



***TBGS***

***UCAS and  
Personal Statement  
Guide  
2018/2019***

# How to apply

## Introduction

You complete your application online at [www.ucas.com](http://www.ucas.com) and click on **Apply**. Everything is explained; there is help text to answer any questions you may have. Click on the question mark or help link to access specific advice or phone the **UCAS Student Helpline on 0871 468 0468**.

The list on the left of the screen shows your progress; there will be green dashes next to a section that is in progress and red ticks to mark them as complete.

## Registration

When you register, you need enter your personal details, such as your name, address and date of birth. You are also asked to read and accept the terms and conditions for using Apply. The registration process generates your username and you create your own password, which you use to log in to Apply. Applications need to be linked to our centre to enable Tutors to write and attach references to student applications. **The buzzword is TBGS2019.**

## Personal details

Some of this section will be filled in automatically with the details you entered during registration. You should check that the information is correct, such as your name, address, date of birth and contact details. You are also asked for further information that the universities and colleges require, such as your nationality, residential status and any disabilities you may have.

## Additional information

If you live in the United Kingdom, you are asked for additional details about any non-examination-based activities you have undertaken in preparation for Higher Education, and other information designed to help UCAS and the universities and colleges to monitor applications and equal opportunities, such as your National Identity and Ethnic Origin.

## Choices

In this section, you need to enter the courses and universities and colleges to which you are applying. For each choice, you will be asked to indicate if you will be living at home or in student accommodation, and if you are applying for deferred entry, i.e. starting the course in 2018. There's space for 5 choices, but you don't have to use them all - you can apply for just one if you know exactly where you want to go.

There are so many choices that it's hard to know where to start. Make sure you're choosing a course for the right reasons - are you going to be happy studying the course? If you have a career in mind, do you need a specific qualification? Deciding what to study requires lots of research, so take time to look at what's available.

**Some subjects, such as law and medicine, require applicants to take an admissions test for particular institutions. Although it could be perceived as daunting, passing the test is a valuable experience which can also prepare you for the work you will encounter on the course. You are responsible for finding out whether your chosen subject or university requires you to take an admissions test.**

## Education

You need to include where you are currently studying and have studied in the past and which qualifications you have or are currently taking. You are asked to fill in details of your Schools or Colleges and include a list of your qualifications. Please make sure that you have included all relevant qualifications, including any that you have completed and any which you are currently taking.

## Employment

In this section, you fill in the details of your work history and employers. You can add up to five employers. If you have not had any jobs, you can leave this section blank, but you will still need to mark it as complete in order to continue with your application.

### **Personal statement**

You are asked to put together a personal statement which tells your universities and colleges why you are applying for the course(s) you have chosen and why they should want you as a student. This statement helps universities and colleges to know more about you as a person.

Only one personal statement is submitted for all five choices so it needs to be relevant to all of the courses.

The personal statement must address the following:

**Why you have chosen your subject, why the subject interests you, aspect of current studies that relate to your degree, why you would make a good student, details of any hobbies, interests, extra-curricular activities, part-time jobs/work experience – particularly if it is relevant to your degree subjects, positions of responsibility – in or outside of school/work, attributes that make you special, unique or interesting, and any future plans.**

**You are required to demonstrate enthusiasm and commitment, but above all, ensure that you stand out from the crowd.**

*There is an awful lot of information that needs to go into a personal statement; it is difficult to write and will take several attempts.*

For further information on putting together your personal statement, please visit [www.ucas.com/students/applying/howtoapply/personal\\_statement](http://www.ucas.com/students/applying/howtoapply/personal_statement).

*If you need help, please do ask your parent/carer or Tutor for assistance.*

**Once each section in Apply has been marked as complete, you will need to agree to a declaration. It is important to read right through the declaration before agreeing to it and pay using the Pay/Send option.**

### **Reference**

Whilst you are completing your application, your UCAS Co-ordinator collates all your subject references together. This is forwarded on to your Tutor who will put together a reference and write about you and your suitability for the course. This information is added to your application by your UCAS Co-ordinator once you have agreed and paid, see below.

