ANGMERING SIXTH FORM

ASPIRE AND ACHIEVE AT ANGMERING

APPLYING
TO
UNIVERSITY

2023-24

Step-by-Step Guide

UCAS

INTRODUCTION

This handbook will take you through the process of completing an application to University in the UK.

The **Universities and Colleges Admissions Service (UCAS)** is a centralised organisation whose main role is to operate the application process for British universities.You will complete **one online application form** which allows you to apply for **up to 5 different universities or courses**. Each university will receive a copy of your application but they will not see where else you have applied and your choices will automatically be listed alphabetically, not in order of preference.

Your tutor and the rest of the Sixth Form team are here to advise and guide you through the process of researching, deciding and applying for whichever course is best for you.

SIXTH FORM TEAM: Who does what

Tutor	1-to-1 meetings, personal statement checking and feedback. Your tutor writes your UCAS reference based on teacher feedback.	NMC:nmclellan@theangmeringschool.co.uk DGO: dgodsmark@theangmeringschool.co.uk JFI/JSY: jfish@theangmeringschool.co.uk jsykes@theangmeringschool.co.uk MMO: mmott@theangmeringschool.co.uk RCR: rcrompton@theangmeringschool.co.uk
Tony Kerrison	University advice. Final approval of applications.	akerrison@theangmeringschool.co.uk
Emily Davies	Unifrog administration. UCAS application advice & checking, personal statement guidance. Adding your reference and predicted grades to your application after you have submitted it.	edavies@theangmeringschool.co.uk
Pauline Carroll	Assisting with UCAS administration.	pcarroll@theangmeringschool.co.uk
Gavin Bowles	Advice on careers, apprenticeships, employment, & other pathways.	gbowles@theangmeringschool.co.uk

UCAS applications take a long time to complete - for you and for us! There is an intentionally long gap between the internal and external deadlines, as there are many things which staff need to check before a student's application can be submitted to UCAS. This might include chasing references (and waiting for other staff to reply), checking qualifications and choices, and reviewing personal statements. Therefore the earlier you complete your application, the better. Not only does this give us ample time to check and submit your application to UCAS, but it also maximises your chances of getting offers quickly as the majority of applications will hit the University admissions teams in January when they will have many 1000s to plough through!

YOUR APPLICATION JOURNEY

WHEN	WHAT	WHO
May 2023 onwards	UCAS Application system opens. Register on the UCAS Hub and create an account. You can start filling in your application form straight away. **Now is a good time to complete the sections under 'Your Profile' - basic information such as your personal details, qualifications and employment.**	All applicants
June 2023 onwards	Research choices using the Unifrog activity which you started in Tutor sessions. Complete the information sections of the application form. Start working on your personal statement. Visit open days: check university websites for dates or visit opendays.com	All applicants (Tutor)
By end of Summer Term:	Confirm to your teachers that you are applying to university, the courses which you are applying for, and ask them to write you a subject reference on Unifrog. Submit a first draft of your personal statement to your tutor for feedback. Book and attend open days If the university / course that you are considering applying for requires an entrance exam please contact the school examinations officer Denise Brown by the beginning of September at the latest Check arrangements and register for BMAT and UCAT tests, including booking with Exams Officer (Denise Brown) where appropriate.	All applicants Tutor Teachers Applicants for Medicine/ Dentistry/ Vet
July/Aug 2023	Continue to work on your application, completing all sections except Choices if unsure at this stage. Attend open days. Check requirement for LNAT exam and arrange to do this in the autumn term.	All applicants Law degrees at some unis
15th Sept 2023	Internal deadline for early applications (Oxbridge, Medicine, Veterinary Science, Dentistry)	Early applicants
16th Oct 2023	External deadline for early applications: - any course at the universities of Oxford or Cambridge - most courses in Medicine, Veterinary Medicine and Dentistry.	Tony Kerrison
1st Dec 2023	Internal deadline for all applicants	All applicants (except early)
31st Jan 2024	External deadline for all applicants	Tony Kerrison

