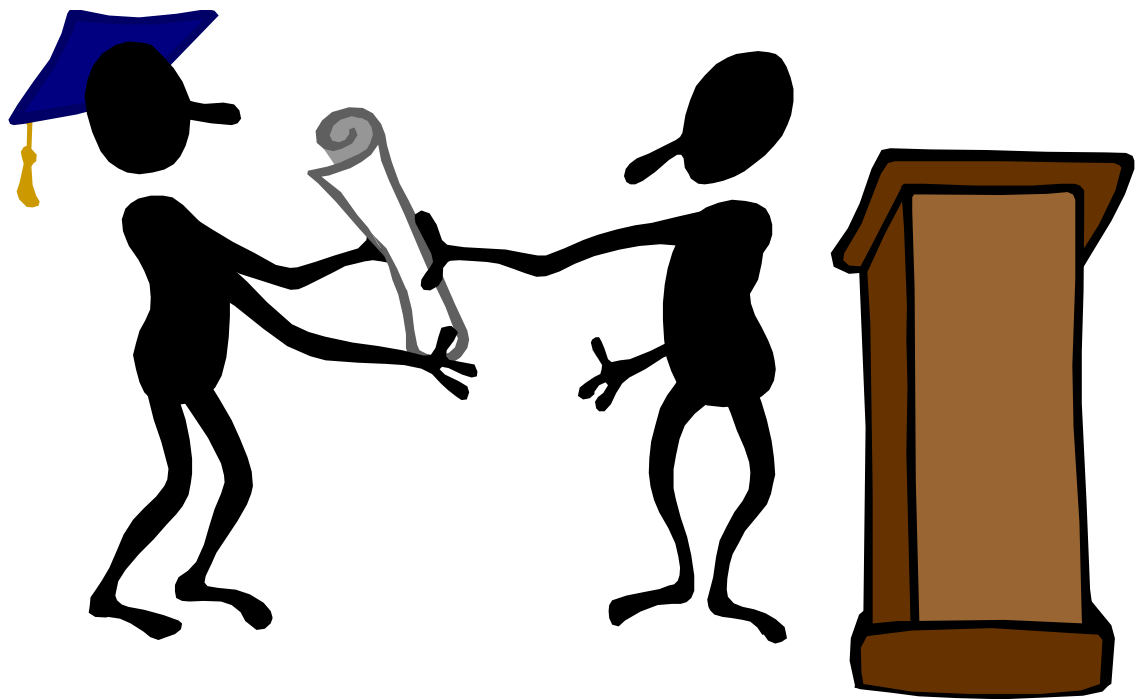


Applying for University

September 2020

Entry



Buzzword = Rookheath

Name.....

Form.....

Filling in your application

Key Facts

- UCAS = **U**niversity and **C**olleges **A**pplication **S**ystem
- All full time Degree/Foundation Degree/HND courses are applied for a year in advance through UCAS
- All university applications are made via the on-line application system known as **APPLY**
- **Apply** allows you 5 choices and the charge for this is £25.00. The charge is £20.00 if you only use one of your choices
- UCAS application has a number of sections for you to complete including personal details, education and work experience
- The final section is the Reference which is provided by the College

Completing your UCAS application can be a daunting exercise. There are lots of sections to complete and it is important not to make mistakes as they could result in a university withdrawing its offer to you – remember this application is a legal document and it is your (i.e. the person making the application) responsibility to make sure it is factually correct.

Fortunately there are lots of ways for you to get support during your application. Your tutors and head of year/sixth form can all help if you have a concern. Sometimes, particularly with questions to do with finance you may need to discuss things with your parents/carers. You can also contact UCAS who are available in a number of ways – phone (0371 468 0468), email, Facebook and Twitter – details of how to connect with UCAS are available at www.ucasconnect.com/. They also have lots of ‘how to do’ videos available both on YouTube and www.ucas.tv/ that can help clarify the application process. There are detailed help sections within the Apply system which gives you step-by-step advice and lastly a FAQ (Frequently Asked Questions) section.

Ready to start?

You will need to go to <http://www.ucas.com/apply> and click on the link in the UCAS Undergraduate section to “register and apply for 2019 courses”. You do not have to complete the application all at once but you will need to log in each time you access the Apply section. Please remember to save any changes you make to your application.

