

UCAS Apply 2022

UCAS Apply, the online application system for UK universities and HE colleges opened on Tuesday 18th May for 2022 applications which can be submitted through school from 7th September 2021.

* **UCAS Conservatoires** will go live on 15th July 2021.

Key Dates

Please ensure that you adhere to the **school deadlines** listed below, rather than those which are published on the UCAS website. This is to ensure that we have sufficient time to process your application, including writing and attaching your academic reference:

Applications for Music courses through UCAS Conservatoires	Mon 13 th Sept 2021
Applications for Oxbridge, Medicine Dentistry and Veterinary Science courses	Fri 24 th Sept 2021
Applications for all other UCAS and UCAS Conservatoires courses	Mon 18 th Oct 2021
Applications for Foundation Diplomas in Art and Design	Mon 22 nd Nov 2021

Before you begin

Before you can start to fill out the required sections of your UCAS application form you need to follow a two-step process to register your application with both UCAS and school:

Step One – Registering with UCAS Hub

- Search 'UCAS.com' on google
- Click on *The UCAS Hub*
- Click on *Start Application* within your Hub and select Conservatoire or Undergraduate
- Verify your email
- Enter a **password** and complete security questions – note your password down
- ✓ **Username** is generated

Keep a record of your username as it is used in all correspondence with UCAS

Step Two – Attaching your application to school

- Log on using your UCAS username and password
- Click on *Start Application* within your Hub and select Conservatoire or Undergraduate
- Click on Yes to *Applying from a School?*
- School buzzword: **staidans2022** (StA tutor groups), **stjohnfisher2022** (SJF tutor groups)
- Confirm as correct
- Select your tutor group, e.g. Mr. Maullin, Mrs. Nightingale
- ✓ **Personal ID** is generated – note this down as it is used in all correspondence with UCAS

Keep a record of your personal ID as it is used in all correspondence with UCAS

Completing your form

You need to complete all the parts of the application form. This does not have to be done in one go as you can save your progress each time you log in. As you come to the end of each section ensure you tick **section completed** before you move onto the next.

If you would like some help with your personal statement, please email a copy to the Careers Department at careersstaff@staidans.co.uk and a careers adviser will schedule a follow up appointment to discuss it with you.

Frequently asked questions

Personal Details Section

❖ *What is student support?*

UCAS need to know if you will be looking to secure funding for your studies. We advise all students to select code **02** at this stage as it aids the process of applying for student finance in Year 13, although there is no obligation to do so. The only exception to this is if you are applying for an NHS healthcare course for which the code is **005**, (see www.nhsbsa.nhs.uk/learning-support-fund/new-student-funding)

❖ *What is nominated access?*

An individual who you authorise to speak to UCAS on your behalf if you are unable to do so.

Additional Information Section

❖ *Do I have to answer these questions?*

The only compulsory questions in this section are ethnic origin, and occupational background. The answers to all other questions are used by UCAS for data monitoring purposes.

Choices Section

❖ *Do I have to list my choices in order of preference?*

You can list up to 5 course choices in any order as each university will only see details of their course(s) that you have applied for.

❖ *Do I have to add all 5 choices?*

You do not have to have enter all 5 choices before you submit your form to the Sixth Form office. Only add choices that you are sure about as **you can not remove a course choice after school have submitted your form to UCAS**. If you need extra time to make an informed decision on your course selections you can add more at a later date through UCAS Track, however, you need to be aware of the deadline for doing so.

Education Section

❖ *Why do I have to list two schools if I have always studied at St. Aidan's or St John Fisher?*

The Associated Sixth Form, St. Aidan's and St John Fisher are registered as three different examination centres and your qualifications need to be listed under the correct examination centre number: **48239** Associated Sixth Form **48237** St. Aidan's **48241** St John Fisher

❖ *What do I do if I joined the Associated Sixth Form from another school?*

You would need to enter your GCSE results under the name of the school where you sat them.

❖ *I have changed schools several times, do I have to list them all?*

You have to enter all schools that you have attended since the age of 11 and for each one you must provide details of all qualifications for which you have accepted certification from the awarding body.

❖ *What do I do if I can't find my qualification in the drop-down list?*

If you cannot find your qualification name in the drop list provided, type 'Other' in the search field, click on 'Other (UK Qualifications)' and then enter the qualification details.

