

# Introduction to UCAS

Apply 2022

Bradford College Careers Service

Tel: 01274 088221

Email: [careers@bradfordcollege.ac.uk](mailto:careers@bradfordcollege.ac.uk)

Facebook: Bradford College Careers

Twitter: @BradCollCareers

# Aims of the session...

- To understand the application process for higher education courses (university)
- To familiarise yourself with the UCAS website and other resources available to support you
- To know how to fill in, submit and track your application
- To identify key dates to remember

# What is UCAS?

- UCAS stands for the **Universities and Colleges Admissions Service**
- They are the organisation responsible for managing applications to higher education courses in the UK
- To apply to university, students must submit a single application online via the UCAS Hub
- UCAS provide a wide range of valuable information and tools for applicants on their website – [www.ucas.com](http://www.ucas.com)

# Before you apply...

- You need to decide which course(s) you are applying for
- You can choose up to five courses – it is easier if all five of your choices are the same or similar
- Thoroughly research all your choices
- Open days and events are a great opportunity to gather more information about a university or college, experience the campus and meet current students and staff
- If you can't attend an open day or event in person, some universities and colleges offer virtual tours and opens days

# Choosing the right course

- What does the course cover? – courses with the same title may be very different, look at the core modules and if there's a range of optional modules available
- Does it interest you?
- Is it relevant to your career aspirations?
- Does the course offer any internship, placement, or study abroad opportunities?
- How is the course taught?
- How is the course assessed?
- Do you meet the entry requirements?

# Choosing the right university

- Location – think about proximity to home and if you want to be in an urban or rural area. Each offers a different experience
- Reputation – what are the teaching standards like? How does it rank for student satisfaction?
- Culture and facilities – Students' Union, clubs, societies, sport and other facilities
- What graduates do – all universities collect destination statistics. It can be interesting to find out the types of jobs or further study students go on to
- Tuition fees – can vary between course providers. Check if there are any scholarships or bursaries available
- Living costs – accommodation, transport, food etc.

# Entry requirements

- **Qualifications, subjects and grades:** GCSEs, A-Levels/Level 3, UCAS tariff points
- **Suitability:** course descriptions often mention skills, interests or experience that are essential or desirable
- **Admissions test:** check the registration deadline for the test, when you will sit it, and what it includes – some take place before the UCAS application deadline
- **Interview:** an interview, assessment centre, audition, or you might be asked to provide examples of your work depending on the course
- **Further requirements:** Disclosure and Barring Service (DBS), health check and/or relevant work or voluntary experience