The following link takes you to the help section on the UCAS website

<https://www.ucas.com/ucas/undergraduate/apply-and-track/filling-your-ucas-undergraduate-application>

UCAS Apply Overview (UCAS’s own guide to the application process)

1. First you register to use Apply

Add some personal details, get a username, create a password and set your security questions. Include the buzzword your college gave you and link to your year 13 form so that your form teacher can follow your application. Please make sure you can access the email address you give from college as you will need to type in a verification code to continue the application process.

2. Then log in to fill in the rest of your personal details

Funding and sponsorship options, residential status, any special needs or disabilities and any criminal convictions – plus you can give a parent, guardian or adviser nominated access if you'd like them to be able to speak on your behalf.

3. Some additional info

Your ethnic origin, national identity, any summer schools/taster courses you attended, care and parental education and occupational background.

This info isn't for selection purposes – it's helpful for producing statistics, but it's not compulsory if you'd rather not fill it in.

4. Your student finance arrangements

This isn't your actual student finance application, but if you'll be looking for financial support we can speed up the process by sharing your info with the student loans or awards organisation you apply to (if you give us permission to).

Don't worry if you can't see the page – it only shows after certain questions are answered in the 'personal details' section. For the vast majority of students (UK and EU) the code to use is O2. **If you have not lived in the UK and/or EU for the past five years then it is best to speak to Mr Wright about your finance code.**

5. Then you add your course choices

You can choose up to five courses (all now or some later) – there's no preference order and your universities/colleges won't see where else you've applied until after you reply to any offers you get.

One restriction on the combinations you can have is a maximum of four courses in any one of medicine, dentistry, veterinary medicine or veterinary science. Another restriction is that you can only apply to one course at either the University of Oxford or the University of Cambridge. There are exceptions though – if you'll be a graduate at the start of the course, and you're applying for graduate medicine (course code A101) at the University of Cambridge, you could then also apply to medicine (course code A100) at Cambridge, as well as graduate medicine (course code A101) at the University of Oxford.

6. Your education so far

All your qualifications that have been certified by an awarding organisation, as well as any you're currently studying or waiting for results. For course results you're still waiting for, these are the exam results we're able to process and forward on to universities and colleges. If any of your pending qualifications aren't on here then just remember to send the results on to your choices when you get them. (But either way you still need to add all your qualifications into this section, even if they're not on the list.)

7. Your employment history

If you've had any paid jobs – full-time or part-time – here's where you can enter details for up to five of them. Include company names, addresses, job descriptions and start/finish dates. Mention any unpaid or voluntary work in your personal statement.

8. Then you write a personal statement

This is your chance to show course providers why you want to study the course and why you'd make a great student. Take a look at the guide on writing a personal statement if you'd like advice on how to write a personal statement.

