

Using



**to complete your
UCAS application**

Log On

Use the username and password you created during activities week.

If you were not there for that session then collect a set of instructions from Mr Baker at the end of the session.

<Log out

apply

Welcome

Welcome

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Welcome

Welcome Nick,

Your Personal ID is: **103-138-5713**.

Please make a note of this number and keep it handy. You will need to quote this number if you call our Customer Service Unit.

! Verify your email address

You have supplied an email address, which has not yet been verified as valid. You will not be able to send your application to us until your email address has been verified.

[Please click here to verify your email address](#)

Before starting your application, please read through the relevant information below regarding:

- [completing your application](#)
- [applicants applying through a school, college or organisation](#)
- [applicants applying as an individual](#)
- [deadlines for submitting your application.](#)

Key

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Personal Statement

Review your personal statement. Do you need to make any changes because of work experience or changed subject choices?

If so make the changes and show your form tutor.

When you are sure it is finished click Preview and then finished.

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apply

Personal statement

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[Welcome](#) > [Personal statement](#) > [preview](#)

To make changes to this section click on 'edit' below. Before leaving this section please click 'save' to avoid losing any information. When you have finished, please tick the 'section completed' box and click on 'save'.

Last saved date: 10 September 2008 08:02:30

1 For many years I have been enthralled by the study of the past and how various political,
2 social and military developments affected contemporaries and have continued to influence our
3 own society and indeed future societies. My choice of A-levels incorporate both sciences and
4 humanities and I feel that this has given me a wider perspective on certain past events. At
5 GCSE I studied the History of Nazi Germany and became intrigued by the concepts of
6 totalitarian regimes and the mechanisms of control employed in such systems, I would like to
7 further pursue this interest in my degree. At A-level the opportunity arose for me to study
8 the crusades of the 12th Century, I became fascinated by this period of Medieval History and
9 I am currently researching a private study into the Crusading Military order; the Templar
10 Knights as part of my course. I was engrossed by the idea of their complete Religious
11 devotion and the parallels that could be suggested with that of religious militants seen in
12 our own society. I had no hesitation in deciding that I wished to further my study of History.

14 Last summer I was given the opportunity to participate in a Work Experience program, in which
15 I worked for two weeks in a Solicitors Office. I found that I gained vital observational
16 skills and learned to manage my time effectively. I was allowed to review and study legal
17 documents, which in turn allowed me to employ my own source-based skills developed in my
18 study of History.

20 This year as a result of both student and staff input, I was appointed as Head Boy for the
21 School. This provided an invaluable experience as it gave me the opportunity to represent the
22 school student body as well as acting as a role model. This meant I extended my ability to
23 listen and communicate effectively with others, by arranging events with both staff and

Key

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Personal Statement Checklist

- Have you really ‘sold’ yourself and your passion for the subject you are applying for?
- Have covered all the points in the handout you were given?
- Have you left spaces between paragraphs for good presentation?
- Has it been checked by your tutor?

Course Choices

This is the bit where you are deciding about the next three or four years of your life!

Don't do it until you are sure you have made the correct choices by reading the prospectus carefully and if possible going to open days.

Check course codes etc in the prospectus or on the UCAS website.

apply

Choices

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[Welcome](#) > [Choice summary](#) > Choice details

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To avoid losing information please click 'save' before leaving the page

Compulsory fields are marked with an asterisk

Institution code* [see list](#) [?](#)

Course code* [see list](#) [?](#)

Campus code* [see list](#) [?](#)

Start date*

Further details [?](#)

Live at home?* Yes No [?](#)

Point of entry

This might be -

Select Sept 2010, unless you are planning a gap year, in that case select Sept 2011

You don't need this bit! Leave it blank.