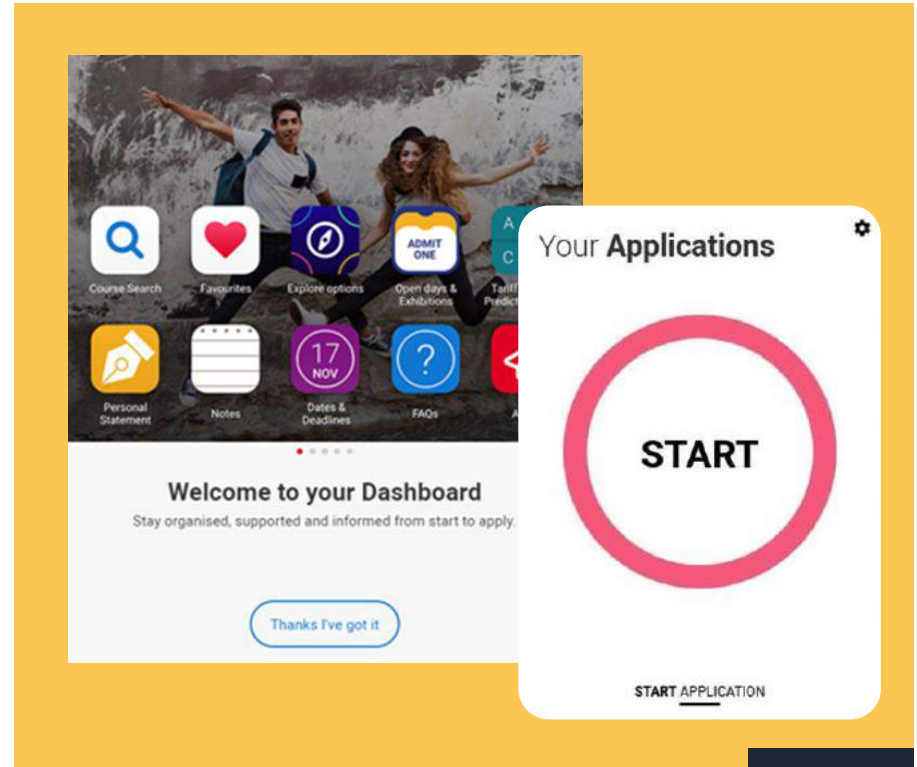
# UCAS tariff points

- UCAS tariff points only apply to Level 3 qualifications, not Level 2 qualifications such as GCSEs
- Not all Level 3 qualifications attract UCAS tariff points
- Not all universities and colleges use the UCAS tariff – many use qualifications and grades instead
- You can work out how many UCAS tariff points your qualifications are worth using the [tariff points calculator](#) on the UCAS website



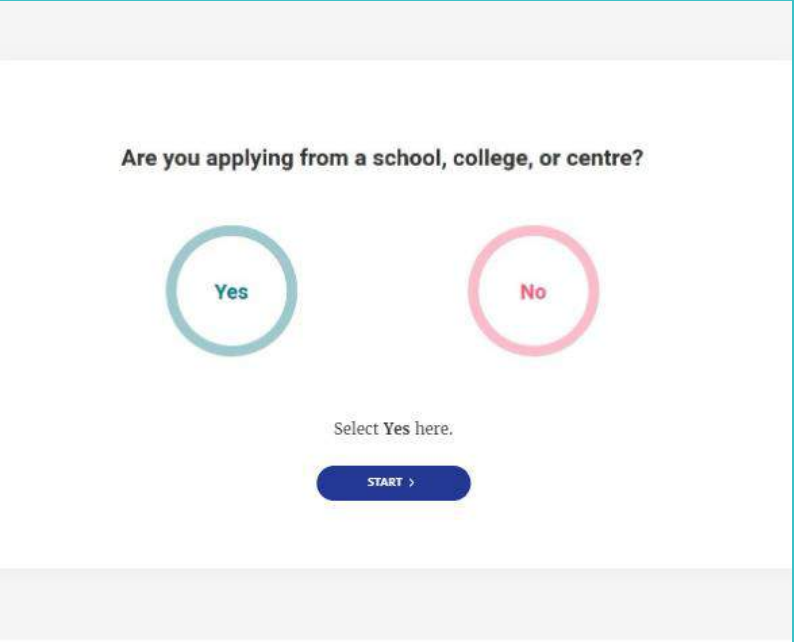
# Getting started

- To start an application you need a UCAS Hub account
- Go to <https://www.ucas.com/students> > 2022 entry > Create account
- Complete the registration questions – confirming you want to start your studies in 2022 and are interested in ‘Undergraduate’ level of study
- You’ll then be taken to your UCAS Hub dashboard, where you’ll see a tile called ‘Your Application’
- Click ‘Start’ to begin your application...



# Linking to college

- Enter the buzzword to link your application to college
- Buzzword Apply 2022: **Bluebox22**
- By linking your application you're giving college permission to view and track your application
- It also means your tutor will be able to provide you with a reference, and we (Careers) will check your application before sending it to UCAS on your behalf



Are you applying from a school, college, or centre?

Yes No

Select Yes here.

