

your route

to success >>

reigate•college

**UCAS 2017-18
Student Guide**

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1. UCAS Procedures 2017-18

1. **Progression Day 26th June** - Students Register on *UCAS Apply* and link to college.



2. **Upper-Sixth Enrolment** – Students complete next sections of their UCAS Application and work on their Personal Statement.



3. **Student completes each section of their Online Application Form** – ensuring they meet Key ***Minimum*** Deadlines outlined on the UCAS Authorisation Form (UAF) which will be emailed to students and completed alongside their Online UCAS form.

1. Sign up UCAS / Link to College	2. Personal Details / Finance	3. Education / Employment Section	4. Personal Statement Draft 1	5. Personal Statement Draft 2	6. Finalise University Choices	7. Finalise Personal Statement	8. Final Deadline
26 th June	26 th June	6 th September	21 st September	12 th October	19 th October	2 nd November	17 th November



4. **Tutor Review** - When Online Application and UCAS Authorisation Form (*UAF*) is completed student signs UAF and takes it to Tutor to be reviewed. Tutor reviews UAF and online application and suggests changes.



5. **Tutor Authorisation** - Student makes any corrections and takes it to Tutor to be authorised. Tutor **instructs student to click Pay/Send** on their application.



6. **Tutor enters Reference / Predicted Grades on UCAS Apply.**

Application will then be passed on to Careers Team for final approval. Careers Team will contact tutor/student if any amendments/corrections are required.

Reigate College UCAS Authorisation Form 2017-18

Name:

Tutor Group:

ULN:

BTEC Registration No.

My UCAS Progress Check *(Tick and date as you complete each section/task)*

Task	1. Sign up UCAS / Link to College	2. Personal Details/Finance Section	3. Education / Employment Section	4. Personal Statement Draft 1	5. Personal Statement Draft 2	6. Finalise University Choices	7. Finalise Personal Statement	8. Final Deadline
Deadline	26 th June	26 th June	6 th September	21 st September	13 th October	19 th October	2 nd November	17 th November
Complete								

These internal deadlines are set for standard applications to ensure that they have the best possible chance of being successful. Some applications have an earlier deadline (e.g. Medicine / Vet Science/Dentistry and Oxbridge – 15th September; Russell Group/Other High-Demand Applications – 20th October). Regardless, it may be advantageous for you to apply earlier than the stated deadline. These are your deadlines. It will take approximately a further 2 weeks once you have completed your sections for the college to attach your reference and process your application.

Current Subjects

Subject	Exam Board	Stopped	Predicted Grade	Change & Justification <i>(HOD/Course Leader sign only)</i>

Predicted Grades will automatically default to the grades you achieved in your AS/first year exams. Any alteration to your predicted grade must be signed by the relevant Head of Department/Course Leader. HODs / Course Leaders also should ensure that changes have been made on the reference database. If you have recently started a course, a prediction may not yet be possible - it will be added to the UCAS form at a later date.

Course Choices

Enter the details of your chosen Universities and the course(s) you wish to study into the table below:

Institution Name	Course Title	UCAS Points/ Grades Required	Your Predicted Grades/Points	Specific Course Requirement <i>e.g. B in Maths GCSE</i>

Authorisation

Student Approved – I have fully checked my UCAS Application for errors and common mistakes.

Student Signature **Date**

Application Approved – I have checked this student's UCAS Application for errors and common mistakes

Tutor Signature..... **Date**

Personal Statement Approved - This student's Personal Statement accurately represents their true ability.

Tutor Signature..... **Date**.....

Tutor Comments:

Student - When your tutor approves your application you should click Pay/Send on your UCAS application. Your form will then pass to the Careers Department. If you need to make any corrections they will contact you by email – any delay in responding will ultimately delay your application.
 Tutor – Once approved you should put this form in the box labelled UCAS Authorisation Forms (UAFs) in the staff workroom and start work on this student's reference. This will need to be completed within 1 Week.