You only need to use this if the prospectus tells you to enter something

University of Exeter (E07)

History (V100)

> edit

Campus: University of Exeter (Exeter Campuses) (-)

Live at home? N

> remove

Start date: October 2008

Deferred entry?N

Further details: Medieval

Point of entry:

University of Leicester (L34)

History (V100)

> edit

Campus: Main Site (-)

Live at home? Y

> remove

Start date: September 2008

Deferred entry?N

Point of entry:

The University of Reading (R12)

History (V100)

> edit

Campus: Main Site (-)

Live at home? N

> remove

Start date: October 2008

Deferred entry?N

Point of entry:

Previous UCAS application number (if known)

?

Click 'finished' when you have entered all 5 or save and then come back later

section completed

save

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[Welcome](#) > Choice summary

You have used all of your 5 choices.

Before leaving this section please click 'save' to avoid losing any information. When you finished all the entries please click on 'section completed' and 'save'.

Aston University (A80)

Applied Chemistry (4-year SW) (F110)

Campus: Main Site (-)

Live at home? Y

Start date: September 2009

Deferred entry? Y

Point of entry:

The University of Birmingham (B32)

Chemical Engineering with Foundation Year (H892)

Campus: Main Site (-)

Live at home? N

Start date: October 2008

Deferred entry? N

Point of entry:

University of Exeter (E84)

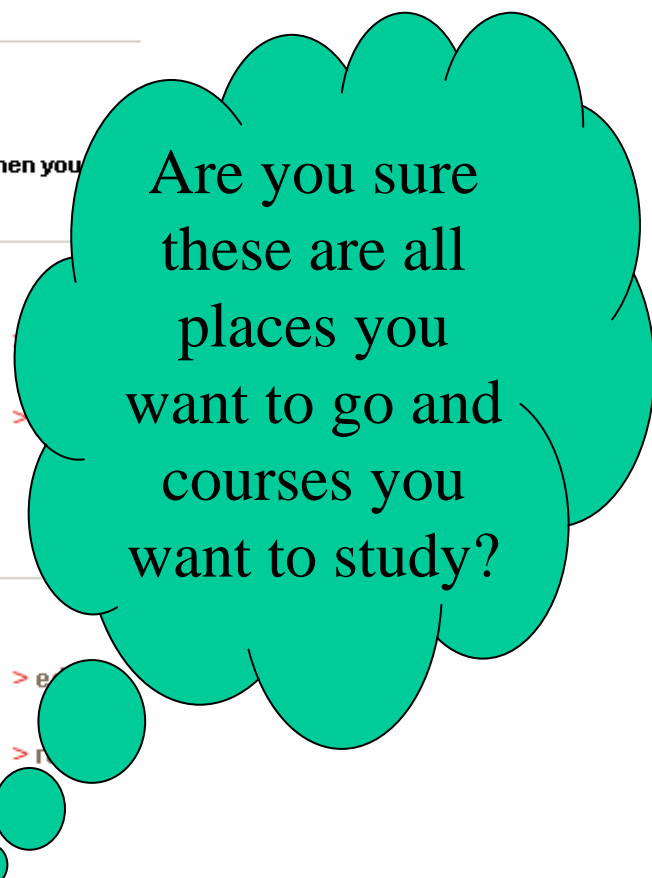
History (V100)

Campus: University of Exeter (Exeter Campuses) (-)

Live at home? N

[> edit](#)

[> remove](#)



Are you sure these are all places you want to go and courses you want to study?

Courses Checklist

- Have you applied for 5 courses?
- Have you read the prospectus for each course?
- Have you visited or arranged to visit each university?
- Are the grades they are likely to ask realistic?
- Do you have a good spread of entrance grades? (e.g. some on your predicted grades some below, and if you really want to no more than 1 above your predicted grades).
- Do you meet the qualifications for each course?

Education

Now complete the education section. This is where you tell the Universities what qualifications you have and are taking. This is the most fiddly bit and you need plenty of information. You may want to sit at home with your exam certificates in front of you while you do it.

If you make mistakes here it could lead to your application being rejected because you have the wrong qualifications or the university not finding your exam results in the summer!

apply

Education

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Welcome > Education > Where have you studied?