### **Declaration**

Once each section in Apply has been marked as complete, you will be asked to agree to the declaration. It is important to read right through the declaration before agreeing to it. Please read the information carefully and move on to the payment section.

### **Payment**

There is a fee for making an application for higher education. The amount depends upon how many courses, universities and colleges a student applies to. The cost for one choice application is £13 and £24.00 for 2 or more choices. You pay the application fee online using a **credit** or **debit card**. After this section is complete, your application is sent to your UCAS Co-ordinator for further processing.

### **Parent Checklist:**

- Help as much as possible
- Attend open days with son/daughter
- Proof read application
- Support son/daughter in meeting school and UCAS deadlines
- [www.ucas.com/documents/ucasguides/parentguide2018.pdf](http://www.ucas.com/documents/ucasguides/parentguide2018.pdf)

# Special pathways

## **MAKE SURE YOU KNOW IF YOU NEED TO TAKE AN ADMISSIONS TEST**

Some universities and colleges require you to pass an admissions test as well as standard qualifications if you are applying for courses in certain subjects. The details for some of these tests are provided below.

**Other admissions tests may be required which are not listed. Please check the Entry Profiles for your chosen course(s) on Course Search ([www.ucas.ac.uk/students/coursesearch](http://www.ucas.ac.uk/students/coursesearch)), or contact your chosen universities and colleges.**

**There are tight deadlines. Students need to ensure they register as soon as they have chosen their course/university. This is very important and the student's responsibility.**

### **Law Degrees**

**LNAT (National Admissions Test for Law)**

LNAT helps universities to make fairer choices by helping them to learn more about their applicants and their aptitude for studying law. LNAT is designed to be a test of aptitude rather than educational achievement. The skills that candidates need to do well in the LNAT are also the skills that they need to do well in legal education. You must take the National Admissions Test for Law if you are applying to the following universities:

Birmingham, Bristol, Durham, Exeter, Glasgow, King's College London, Nottingham, Oxford, University College London, SOAS.

You must register for the test on [www.lnat.ac.uk](http://www.lnat.ac.uk) before the end of October. The test takes place in November.

### **Medicine**

**BMAT (BioMedical Admissions Test) and UKCAT (UK Clinical Aptitude Test)**

This is a subject-specific admissions test taken by applicants to certain medicine, veterinary medicine and related courses.

**Medicine, you must take:**

The BMAT test if you are applying to Cambridge, Imperial College London, Oxford, University College London;

the UKCAT test if you are applying to Aberdeen, Brighton and Sussex, Cardiff, Dundee, Durham, East Anglia, Edinburgh, Exeter, Glasgow, Hull/York, Keele, King's College London, Leeds, Leicester, Manchester, Newcastle, Nottingham, Plymouth, Queen Mary's College London, Queen's University Belfast, Sheffield, Southampton, St Andrew's, St George's London.

**Dentistry, you must take:**

The UKCAT test if you are applying to Aberdeen, Brighton and Sussex, Cardiff, Dundee, Durham, East Anglia, Edinburgh, Glasgow, Hull/York, Keele, King's College London, Leeds, Leicester, Manchester, Newcastle, Nottingham, Plymouth, Queen Mary's College London, Sheffield, Southampton, St Andrew's, St George's London.

**Veterinary Medicine, you must take:**

The BMAT test if you are applying to Cambridge, the Royal Veterinary College.

For the BMAT test, you must register on [www.admissionstests.cambridgeassessment.org.uk/adt/bmat](http://www.admissionstests.cambridgeassessment.org.uk/adt/bmat) before 1 October 2018. For the UKCAT test, you must register on [www.ukcat.ac.uk](http://www.ukcat.ac.uk) before 20 September 2019.

BMAT test date: 5 November 2018

UKCAT test date: last test date is 4 October 2018.

### **Oxbridge**

A number of Oxbridge courses require admissions tests, see:

[http://www.ox.ac.uk/admissions/undergraduate\\_courses/applying\\_to\\_oxford/tests/](http://www.ox.ac.uk/admissions/undergraduate_courses/applying_to_oxford/tests/)

<http://www.study.cam.ac.uk/undergraduate/apply/tests/>

for further details.