3. UCAS Tariff 2018

Points	GCE A'Level	GCE AS Level	BTEC Diploma	BTEC Subsidiary Diploma	BTEC Certificate
112			D*D*		
104			D*D		
96			DD		
80			DM		
64			MM		
56	A*			D*	
48	A		MP	D	
40	B				
32	C		PP	M	
28					D*
24	D				D
20		A			
16	E	B		P	M
12		C			
10		D			
8					P
6		E			

Extended Project

Grade	Tariff Points
A*	28
A	24
B	20
C	16
D	12
E	8

Students can work out their points score using the Tariff calculator on UCAS Website

<https://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/tariff/calculator>

4. UCAS Application: Sections to complete

Section 1 - Personal Details

Personal	
Title	e.g. Miss
Gender	e.g. Male
First/given names	Capital letter at start of first and given names
Preferred first name:	Should be left blank UNLESS it is not the same as your given name i.e. Joseph prefers to be known as Joe
Previous surname:	Should be left blank UNLESS you have had a name change
Postal address:	Where all UCAS correspondence will be sent e.g. home address
Is your permanent home in the UK	Yes or No as appropriate.
Home Address	You have the chance here to add another address if you would like to. E.g. if your parents are often out of the country. The postal address is where all your UCAS correspondence will be sent
Home telephone number:	Either a mobile or home phone number is essential – both is ideal!
Mobile number	Either a mobile or home phone number is essential– both is ideal!
Email address	A personal email address (not college email) that is regularly checked
Date of birth	e.g. 30 January 2000
Country of birth	e.g. United Kingdom
Date of first entry into the UK	If you were not born in the UK you should enter the date here.
Nationality	e.g. UK National
Dual Nationality	Optional – you can enter a second nationality e.g. Italian
Area of permanent residence:	e.g. Surrey
Residential category:	e.g. UK Citizen – England
	Reference Numbers
Unique Learner Number:	This must be included! Your ten-digit code is on your UCAS Authorisation Form (UAF) and can be found on the Academic Database
Test of English as a Foreign Language (TOEFL) Number	Normally blank – but student should enter if relevant
International English Language Testing System (IELTS) TRF Number	Normally blank – but student should enter if relevant
	Student Support
Fee Code:	In the vast majority of cases this should be '02' (even if not applying for Student Finance); The 05 code for healthcare professions no longer applies. If you think another code might apply please see the Careers Team
Student Support Arrangements:	You should select the county/borough in which you live i.e. Surrey/Croydon etc. depending on your address
Have you ever lived/worked in the EU...?	Y/N as appropriate
Parent/Step parent... who is an	Y/N as appropriate

EU national?	
	Nominated Access
Nominated Access:	Highly recommended! It is important that someone other than the student can talk to UCAS or a university on their behalf - important for results day if on holiday
Their relationship to you	i.e. Mother
	Criminal Convictions
Criminal Convictions	Y/N as appropriate – hopefully no!
	Disability / special needs
Category	i.e. No disability
Please give details of any specific needs	Students should give details as necessary

Section 2 - Additional Information

Ethnic origin	e.g. White, Asian-Chinese etc.
National identity	e.g. British;
Dual National Identity	Optional – you can enter a second nationality e.g. Italian
Activities in preparation for higher education	Most applicants will leave this section blank but complete it if appropriate- summer schools, taster courses etc. these are NOT for open days. Aspire students should have some relevant events to include here. The sponsor should be the university (e.g. Durham) or organisation (e.g. Sutton Trust)
Have you been in care?	Y/N - Select no unless you have ever been looked after by Social Services.
Duration in Care	Students should give details if appropriate
Parental Education	If your parents, stepparents or guardians continued their education to university, you should select Yes. If they did not, you should select No. You can select one of the other options as appropriate (e.g. <i>Don't know</i>).
Occupation background of parent	Please indicate the occupational background of your highest earning parent e.g. Car Salesman.
I would like correspondence from Welsh universities, colleges and UCAS in welsh	Y/N for any welsh speakers!

Section 3 - Student Finance

I will be applying for student finance?	Y/N – Best to reply YES even if not sure.
I want to share my details with the Student Loans Company	Y/N– Best to reply YES even if not sure.
I want UCAS to send me a reminder of when and how to apply for student finance	Y/N– Best to reply YES even if not sure.

