

Name _____	Personal ID ____ - ____ - ____	User Name _____	Password _____
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## ***APPLY INFORMATION SHEET***

# **UCAS APPLY SYSTEM**

All our applications to UCAS are sent electronically using the **APPLY** application programme which is available on any computer anywhere in the world that is connected to the internet. There are many advantages associated with this system, namely:

1. The form is processed very quickly by UCAS and will be with your universities earlier.
2. Your form will be very neat and look professional.
3. There are many internal checks in the APPLY programme which eliminate careless errors.

## ***APPLICATION PROCEDURE***

**Your BUZZWORD is citytypes12**

**FAILURE TO FOLLOW THE PROCEDURE BELOW CAUSES DELAYS TO YOUR APPLICATION**

1. Complete APPLY form and print it out.
2. Give your tutor a copy to check – it will probably need amending.
3. Tutor signs form to confirm that the final version is OK.
4. Bring your signed form to AJB (in the History office).  
**ON NO ACCCOUNT MUST YOU ATTEMPT TO SUBMIT YOUR FORM TO AJB ELECTRONICALLY by clicking on SEND TO REFEREE' (It wastes time in the checking process).**  
**DO NOT COMPLETE THE DECLARATION**  
**DO NOT CLICK I AGREE.**
5. AJB checks your form and will either tell you to *SEND TO REFEREE* electronically or suggest changes. If changes are suggested you must resubmit to AJB for a further check.
6. No UCAS fee is required, school pays automatically. The **Exception is Ex CLS pupils who are reapplying who pay DIRECTLY at time of application by CREDIT CARD.**
7. After this you no longer have access to your file (only AJB can unlock it).
8. Your reference will now be added by the Headmaster's Secretary.
9. You will then make an appointment to see the headmaster and only after your interview will the form be sent off to UCAS.
10. A list of forms received by UCAS is displayed in the Careers Centre and updated regularly. If you have not heard from UCAS with in 3 weeks speak to AJB.

## **HINTS ON USING THE PROGRAMME**

Log on in normal way.

### **Courses**

FOR OXFORD, CAMBRIDGE, DURHAM YOU MUST ENTER THE COLLEGE CODE as well. See 'please add the following details for this course'

e.g. enter DOWNING (D)

### **Education - Qualifications**

You will all CLICK on GCSE,/GCE Advanced Subsidiary (NEW)/and GCE Advanced/Key Skills level – some will tick on other sections (principally *OTHER*).

1. Do **NOT** declare uncertificated AS grades in subjects you are taking on to A level.

Do **NOT** declare results of A level Mathematics if you completed the course in (6 modules) in the Junior Sixth. You may hold a grade but it has **NOT** been certificated yet and will **NOT** be certificated until 08/11 – So the grade is **NOT** entered on the form. This is very important. Your A level Mathematics is entered as *RESULT PENDING 08/2011 OCR*.

2. **DO** list your, as yet, uncertificated AS subject that you have dropped.
3. **DO** list your A level subjects.
4. You *may* enter the AS/A level module TITLES if you wish but **NOT** the grades.

Note If you want to draw attention to a particularly good performance at AS level refer to it in your personal statement and/or ask your tutor to mention it in his reference. He / She might not know unless you tell him.

**IGCSEs** Choose Other Qualifications; International GCSE and continue as before

### **EUROPEAN COMPUTER DRIVING LICENCE ECDL.**

Enter this under 'other' in 'OTHER' as European Computer Driving Licence ECDL. Enter result as 'PASS'. The Board is BCS (British Computer Society).

### **ADDITIONAL MATHS (Advanced)**

THIS IS **NOT** A GCSE.

Enter as *Other; Free Standing Mathematics Unit/Qualification*

It is the Adv(anced) qualification. It will then appear on your form as:

Other

Additional Mathematics A 08/2009 OCR Adv

### **MUSIC**

Music qualifications can be found under Other UK Quals; Music (Practical &/or Theory)

Only include the latest successes, not all the grades, and not e.g. Grade 1 Recorder at the age of 7!

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### ***Personal Statement***

There is **no** spellcheck etc for this section if you type directly into this space so you **MUST** do your statement in **WORD** and then **COPY** and **PASTE** into this space.

**You cannot exceed 47 lines of TIMES NEW ROMAN font – 12 POINT. DON'T try to change or exceed this as the APPLY programme will cut off your statement in mid sentence when you reach 47 lines – this should be more than ample space and you do not have to fill all the lines.**

**If you use any other font size or type in your word package it will automatically be changed to TIMES NEW ROMAN font (12 point) when you copy and paste into APPLY.**

Your personal statement is now complete.

**NOW GO BACK AND REREAD THE APPLICATION PROCEDURE AT THE START OF THIS SHEET.**

You must now get your tutor to check a **PAPER COPY** of your form. When he/she is happy with your form he/she initials the form and you hand the **signed** paper copy in to the Careers Centre for checking. AJB will check you form and then tell you either to 'Amend' your form or if it is OK, tell you to '**SEND TO REFEREE**'. ONCE YOU HAVE 'SENT YOUR FORM TO REFEREE' IT IS LOCKED AND ONLY AJB CAN UNLOCK IT.

No fee is required – school pays automatically.

**Ex CLS boys pay direct by credit card when they apply.**

While you have been completing your form your tutor has sent your reference to HM. The reference is checked and now added to your form and the complete form is now sent electronically to UCAS. If you have not heard from UCAS within 3 weeks of submitting your form, speak to AJB.

Good luck.

AJB  
June 2011

This is a list of the examination boards for the GCSEs you sat and the GCEs you are sitting:

<b>Subject</b>	<b>A/AS</b>	<b>IGCSE/GCSE</b>	<b>OTHER</b>
Additional Maths	OCR	see p2	OCR
Art	E	E	
<i>Biology</i>	OCR	E	
<i>Chemistry</i>	E	E	
Classical Civilisation	OCR	OCR	
Drama	AQA	E	
Economics	OCR		
Electronics	OCR		
<i>English Literature</i>	AQA	CIE	
<i>English Language</i>	AQA	CIE	<i>(First Language)</i>
French	AQA	OCR E ( <i>IGCSE</i> )	
Geography	AQA	CIE	
German	AQA	E ( <i>IGCSE</i> )	
Govern + Politics	E		
Greek Ancient	OCR	OCR	
History	OCR	CIE	
JACT Classical Civilisation	OCR		
Italian		E	
Key Skills (ECDL)			BCS
Latin	OCR	OCR	
<i>Mathematics</i>	OCR	E	
Mathematics (further)	OCR		
Mathematics (add further)	OCR		
Music	OCR	E (current 5 <sup>th</sup> year) CIE (current 4 <sup>th</sup> year and beyond)	
PE		OCR	
<i>Physics</i>	OCR	E	
Religious Studies	OCR	OCR	
Russian	AQA	E	
Spanish	AQA	E ( <i>IGCSE</i> )	
Science Double Award		E ( <i>IGCSE</i> )	

*Italics denote IGCSE*

July 2011