9. Double check the view all details page

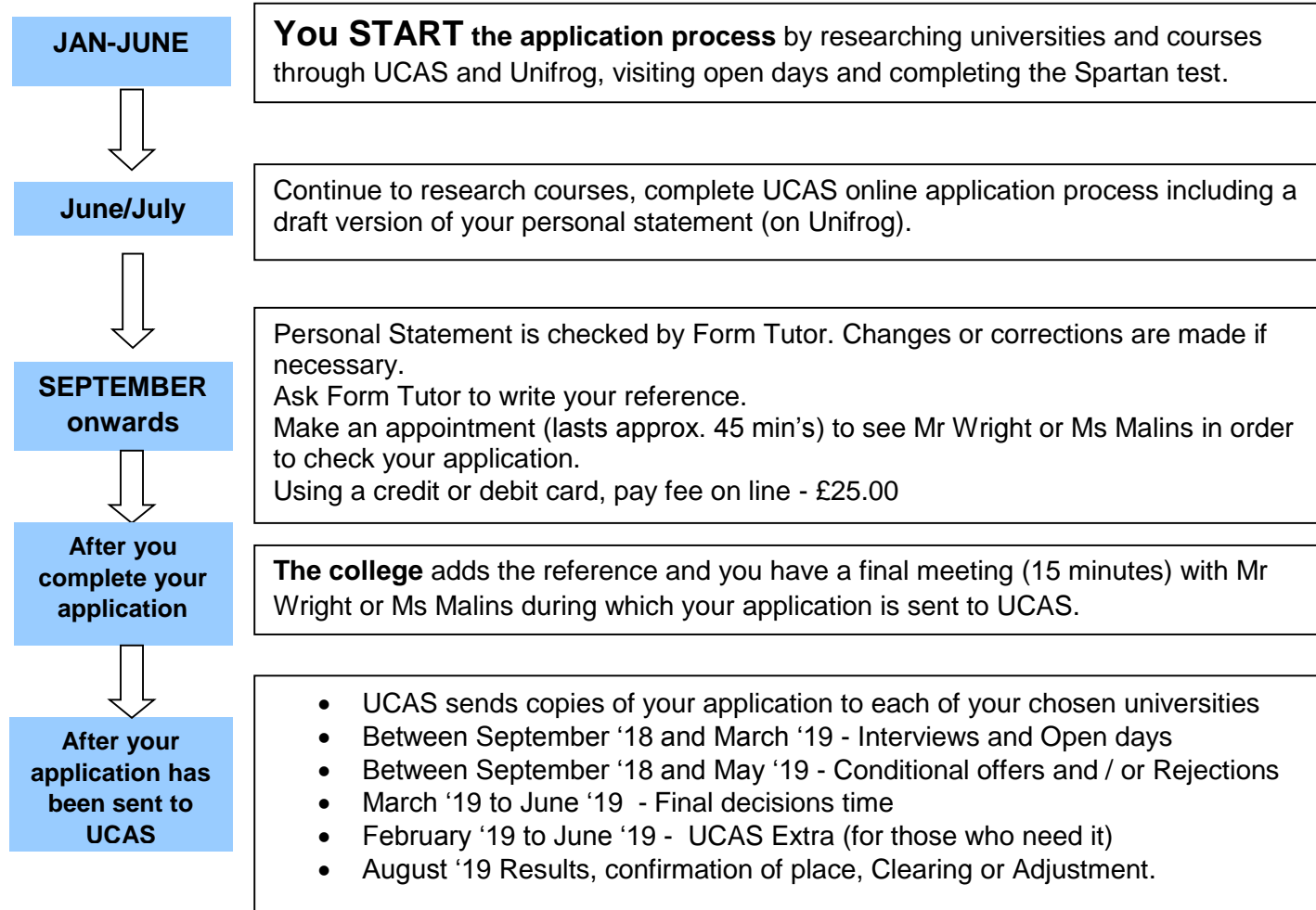
See if you need to make any edits, then mark it as complete, save it and agree to the declaration (which allows us to process your info and send it to your universities/colleges).

10. Finished?

Politely ask your form tutor for a reference and book a meeting to see Mr Wright or Ms Malins. They will advise you on how to pay your fee (£25 via a credit or debit card) and send your application to UCAS on your behalf.

**The application with the reference (written by your Tutor)
will be sent to UCAS by Mr Wright or Ms Malins**

Applying for University 202019 – Time line



- If you meet the college deadlines, then the College will meet the official UCAS deadlines.
- If you miss the college deadlines, the College will do its best to meet the official deadlines.
- The College will continue to accept applications after deadlines/closing dates BUT late applicants risk finding that courses are full.



Beginning your UCAS application

Helpful hints for the registration process

Log in	You cannot enter a username or password until after you REGISTER
Are you registering through?	Click on school or college
Rooks Heath College – Click Yes	Select your group – choose your year 13 tutor group from the drop down list Next
Who are you?	Give your full name as it appears on your birth certificate or passport in all dealings with UCAS, your Local Education authority and Student Finance. If this is different to the name on your student ID card you should contact Mrs Shephard without delay to sort this out. Your exam certificates must match your name on your UCAS application Next
Register your details	Check all you have entered is correct Next
Register security details	<p>Password and security questions – keep them clean – UCAS will not deal with rude or obscene ones so if you need to contact them you may have problems!</p> <p style="background-color: #e0e0e0;">Keep a note of your password, your security question and answer and your username and personal ID. This is your responsibility – if you forget/lose them you will have to contact UCAS, not college staff</p> <p style="text-align: center;">Send</p>
Register success	<p>You will now receive your username. Print it – right click on mouse and print – keep it safe.</p> <p style="background-color: #e0e0e0;">You will not be given this again and the college does not have this. If you forget it, or your password, it will be your responsibility to contact UCAS and ask for them. College staff will not do this for you.</p> <p style="text-align: center;">Enter</p>

Now that you have registered you can start work on the other sections of your application form. You will need to login.