Section 4 - Choices

University	All universities and colleges have a code, usually a letter and two numbers, e.g. Leeds is L23.
Course	Each course will have a separate code usually made up of letters and numbers which a student must select . e.g. English and History is QV31.
Campus	This is usually only needed when you need to choose an individual college within a university e.g. Oxbridge, Durham. Also some courses may be offered at a different campus. Most students will just need to put Main site (-).
Start Date	Students should select the start date for the relevant course. This will usually be the following September/October unless they are applying for deferred entry
Living at home while studying	Student should select Yes if they will be living at home whilst at university or No if they will be requiring accommodation information from the university or college.
Deferred Entry	Y/N as relevant
Point of Entry	This only relates to students who have already studied a year or two of a university course, so they should leave this blank .

Section 5 - Education

Qualifications at Reigate College

Students should include their highest (most recent qualifications) first – these will be the ones that they will be completing in their U6th Year. Students should then add in the subjects and their qualifications they received in the last year (*or two if an intermediate student*).

U6th Courses (e.g. GCE Advanced Level; BTEC Subsidiary Dip.)	Students should list these results as PENDING. This will allow Tutors to add in a predicted grade. It is vital that you should do this!
L6th Courses (e.g. AS/BTEC Cert.)	They should enter the grade they have achieved for any certificated courses they have already got a grade for at college – All grades must be included (regardless of the result)

Qualification Level	e.g. BTEC Certificate – (see UCAS Authorisation Form)
Qualification Name	e.g. Health and Social Care (see UCAS Authorisation Form)
Awarding Organisation	Please include the correct exam board (see UCAS Authorisation Form)
Qualification Date	Will be the June of the year it was/will be completed e.g. June 2018

FAQs

Entering in Individual Module scores

You do not need to add in each module UNLESS:

1. You are planning to do any AS re-takes
2. It is relevant for the university to see which modules you have elected to do (*e.g. some Maths modules may differ*)

Entering in Resits

If you are sitting any AS re-takes then you need to 'Add qualification' again and enter the AS subject and particular module/s you are sitting. The qualification date will be June next year and the grade will be 'pending'.

BTEC Students

BTEC students will need to know whether they achieved a 'BTEC Certificate' or a 'BTEC Subsidiary Diploma' in their first or second year and enter them accordingly. If they are doing the double award in their final year it is a 'BTEC Diploma'.

BTEC Registration Number	This must be included if you have taken a BTEC! BTEC Registration Numbers can be found out from the relevant teacher(s). As a last resort it can be found in a folder held in the Careers Department.
Please state the highest level of qualification you expect to have before you start your course	This should be 'Below Honours Degree level'

Qualifications taken at Previous Schools (e.g. GCSEs)

You will need to use your exam certificates to make sure that you have the subject and exam boards entered correctly. Students should find their old school from the drop down list and put the dates that they attended it. The Reigate School Centre Number is: 64240 and may need to be manually entered – the student may need to click on: 'my school/college is not listed here' and enter both the name and number carefully into the relevant boxes.

Common errors are:

- OCR National Awards in ICT being entered as GCSEs
- IGCSEs being entered as GCSEs
- GCSE Short Courses being entered as GCSEs

Section 6 - Employment

Employment	This section is for any <u>paid</u> employment: evening/weekend/holiday jobs you have/had. Please ensure that under 'Employer' you list the name of the <u>company</u> you are working for not your manager's name.
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Section 7 – Personal Statement

The personal statement is limited to 4,000 characters and 47 lines. It should start with a convincing explanation as to why you want to study your chosen subject. The weight of your statement should be more towards their academic studies and achievements (*including any wider reading/work experience or events that illustrate and support your academic ability*), with your outside interests (*volunteering, sports, music, paid work*) taking up fewer characters. The Personal Statement should illustrate your motivation, commitment, suitability and enthusiasm for studying your chosen course. Please research your courses thoroughly – the university websites provide a great deal of information that can be drawn upon: the topics/modules that are covered and often some hidden clues about the type of person suited to the course.

It is strongly advised that students do not start their Personal Statement with a quote.

Careers can review and help with Personal Statements during lunchtime workshops – times will be advertised in the autumn term. UCAS have created a personal statement tool to help students think about what to write and how to structure their statement:

<https://www.ucas.com/ucas/undergraduate/getting-started/when-apply/how-write-ucas-undergraduate-personal-statement>