DEGREE PATHWAYS

Foundation Degree	A **2 year standalone degree**, usually in a vocational subject. Qualification achieved: FdA/FdSc (Foundation Degree Arts or Science) You may have the option to do a 'top-up year' afterwards to achieve an Honours (full) degree. Lower entry requirements.	2 years Point of entry: year 1
Single Honours	You graduate in one subject, becoming specialised and acquiring depth and breadth in your chosen subject Qualification achieved depends on your subject: BA (Bachelor of Arts) BSc (Bachelor of Science) BEng (Bachelor of Engineering) LLB (Bachelor of Law)	3 years Point of entry: year 1
Joint Honours E.g. 'Maths _and_ Business'	Studying two subjects, spending half your time on each. You graduate in both subjects	3 years Point of entry: year 1
Major- Minor E.g. 'Maths _with_ Business'	You spend ⅔ time on your major subject, and ⅓ on your minor. You graduate in the major subject, with a minor in the second subject.	3 years Point of entry: year 1
Sandwich course (also known as Degree with Industrial Placement Year)	Degree course with an additional year sandwiched between 2nd and final years of study in which you complete a relevant work placement, or a year abroad.	4 years Point of entry: year 1
Degree with Foundation Year	Full honours course where you start with a **pre-degree year** which provides you with a strong base of knowledge & continues straight onto Year 1 of a full degree. Entry requirements are lower.	4 years Point of entry: year 0

OTHER PATHWAYS AT HIGHER EDUCATION

Access to Higher Education	Ideal for those who have taken a break from their education or are thinking of a new pathway in their studies and don't have the entry requirements for a degree. You will achieve the equivalent UCAS points to 3 A-levels. You will progress to undergraduate study.	1 year Part time, fits around work. Offered by Further Education Colleges. Apply directly to the college, not through UCAS. You will complete your UCAS application as part of the course. **You must be 19+ to apply for an Access course.**
Foundation Diploma in Art & Design	**Pre-degree course unique to art/design**, to prepare students for specialism at degree level on courses such as Graphic Design, Illustration, Fine Art, Fashion/Costume/Textiles, Interior Design, Stage Design. Historically it was a prerequisite for any art degree course, and is still highly valued by many universities. It is also a standalone qualification.	1 year Offered by Further Education Colleges. Apply directly to the college, not UCAS. You will complete your UCAS application as part of the course. This course is offered locally at Northbrook and Chichester Colleges.
Higher National Certificate (HNC) Higher National Diploma (HND)	A vocational qualification, equivalent to the first year (HNC) or the second year (HND) of a degree. Highly regarded by employers and can lead straight to employment or further study. Can be topped up to a full degree with an additional year.	1 year for HNC 2 years for HND Offered at FE colleges. No need to apply through UCAS but they are listed there and you can add them to your choices.
Degree Apprenticeship	You will enter full-time employment and complete your degree part-time (e.g. one day a week). Fees are paid by the employer and you will be earning from day one.	4-6 years You will apply for employment in the normal way, you do not need to do a UCAS application.

APPLICATION FAQs

1. What is the buzzword, and why do I need it?	Our UCAS buzzword for 2024 entry is **angmering2024** Using this will link your application to the Sixth Form, and allow us to track and support your application, and easily add your reference.
2. Do I just get one attempt at this?	No - you can edit, update and save your UCAS application as many times as you like, before submission. **Do not complete the Pay & Send section** until your application has been checked by Emily and she has given you the go-ahead to submit.
3. What happens when it's ready to send?	When you've completed and paid for your application and submitted it, it **only comes to us in the Sixth Form**, not to UCAS.
4. Why doesn't it go straight to UCAS, and why do you need it so early?	We need at least two weeks to double check, add the reference and predicted grades and approve your application before we finally submit it to UCAS.
5. Where can I go for help?	The Sixth Form Team is here to help with resources and advice: contact your tutor, subject teachers, Tony or Emily if you have any questions, but also check the UCAS and university websites, and google classrooms for further information.

FILLING IN YOUR APPLICATION FORM

First, you need to register in the UCAS Hub

- Make a note of your username and password, it will not be displayed again and you will need it to log in.
- Use your **personal email address**, not your school one
- Select year of entry (**2024**)
- Level of study - **Undergraduate**
- Preferences - tick all that apply
- 'Are you applying from a school?' choose **Yes, start typing Angmering School** and it should drop down.
- Select 'Yes' to consent to data share with school and click 'create account'
- Click **'Go to my Hub'** where you will see a tile called **'Your Application'**. Simply click 'Start' to begin your application
- Are you applying from a school, college or centre?' Click yes
- Click continue when it offers 'link to a school, college or centre using a buzzword'
- Enter buzzword **angmering2024** (all lowercase) Angmering School, LIttlehampton should appear. To confirm, click yes.
- Click drop down arrow when it ask to 'select group' and choose your tutor group and save
- You'll then be taken to your UCAS Hub dashboard, where you'll see a tile called 'Your application'. Simply click 'Start' to begin your application.
- You can now complete the 'Profile' section underneath 'Your Choices'
- **2025 entry applications**: You can register and start your application for 2025 now, although you cannot submit it to UCAS until September 2024.