Helpful hints for the remaining sections

ABOUT YOU

Most of this section will already be filled in with the information given when registering.

Nationality = shown on your passport

Area of Permanent Residence = your London Borough or County

Residential category = most students will be category A but if you are not sure click on shaded box to answer questions.

Criminal Conviction = if you have one and aren't sure if it is relevant click on 'help' and then on 'Criminal Convictions' to find out.

Student support = the fee code for most students will be **02** if they are **UK or EU students and have lived in the UK for 5 years by the start of their university course.**

Most students will be **assessed for tuition fees** by the Local Education Authority of the London Borough or County where they live now, for example London Borough of Harrow or Ealing.

EMPLOYMENT

This section is for PAID employment only.

Relevant work experience should be included in the Personal Statement.

EDUCATION – Where

After completing details for Rooks Heath College, enter up to 2 more previous **secondary** schools or colleges (including any in other countries).

If you attended another Harrow school for one or more of your AS levels then you will need to enter those details here.

Remember to use the drop down lists whenever possible

EDUCATION – Qualifications

You should have been given a copy of your results at Rooks Heath – for qualifications at other schools/college then it is best if you have your certificates with you when completing this section, so you have the exact subject title and board.

You must enter:

- all qualifications for which you have accepted certification from an awarding body,
- **Don't forget to enter your current courses and grades** (once results come out in August)

Entering unit grades for AS and A levels – this is optional, you are advised to do this if there is a large discrepancy in your unit grades which can be explained such as by illness, you have very high UMS marks or you are just proud of your results!

Do your qualifications and predictions match the university entry requirements?

Check them!

Make sure that the details of your qualifications are accurate.

You may or may not yet be in a position to complete this section, but when you are:

Make sure you have researched all your course choices carefully – especially the entry requirements – **BEFORE** you complete this section.

The universities you choose will not be able to see which other courses/universities you have applied for (invisibility of choice). However it is usually a good idea to apply for courses which are either the same subject or from a similar/related field of study. This is because it is easier for you to demonstrate your interest/commitment to that particular subject in your Personal Statement. It is especially important to be consistent in your subject choice if you are applying for a vocational degree (such as teaching, occupational therapy etc), and you will be expected to comment on your work experience in your Personal Statement. It also makes it easier for your tutor to support your choice of course in your reference.

Before applying for a degree and an HND/Foundation Degree at the **same** university contact the Admissions Tutor, because some universities may make you an HND/Foundation Degree offer if they turn you down for a degree. If you'd applied for both you'd have wasted one of your choices.

Don't apply for very similar courses in the same university because you'll probably only get one offer, and this would waste a choice.

It is not a good idea to apply for less than five choices. You will lower your chances of offers, especially in very popular subjects, and at very popular universities.

However, there is absolutely no point in applying to places which you are not prepared to go to.

PERSONAL STATEMENT

Write your personal statement in Word and/or Unifrog.

Only copy and paste it into UCAS when it is finished and has been checked by your tutor.

There are character and line limits that you must stick to so you might want to check it is not too long from time to time by copying and pasting into UCAS.

Please refer to your booklet for more information on writing a Personal Statement.

What YOU should do next

When you have completed all sections you must

1. Check over your application very carefully to correct any mistakes or inaccuracies.
2. Arrange a meeting with your tutor to discuss your personal statement.
3. Improve or amend your personal statement in light of your discussion with your tutor.
4. Arrange another meeting with your tutor to discuss your amended personal statement.
5. Improve or amend your personal statement in light of your discussion with your tutor.
6. Ask your tutor to write your reference.
7. Make an appointment to see Mr Wright or Mrs Todd when **and only when** your tutor is happy with your personal statement.

You must then:

1. Meet with Mr Wright or Ms Malins to over your application and check your personal statement.
2. Make any final amendments to your application.
3. Go back on line to the apply section of UCAS and complete 'send to referee' and pay the UCAS fee of £25 by debit or credit card.
4. Have a final meeting with Mr Wright or Ms Malins to read through your reference and send your application to UCAS.

This is a time consuming process and you are one of many students who will want to see your tutor, Mr Wright or Ms Malins. The more organised you are and the sooner you complete these tasks then the more time you will have to discuss your application with your teachers. Conversely, the later you leave it then the less time you will have and this will affect the quality of your application.