# TBGS UCAS Process 2018-2019

June 2018

- Higher Education programme begins (UCAS Prep Day 19th June).
- Register and commence UCAS application on-line, visit [www.ucas.com/students/apply](http://www.ucas.com/students/apply).
- HE Evening with parents (20th June 7pm).
- Apply for 'UCAS Card' to receive free monthly newsletters providing advice on the application process, advance information on universities, and discounts on goods and services [www.ucas.com/ucascard](http://www.ucas.com/ucascard).

July 2018

- Students start to complete UCAS form and Personal Statement
- If a student is applying for **Medicine, Dentistry, Veterinary Medicine, Veterinary Science courses and all courses at the Universities of Oxford and Cambridge (Oxbridge) (15th October deadline)**, you need to inform Mr Bainbridge and your Tutor.
- Student researches into courses and universities -[www.ucas.com/students/choosingcourses](http://www.ucas.com/students/choosingcourses).
- Draft Personal Statement – *use feedback from subject teachers, seek advice from Tutors or visit [www.ucas.com/students/applying/howtoapply/personalstatement](http://www.ucas.com/students/applying/howtoapply/personalstatement).*

August 2018

- Further draft Personal Statement

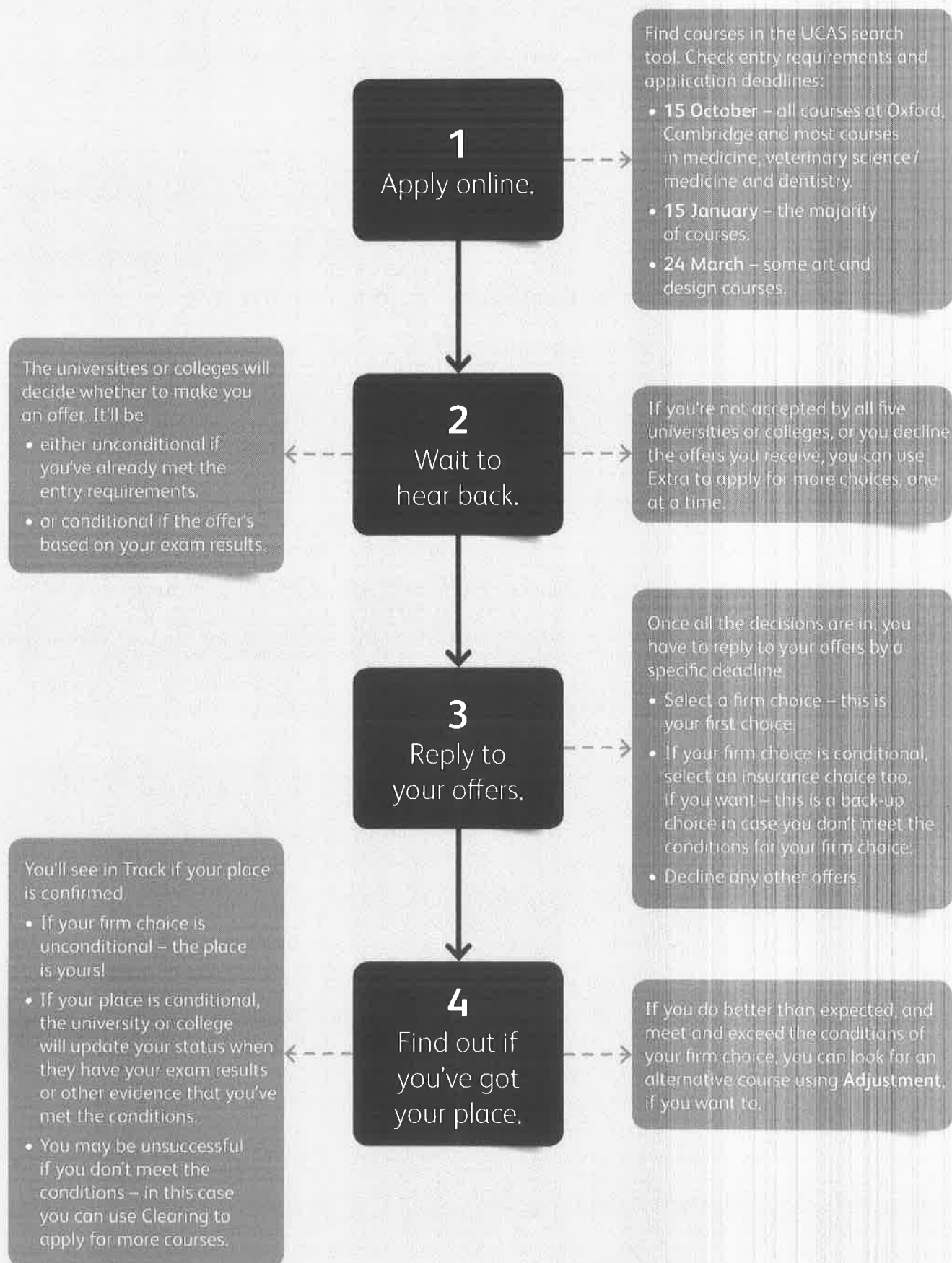
September 2018

- If applying for courses with a **15 October deadline**, your Completed UCAS application must be submitted, paid and sent by the **21st of September**. (this allows time for Tutors to add reference and send off to UCAS)
- Student to make subject teachers aware of their intentions to go to university and discuss UCAS Predicted grades.
- Complete UCAS Application on-line.
- Students applying for all other courses with a 15 January 2019 deadline, liaise with Form tutor, and if changes have been made to application, amend UCAS application on-line by **18th December 2018**. Once completed, select PAY and SEND to enable the UCAS Co-ordinator to process application further.
- If the student's course requirement is to undertake an **Admission Test**, student to advise both the UCAS Coordinator and Examinations Officer.

Oct 2018 - Jan 2019

- UCAS applications are processed further by UCAS Co-ordinators to meet the necessary deadlines of 15 October 2018 and 15 January 2019.