You can now complete the 'Your Profile' Section.

Personal Details

Make sure you enter your name exactly as stated on official documents, such as your passport, birth certificate, or driving licence.
The name with which you are entered for exams is the one that links to your application and on results day the universities will need to be able to match your results with your application, so **do not use a different name or an abbreviated version on your application form as it may cause issues on results day** when your place will be confirmed as soon as results are published.

Contact and Residency

Use your **personal email address**, not your school one

Nominated access: it is useful to add parent/carer here as a person that UCAS can contact if necessary in your absence.

Area of permanent residence: choose **West Sussex** from the drop-down
Residential Category: **UK Citizen - England**

Education

It is important to complete this fully and accurately.
Add place of Education… e.g. Angmering School, Littlehampton
Exam Centre Number: 65301
Start date (for most current Yr 12) 09 2017…. End date 07 2024
Type of study: full time
Will you have qualifications from this centre? Select yes

Now list your qualifications. Start with your GCSEs, then add A levels/Level 3.

For each qualification you need to click 'Add a qualification' and then find your qualification from the shortlist.

GCSEs - choose GCSE (Grade 9-1) It is helpful to have your GCSE certificates to hand for this section as you need to enter the exam board (awarding organisation). *If you can't find your original exam notification, ask Pauline for a printout - this contains all the information you need, including the exam boards.*
You must include all the qualifications that you have taken since Year 11, with grades, even if you have a U grade for anything. If you have retaken a GCSE in Year 12 then list it twice with the correct dates.
Click 'save and add another' when listing similar qualifications.

A-Levels: choose GCE Advanced Level (A-Level) and enter the subject. Grade - put pending if you have not yet achieved the qualification and Qualification Date - August 2024

Extended Qualification Project: + Extended Project level 3 - add your subject area of research and awarding organisation. If you're unsure about either of these clarify with your teacher

Level 3 CamTech/BTEC - make sure you enter these carefully - see list below.

- If you are taking a BTEC you will need to add your BTEC registration number - see Pauline or Emily for this.

- If you are taking a BTEC or CamTech you will need to **list the modules** you are studying - your teachers will be able to give you a list of modules covered in your course if you are not sure, and they may also be on your Google Classroom for the course.

How to enter your vocational qualification correctly

Health & Social Care (double)
Choose the button from the Qualifications Shortlist '**+ OCR Level 3 Cambridge Technical Diploma'** - type 'Health and Social Care' in the Subject box. List your modules.

Health & Social Care (single)
Scroll down search for your qualifications and begin typing **OCR Cambridge Technical Extended Certificate**

If you are unsure or if you are doing a different sized Health and Social Care qualification by special arrangement then check with your teacher which option to choose i.e. Certificate/Extended Cert/Diploma.

BTECs
Scroll down to 'Qualifications shortlist' and type '**Pearson BTEC Level 3 National**' in the box. A list of options will appear below.
Choose the correct version for your course as follows:

- **BTEC Human Biology** - Choose **Extended Cert RQF (360)** - type **Applied Human Biology** in the 'Title' box

- **BTEC Sport & Exercise Science** - Choose **BTEC Sports & Exercise Science (National Extended certificate) RQF (360)** - type **Sport and Exercise Science** in the 'Title' box

- **BTEC Sport (triple)** - Choose **National Extended Diploma RQF (1080)** - type **Sport** in the Title box

  If you are unsure or if you are doing a different sized Sport qualification by special arrangement (eg a single or double Sport) then check with your teacher which option to choose i.e. Certificate/Extended Cert/Diploma.

Add your modules for the course with any grades already achieved in Year 12 and 'pending' for the units you are taking in year 13. Your overall grade will be 'Pending'.

Employment
Click Add Employment and fill in the boxes

Nationality
For most students:
Country of birth - United Kingdom
Nationality - UK National

Supporting Information
Include as much information as you can about any difficulties you have such as mental health issues, dyslexia as well as any disabilities, as you may be eligible for additional support.