Until you have done these things your application cannot be sent to UCAS

Important points to consider

Deferred Choice

If you are thinking of taking a gap year you can

- Apply this year for deferred (going a year later) entry in 2021, or
- Apply next year (mid October 2020) after you have had your results

Oxford and Cambridge

- Students may choose either Oxford or Cambridge but not both.
- Note the earlier deadline dates for applications. October 15th.
- Many courses will require you to sit an entrance exam or submit extra information – it is your responsibility to make sure these things are done on time.
- There is very intense competition for places so very high predictions at A level will be needed as well as a large number of A*/A (and only a few B) grades at GCSE.
- Please make sure that Mr Wright knows that you intend to apply for Oxford or Cambridge so that he can fully support you in your application.

Medicine / Dentistry / Veterinary Science

- Note the earlier deadline dates for applications. October 15th.
- There is very intense competition for places so very high predictions at A level will be needed as well as a large number of A*/A (and only a few B) grades at GCSE.
- Applicants will need to register for either the UKCAT or BMAT entry tests.
- Students may choose only 4 courses but can use the remaining space for a completely different subject. Advice is available from Mr Wright on how best to deal with this.
- Please make sure that Mr Wright knows that you intend to apply for one of these courses so that he can fully support you in your application.

Law

- You may have to take the National Admission Test for Law (LNAT). Students should check with individual universities to see if they require the LNAT and register online at <http://www.lnat.ac.uk/>. Further info is available on pages 9/10.
- Please make sure that Mr Wright knows that you intend to apply for one of these courses so that he can fully support you in your application.

Matching GCSE and predicted A level/BTEC grades to entry requirements

- Many university courses have minimum GCSE entry requirements – look at these closely (in UCAS course finder) as they can be the only reason why a university rejects your application.
- Your teachers will give out predicted A level/BTEC grades on October 15th. Use the UCAS tariff sheet to work out how many UCAS points you are likely to achieve and use this information to help you decide on which universities to apply to. Make sure that you are applying for universities and courses that are

realistic. You are allowed one aspirational choice, three sensible choices and one insurance choice.

- Check university requirements - remember these are guidelines only. They look at other things too, so see next section.
- It is not wise to apply for all five choices with entrance requirements at the highest level of your predicted grades.
- If you're not sure you have the right qualifications for a particular course 'phone or email the Admissions Tutor.

What will make a university choose you?

- An application form which shows you have thoroughly researched your choice of course and institution.
- The right predicted grades and qualifications which match the entry requirements.
- A strong but honest college reference.
- A well thought through Personal Statement (with no spelling mistakes).
- Very good past exam results (GCSEs, BTEC and AS qualifications).
- A big improvement since GCSE (commented on in your tutor's reference).
- Relevant work experience.
- At least Maths/English at Grade C GCSE.
- Interview (for some courses).
- Written work or entrance exam (for some courses).
- Making your application form stand out in a situation where there is a lot of competition.

Are you planning to apply for Law?

If so, you **may** have to take the National Admission Test for Law (**LNAT**) **AND include it in the UCAS application – please note details below may be subject to change please check on the LNAT website regularly**

What is it?

- LNAT is a test run by a **group of universities** for students applying for Law. These universities use the LNAT results to help them when making offers to UCAS applicants.
- If you are applying for Law degree courses at these universities you will need to sit the LNAT test (and put it in your UCAS form as an exam to be taken). The full list of participating universities and courses is in www.lnat.ac.uk.
- **You are responsible for organising the LNAT test for yourself.**

What kind of Test is it?

- The LNAT is an on-screen test including multiple-choice questions and essay questions. Advice and sample test papers can be found at www.lnat.ac.uk.

Do I have to pay?

- Yes – the cost is £50.00. **But**, students in receipt of certain benefits will receive a bursary and **do not have to pay**. You **must apply for your bursary before** you book an LNAT test slot.




See www.lnat.ac.uk for deadlines, further information and bursary application forms.

How do I register?

- First, you have to register online for the LNAT. Once you have registered, you will receive an email which allows you to book and pay for the test. You choose a date to take the LNAT at a test centre near your home, school or college.