START >

# Filling in your application

Sections to be completed:

- Choices (up to 5, no preference order, application fee £22.00-£26.50)
- Personal details
- Contact and residency details
- Education
- Employment
- Nationality details
- English language skills
- Supporting information
- Finance and funding
- Diversity & inclusion (for students with a UK home address)
- Personal statement
- References (usually completed by your tutor)

The screenshot displays the 'Your profile' section of the UCAS application portal. It features a grid of interactive cards for different sections, each with a 'Start this section' button. The sections include:

- Personal details**: Name, age, title and gender.
- Contact and residency details**: Address, email, telephone and where you live.
- Education**: Qualifications and periods of study.
- Employment**: Past employment.
- Nationality details**: Birthplace and nationalities.
- Supporting information**: Do other providers wish to help or support you during your studies?
- English language skills**: Is English your first language?
- Finance and funding**: Tell us how you'll fund your study.

Below the grid is the 'Your personal statement' section, which includes a 'Personal statement' card with the prompt 'Why do you want to study this subject?' and a 'Start this section' button. A search bar for courses is located in the top right corner, and a help icon is in the bottom right corner.

# Personal statement

- The personal statement is an important part of your application – it's your chance to show Admissions Tutors why they should offer you a place
- You can only write one personal statement – it's the same for each course you apply for
- Length – a maximum of 4,000 characters or 47 lines of text, a minimum of 1,000 characters
- UCAS' similarity detection service – every personal statement is run through software to check for plagiarism

# Personal statement

## Preparation:

- You can only write one personal statement – it's the same for all your choices
- Check university and college websites to see what skills and qualities they'd like you to have
- Make a list of things you want to include
- Start drafting early

## What to include:

- Why you're interested in subject/course
- How your current/previous studies relate to the course
- Relevant aspects of jobs, placements, work experience or volunteering
- Activities or hobbies that show your interest in the subject
- Demonstrate you're a great candidate and have skills and qualities they're looking for

## How to write it:

- Introduction – start with an opening sentence that encourages the reader to read on
- Conclusion – reinforce your enthusiasm and skills suited to the course
- Write in an enthusiastic, concise, and natural style – nothing too complex
- Check your spelling and grammar
- Leave time to get feedback and redraft

## Technical details:

- Length – up to 4,000 characters or 47 lines of text (including spaces and blank lines)
- Make sure you don't copy – UCAS software detects any similarities and this could jeopardise your application

# Tracking your application

- Once your application has been sent to UCAS, you can follow it's progress, view your offers and reply to your offers by signing in to your UCAS Hub
- You'll receive one of these decisions from your choices:

Conditional offer	Unconditional offer
Unsuccessful	Alternative course

- Universities and colleges can also request an interview, ask to see your portfolio and/or ask you to take an admissions test

# Replying to your offers

- When you have decisions on all your choices, you have to choose which one(s) you want to accept – you can hold a maximum of two offers:
  - one as a ‘firm’ acceptance – your first choice
  - the other as an ‘insurance’ acceptance – a back-up if you do not get into your ‘firm’ choice
- You must decline all other offers
- Once all your decisions and replies have been made, if you are not holding an offer, you may be able to use Extra or Clearing to find available places

