

## **UCAS Process: Information for students**

Please follow the following procedure when handing in UCAS applications.

1. Confirm grade predictions with Subject Teachers. This should help you to make realistic applications.
2. Complete Personal Statement (with help of Senior Tutor/Careers Department).
3. Complete UCAS application form online. Do not pay and send yet.
4. Complete 'Supporting Information' sheet. This includes details of predicted grades, AS performance and other information. You can get this sheet from Careers, your Senior Tutor or the Sixth Form Office.
5. Print off the completed UCAS form. Get either your Senior Tutor or a member of the Careers team to check this. They should then sign and date the front of your form.
6. Hand in both your completed UCAS form and the 'Supporting Information' sheet to the Sixth Form Office.

**If you do not do Step 6 we will not know that your application is ready - and your reference will not get written.**

7. Pay and send your application online.

Please be aware that, whilst we do our best to complete all references and send applications within two weeks of your completing step 6 (above), this is not always possible, especially at busy times.

You can help us to process applications more quickly if you hand in your form ahead of our internal deadline in **October**.