

**Student Guide**  
**- Applying**  
**to**  
**University**  
**and**  
**Apprenticeships**



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# 1. Your Choices and Research

## What routes are available to me?

### What are my future plans?

The good news is that you don't need to decide this week!  
The bad news is that you do need to start considering your options and by the end of October most of you will have submitted an application for whatever pathway you have chosen.

### But which pathway?

There are a myriad of options open to you but the main routes to further education taken by students at the end of Year 13 are University and Apprenticeships. It is these that we will focus on.

However many students take Gap years or choose to work and Study abroad and information about these routes are in your planners.



## Where to start?



FURTHER EDUCATION



APPRENTICESHIPS



UNIVERSITY

Every opportunity in one place

Unifrog connects your students to the best courses and apprenticeships, and lets you track their progress

Unifrog connects students to the best university courses and apprenticeships whilst also allowing them to write their personal statement and key competencies.

Key benefits for students;

- Increase Russell Group access
- Easily research all aspects of university including structure, content and assessment methods
- Complete guidance on personal statement writing
- Access to all levels of apprenticeships and school leaver programmes
- Massive Online Open Course – distinguish yourself from other university applicants by undertaking free online courses to boost your personal statement

To sign up go to [www.unifrog.org/code](http://www.unifrog.org/code).  
You will be given a unique code by your form tutors to enter in the Form Code box. Then just fill in the sign up sheet and you're ready to find the right university or apprenticeship for you!