# Other options

## Extra (February – July)

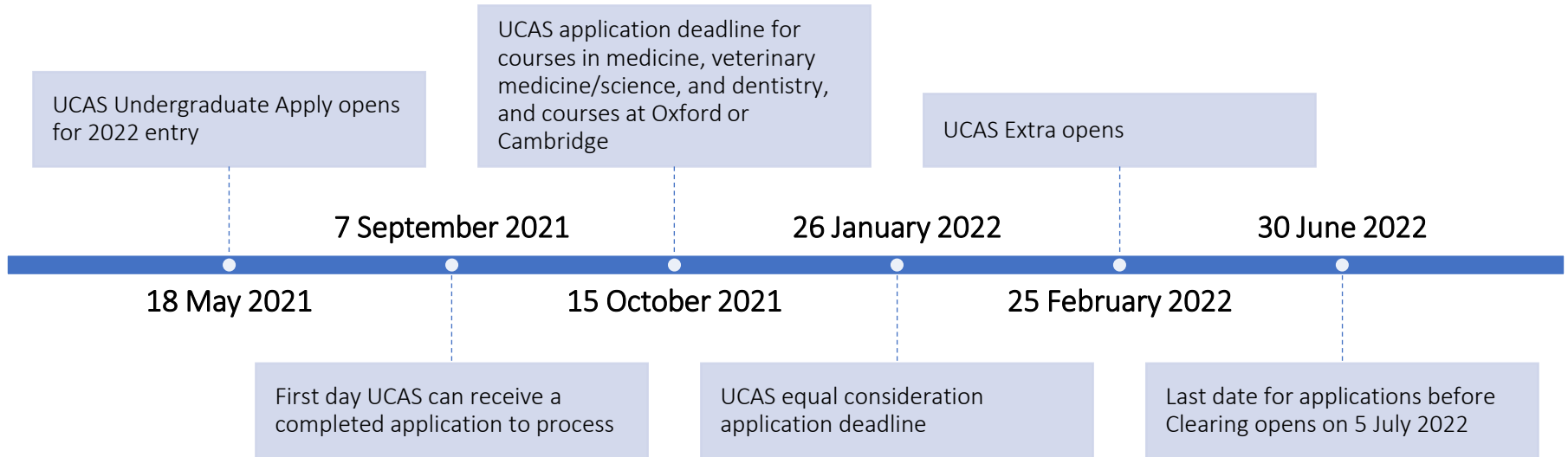
- If you've used all five choices, and you're not holding any offers, you can add another choice using Extra
- Extra is another chance for you to gain a place at university or college. If you're eligible, during this period you'll be able to apply to additional universities, one at a time

## Clearing (July – October)

- If you're applying after 30th June, received no offers, declined all your offers or did not meet the conditions of your offers, you can apply for a course using Clearing
- Clearing is how universities and colleges fill any places they still have on their courses. Vacancies are displayed in the UCAS search tool



# Key dates



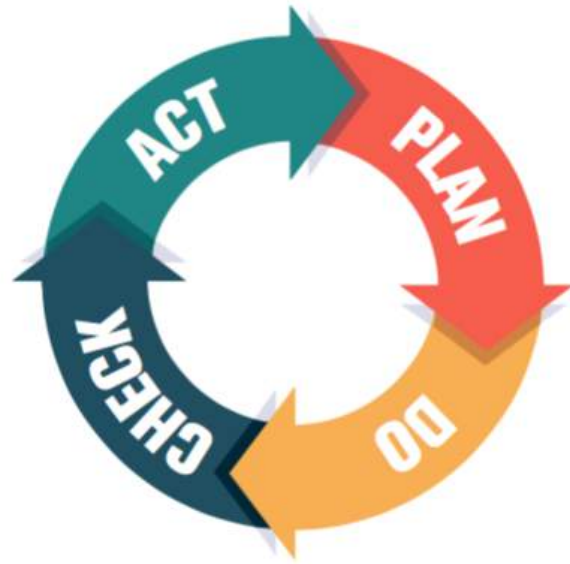
# Internal deadline

Due to the volume of applications we receive, we will prioritise the sending of applications submitted before:

**Friday 19<sup>th</sup> November 2021**

# Action plan

- Research universities/colleges and courses
- Attend events such as open days
- Check entry requirements
- Tell your Tutor you are applying
- Produce a draft of your personal statement
- Contact the Careers team for further support



## Contact us

Bradford College Careers Service

Tel: 01274 088221

Email: [careers@bradfordcollege.ac.uk](mailto:careers@bradfordcollege.ac.uk)

Facebook: Bradford College Careers

Twitter: @BradCollCareers