**Compulsory fields are marked with an asterisk (*).
Before leaving this page click 'save' to avoid losing any of your**

School or college name*

Exam centre number

When did you start...*

...and finish?

Attendance* Full-time Part-time Sandwich

Did you receive any formal qualifications at this school?*

Put leaving date as July 2010 unless you are planning on being asked to leave!

Use this to find a school's name, the Centre number should be filled in Automatically.



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Search for school... - Microsoft Internet Explorer

UCAS

Enter a word or phrase to search for, then click search:

0 match(es) found.
Click on an entry in the list to select it, or click close.

[My school / centre is not listed here](#)

If it can't find your school (this sometimes happens with overseas schools, and small music centres etc, click here to add the details, check the centre number on your exam certificates..

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Education

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[Welcome](#) > [Education](#) > Choose qualification

Please choose your qualification type from the list...

[BTEC First Diploma](#)[BTEC National Certificate \(New-first award 2003\)](#)[GCE Advanced Level](#)[GCE Advanced Level: Double Award](#)[GCE Advanced Subsidiary \(NEW-first award 2001\)](#)[GCE Advanced Subsidiary: Double Award](#)[GCSE](#)[GCSE Short Course](#)[GCSE: Double Award](#)[Other qualification type not in this list](#)

Key

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BTEC First Diploma *This is the Level 2 BTEC*

BTEC National Certificate

GCE Advanced Level- *You must enter the A2s you are doing, with the grades as PENDING.*

GCE Advanced Subsidiary (NEW-first award 2001)-

This is where you put your AS levels. *You must put all of them, even if you are re-taking or you got a U.*

GCE Advanced Subsidiary: Double Award

GCSE

GCSE Short Course- *Is this your RE?*

Over Qualifications- *Don't forget to add music and drama awards.*

Welcome > Education

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GCSE

Please enter details below, using only where the applicable option cannot be found in the lists provided.

As well as your GCSEs you must enter any not yet completed qualifications essential to your application.

Click 'save' when you have done the last qualification of this type.

Use this if you accidentally click on 'add a subject' when you meant finished!

Options/Opsiynau

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> [back to summary](#)

save

save and add similar

Use add a subject to add another subject of this type of qualification.

should check with your school or college, or whoever is helping you with your application. Or, you can contact the UCAS Customer Service Unit on +44 (0)871 468 0 468 for advice.

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Subject*

Date*

Award Body* (other)

Grade (other)

Module / Unit 1

Title

Grade (other)

Module / Unit 2

Title

Grade (other)

Module / Unit 3

Title

Please enter details below, using the other boxes only where the appropriate option cannot be found in the lists provided.

more than once e.g. Biology, Biology A, Biology B, please check your certificate or college or centre.

For A2s list grades as Pending. DO NOT use Predicted grades.

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Law (other) [?]

August 2008 [?]

OCR (other) [?]

Pending (other) [?]

Module / Unit 1

Criminal Law [?]

Pending (other) [?]

Module / Unit 2

Synoptic Unit [?]

Pending (other) [?]

Module / Unit 3

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When you have finished all the entries and entered all of your qualifications, please click on 'section completed' and 'save'.

You've added details for 1 school/college(s) so far. You can still add details for 9 more

> add new school/college

Beal ... 08/20

GCE Advance
Law

> add GCE Advance

GCE Advanced Subsidi
Law A 08

> add GCE Advance

GCSE
History B A* 08/2

> add GCSE

> add qualifications

Does this reflect all of the qualifications you have done? For most people it will look something like

- 8 GCSE
- 1 GCSE double award
- 4 GCE Advanced Subsidiary (NEW)
- 3 GCE Advanced Level

save

This is the technical advice from UCAS about Entering Unit Grades

The following scenarios should help you to enter your qualifications correctly.

Your AS levels were certificated in 2009 Enter your AS subject and the grade achieved, with the achieved unit results if you wish.

