



Sidmouth College

UCAS APPLY  
ONLINE  
2013 — 2014

# UCAS APPLY ONLINE 2013

HOW TO REGISTER FOR UCASAPPLY	
<i>Step 1</i>	Log on to <a href="http://www.ucas.com/apply">www.ucas.com/apply</a>
<i>Step 2</i>	Click on Register/log in to use Apply 2013
<i>Step 3</i>	When first entering site you have to REGISTER
	You only need to register once
<i>Step 4</i>	Register—Welcome
	Read information and click next
<i>Step 5</i>	Register—Terms and Conditions
	Please read and tick box, click next
<i>Step 6</i>	Register—Initial Details
	Fill in details and click next
<i>Step 7</i>	Register—Previous contact with UCAS
<i>Step 8</i>	Register—Postal Address
	Fill in information and click next
<i>Step 9</i>	Register—Your Postcode
	Enter details and click next
<i>Step 10</i>	Register—Confirm Address
	Check details and click next

<i>Step 11</i>	Register—Personal Details
	Enter details and click next
<i>Step 12</i>	Register—Security
	<p>Password should be between 6 and 14 characters and 1 number. DO NOT CHOOSE PASSWORDS THAT MAY CAUSE OFFENCE. UCAS AND SCHOOL STAFF HAVE ACCESS TO THEM click on next</p> <p><b><u>(Store password on your mobile phone or note in a safe place)</u></b></p>
<i>Step 13</i>	Register—Success
	Your user name will now appear— <b>please save this with your password</b> you will need <b>both</b> of these details when logging on to UCAS Apply
<i>Step 14</i>	LOG IN NOW
	Initial UCAS questions: How are you applying?
	Click in through my school/college click on next
	Buzzword is: <b>SIDCOL2013</b> click next
	Which Centre?
	Sidmouth College should appear click Yes and then next
	Enter your Tutor Group click next
	<p>Welcome should then appear with your Personal ID Number (please make a note of this number this will be needed if you call Customer Services). You will need to verify your email address then you will be given a verification code to be entered on your application this needs to be done before submitting your application.</p>

# UCAS APPLY ONLINE 2013

## Help and notes on how to use UCAS Apply online

### YOU HAVE TO REGISTER BEFORE YOU CAN USE UCAS Apply

Log on to website [www.ucas.com/apply](http://www.ucas.com/apply)

Click on **Register/Log in to use Apply 2013.**

### Logging on

You can log on to **UCAS Apply** anywhere you have access to the internet. From the **UCAS Apply** web page, enter your username and password.

If you have attempted to log in unsuccessfully several times, your account will be locked. Your co-ordinator (Mrs Hurley) can unlock your account for you, or you can try and log in again the next day.

If you have forgotten or lost your username or password, click the '**forgotten login?**' link on the log in page. When you enter your name, date of birth and the correct answers to your security questions, you will be shown your login details on screen or if you are still unsure please contact Mrs Hurley.

## Completing your Application

To access any section, click on the section name at the side of the screen and follow the on-screen instructions. It is possible to leave a section partially completed and return to it later. The application can be completed in any order. At any stage you can view all, preview or print a copy of your application to date. This is in a user friendly format. The status of each section is displayed on the main menu as **not started, in progress** or **complete**. After completing a section, you will need to mark the section finished to change the status of that section to **completed**.

Any inaccurate or compulsory data left out will be highlighted in red to indicate that it needs completing. If you are unsure of the question click on the ? and this will explain what is required.

Once you have completed and sent your application, you can still view all, even though no changes can be made.

## Personal Details

Some of this section will be filled in automatically with the details you entered during registration. Complete additional information needed.

Fee Code is: 02,UK,Ch1,IoM or EU student finance services Student support arrangements: Devon

## Choices

If you know the institution, course and if applicable, the campus codes, these can be entered directly into the relevant boxes. Alternatively, course details can be selected from lists of institutions and course names. You can also indicate if you plan to live at home whilst studying, if you wish to defer your entry and if the point of entry (year of entry) you wish to start the course differs from the normal year of entry. i.e. starting the course in 2013.

**Please note:** There is no preference order, **UCAS Apply** will store your choice in alphabetical order.

There is a course search on [www.ucas.com](http://www.ucas.com) via 'course search' to help you search for courses, universities and colleges. It has information about all the courses you can apply for.

You can choose 5 courses or 4 if applying for Medicine, Veterinary Science, Veterinary Medicine or Dentistry .

## Education

You must include all schools/colleges you have attended since the age of 11. You can add up to 10 schools, colleges you have attended (or are attending). Also, you must enter details of the qualifications you have taken GCSE's, AS Levels or will be taking in the future (A Levels).

When entering all A2 subjects you are currently taking, enter these subjects with a exam date of June 2013 and grade pending.

Any U grades do not need to be entered.

## Employment

Enter up to five different paid employment details, past or present, including weekend and holiday jobs.

## Personal Statement

We recommend that you prepare your personal statement in Microsoft Word and 'copy and paste' this into the Apply system. This is because **Apply** will time-out after 35 minutes of inactivity.

This section allows 47 lines of text and 0—4000 characters including spaces.

Your personal statement is a chance to tell universities and colleges why they should want you as a student. Admission Officers will want to know why you are interested in the courses that you have applied for and what you hope to do after your studies.

A good personal statement is important it could help persuade an Admissions Officer to offer you a place. In many cases, applicants are not interviewed, so this may be your only chance to make the case for your admission.

Remember you must be truthful and accurate in what you write.

If for any reason you apply late and after the deadline you should explain any reasons for the delay in the 'personal statement' section of the application.

## Declaration

Once each section has been marked as complete you need to agree to the UCAS declaration. The declaration will legally bind you to the **ucasapply** terms and conditions.

Your tutors will then check all application details and add references.

## Once your application is at UCAS

Once your application has been sent to UCAS, it will be processed overnight, normally, an application number will be issued within one working day.

Your application number and password for the applicant enquiry service, **ucastrack**, will be visible in the main menu of **ucasapply**, indicating that the application is at UCAS and has been processed.

An AS2 welcome letter will also be sent by post to your correspondence address, stating the application number and **ucastrack** password. You can use **ucastrack** to find out what decisions universities or colleges have made about your application.

### IMPORTANT SIDMOUTH COLLEGE DEADLINES

Oxford/Cambridge/Medicine/  
Dentistry and Veterinary      Monday 15th October 2012

For all other applications — Draft ready by October half term

Final deadline — Friday 14th December 2012

**If you encounter any problems please contact Mrs Hurley**



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