

# UCAS APPLICATIONS - "apply": 2010 - 2011

## A. ACCESS TO THE "apply" SYSTEM

The "apply" system works on any computer which has internet access – you can therefore complete the application at home: simply log on to **ucas.com/apply** using the buzzword "**playfair**". [See the Getting Started sheet.] You are also welcome to use the UCAS computers in the Admin Corridor, or the Library computers, or any other machine to which you are given access about the school. The IT Rooms [D16, D3 and P20] are also open at various times during the school day. They can only be used when a taught class is not taking priority.

## B. GETTING STARTED

It is the responsibility of all pupils to ensure that they know how to use the "apply" system – there is a comprehensive guide on the UCAS website explaining every step of the way. Instructions about how to get started are published separately. Pupils can also approach their UCAS Advisers for help if they feel they need it.

## C. THINGS TO BE DONE

1. Fill in the white form with all basic details [leave blanks if not all course choices yet made]
2. Write a draft personal statement [type it as a Word document; do not handwrite]
3. See your UCAS adviser with both of the above

## D. URGENT NOTICE BOARD / E-MAIL ACCOUNTS

Remember that there is a UCAS notice board outside Mrs. Hutchison's room; on it are the initials of all seven Advisers. You are asked to look at the board on a regular basis to check whether you have been called to meet your Adviser for any reason [to get back a draft of a personal statement, for example, or to change some aspect of your form.] **Also check your e-mail account: advisers may use this.**

## E. COMPLETION OF THE FORM

1. **Do not forget your "apply" username, password and security questions/answers; the Advisers have lists of them; ask them if in doubt.**
2. **Do not change your password without consulting GPD.**
3. **Do not try to share anyone else's network login.**

1	Enter the "apply" program by logging on to the internet and clicking on the link in your Favourites listing named as "apply for applicants"
2	Select "2011 entry"
3	Log in with username and password. See GPD if there are problems
4	Click on the items from the menu on the left. There are 6 main areas, which you can do in any order; you can start them, do some work, save, and then log off.
5	Use the "Help" option to confirm that you have answered questions correctly. NB The program will not let you make mistakes other than punctuation, capitalisation or spelling mistakes, which you have to check for yourself.
6	Tick the box marked "section completed" if you have finished the section. Look for other text marked in green – these are areas you have left incomplete. Watch for items marked with a red asterisk – these are required fields. All others are optional.
7	<b>Always leave the program by selecting "Log out" – do not simply close the window, or it will cause the program to lock, and your Adviser will have to unlock the form by a tortuous and lengthy process ...</b>

## ***“personal details”***

Unless you are an overseas student your Student Support will be **“02 UK, Chi, IoM or EU Student Finance services”**. If you live in Scotland you will be funded by **“Student AA Scotland”** [find this in the drop down menu]. English students have to find out the name of their local Education Authority [ask at home] and select from the “LA selection” menu. Overseas students are likely to be “01 Private Finance” and will probably include the word “Family”.

Boarders give the School Boarding House address as “postal address”, and then add the home address.

You do not have a **“Unique Learner Number”** but you may have IELTS or EFL numbers if English is not your first language.

**Nominated access** – you have the option of naming someone who can operate your UCAS account in your name; for example, you might be on holiday when the results come out and you might want a parent to be able to check your on-line “track” for University offers.

Click on the “section completed” box, before clicking on “save” before moving on to another area. If you are UK based, an “additional information” section will automatically appear in the menu.

## ***“additional information” - for UK based candidates only***

**“Activities in preparation for higher education”** refers to courses that have been laid on by various universities and institutions to give pupils special encouragement and support in applying for universities – pupils who might not otherwise consider higher education. Not many people have gone on one of these; if you are unsure, check with GPD.

**“Parental education”** is optional – “I prefer not to say” is the default option to choose if you don't wish to give further information. Some universities give extra credit to applicants who do not come from a background with experience of higher education [eg Edinburgh]. Ask GPD / LHH if you are not sure.

**“Occupational background”** is a required field, however. You are asked to give a word or two to describe the most recent job of the highest paid of your parents / guardians; words like “Lawyer” “Sales Manager” or “Self-employed”, say.

## ***“choices”***

Do not worry about putting courses in any order: the computer will order them alphabetically for you. You have up to five choices. These can be different courses at the same institution; each counts as one of the five choices. Medics / Vets / Dentists can only make up to four med / vet / dentist courses; one other subject may be chosen, however, to make five. None of the institutions chosen will know where else you have applied until late in the process, after offers have been made.

**Point of entry:** some degree options may allow you to join in second year with good Advanced Higher grades [generally not advised]. For the majority, this will be left blank.

**Campus code** – you have to select something. For many universities there will be only one choice “main site”. There may be others – check on the university website which one is appropriate for you.

**Criminal records** – do not tick the box unless you have a criminal record. This is not likely to be the case.

## ***“education”***

You will choose the middle answer “Below honours degree level qualifications” in answer to the opening question.