### Signup page

Please enter the following information

Form code

Title

Your first name

Your surname

Your email

Your postcode

\* Choose a password

\* Retype password

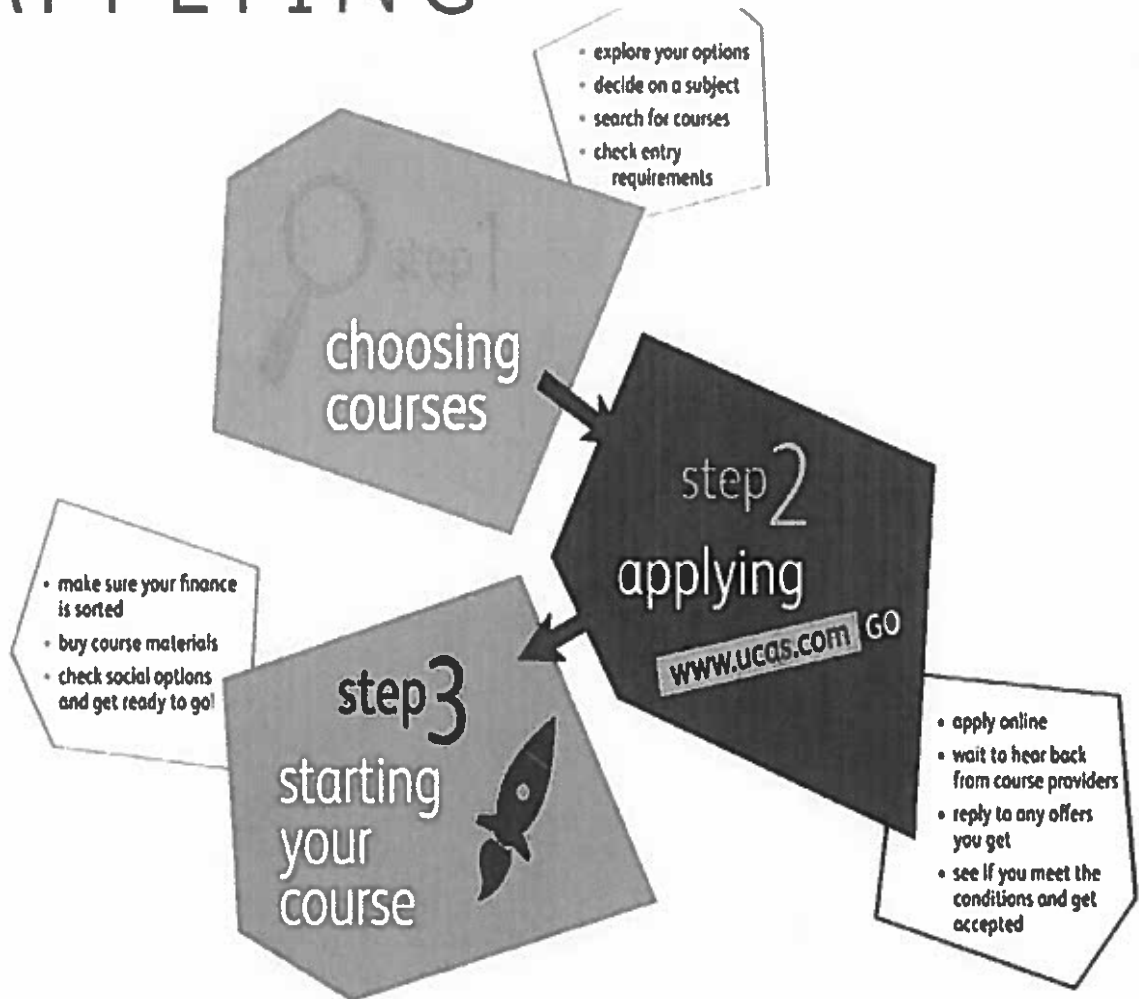
Sign up



# THREE STEPS TO APPLYING



unifrog



You can make up to five choices on one application.

The 2017/2018 applicant fee is:

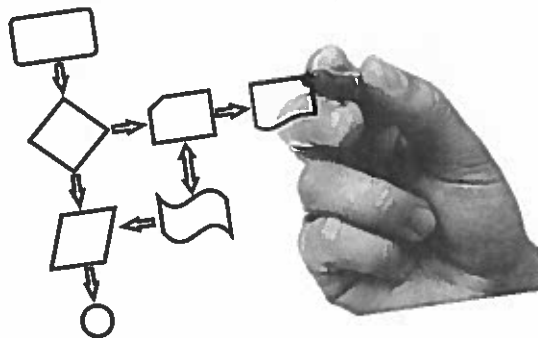
- approx. £13 for one choice
- approx. £24 for up to five choices

## The UCAS Application process

Begin your application at [www.ucas.com/apply](http://www.ucas.com/apply)

Below are the sections that need to be completed:

- Personal details
- Additional information
- Student finance (UK and EU only)
- Choices – make up to 5 choices
- Education
- Employment
- Personal statement
- A reference



Finance, choices and personal statement are discussed separately in this document. When you register you will complete the remaining sections. To register with Apply takes 10 minutes, then you are able to log in and out of their form as much as they want to complete it.

## UCAS 2018 Registration: Step by Step Guide

- Search UCAS - <https://www.ucas.com/>
- Click on the following:
  - 'Apply and Track'
  - 'Start an Undergraduate Application'
  - 'Register and Apply for 2017 Entry'
- You'll now begin the registration process. Click 'Register'. Press 'Next'.
- Read the spiel, accept the terms and conditions and tick the box. Press 'Next'.
- Register: Initial Details (you'll be required to fill in further details once you're logged in).
- Complete the next few pages accordingly, clicking 'Next' when complete.
- Register: Security (When you get to here - create a password that you're going to remember...you'll need this when you log in obviously).

\*Make a note of your username \*

- Click 'log in' (enter your new username and password if required to do so).
- At this point it will ask you 'How are you applying?' click 'Through my School/College'.

- Enter the Buzzword: incorrect
- Assign yourself to your tutor group

- Make a note of your Personal ID.  
Write it down somewhere that isn't your hand / forehead.



- Verify your e-mail address (click on the link under the green writing).
- An e-mail will be instantly sent to the e-mail address you provided earlier.
- Record the code you've received and enter it into the box requesting it.
- You'll receive a thank you from UCAS once your e-mail address has been approved.

## Personal Details

Information about you, your nationality, nominated access (if parents wish to help and talk to UCAS or uni's directly) and how UCAS contact you.

Alongside this you will be asked to complete your additional information – ethnicity, care, parents' background questions . Not all this information is used as part of your application , some is for statistical purposes.

- Education is the area where most errors take place so take care completing this and if unsure speak to your tutor or the sixth form team.
- Employment - this can be marked **blank**, and it is **paid** employment only.

### Note of Caution!

Be sure to click 'Save' at the bottom of the page when you've finished working on each section before logging out. There is a **help ?** button for every question you are asked if you are unsure.

## Additional Research

### Useful Websites on choices

[www.ukcoursefinder.com](http://www.ukcoursefinder.com)

Not yet 100% sure where you want to go, or what you want to study? Do the online test to find out. Lots of information too on how to complete the UCAS form, whether to take a gap year etc.

