



UCAS Application Help Sheet

First Register at:

www.ucas.com/ucas/undergraduate/register

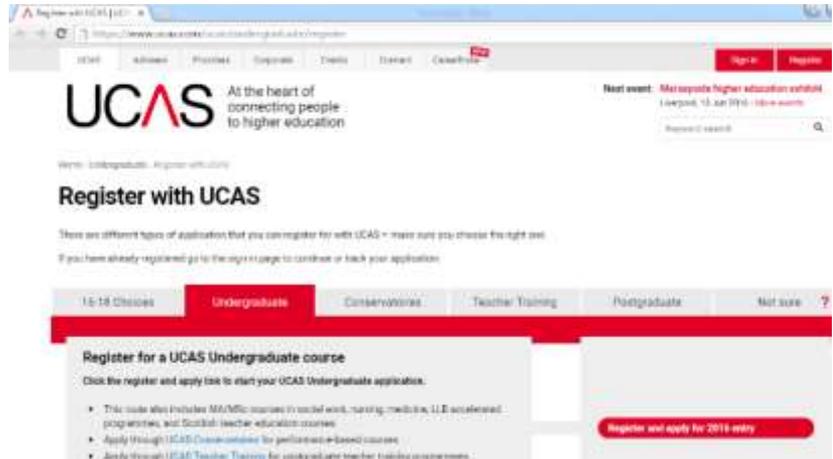
Click on Register and Apply for UCAS 2018

Click on the Register button

Work through the screens to register yourself on the UCAS website. Make sure that you remember your username and password.

Make a note of your UCAS Personal ID and keep it safe.

You will need to verify your email address before you can start an application. You will receive a verification code by email from UCAS, follow the link in the email to complete the verification.



Start your Application Form at:

www.ucas.com/ucas/undergraduate/register

Click on Register and Apply for UCAS 2018

Fill in the Log In Section using your username and password



You must make sure you use the option to apply as part of a School or College (not as an individual). You will be asked to enter the Buzzword you have been given by your form teacher.

If you are not asked to enter a Buzzword you have made the wrong option choice and you must stop and check with your form teacher as your application can be not processed by the school.

Fill in the sections of the application form (you will see these in the top left of the Apply screen) and when you have finished each section, click on the Section Complete button at the end of each section.

Below are some of the most common queries, if you have any questions please make sure you ask your form tutor or Mrs Frankcom.

Student Support Section

Fee Code is 02 UK, ChI, IoM or EU Student finance services

Student Finance Section

I will be applying for Student Finance – Yes

Education

Enter the date you started in Ysgol Eirias to May of the year you leave.

Most categories for qualifications can be found under the short list on the Education screen otherwise use the search option.

Nominated Access

This will allow the nominated person to speak to the Universities on results day if you need help to take up a University place. Enter Mr Sean Gavin as the full name of the nominee.





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GCSEs

Science – make sure that you include Additional or Additional Applied Science (yr 11 exam) as well as Science (yr 10 exam). BTEC science should be entered under the heading BTEC Extended Certificate with EDEXEL as the awarding body. If you are not sure ask.

ICT – this is not a GCSE – it will be one of the following the Cambridge National Certificate Level 1 or 2. Grades will be one of the following D*2; D2; M2; P2; D1; M1; If you are not sure, ask. If you took Computing as one of your options it will be OCR GCSE in Computing

Additional Maths - these are not classed as GCSEs and can be entered under Free Standing Maths Qualification or Other (UK Qualification)

RS Short Course – make sure that you enter this under the heading GCSE Short Course if you had only one lesson a week

Entering Units

You need only enter the Units of a qualification if you are resitting one or more units. Leave the grade as pending for the relevant unit and for the overall qualification, enter the date you are resitting and the overall result as pending.

AS Levels

Enter AS Levels under the Category GCE Advanced Subsidiary. Enter units only if you are resitting (see above) or if you are applying for Oxbridge, medicine, veterinary or dentistry courses.

Year 13 Courses

Enter the A Levels and/or Diplomas you are taking in Year 13 on to the application form and enter the result as pending with a result date of August 2018.

H&SC and Sport

Enter these under the Cambridge Technical headings:
Introductory Diploma – if you have 6 lessons per week
Diploma – if you have 12 lessons per week

Personal Finance / Financial Studies

Year 11 - IFS Level1/Level 2 Qualifications
Year 12 - IFS Certificate in Financial Studies
Year 13 - IFS Diploma in Financial Studies

Welsh Baccalaureate

For year 11 enter the Welsh Baccalaureate Intermediate Diploma
For Sixth form enter under the heading Welsh Baccalaureate Advanced Skills Challenge Certificate

When your application is complete (all sections are marked as complete)

Use the Pay/Send option to send your application to the Sixth Form Team. You will need to pay £24 by card or pass a cheque to Mrs Frankcom (cheques payable to UCAS).

Print out your application by clicking on Print Page at the top of the application screen and pass it to Mrs Frankcom along with the completed UCAS Application Information Sheet.

At this point your application has not been sent to UCAS so it can be returned to you for amendments if necessary.

Your application will not be processed by the Sixth Form team or sent to UCAS until you pass a printed copy of your UCAS application form and the UCAS App Info Sheet to Mrs Frankcom.

Your printed application will go to Mr Gavin who will arrange for a reference to be written by your form tutor. Once this has been entered on to your application along with your predicted grades it will be checked and then sent to UCAS. You can use Track to monitor your application's progress.

Note: Once your application has been sent to UCAS by the school it cannot be changed or amended.