



Student Guide for 2021 entry

UCAS

The 'Buzzword' – reigate21

1

- **Progression Week. wc 22.6.20 / U6 Enrolment**
- Students register on UCAS Apply and link to College using the buzzword. (reigate21)
- Make a note of your username, password and UCAS ID.

2

- **U6 Enrolment**
- UCAS Authorisation Form (UAF) emailed to students.

3

- **Complete each section** of online application.
- Deadlines are outlined on College UAF UCAS Authorisation Form

4

- **Tutor Review.** When UAF is complete give it to your Tutor to be reviewed.
- Tutor suggests changes.

5

- **Tutor Authorisation.** Student makes corrections and Tutor instructs student to Pay/Send their application.

6

- **Reference and predicted grades.**
- Tutor enters reference and predicted grades.

7

- **Application is reviewed by Careers** for final approval. Student will be contacted if amendments or corrections are required

8

- **Application is sent to UCAS.**

Completing the application form online.

Make sure you keep a note of your username, password and UCAS ID. There are plenty of useful ['how to'](#) guides on the UCAS website.

Personal Details

- Ensure you use capital letters at the start of your given and surname.
- Provide a mobile number so UCAS or your chosen universities can contact you easily.
- Provide a personal email address, NOT your college one.
- Enter Fee Code: 02
- Insert your Unique Learner Number - this can be found on the Student portal and at the top of your UAF.
- Include a nominated access - important so somebody can speak to UCAS or a University on your behalf.

Additional Information

- Add any additional information.

Student Finance

- Yes. Put that you will be applying for student finance - even if you're not sure.
- Yes. Put that it is ok for UCAS to share your details with the Student Loans company.
- Yes. Put that you would like a reminder of how and when to apply for student finance.

Choices.

- You can have up to five choices.
- Each course has a separate code.
- Select when you would like to start.
- Will you be living at home?
- Deferred entry?

Education.

- Qualifications you will receive at Reigate College. - grades are pending.
- Qualification level, A Level, BTEC, or in some cases GCSE.
- Reigate College Centre number 64220.
- Ensure you enter the right exam board.
- Include your EPQ if you are doing one.
- Qualification date will be June of the year you leave college.
- Enter your GCSE's - the qualifications you received at your secondary school. Ensure you put iGCSE if you took them.
- Enter the name of your school and the centre number.
- Enter all of your GCSE's and other exams taken at school, regardless of the grade received UCAS need to see how many times you've taken them.

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 your 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.

Reigate College UCAS Authorisation Form 2020-21

Name:

Tutor Group:

ULN:

BTEC Registration No.

My UCAS Progress Check *(Tick as you complete each section/task, please note deadlines)*

| Task | 1. Sign up UCAS / Link to College | 2. Personal Details/Finance Section | 3. Education / Employment Section | 6. Finalise University Choices | 7. Finalise Personal Statement | 8. Final Deadline 27 November – Applications completed and submitted by 27 Nov will be processed and sent to UCAS before the final deadline of 15 Jan. We cannot guarantee that those received late will be processed in time. |
|----------|-----------------------------------|-------------------------------------|-----------------------------------|--------------------------------|--------------------------------|---|
| Complete | | | | | | |

The 27 November is an internal deadline 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 – 18th September; Russell Group/Other High-Demand Applications – 2 November**). 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 | Predicted Grade |
|---------|------------|-----------------|
| | | |
| | | |
| | | |
| | | |

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 SignatureDate

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 on line 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, please check your emails. **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.

UCAS TARIFF POINTS 2021

| | GCE A'Level | BTEC Extended Diploma | BTEC Diploma | BTEC Subsidiary Diploma (Public Services) | BTEC Extended Certificate | AQA Level 3 Foundation Technical Level | WJEC Level 3 Applied Diploma (Criminology) |
|-----|----------------|-----------------------------|-----------------|---|---------------------------------|---|---|
| 168 | | D*D*D* | | | | | |
| 160 | | D*D*D | | | | | |
| 152 | | D*DD | | | | | |
| 144 | | DDD | | | | | |
| 128 | | DDM | | | | | |
| 112 | | DMM | D*D* | | | | |
| 104 | | | D*D | | | | |
| 96 | | MMM | DD | | | | |
| 80 | | MMP | DM | | | | |
| 64 | | MPP | MM | | | | |
| 56 | A* | | | D* | D* | D* | A* |
| 48 | A | PPP | MP | D | D | D | A |
| 40 | B | | | | | | B |
| 32 | C | | PP | M | M | M | C |
| 28 | | | | | | | |
| 24 | D | | | | | | D |
| 20 | | | | | | | |
| 16 | E | | | P | P | P | E |

| EPQ GRADE | TARIFF POINTS |
|-----------|---------------|
| A* | 28 |
| A | 24 |
| B | 20 |
| C | 16 |
| D | 12 |
| E | 8 |

Help and advice

There is plenty of help and advice on the [UCAS](#) website with guidance videos on things like

- How to choose a university.
- When open days are.
- How to fill out the application form.
- How to write your personal statement.
- When the deadlines are.

Make use of this valuable resource.

Important information when you 'Pay/Send' your UCAS application:

Please note that due to data protection regulations Careers can only help you with decisions about replying to offers or give you any other further support with your application if you have ticked the box saying that you are happy to share your application details with your school/college.

Help is also available in the Careers Department (E102) on the following days (lunchtime workshops):

| | |
|-----------|-----------------------------|
| Monday | Apprenticeship advice. |
| Tuesday | Personal Statement workshop |
| Wednesday | General UCAS advice |
| Thursday | Personal Statement workshop |
| Friday | |

Information can also be found on the Careers area on Moodle.