[www.unistats.direct.gov.uk](http://www.unistats.direct.gov.uk)

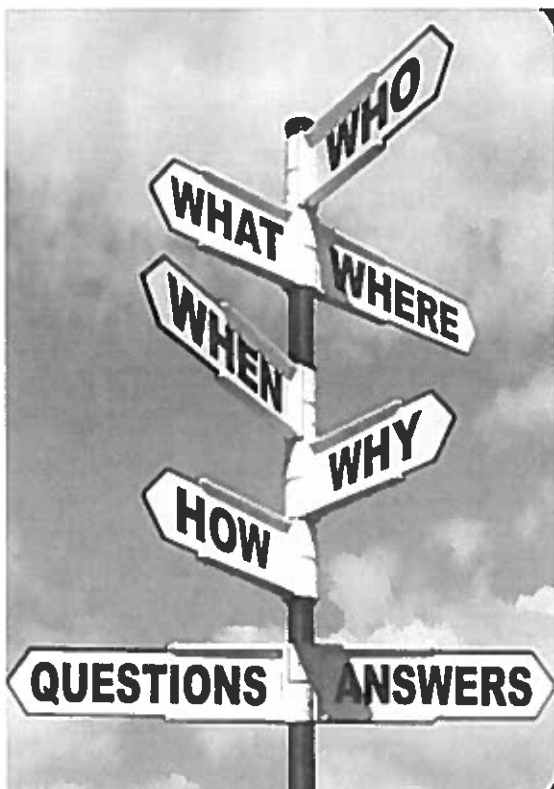
Definitely one of the 5 best sites to use when choosing between universities.

[www.university.which.co.uk](http://www.university.which.co.uk)

The Which consumer magazine is a model of integrity and any advice from them is to be totally trusted. Their university advice site is very, very good. Use it to help choose your university, get advice on personal statements etc.

[www.whatuni.com](http://www.whatuni.com)

An exceptionally useful site that, like the Which? one, allows you to enter a subject, your predicted grades and get a list of recommendations. There are also very helpful statistics on each university so making comparisons is very easy.



[www.studento.com](http://www.studento.com)

Good advice on how and where to apply. Written by students for students.

[www.guardian.co.uk/education/universityguide](http://www.guardian.co.uk/education/universityguide)

Very clear, easy to use league tables. Find out the top Universities for each subject. If you are a subscriber you can see a similar guide on The Times website.

[www.thecompleteuniversityguide.co.uk](http://www.thecompleteuniversityguide.co.uk)

Really useful. Another list of the "best universities for..."

Compare these lists with the Guardian's.

[www.push.co.uk](http://www.push.co.uk)

This is an alternative guide, telling you how it really is. You'll need to buy the book or subscribe to get the full picture.

## 2. University and UCAS

### Why university?

- Increase potential earnings\*
- Better career prospects
- Benefit the wider community
- Social and cultural reasons
- More independence, self-confidence and responsibility
- Personal challenge
- Broadens interests and knowledge
- Better health
- It can be immense fun!

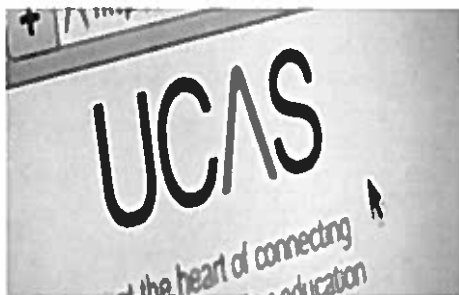


Source: Pricewaterhouse Coopers LLP, 2006, in Universities UK, Research Report, The Economic Benefits of a Degree

### What is UCAS?

- UCAS is the organisation responsible for connecting people to UK higher education.

[www.ucas.com](http://www.ucas.com)



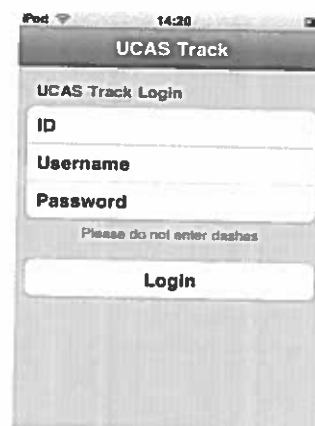
There have been some important changes made to the UCAS application process this year so please refer to this document to help you negotiate your way through.



## Tracking applications

You can see what is happening with your application on UCAS Track.

- Follow the progress of your application 24/7.
- See your choices and personal information.
- See offer details.
- Reply to offers online.



