



When you want to continue working on your application you should click on '**Register / Log in to use Apply**', type in your **Username** and **Password** and click on '**log in**'

You can complete the sections of the application in any order and you do not have to do it all in one go but try doing the '**Personal details**' section first. There are more tips on each section below.

- ❑ **Don't forget to click on 'save' when you have added information**
- ❑ **When you have finished all the relevant parts of any section make sure you tick the 'section completed' box**

<u>Personal details</u>	<u>Additional information</u>	<u>Courses</u>
<ul style="list-style-type: none"> ❑ this part covers additional personal information including <ul style="list-style-type: none"> - where you live - your nationality - your status for assessing your entitlement to student grants, loans and fees payment - any disability ❑ follow the on-screen instructions for each question and use the drop-down menu lists and choices to help you ❑ leave the 'previous surname at 16th birthday' box blank unless you have actually changed your surname (for example by getting married!) ❑ for Country of birth click on 'see list' and choose ❑ for Nationality click on 'see list' and choose (if you have a UK passport you must choose UK Citizen first even if you were born elsewhere, but you can have dual nationality) ❑ for Area of permanent residence click on 'see list' and choose the London Borough or County that you live in ❑ in the Student support section you must choose 02 (Local Education Authority) unless you are an overseas fee-paying student. For Student support arrangements choose your LEA (the London Borough or County you live in) ❑ you must complete the Disability/Special needs section even if you don't have a disability (choose 'no disability') 	<ul style="list-style-type: none"> ❑ you must complete the Ethnic origin section but you can select the <i>'I prefer not to say'</i> option if you want to ❑ the Activities in preparation for higher education section is for summer schools, taster courses, residentials and other activities at universities (for London taster courses enter the Sponsor as 'Other') ❑ for Occupational background you enter the job of your parent or guardian who earns most (if they are unemployed or retired give the job they used to do) <u>This is not for your occupational background so don't put 'student' or what you do as a part-time job</u> 	<ul style="list-style-type: none"> ❑ this is where you enter details of your university course choices ❑ to enter course details click on 'add a choice' and then click on 'see list' to find the information you need <ul style="list-style-type: none"> • Institution code will give you an alphabetical list of universities to pick from and the code for this will be entered automatically • Course code will give you a list of the courses to pick from at the university you have chosen and the course code will be entered automatically • Campus code is needed if a university is on more than one site (including Cambridge or Oxford Colleges) otherwise just click on Main Site (-) • choose a Start date which is either 2011 or 2012 if you plan to take a Gap Year and apply for deferred entry • tick yes only if you are planning to live at home during your course ❑ You can enter courses in any order and 'Apply' will sort them for you when your application is sent to UCAS ❑ To change any of your courses (if you have already chosen five) you must first delete a course and then enter the new one

City of London School



Step-by-step Student Guide to using the UCAS internet application system - **Apply**

For 2012 Entry



This leaflet has been written to help you when you are using the UCAS Apply on-line application system.

Apply is easy to use.

If you have any problems talk to AJB/KPR or your tutor.

You can use Apply on any computer with internet access anywhere in the world.

<u>Education</u>	<u>Employment</u>	<u>Statement</u>
<ul style="list-style-type: none"> <input type="checkbox"/> enter the details for the college(s) and school(s) you have attended since the age of 11 starting with the most recent and work backwards <input type="checkbox"/> to make sure the school or college names are entered correctly click on 'find', type in part of the school name and then click on 'search' and find the school on the list (Exam centre number should be entered automatically when you choose the school). <input type="checkbox"/> enter details of dates attended <input type="checkbox"/> if you completed exam qualifications such as GCSEs or A Levels then choose 'yes' <input type="checkbox"/> click on 'save' and you can then add qualifications <input type="checkbox"/> click on GCSE / IGCSE or GCSE Double Award for GCSE subjects or A Levels for AS and A2 exams <input type="checkbox"/> start with your GCSEs if you did these and enter the Subject, Date, Awarding Body (exam board) and Grade <input type="checkbox"/> click on 'save and add similar' to enter more subjects or 'save' to view what you have entered so far or add a different kind of qualification <input type="checkbox"/> finally enter any exams you are studying for but have not yet taken and leave the date as pending (including new or extra AS levels not yet taken) <input type="checkbox"/> click on 'save' to complete <input type="checkbox"/> if you need to change anything you can click on the subject on the summary list <input type="checkbox"/> if your university choice requires you to do an additional entrance test such as BMAT or UKCAT (medicine), LNAT (law) or TSA (Cambridge) you have to enter this : click on 'Other qualification type not in this list' 	<ul style="list-style-type: none"> <input type="checkbox"/> you should only enter details in this section if you have done any paid work <input type="checkbox"/> this can be part-time or full-time jobs including weekend or holiday work <input type="checkbox"/> unpaid work experience (especially if it is relevant to your application and career plans) should be included in your personal statement <input type="checkbox"/> it doesn't matter if you can't remember or don't know the full address of your employer(s) <input type="checkbox"/> even if you don't enter anything in this section you will still need to tick the section completed box 	<ul style="list-style-type: none"> <input type="checkbox"/> you can type your personal statement directly into this section (but we recommend word-processing it separately first because there is no spell-check facility in 'Apply') <input type="checkbox"/> your Personal Statement should be no more than 4000 characters including spaces – 'Apply' allows 47 lines but UCAS advise us not to go right down to the bottom line which can sometimes get lost when UCAS print out copies of the application to send to universities later! <input type="checkbox"/> When you have completed it in WORD and have checked it you can copy and paste it in to 'Apply' : <ul style="list-style-type: none"> ▪ while you are in the 'Apply' system and on the personal statement section, open WORD and your document and highlight all the text ▪ press Ctrl + c ▪ minimise WORD ▪ switch back to the personal statement in 'Apply' and press Ctrl + v <input type="checkbox"/> even if your personal statement isn't complete you can save it and go back to it later by clicking on 'save' and this will also tell you how many lines you have used (maximum number of lines is 47) <input type="checkbox"/> you can preview what it will look like when it gets printed out at UCAS <input type="checkbox"/> you can change or correct it by clicking on 'edit'

- You can look at the progress of your application at any stage by clicking on 'view all details'**
- You can print out a copy of your application at any stage by clicking on the printer symbol at the top right of the screen**

When you feel sure that you have finished your application you must

- print out a copy to show to your tutor who will check and sign it if it is all correct
- take the printed and signed application copy to the Careers Centre for checking.
- It will be returned to you via your tutor with instructions to 'AMEND' or 'SUBMIT'
- Only when you have submitted electronically can your reference be added.