

# **APPLYING TO UNIVERSITY THROUGH UCAS**



**(A SIMPLE GUIDE TO HELP WITH THE APPLICATION PROCESS)**



## **Applying to University**

### **Factors to consider:**

1. Is university the right way forward for you? What about other alternatives such as apprenticeships.
2. Are you qualified for the course? Don't waste your choices.
3. Select similar courses, this enables you to convince admissions tutor.
4. University visits are important, look around and attend open days.
5. Use league tables to compare.



**Application process (UCAS = University and College Admissions Service) handled through a centralised agency.**

**Details needed:**

Personal details.

Password.

Additional info e.g summer schools, taster courses.

Student Finance.

Five choices of universities.

Education – exam results.

Employment – part time work.

Personal Statement.

Reference – from a teacher.

Deferred entry – make sure the course will be offered the next year.

Some applications need a portfolio, performance, or written piece of work – be prepared.



## **Personal Statement**

Minimum of 1,000 maximum of 4,000 characters including spaces – needs to show why you should be chosen over other candidates.

Introduction – do not use negative words.

Why are you interested in the subject, subject's importance?

Quotes – use only if they are significant.

Career plans.

In-school skills.

Passion for the subject – show you are self-motivated.

Gap year plans.

Wider skills – outside of school and wider reading.

Conclusion – why you? Use aspirational language.

Proof read your personal statement.



## Check list

Is my personal statement interesting? YES/NO

Have I shown why I have chosen this course? YES/NO

Have I shown that I know the content of the course? YES/NO

Have I shown my skills? YES/NO

Have I spoken about my future plans beyond university? YES/NO

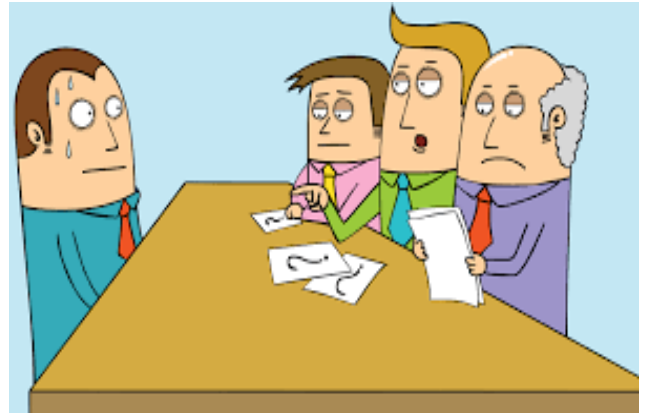
Have I used varied sentence lengths? YES/NO

Is my grammar, punctuation and spelling perfect? YES/NO

Have I given evidence? YES/NO

Have I been positive and shown enthusiasm? YES/NO

***Keep working on your personal statement and do not leave it too near to the application deadline!***



## **Attending an interview**

Wear something comfortable – check the dress code before.

Plan your journey – do not arrive late.

Know your personal statement and course content.

Listen to the questions being asked.

You could be asked...Tell me a little bit about yourself, why are you interested in this course, what do you like about this university, what are your strengths and weaknesses, do you have any questions?

*Interviewers will be looking for your motivation, potential, teachability, personality and your knowledge.*





## Freshers week

Make sure you wash.

Eat and drink sensibly – register with a doctor.

If participating in sexual activity – use protection.

Get some sleep.

Try to budget.

Speak to someone if you are feeling lonely – chances are, they are too.

Make contact with home – they will be missing you dreadfully.



## **Being Organised**

Make sure you have an up-to-date CV.

Volunteering looks good on your CV.

Make sure you know the layout of a covering letter.

Get as much work experience as you can.

Join a club or society to challenge yourself.

Use the internet, LinkedIn and Facebook to stay ahead of the game.