Dates / Deadlines (all dates are estimates as not confirmed at time of publishing)

- For Law courses starting in September 2020, registration starts on the 1st August 2019. Tests take place at regular intervals **from September 2019 to June 2020**. However, you should **take the test well in advance of any likely date for a university interview**.
- Deadlines if you are applying to Oxford – register and book test by 5th October 2019. Sit the test by 20th October 2019.
- Deadlines for other LNAT universities - Register and book an LNAT test slot by 15th January 2020. Sit the test by 20th January 2020 – please note that King's College, London is the 15th January.
- LNAT universities:

 <p>University of BRISTOL</p> <p>Course codes M100, MR11, MR12</p>	 <p>University of Glasgow</p> <p>Course codes M114, M1R7, M1R1, M121, M1R2, M122, M1R3, M1M9, M1RR, M1R4, M123, MN11, MN12, MV13, ML11, MQ13, MQ15, MLI7, MV11, MV15, ML12, MR17</p>	 <p>UNIVERSITY OF OXFORD</p> <p>Course codes M100, M190, M191, M192, M193, M194</p>
 <p>Durham University</p> <p>Course codes M101, M102</p>	 <p>KING'S College LONDON</p> <p>Course codes M100, M121, M122, M190</p>	 <p>SOAS University of London</p> <p>Course codes M100 LLB and all other combinations including Law. M102 LLB Senior Status does not require the LNAT</p>
	 <p>The University of Nottingham</p> <p>UNITED KINGDOM • CHINA • MALAYSIA</p> <p>Course codes M100, M101, M1R1, M1R2</p>	 <p>UCL FACULTY OF LAWS</p> <p>Course codes M100, M101, M102, M141, M142, M144, M145, M146</p>

Are you planning to apply for Medicine, Dentistry or Veterinary Science?
If so, you **may** have to take **one or both** of these **Admissions Tests** AND include them in the UCAS application

BMAT / UKCAT

REMEMBER -You are responsible for organising these tests for yourself and details given below are subject to change – please check the appropriate website regularly

BMAT - Medicine or Veterinary Degree Courses

What is it?

- Biomedical Admissions Test (BMAT) is an additional entrance exam that is required by some **Medical and Veterinary** schools as part of the selection process.
- If you are applying for Medicine or Veterinary degree courses **at these universities you will need to sit the BMAT test (and put it in your UCAS form as an exam to be taken)**.
- The full list of participating universities and courses is in www.bmat.org.uk.

What kind of Test is it?

- The BMAT is a subject-specific admissions test taken by applicants. Advice and sample test papers can be found at <http://www.admissionstesting.org/for-test-takers/bmat/>

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How do I register?

- You can sit your BMAT exam at Rooks Heath. Make sure you speak to Mrs Das at the beginning of year 13 to arrange your registration.

Do I have to pay?

- The BMAT entry fee is £46 for entries made by 1st October 2019. Late entries (up to 15th October 2019) will be subject to an additional penalty fee of £33. If you have difficulty in paying the fees, you should write to the BMAT support team quoting your BMAT and UCAS numbers, by 15th October 2019 and apply for a refund.

Dates / Deadlines – ONLY ONE TEST DATE! This year the BMAT Test is on 30th October 2019. Results released on 22nd November 2019.

UKCAT - Medicine or Dentistry Degree Courses

What is it?

- The UK Clinical Aptitude Test is an additional entrance exam that is required by some **Medical and Dental** schools as part of the selection process.
- If you are applying for Medicine or Dentistry degree courses at these universities **you will need to sit the UKCAT test (and put it in your UCAS form as an exam to be taken).**
- The full list of participating universities and courses is in www.ukcat.ac.uk

What kind of Test is it?

- The UKCAT does not have any science or curriculum content. It tests a wide range of mental abilities and behavioral attributes.

Do I have to pay?

- UKCAT entry fee is £65.00 for UK/EU students sitting the test from 1st July to 31st August 2019. It goes up to £87.00 for UK/EU students sitting the test later from 1st September to 2nd October 2019. You may receive a bursary if you receive a full bursary from college. **YOU MUST APPLY FOR THE BURSARY VOUCHER BEFORE REGISTERING WITH UKCAT FOR THE TEST.**

How do I register?

- First you register on line (www.ukcat.ac.uk) and create a web account. Then the second step is booking a test and payment.

Dates / Deadlines

UKCAT registration is from **1st May until 5pm on 18th September 2019**

Booking closes at midday on **1st October 2019**

Testing is from **1st July to the 2nd October 2019**