your school details then click 'next' to begin entering your qualifications....

Qualifications



- Click the **GCSE/GCE** hyperlink...
- To enter your GCSE grades you must make sure you enter them under the correct headings (for single awards such as German click GCSE, for a double award such as Science click GCSE Double Award and so on).

Adding your qualifications...



When you add your qualifications you must make sure that the information entered is correct. If you are unsure of your GCSE awarding body then check your certificates! You must enter all your GCSE, GCSE Short Courses and GCSE Double Awards separately!

AS/A2 Qualifications

The screenshot shows the 'AS/A2 Qualifications' section of the UCAS application form. It includes fields for 'Qualification', 'Module', and 'Grade' for up to four different modules. The 'Qualification' dropdown is set to 'GCE Advanced Subsidiary (NEW)'. The 'Module' dropdowns are set to 'GCE AS Mathematics' and 'GCE AS English Language'. The 'Grade' dropdowns are set to 'C' and 'B'.

This is a little more complicated! When entering AS/A2 information you need to be VERY careful as to how you do this! For the AS course you have dropped for Year 13 you can enter the grade you received in August 2010 as you will be cashing this subject in. To select AS you will need to select GCSE/GCE off the Qualifications menu and then click the GCE Advanced Subsidiary (NEW) link. You then need to enter the module grades for this AS at the bottom of the page...

A2 Qualifications...

The screenshot shows the 'A2 Qualifications' section of the UCAS application form. It includes fields for 'Qualification', 'Module', and 'Grade' for up to four different modules. The 'Qualification' dropdown is set to 'GCE Advanced Level'. The 'Module' dropdowns are set to 'GCE A2 Mathematics' and 'GCE A2 English Language'. The 'Grade' dropdowns are set to 'C' and 'B'.

For the subjects you study to A2 (or GCE Advanced Level to be technically correct) you will need to enter the date as August 2011 and set the grade to 'Pending'. This is because you do not yet actually have an overall grade. As with the AS you need to enter the module/unit scores, but **ONLY FOR MODULES YOU ARE NOT RETAKING OR CURRENTLY STUDYING/YET TO STUDY. ENTER ANY MODULES YOU ARE CURRENTLY STUDYING AS PENDING!**

Choices

The screenshot shows the 'Choices' section of the UCAS application form. It includes a list of institutions and a 'See list' button. The 'See list' button is highlighted in red.

This is obviously one of the most important parts of the form as UCAS need to know where you want to apply to attend! You can make a maximum of five choices. If you have the basic details written out of the prospectus' then this will help you, but fortunately this is actually a very intuitive section of the website!

Institution Code

The screenshot shows the 'Institution Code' section of the UCAS application form. It includes a dropdown menu for 'Institution Code' and a 'See list' button. The 'See list' button is highlighted in red.

Firstly you will need to enter the Institution Code for where you want to attend. If you click 'See list' next to the box for entering the Institution Code it brings up a pop up screen to allow you to locate and select the institution you wish to attend and when you click on the name of the institution then it will automatically be inserted into the form.

Course Code



In the same way in which you selected the institution you would like to study at, you now need to enter the course code. The best way to do this is by clicking the **'See List'** button next to the course code entry box and finding the course you would like to study, selecting it by clicking on it. Again, this will automatically be inserted onto the form.

Campus Code



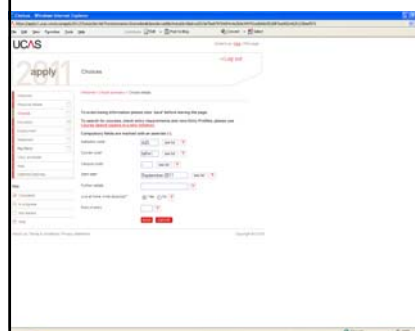
Some universities offer the same course on more than one campus. By clicking the **'See List'** button next to the institution and course you have entered it will give you a list of possible campuses you can study at. You should select the relevant one (or the only one in many cases) and this will be inserted into the form.

Course Start Date



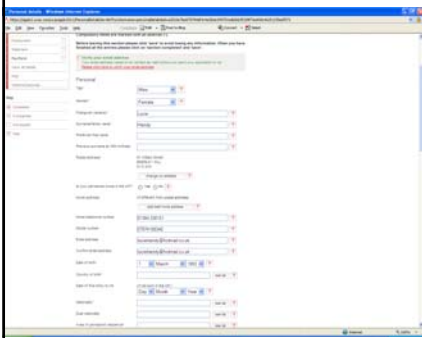
You will be presented with at least two choices by clicking 'See List' – start in September 2011 or September 2012. Make sure you select the correct one! If you are planning on taking a GAP Year then click September 2012.

Living/Starting Arrangements



Before you complete the entry you have a couple of more things to complete. If you are going to be living at home then you need to check the **'Home'** box. Press 'Save' to save this choice and you can enter **up to five** different courses.

Personal Details



This section you will find is already partially complete as you began to complete it when you initially registered for UCAS. However, there are a few things which will need doing and some of which are not obvious so we will guide you through them...

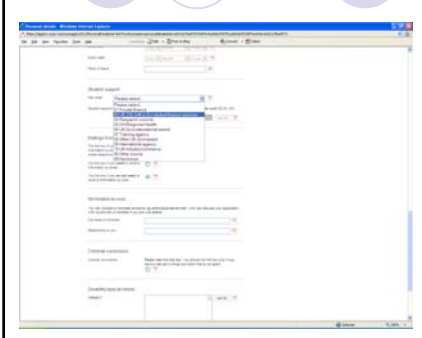
Further Details...



Points To Consider

- Is your permanent home in the UK question should be answered 'Yes'.
- For Nationality selection you should click the 'see list of countries' button and find the nationality relevant to you (probably 'UK National').
- For 'area of permanent residence' click the 'see list of UK areas' button and if you live in Wombourne you should select 'Staffordshire', Wolverhampton select 'Wolverhampton' and students from Kingswinford or Stourbridge should click 'Dudley'

Even more Further Details!



- For Country of Birth click 'see list of countries' and select as appropriate.
- For 'Residential Category' I suspect for all students this should be 'A UK Citizen/EU National'.
- The 'Student Support' section is very important! For 'Fee Code' you should set this as '02 LA' (unless it is a government funded medical course), and 'Student Support Arrangements' should be the name of your LEA, e.g. Staffordshire for Wombourne, Wolverhampton for Wolverhampton and Dudley for Kingswinford students.

Marking Sections as Complete



For each section you complete you need to tick the 'Section Complete' box at the bottom of the main screen for that section (see left for example of Education). This will 'tick' the box on the left so you can see what progress you are making with your application.

Sending your application...



Now—your application should be complete. This will be identified by the ticks in all of the boxes except the 'Pay/Send' box. This will send your UCAS Application to us for us to check through and then send off to UCAS. In order to do this you must first pay - this **MUST** be done via a credit/debit card.

What happens next?

Points to consider:

- Check your school e-mail and watch for notes in registers as you may have made errors on the form. The form will be electronically returned to you and then you need to re-send this to your referee.
- Await confirmation from UCAS and details of how to track your application.

Any problems with filling out the form please see Mr Handy, Miss Kendrick or Mrs Khakh for advice!