The image shows a screenshot of the UCAS Track mobile application interface. At the top, it says 'UCAS Track Login'. Below this are three input fields: 'ID', 'Username', and 'Password'. A small note below the password field says 'Please do not enter dashes'. At the bottom of the form is a 'Login' button. The status bar at the top of the phone screen shows 'Pod', signal strength, and the time '14:20'.

## Key Dates 2017/2018

Your application should be with us at UCAS by one of these dates, depending on what course you apply for:

**15 October 2017** at 18:00 for the universities of Oxford, Cambridge or any professional course in medicine, veterinary medicine/science and dentistry

**15 January 2018** at 18:00 for the majority of courses

**25 February 2018** UCAS Extra Opens

**24 March 2018** at 18:00 for some art and design courses

**30 June 2018** is the last day you can add choices to your application. After this you're entered into Clearing (you'll need to contact the universities directly to be considered).

## Marches Sixth Form Deadlines

**6th October 2017** - Oxford / Cambridge or any professional course in medicine, veterinary medicine/science and dentistry.



**Friday 10th November 2017**- All other applications

Your applications will be thoroughly checked by your tutor and Sixth Form Leadership Team prior to being sent off.

# UCAS Tariff Points Explained

UCAS Tariff points are used by some universities and colleges to set their entry requirements and to make offers. Currently, one third of courses in the UCAS search tool have a Tariff entry requirement.

For courses starting from September 2017, a new Tariff will be in place. The new Tariff provides a fair and more transparent process of allocating Tariff points across a wider range of qualifications.

The new Tariff is based on a different approach, using a qualification 's size and grades to calculate total Tariff points.

The numbers are much lower, for example for an A level grade A\* gets 56 points under the new Tariff, in comparison to 140 in the old Tariff.

The AS level is now worth 40% of an A level - this is more accurate according to qualification regulators.

It is anticipated a number of courses will only start to refer to the new Tariff from September 2017 onwards so be aware what system they are using when you research prior to September.

## What the new points mean to you.

The new UCAS Tariff points should not have any impact on your decision about qualification choices at school or college, or your preparation for an application to a higher education course.

You still need to achieve the same A level, (or grades in any other qualification you're taking) to meet the higher education course entry requirements.

## Example of a UCAS Tariff table

This table shows the new Tariff points for qualifications taken at the Marches.

Extended Project Qualification	AS level	A level	Core Maths	New Tariff points
		A*		56
		A		48
		B		40
		C		32
A*				28
A		D		24
B	A		A	20
C	B	E	B	16
D	C		C	12
	D		D	10
E				8
	E		E	6

### Example based on Marches standard student choices.

A student with AAB at A level will have a tariff score of 136. That student may also have a B at EPQ thus a total point scores 156. Be aware that some university courses may specify that they would like the student to reach a certain target without the EPQ or Core Maths, in which case the student's score in this example would be 136.

Entry requirements and offers that state tariff points may also require a minimum level of achievement in a specified subject, for example '128 points from a minimum of three A levels to include grade A in A level Chemistry', i.e. an A in Chemistry (48) and B grades in two other A levels(40+40).

Bear in mind that there is no double counting. With certain qualifications like A levels, which build on an earlier qualification like AS in those subjects still available as separate AS and A level only the higher qualification will be counted.

Find more detailed information at [www.ucas.com/new-tariff](http://www.ucas.com/new-tariff).

There is also a helpful [video which explains the Tariff in more detail](#) on the UCAS website.

# Making your University Choice

Once you have done your UNIFROG research you can start to enter your choices onto UCAS.

You can make **five** choices. The exception is where students can only make **four** choices for medicine, dentistry or veterinary medicine/science courses, although the remaining choice(s) can be used for any other subject.

You can also only apply to study one course at *either* Oxford and Cambridge – not both.

Your choices are 'invisible' – universities cannot see where else students have applied.

**Be aware. There are a number of options other than a single honours degree open to you.**



## Higher education course levels

Courses are either undergraduate, coming after further education, or postgraduate, coming after you've graduated from an undergraduate degree.

Most students study for a degree. Usually a three or four year course – also known as a bachelor's, undergraduate or first degree. These are dynamic academic environments with lectures and seminars, usually made up of different modules adding up to the full degree. You might get to choose some of the modules you take, so you'll be able to study the parts of your subject you're most interested in.

Studying in **Scotland**? Be aware most Scottish undergraduate courses are four years with an MSc or MA at the end of the course.

Interested in two subjects? Take a joint course (50/50) or a major/minor (75/25).

Want to gain work experience during the degree course? Do a sandwich course and work for a year in the industry your subject is based on.