❖ *How do I list my A Level/Level 3 Applied predicted grades?*

You list your subjects with grades listed as '**pending**' and the date as **August 2022**. Your predicted grades will be included in your academic reference from school.

❖ *How do I enter re-sits?*

If you are re-sitting a qualification you need to enter it twice, once as a certificated qualification with the grade achieved and once as a 'pending' qualification.

- ❖ *My personal statement is under 4000 characters but when I paste it into my form it does not fit - why?*

Your personal statement should be no longer than 47 lines and 4000 characters. The formatting on UCAS is usually different to that of a standard Microsoft Word document and will not allow you to make decisions about fonts, colours, bold and italicised text. Line breaks between paragraphs do add to your character count but are a useful tool to structure your content.

Next Steps

When you have finished your form and are happy with the content of your personal statement please check it carefully against the example form provided and then print out a hard copy by selecting the 'view all details' tab on UCAS Apply home page. Bring your form, together with a completed copy of the **Cover Sheet for Post Sixth Form Applications** to:

St. Aidan's based students - the **Careers Department**

St John Fisher based students – your **Senior Tutor**

Your form will then be checked and signed off after which it can be handed in to the Sixth Form Office at each site. At this point you can **PAY AND SEND** your application.

Useful UCAS Resources

UCAS produce several resources, including step-by-step guides, which you can refer to when filling out your UCAS application form.

- Video
www.ucas.com/undergraduate/applying-university/filling-your-ucas-undergraduate-application
- Downloadable pdf document
www.ucas.com/file/232816/download?token=huUOdGfB
- Guidance for UCAS Conservatoires applicants:
www.ucas.com/conservatoires/how-apply-through-ucas-conservatoires
- UCAS Tariff Calculator for calculating predicted grades total vs course entry requirements
www.ucas.com/ucas/tariff-calculator

Please contact the Careers Department at careersstaff@staidans.co.uk if you would like individual information, advice and guidance on completing your UCAS application form – we are happy to help.

Careers Department

St. Aidan's and St John Fisher Associated Sixth Form

May 2021

Welcome > View all

Please review your application below to ensure that the details you have provided are both correct and reflect your preferences. Please confirm your preferences to receive further information from UCAS and UCAS Media about courses or products and services by ticking "Section completed" at the bottom of this screen.

If the details below are either incorrect, or do not reflect your preferences, please change your application.

- [edit](#)

Personal details

Personal

Title	Ms
Gender	Female
First/given name(s)	Sally
Surname/family name	Richmond
Preferred first name	
Previous surname at 16th birthday	
Postal address	St. Aidans C Of E High School Oatlands Drive HARROGATE HG2 8JR
Is your permanent home in the UK?	Yes
Home address	
Home telephone number	441423818534
Mobile number	
Email address	s.richmond@staidans.co.uk
Date of birth	28 March 2003
Country of birth	United Kingdom
Date of first entry to UK	
Nationality	UK national
Dual nationality	
Area of permanent residence	North Yorkshire
Residential category	UK Citizen - England

Use a sensible email address

Reference numbers

Unique Learner Number (ULN)	
Test of English as a Foreign Language (TOEFL) Number	
International English Language Testing System (IELTS) TRF Number	

Student support

Select 05 fee code for NHS courses

Fee code	02 UK, Chl, IoM or EU student finance services
Student support arrangements	North Yorkshire

Have you ever lived or worked in the EU (excluding the UK), European Economic Area (EEA) or Switzerland?

No

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Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK),

No

← ← *The answer to this question must read "yes"*

← ← *Usually the name of a parent or carer*

Do you identify as transgender? No
National identity British
Dual national identity

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Activities in preparation for higher education: 1

Start date: September 2021

Deferred entry?: No

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Point of entry:

The University of Edinburgh (E56)

Education

St Aidans & St John Fisher Associated Sixth Form, (48239, 09/2019 - 07/2021, F1) ©UCAS 2020

Warning: as you have entered a finish date which is in the future, these details must be for the school or college you are currently attending.

← ← *Qualification
date is August*

← ← *Check school
centre code*

← ← *Qualification
date is August*

Employment

• [edit](#)