Your AS levels were certificated in 2009, and you are retaking some/all units to achieve a higher overall grade Enter your AS subject and grade achieved in 2009 with the achieved unit results if you wish. Then, enter the AS level again for 2010 (to cover the re-sit) with the pending unit grades, even if you are taking the subject on to A level. We need to know about the AS level re-sits for matching purposes to enable us to pass on the potentially new AS grade to your chosen universities and colleges.

Employment

Now complete the education section. Use this to tell universities about any paid work. Put down anything you have done, even if it is not that exciting. Stacking shelves for 1 year might not be rocket science but it shows you are dependable, reliable and can keep a job...

Don't use this section for unpaid work experience.

apply

Employment

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Please give the names and addresses of your most recent employers. If you have not had any paid work experience, you can add details of your voluntary work.

You can add details of your

> add an employer

If you haven't had any paid jobs just click on section completed and then save.

No details entered.

section completed

save

Key

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'About You'

This section tells UCAS and the universities how to contact you, and part of it is used for statistical monitoring.

The first part should already be filled in. Check that the details, especially your address are correct. Don't put down mobile phone or e-mail details which don't work or that are likely to change over the next few months.

[View all details](#)[Help](#)[Options/Opsiynau](#)**Key** Completed In progress Not started Help**Personal**

Title*

Mr

Gender*

Male

First/given name(s)*

Nick

Surname/family name*

Baker

Previous surname at 16th birthday

Postal address*

Sixth Form Office
Beal High School
Woodford Bridge Road
ILFORD
IG4 5LP Yes No

Home address

(if different from postal address)

Home telephone number

Mobile number

Email address

Confirm email address

Date of birth*

28 August 1975

Only use this if your name has changed since you were 16

Reference numbers

Unique Learner Number



Independent Safeguarding Authority (ISA) Number



Test of English as a Foreign Language (TOEFL) Number



International English Language Testing System (IELTS) Number



Ignore these, unless you have done a language test because English is not your first language. If you have done one of these tests you should know your relevant candidate number. If you are going to be working with children or vulnerable adults as part of your course you might be asked to do an ISA check for Criminal Records but these have not started yet.