- Tutor references are added to the application.
- Final check by Tutor. *(At this stage, amendments may still be made. Students to check status on-line regularly. The requested changes to be made as soon as student has been advised to. Once completed, student to select PAY and SEND to return the application to the UCAS Co-ordinator).*
- Final version of UCAS application is approved by the UCAS Co-ordinator *(Students to continue checking status on-line in case further improvements need to be made to the application. Once completed, student to select PAY and SEND to return the application to the UCAS Administrator).*
- Application is sent to UCAS.

## Application flowchart



## Education

Please state the highest level of qualification you expect to have before you start your course

Below honours degree level qualifications

Select this option

These are examples  
Check your exam boards

Torquay Boys' Grammar School (10490, 09/2012 – 07/2019, FT)

### GCE Advanced Level

	08/2019	
English Literature	08/2019	AQA
History		AQA
Media Studies	08/2019	AQA

### GCE Advanced Subsidiary (first award 2001)

Only required for AS further Maths and EPQ

## GCSE

Additional Science	A	08/2017	AQA
Drama	B	08/2017	AQA
English	A*	08/2017	AQA
English Literature	A*	08/2017	AQA
History	A	08/2017	AQA
Mathematics	B	08/2017	AQA
Media Studies	A*	08/2017	AQA
Science	B	08/2017	AQA
Spanish	A*	08/2017	OCR
Statistics	B	08/2017	AQA
		08/2017	
		08/2017	
		08/2017	

# ***Writing your Personal Statement***

**This is your chance to tell the universities and colleges you have chosen why you are applying, and why they should want you as a student. A good personal statement is important - it could help to persuade an admissions officer to offer you a place. In many cases, applicants are not interviewed, so this may be your only chance to make your case.**

**Consider carefully the information you give to support your application and the best way to present it effectively. You must be truthful and accurate in what you write. Do not put anything you cannot substantiate. It is up to you how you write your statement but we suggest you include some or all of the following points.**

