UCAS APPLY 2020

COMPLETING

YOUR APPLICATION

Please use this booklet whilst completing

UCAS

UCAS is the central admissions service used by all UK universities. This booklet should be used as a guide to help fill out your application. All applications must be the applicants own work. Personal Statements are screened by UCAS for plagiarism.

UCAS DEADLINES

Early entry (15th October 2019 at 18:00) is required for any course at the universities of Oxford or Cambridge and for most courses in medicine, veterinary medicine/science and dentistry. Early applicants must see their Pastoral teacher and begin their UCAS application as soon as possible.

15 January 2020 at 18:00 – is the final deadline for the most other courses.

If you decide to apply through UCAS Conservatoires your application deadline will be different . Please advise your pastoral teacher if you plan to apply this way.

KHS UCAS Deadlines

To accommodate for school holidays and the number of references pastoral staff need to complete, we ask our students to stick to the following deadlines to ensure all applications meet the UCAS deadline.

For applications due to UCAS by the 15th of January

- 30th August: Register with UCAS using KHS buzzword

- 10th October: All personal details including student finance, additional information etc. entered. First draft of personal statement to be sent to pastoral for checking.

- 15th November: Choices entered and final draft of personal statement sent to pastoral. Reference comments sent to pastoral.

Early Applicants

- 20th September: All applicant sections of UCAS application complete. Final draft of personal statement sent to pastoral for checking.

- 10th October: application sent to UCAS

How To Apply

The following pages should give you step by step advice to help you when completing your UCAS application. Detailed information for applicants and parents/carers can be found on the UCAS website.

How to apply:

Go to **www.ucas.com** , Sign In, Students, Undergraduate, then Register/Log in to use Apply 2020.

Enter the KHS buzzword: KHS2020 to link your application to Kelso High School.

Please take a note of your username & password to prevent issues when logging in at a later date!

Personal Details

Enter all of the information requested.

Please ensure your email address is a responsible and mature address i.e. no football teams/nicknames.

Student Support

If you are applying through SAAS please select fee code 02 and enter Students AA Scotland as your student support arrangements.

If you are not applying through SAAS (e.g. you live in England) please enter fee code 01, personal finance.

Nominated Access

If you would like someone else to speak to UCAS on your behalf (for example because you are unwell) then their name should be entered here, otherwise UCAS will not discuss you application with anyone other than yourself.

Additional Information

Activities in Preparation for Higher Education

Only fill this in if you have been on a university summer school/LEAPS creative extras week or something similar. Generic university open days are not to be entered here.

Parental Education

If either of your parents have a university degree please enter yes here (HNCs/HNDs are not included).

Please give the job title of your parent who earns the most.

Education

KHS Centre Number = 5632838

If you have attended Kelso High School since S1 you have been here from August 2014 - June 2020.

If you have attended other secondary schools you must enter dates for these also.

All subjects you have already studied or are currently studying need to be entered into UCAS.

Results should be given as per your SQA certificate.

If you failed a subject but gained unit awards these details should be given.

SQA awards, Sports Leaders Awards and any sports coaching awards or similar should also be entered here.

Please also enter your Corse Skills awards which can be found on your most recent SQA certificate.

Any subjects you are currently sitting should be entered as results pending. Your pastoral teacher will then enter predicted grades from your subject teachers.

Please state the highest level of qualification you expect to have……

Enter "below honours degree level qualifications"

Employment

If you have done any paid full-time or part-time work, you must provide the job titles, employers' names and addresses and the dates of employment.

Choices

You may enter up to 5 choices.

These can be in any order, UCAS will automatically arrange them alphabetically.

Universities will only see applications to their centre and will not know where/what else you have applied for.

Please make sure the choices you enter are places you would actually like to attend. There is no point in wasting an option if you don't ever plan to go there.

Open Days

We advise that you visit open days of the universities you are putting as choices. School gives permission for absences to attend these events. Please let the school office know of any planned attendance at open days. Open days are advertised on University websites.

Higher Education Convention

There is no UCAS convention in the Scottish Borders this year. However there is one on the 17th September 2019 at the Royal Highland Centre Edinburgh. This is useful to attend if you are unsure what to apply to. Please book on through the UCAS website and let the school office know you are attending.

Personal Statement

This is your chance to tell universities and colleges why you are applying and why they should want you as a student. Although you may ask others for help this must be your own work and written in your own words.

You can enter up to 4,000 characters (this includes spaces) or 47 lines of text (this includes blank lines), whichever comes first. You should prepare your Personal Statement using Word, ensuring that you spell check and proof read. Please then email it to your pastoral teacher for checking.

- Emma.Roden@scotborders.gov.uk

- Tom.Angus@scotborders.gov.uk

- Allan.Connell@scotborders.gov.uk

- Gemma.Ramsey@scotborders.gov.uk

There are lots of online resources available to help with planning and writing your personal statement. The UCAS website contains helpful advice & videos to watch. You can also get good advice from admissions tutors when attending open days. Don't be afraid to ask what they would like to see in an application and then tailor your statement to suit.

Example Structure

Paragraph 1: Why?- What is your motivation for applying to this course?

Paragraph 2: What key skills/attributes do you have? Include details of relevant research/academic articles.

Paragraph 3– Talk about any relevant work/course related experience

Paragraph 4– Conclusion

- Show that you know your strengths and can outline your ideas clearly.

- Keep it relevant.

- Be enthusiastic – show your interest in the course

- Don't leave it to the last minute – we expect to see many drafts!

Payment

If you have only entered one course at one university or college your application fee is £13. If you have entered more than one choice, your application fee is £24. UCAS Conservatoire application fees are £24 though additional costs may apply.

Before paying please check that all sections are recorded as complete with a red tick on the main entry screen. You should view all the information on your completed application and check you are happy with it. You can then pay online and click to send your application to your referee (it does not go to UCAS at this point).

Reference

Please gather reference comments from school staff and also people from out with school (i.e. sports coaches/employers). The person who is writing your reference will then pull all of this together into a single reference that will be added to your application. If you are LEAPS eligible we will state this on your reference.

Reference comments should either be emailed.to your pastoral teacher or handed in on paper.

Before providing a reference, your referee will check your application. They may ask you to make amendments to the information you have provided. If so they will return you application to you electronically via UCAS. Please keep checking and make any amendments as soon as possible, then send it back to your referee via UCAS.

After providing a reference, your referee will approve your application and send it to UCAS. Your referee is under no obligation to share their written reference with you although they may choose to do so!

Please note applications cannot be sent to UCAS until payment has been made.

What Happens Next?

Once you've sent your application you will receive a welcome email for UCAS Track. You can see how your application is progressing by signing in to Track.

If any of your university choices offer you an interview or a place on their course this will show in Track and also be emailed to the address you supplied in your application.

If a university rejects your application this will show on Track.

Please do not respond until you have received all of your offers.

Once all offers have been received you may give your response through Track choosing :

1.   A firm option– your first choice

2.   An insurance option– your back up choice if your firm choice is a conditional offer.

Different deadlines exist depending on when you hear back from universities. Your deadline will be shown on track. If you fail to respond by your deadline UCAS will automatically decline all of your offers.

Then what….?

Most universities hold **offers days** where students who have received an offer can attend to find out more about their course and studying at that university. This is useful to help with decision making or planning for life at uni. Please let the school office know if you are missing school to attend an offers day.

You will need to apply to **SAAS** for your fees to be paid or for a student loan (if you are a Scottish resident studying in Scotland). Applications open early April. You need to reapply each year.

If you are applying for a**ccommodation** this needs to be done through your university. The process is different at each university.