Finance and Funding
Main source of funding - if you intend to apply for a Student Loan then choose 'UK, ChI, IoM or EU Student Finance Services'
Student support arrangements - choose West Sussex

Diversity and Inclusion
Fill in the boxes for the top section.
Under 'Activities in preparation for higher education' - include summer schools, taster courses and any online activities you have done. No need to include general open days.

YOUR PERSONAL STATEMENT

Click on the link in this section of the application form for tips and advice, which includes a worksheet to help you structure your personal statement if you want to use it. However there is a writing frame on Unifrog too.

- 4000 characters (47 lines) - about one side of A4 in 12 point

- Formal written evidence of your desire to study a particular subject: opportunity to sell yourself, and support your application. Time to show off your knowledge and interest!

- Extracurricular content is key: reflect on things you have done (or are planning to do) that you didn't have to do, which prove your interest in your chosen subject; or which demonstrate relevant transferable skills or qualities (eg, work experience, volunteering, wider reading or other research)

- Well-structured, clearly expressed and reflective: not a story with a plot, but a series of expanded, connected statements

- One statement for all choices: do not try to apply for wildly different courses such as Drama and Maths in one application

- Use your own words: UCAS and universities use software to detect plagiarism. Further, don't make statements that you can't justify or expand upon if called to interview

Please write your personal statement on Unifrog so that your tutor can see it and give you feedback online.

Do not paste the statement into the application form until it has been approved (show it to your tutor, relevant subject teacher and Emily, and act on their feedback).

YOUR CHOICES

This will need careful consideration and research so take your time!

Things to consider:	Questions to ask yourself:
● Reputation and facilities for the course (check out https://www.whatuni.com/ to see reviews from recent students) ● Student Union and student life ● Availability and cost of accommodation ● Teaching and assessment methods ● Prospects for graduates ● Are you staying at home or moving away? ● Large or small university? ● Based in a big city or somewhere quieter? ● A campus or a civic university? Which campus will you be based at? ● Travel distance from home and cost ● Pastoral support on offer	● Can you meet the entry requirements? ● What do you want to get out of your degree? ● Does it match your career goals? ● Does the subject area interest and motivate you? ● Remember to check and compare the course content. Just because they have the same name, it doesn't mean they contain the same modules. ● How is it taught? How much contact time will you get?

1. You may choose a maximum of five courses (but only four for Medicine, Dentistry, or Veterinary Science). Generally we recommend you use all five choices, but this doesn't work for everyone.

2. You can choose more than one course from a single university, but these should be in related subjects: eg, Geography, and Geography with International Relations. You can only write **one personal statement**, which goes to all universities, so it will need to be subject specific.

3. Choose courses which are within the range of your predicted grades: making shortlists on Unifrog www.unifrog.com will help you sort your choices into "aspirational", "solid" and "safe".

4. Check on the need for Admissions Tests for individual universities and courses (particularly Medicine) and make sure you register before the deadlines.

5. Your choices will arrange themselves on your form in alphabetical order: you cannot indicate a preference.

6. We strongly advise you not to apply for any university that you have not visited (or at least done a virtual tour). Open days are a priority over the summer, and you will have further opportunities in the Autumn Term. Most universities also offer applicant days (tasters) when they make an offer.

7. Point of entry - normally this will be Year 1 but if you are applying for a degree with a foundation year it will be Year 0.

8. Start date will normally be Sept 2024 but if you plan to take a gap year then choose 2025 and it will automatically select 'deferred entry'.

REFERENCES, PREDICTED GRADES AND FINAL STEPS

- Your tutor will write your overall reference, which goes to UCAS, based on the references written by your subject teachers. These are collected on the teachers' section of Unifrog, and will include your predicted grades.

- The reference should give a holistic view: your tutor should know you better than anyone, and can give fully rounded support of your application. It's particularly helpful if you have discussed your personal statement with your tutor, so that they can refer to this in your reference. Make sure your tutor is aware of any factors that may have affected your progress at college e.g. health issues, personal circumstances, so that they can reflect on these in the reference (for example, stating that despite some health issues you have worked hard to achieve your potential).

- Once you have completed all your parts of the application, paid and sent, it will come to us. We will double check all parts of the application, and if there are any issues or queries, we can send it back to you for amending. **You will not have to pay again**.

- We then add the reference and predicted grades, and Mr Kerrison will give final approval before submitting it to UCAS. You will be notified in Track that your application has been received by UCAS.

- Now sit back and wait for the offers to roll in!