Home telephone number

Mobile number

Email address

Confirm email

Date of birth*

Country of birth*

Date of first entry to

Nationality

Dual nationality

Area of permanent residence*

Residential category*

Student support

Fee code*

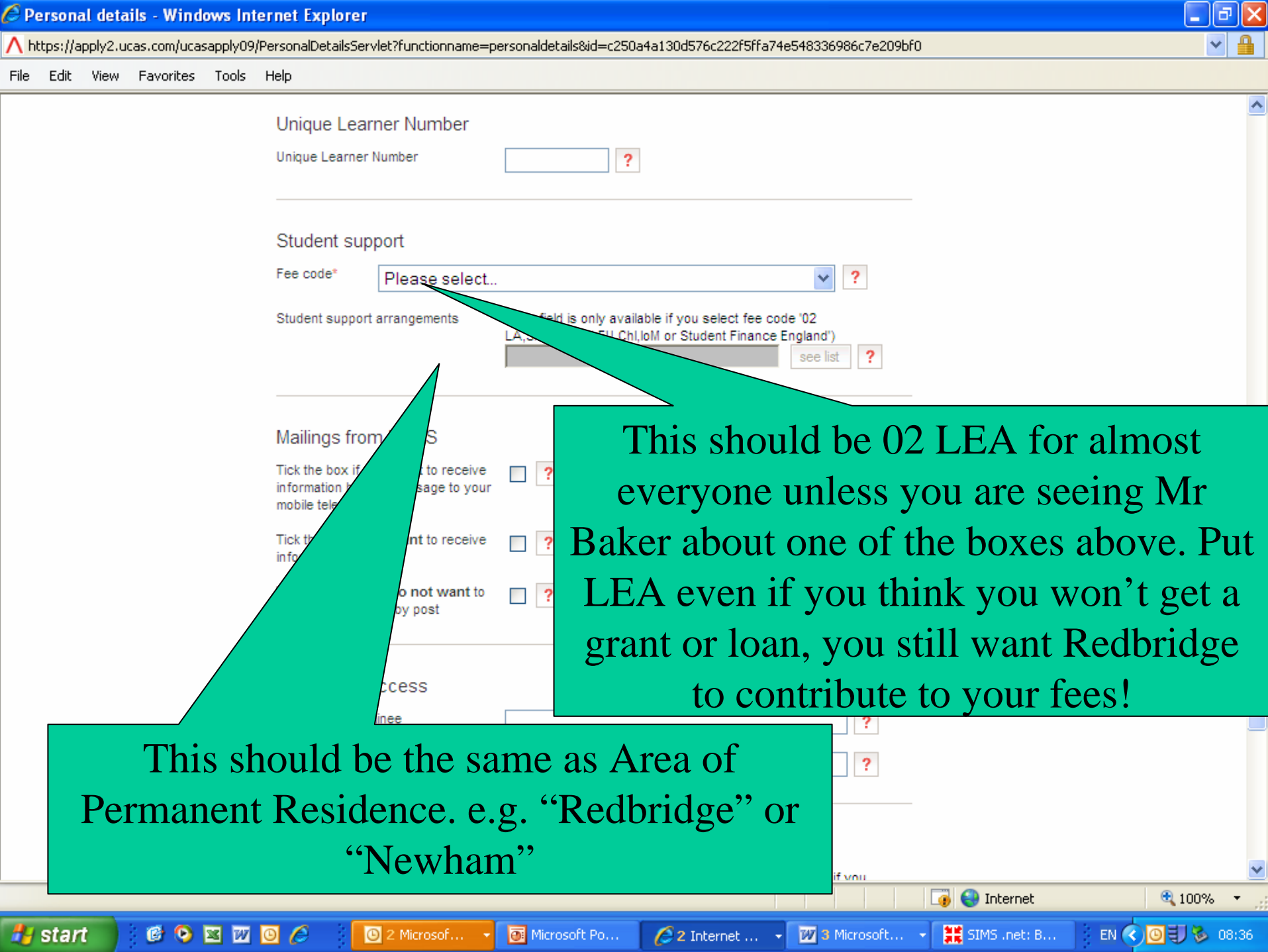
Student support

Mailings from

See Mr Baker/Mr Smith if this is not UK National. Do not confuse with your ethnicity!

This is the name of the local authority in which you live, e.g. Redbridge, Newham, Essex (if you live somewhere like Chigwell)

For most people this should be UK National. See Mr Baker or Mr Smith if this is an issue, particularly if you have lived outside the UK in the last 3 years.



Unique Learner Number

Unique Learner Number ?

Student support

Fee code* ?

Student support arrangements

Mailings from S

Tick the box if you want to receive information by email or message to your mobile telephone ?

Tick the box if you want to receive information by text message ?

Tick the box if you do not want to receive information by post ?

This should be 02 LEA for almost everyone unless you are seeing Mr Baker about one of the boxes above. Put LEA even if you think you won't get a grant or loan, you still want Redbridge to contribute to your fees!

This should be the same as Area of Permanent Residence. e.g. "Redbridge" or "Newham"

Tick the box if you do not want to receive information by post ?

Nominated access

Full name of nominator ?

Relationship ?

Only use this if you will be away and want someone else to contact universities on your behalf (not a good idea!)

Disability/Special needs

Category* ?

Details of any special needs

See Mr Baker or Mr Smith if this is an issue.

Additional information

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[Welcome](#) > Additional information**Compulsory fields are marked with an asterisk (*).****Before leaving this section please click 'save' to avoid losing any information. When you have finished all the entries please click on 'section completed' and 'save'.**

Ethnic origin*

Black - Caribbean

National identity*

Please select...

Dual national identity

Please select...

Activities in preparation for higher education: 1

Start date

Month Year

Duration (days)

Day

School year

Please select...

Key Completed

In progress

 Not started

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Welcome

Welcome Nick,

Your Personal ID is: 102-264-2191.