The school number **69215** will automatically be generated, and it is the “A” Level centre number currently recognised by UCAS – this is different from the Scottish Centre number which you have used in exams. Do not be concerned by the disparity – it is of no account.

Include only your [last three] Secondary schools, or any school you attended at the age of 12 onwards [might be a Prep school].

Include your “Scottish Candidate No.” number; this is **not** the same as “Student Registration Number”, which is for Further Education College students.

Include all your results, passes and fails, in Secondary school. Look for “**Intermediate 1 & 2**”, “**Highers**” and “**Standard Grades**” etc. Give the date of final award, ie **August [10]**, in the correct format.

Include all the courses you are **currently** taking this year, but note the results as “pending” as you don’t yet know them.

If you are appealing for grades, you must still put in the lower earlier grade until such time as it is changed. [This is usually only of concern to early applicants].

Don’t forget to include **Music** or **Dance** grades if you have taken them. [Under “Other”]

GCSEs or other non-SQA qualifications must be accessed through “Other qualification type not in this list” –

Include your Core Skills with all the details from your most recent SQA certificate, under “Core Skills Profile Scotland”.

If you are studying free-standing Modules, known as “National Units” [Psychology, Philosophy, Biotechnology etc] find out the correct title from your teacher and include them as separate qualifications; type “**Pass** / **Fail**” as appropriate. Otherwise, do not include the modules you study for your Advanced / Highers

**Maths:** There is now only one “path” through to a final qualification in all of our courses EXCEPT Intermediate 2 Maths (in this course there is a choice of two final units: Maths 3 or Statistics). Therefore, you do not need need to enter unit information unless you have an Int. 2 Maths qualification. At Dollar, we pursue the following route:

### **Intermediate 2 Mathematics, C100 11**

Mathematics 1, D321 11

Mathematics 2, D322 11

Mathematics 3, D323 11

## ***“employment”***

You have to fill in all the fields in this area, if you have had paid work. Beware – there are no spell checkers here. Pupils often make mistakes in this section. Don’t include casual babysitting here, or unpaid work experience.

## ***“statement”***

See the various guidelines that have been issued [your UCAS Adviser will have copies]. Note that there is no word limit as such; instead, **there is a limit of 47 lines of size 12 font type to fit into the “apply” box: that is, 4000 characters including spaces.**

Write the personal statement as a Word document, so that you can spell check it – “apply” does not have a spell check facility. The program will tell you how many lines you have used once you have pasted them into the box. If it is too long, delete all the text from the box [making sure that you still have a copy of the statement in a Word file for you to revise].

Rewrite the statement, with help from your Adviser, and copy and paste back into the form again. “apply” may have trouble coping with bullet points pasted in from other packages. Keep it simple. Avoid paragraphs indented on the first line: “apply” may do strange things with the lay-out in the actual form itself. Use capitals for all qualifications / subjects – e.g. Advanced Higher Biology. But note – you are a **b** biologist.

### ***Completing the form: “Pay/Send”***

After the five main sections have been completed and each is marked “complete”, you should check the whole form by “view all details”, print out a copy for yourself, and then go through pay/send send it [via the internet] to the referee [from mid September onwards]. Please note that this is not the same as sending the form to UCAS: **you cannot send the form to UCAS yourself, even by accident.** When you “send the form to referee”, you are only sending it through the internet to the Administrator’s inbox [and your Adviser], so that the school reference can be added. We will send it from the school to UCAS only when it’s all finished and checked. The payment procedures are handled through the school. If you are an FP applicant, you should give a cheque to GPD or LHH for the correct amount [check UCAS site] made out to “Dollar Academy”.

In conclusion, the following procedure should be adopted:

1. Complete all five sections
2. View All details – edit and check until you are sure it is all correct
3. Print by using the printer icon in the top right corner
4. Print a copy of the form for your own personal reference
5. Select “Pay / Send” [which only becomes live when the form is all complete]
6. Click on all four points, select “I agree” [it now goes to your adviser]
7. Log out
8. Wait to be contacted by your Adviser for any further input
9. Watch the “Urgent” noticeboard outside Mrs. Hutchison’s room; check your e-mail account
10. Wait to be contacted by UCAS with your personal UCAS identification number; you will then be given a password to enable you to follow the progress of your application on the “track” facility [see the UCAS website menu].

**PLEASE NOTE THAT THERE IS ALWAYS A DELAY IN PRODUCING AND APPROVING YOUR FINAL REFERENCE – ALL YOUR TEACHERS HAVE TO WRITE THEIR REFERENCES FIRST, AND WE CANNOT BEGIN TO PRODUCE THE FINAL REFERENCE UNTIL EVERY TEACHER’S REFERENCE HAS BEEN RECEIVED BY THE ADVISER. HE OR SHE HAS THEN TO GO THROUGH A PROCESS OF CHECKING AND REVISION BEFORE THE RECTOR MAKES THE LAST EDIT.**

**ALL THIS TAKES TIME - YOUR PATIENCE IS KINDLY REQUESTED...**