**What next?** After you graduate you'll be closer to a career, or you can move on to postgraduate study.

# What happens once your application is received by UCAS - Decision-making by course providers

Universities and colleges will review your:

- personal statement
- reference
- qualifications

You may well be asked for additional information, testing or asked to attend and interview, in which case the university or college will also consider any:

- admissions test results
- interviews
- portfolios
- auditions



You **MUST** tell someone in the Sixth Form Team if you get a request for any of the above additional requirements. Lots of help IS available. We can provide interview coaching and will be running workshops for admissions tests throughout the Autumn term.

An Admissions Tutor will then make one of three decisions:

- unconditional offer
- conditional offer
- unsuccessful

## Replying to offers

- Once you have decisions on all your choices, you can hold a maximum of **two** offers:
  - One as a 'firm' acceptance – your first choice
  - The other as an 'insurance' acceptance – acts as a back-up if you do not get into your 'firm' choice.
  - You can then decline any remaining offers.

You do **not** have to have an insurance choice if you are certain they would only be interested in one of their offers.

You cannot swap between the insurance and firm choices.

When all decisions and replies are made and you are not holding an offer, you may be able to use Extra or Clearing to find available places.

# Application toolkit



## Student FAQs

### Qualifications

#### 1. How do I enter my qualifications?

Please enter your qualification title in the search box.

Search for the qualification title not the subject – for example, 'A level' and not the subject 'chemistry'.

You can watch a video giving advice about entering your qualifications at [www.ucas.com/how-it-all-works/undergraduate/filling-your-application](http://www.ucas.com/how-it-all-works/undergraduate/filling-your-application).

You can also find further help in Apply.

#### 2. What to do if you can't find your qualification

Try searching for the qualification title not the subject – for example, 'A level' and not the subject 'chemistry'. Please note the search facility does not have a spellchecker so check you have spelt it correctly. If you still can't find it, enter 'Other' in the search box and then select the relevant option from the list.

If you are re-sitting a qualification you may need to enter it twice: once as a completed qualification with the grade you achieved, and then again as a qualification with the result 'Pending'.

All qualifications have to be entered- transcripts cannot be attached.

### Personal statement

#### 3. Can I amend my personal statement?

Once your application has been sent to UCAS you can't edit your personal statement. If you decide you want to change it, contact your university and college choices to ask if you can send them an amended version directly.

If your application is with your school or college but hasn't yet been sent to us, they can return it to you so you can make changes.

For personal statement advice visit [www.ucas.com/personalstatement](http://www.ucas.com/personalstatement).

### Apply and Track

#### 4. Why can't I log in to Apply?

Check you are definitely at the Apply login page, and that you haven't accidentally gone to the Track page. Apply only asks for username and password.

Login details are case sensitive. If you are copying and pasting your username and password into the boxes, try typing them instead.

If you still can't log in, use the login reminder service on the Apply page. Then your username will be sent to your email address. If you've forgotten your password we'll email a password reset link to you.

#### 5. Why can't I log in to Track?

Check you are definitely at the Track login page, and that you haven't accidentally gone to the Apply page. Track only asks for your Personal ID and password.

Make sure you are entering your Personal ID exactly as it appears on your welcome email, and without any spaces or dashes. Please note, the password is case sensitive.

If you still can't log in, use the login reminder service on the Track login page. If you've forgotten your password we'll email a password reset link to you.

#### 6. Where can I find my login details?

Your Personal ID is on the welcome email we send to you. You can also use our login reminder service in Track and Apply, or your school can reset your Apply password.

# Application toolkit



## 14. What is the status of my application?

Log in to Track for the most up-to-date information about your application.

If you receive an email saying your Track status has changed, this will often be because a university has made a decision. You'll also receive this email if there's been a change to something else, such as the course code or start date, or even if you've asked us to change your address.

## 15. How will UCAS contact me?

We may contact you by post and email. Email is our major communication channel so it is important to make sure your email address is kept up-to-date.

## Got a different question?

There are lots of other ways to get answers from us:



[www.ucas.tv](http://www.ucas.tv)  
Video FAQs and how-to guides



[www.facebook.com/ucasonline](http://www.facebook.com/ucasonline)  
See previous answers and what others have asked on our Facebook page



[www.twitter.com/ucas\\_online](http://www.twitter.com/ucas_online)  
See previous answers and announcements on our Twitter feed



[www.youtube.com/ucasonline](http://www.youtube.com/ucasonline)  
Watch our video FAQs and how-to guides