- **Why you have chosen the courses you have listed. Remember that, although each university or college that you have applied to cannot see your other choices, they will all see the personal statement.**
- **What interests you about your chosen subject? Include details of what you have read about the subject or specific aspects of the subject that you have particularly enjoyed.**
- **What makes you particularly suitable for your chosen course? You could include details of your performance in individual units of your AS level, assuming they are impressive enough, or you could negotiate with your tutor to include it in the reference.**
- **Any job, work experience, placement or voluntary work you have done, if it is relevant to your subject. You may want to explain the skills and experience you have gained from these activities . Any sponsorship or placements you hold or have applied for.**
- **What else makes you stand out from other candidates? For example:**
  - **Details of non-accredited skills and achievements which you have gained through activities such as Ten Tors, the Duke of Edinburgh Award or Young Enterprise.**
  - **Any positions of responsibility you have held in or outside of school.**
  - **Your social, sports or leisure interests (be selective and don't just list them).**
- **If you are planning to take a year out, your reasons why.**
- **Your future plans, if they are specific enough.**

**This is how the Admissions Tutors will assess your personal statement...**



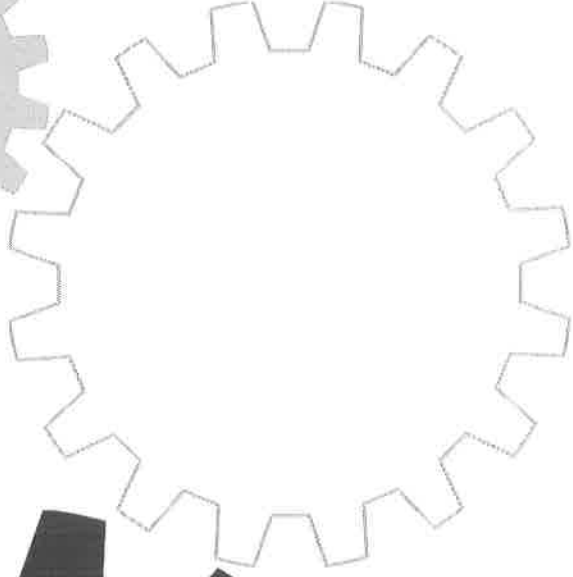
## Personal Statement/Reference Rationale

The Personal Statement and Reference provide important supplementary indications of ability, motivation and potential, as well as information about personal circumstances and social and cultural context. They are read carefully and taken into account in reaching a decision. Criteria for assessing the Personal Statement may include, for example:

- **Demonstrated interest in and commitment to the subject**
- **Evidence of clear thinking and understanding**
- **Appropriateness of the course in relation to the candidate's declared interests and aspirations**
- **Non-academic achievement and/or experience, or extra-curricular interests, that indicate the likely contribution a candidate will make to the life of the University**
- **Other relevant skills – eg foreign languages**

*Attached is an example of how Exeter University scores each University application. Please note how your Tutor reference counts double.*

*I also strongly recommend you viewing the information on K:UCAS about how to write your personal statement as well as specific information related to Medics, Dentists, Law, Veterinary Science and Oxbridge. Feel free to copy the information to your memory stick for use at home.*



/SF\_England

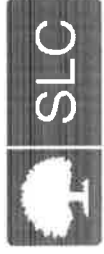


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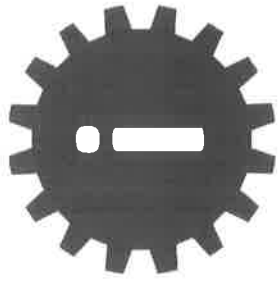
[www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)



Student Loans Company



studentfinanceengland  
The student finance experts



# STUDENT FINANCE ENGLAND

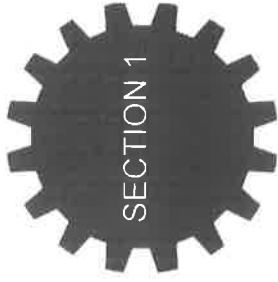
## AN INTRODUCTION

Student Finance England (SFE) provide financial support on behalf of the UK Government to students from England entering higher education in the UK.