Applications for 2008 year of entry can be sent to UCAS from mid September 2007

Completing your application

You should now complete all the sections listed to the left of this screen. Help screens are available for each page, and most questions will have additional help (click on the question mark next to each field). Please make sure that you read all relevant help text before completing your application. Further information can also be found on the main UCAS website.

Please do not continue with this application if you have already submitted an application for the 2008 entry cycle. This includes deferred entries that you are currently holding from previous cycles. All duplicate applications will be cancelled without refund.

The application fee for this service is £15 sterling for more than one choice, including if you have a single choice and select to add Route B art and design courses later, or £5 sterling for a single choice.

Applying through a school, college or other organisation

Once you have entered your application details, and marked each section as complete, you will be able to send your application to your referee. They will insert the reference and send the complete application to UCAS on your behalf. It is your responsibility to ensure that your school sends your application to us by

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View All

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Welcome > View All

Double and triple check that everything here is correct. If it isn't go to edit application. Then click on 'printable version'.

> edit

[View all details](#)

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ey

Completed

In progress

Not started

Title	Mr
Gender	Male
First/given name(s)	Nick
Surname/family name	Baker
Previous surname at 16th birthday	
Postal address	Sixth Form Office, Beal High School, Woodford Bridge Road, ILFORD, IG4 5LP
Is your permanent home in the UK?	Yes
Home address	
Home telephone number	
Mobile number	
Email address	
Date of birth	28 August 1975
Country of birth	Please select country of birth

005 DO NOT SEND THIS PRINTOUT TO UCAS [Close this window](#)

PERSONAL DETAILS
Title: Mr Gender: M
Date of Birth: 15/08/1987
Name/Family Name: Duck
Given names: Donald
Postal Address: 1 Duck House
Duck Street
Ducksville
Postcode: RM7 8HL
Home Phone: 01708 736407
Mobile Phone:
Email:

This form is what universities will see. Click on print and print 2 copies. One for yourself, and one for your form tutor. The click on 'close window'.

FURTHER DETAILS Scottish Candidate Number
Date of first entry to live in the UK:
Home address (if different):
Student Support Arrangements: Redbridge
Postcode: 02 LEA
Address of permanent residence: REDBRIDGE
Residential category: A UK Citizen/EU National
Country of birth: UK
Nationality: UK
Previous Surname/Family name at 16th birthday:
Disability/special needs (including dyslexia)/medical condition: 0 None.

APPLICATIONS If you wish to apply later for Art & Design Route B courses please enter x

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
Institution	Institution	Course	Campus	Short form of the course title	Further details	Point	Home	Defer

apply

Welcome

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Key

Completed

In progress

Not started

Welcome

Welcome Nick,

Your Personal ID is: 102-264

Applications for 2008-09

each page, and most questions. Please make sure that you have entered all the necessary information can also be found in the help section.

Please do not continue with your application cycle. This includes deferred applications will be cancelled.

The application fee for this school/college choice and select to add Reference

Applying through a school, college or other organisation

Once you have entered your application details, and marked each section as complete, you will be able to send your application to your referee. They will insert the reference and send the complete application to UCAS on your behalf. It is your responsibility to ensure that your school sends your application to us by

Now click on 'send to referee'. This will send your application to Mr Baker for processing. From now on you can't edit it. If you want it sent back to you for editing you need to ask the Sixth Form Secretaries. They will charge a £1 administration fee for doing this.

What to do next

Put together the following things in a plastic punched pocket, paper clipped together.

- A copy of your application.
- A cheque for £19 payable to 'Beal High School' (this is your application fee and all the money will go to UCAS). All cash must go direct to the Sixth Form Office.
- Your predicted grades sheet and 'information for my reference' sheet if you have not already handed them in.

Bring this to Mr Baker / Mr Smith / Ms Vadher for checking by the deadline

Deadlines

- Early Applicants 21st September
- AU, BA- 5th October
- CN, JJ- 6th October
- KZ, LA- 7th October
- LV, YF- 8th October