- The two main costs you'll have while studying are tuition fees and living costs.
- **There's student finance available to help students with both\*.**
- Depending on your circumstances, course and where you study, you may be able to get a range of financial help and support.



\*Full-time students. Part-time students can get tuition fee and DSA support from SFE.

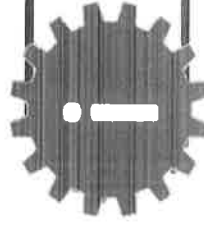


# TUITION FEES AND LOANS

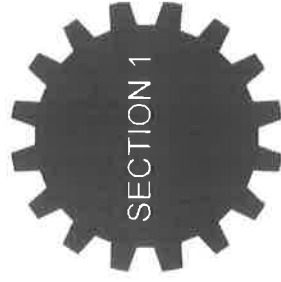
## AN OVERVIEW

With tuition fees of up to £9,250, how can you afford to go to uni?

- Eligible students **won't** have to pay any tuition fees up front.
- A Tuition Fee Loan is available to cover the fee charged by a university or college.\*
- A Tuition Fee Loan doesn't depend on household income.
- SFE pay the Tuition Fee Loan directly to your university or college.
- The loan is repayable, but only when your income is over £21,000 a year.



\*Up to £9,250 for full-time courses at a publicly-funded uni or college or up to £6,165 for approved courses at private providers.



# MAINTENANCE LOAN

## AN OVERVIEW

A Maintenance Loan is available to help with your living costs while in higher education.

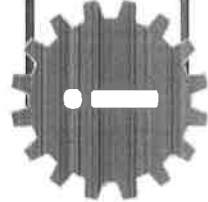
- All eligible students can get some maintenance support.
- The amount of Maintenance Loan you can get depends on where you live and study.
- Maintenance Loan is paid directly into your bank account each term.
- Maintenance Loans have to be paid back but not until you've left university and you're income is over £21,000 a year.



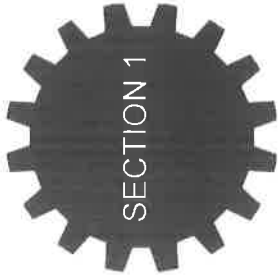


# MAINTENANCE LOAN

## MAXIMUM LEVELS FOR 2017/18



If studying overseas as part of a UK course, Maintenance Loan support is still available; up to £9,654 for 2017/18.



# EXTRA SUPPORT

## BURSARIES AND SCHOLARSHIPS

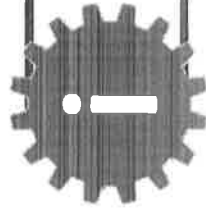
Many universities and colleges offer financial support to their students through bursaries and scholarships:

### **Bursaries:**

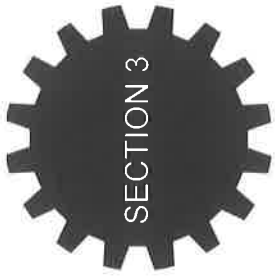
- linked to personal circumstances and often, household income
- awards can include discounted tuition fees, accommodation or cash

### **Scholarships:**

- linked to academic results or ability in an area such as sport or music
- can be subject specific and are usually limited in numbers



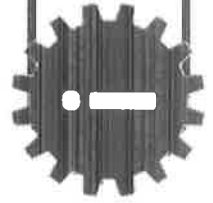
Check university/college websites and ask at open days to see what they offer and how/when to apply....don't miss out!!



# STUDENT LOAN REPAYMENTS

## THE FIGURES

Income each year before tax	9% will be deducted from	Monthly repayment (Approx)
£21,000	£0	£0
£22,000	£1,000	£7
£23,500	£2,500	£18
£27,000	£6,000	£45
£30,000	£9,000	£67



Interest is applied to your loan at a maximum rate of RPI +3%  
More info can be found on: [www.slc.co.uk/repayment](http://www.slc.co.uk/repayment)