



## UCAS : GUIDELINES FOR STUDENTS – 2024 ENTRY

### Essential information for applying online:

- UCAS website : [www.ucas.com/apply](http://www.ucas.com/apply)
- **Buzzword** : 'trinitysixthform2025'. Tick the box that you are applying through a school and you will then be asked for the buzzword. You will then be connected to Trinity Church of England High School.
- **Your user name**: (will be given to you automatically when you register) **Make a note of it.**

### When do I apply?

- Register from July 2024. Register/ Log in to use Apply **2025** and **not** 2024
- Mid September 2024 – You can start sending your application to UCAS
- 15<sup>th</sup> October 2024 (6pm) – closing date for Oxbridge and medicine/dentistry/veterinary science. All information to be completed and send **by Thursday 1<sup>st</sup> October 2024**
- Trinity Deadline for all other applicants **Monday 30<sup>th</sup> November 2024**.
- Your UCAS fee will need to be paid by debit or credit card – it will cost £27.50. If you are on the Bursary please speak to your Head of Year for assistance.

**WHEN YOU PAY/SEND YOUR APPLICATION DOES NOT GO DIRECTLY TO UCAS – IT COMES TO THE SIXTH FORM TEAM FOR APPROVAL AND TO ADD YOUR REFERENCE**

### **Electronic Application Form**

- Complete UCAS Application online
- Help notes appear for each section of the form
- Automatic checking prevents mistakes (except spelling mistakes)
- Quick and easy corrections
- Personal statement should be pasted in from a Word package/Unifrog
- Faster processing by UCAS
- When entering **qualifications** you will need to know the exams boards as well as your grades

### **How do admissions tutors make their decisions?**

- GCSEs
- AS results (not as much these days however, if you have AS grades they will consider them)
- A Level predictions
- Personal Statement
- Interviews
- Universities are looking for **academic potential** as well as **academic record**.

### **PERSONAL STATEMENT**

Writing your personal statement is probably the most important aspect of your UCAS application. Many students are competing for the same place and this is your opportunity to prove that you are different from the others; you have something special and unique to offer.

The process can be daunting but try to follow the bullet points below:

- Read some exemplars before you start writing.

## Trinity Sixth Form

- Brainstorm your ideas – everything you can think of that makes you who you are!
- If you know which course you want to do, attempt an opening paragraph explaining why you have chosen the course and what your plans are for the future.
- Don't forget to explain the personal benefits you gain from everything you do, eg: prefect duties and part-time jobs. Think about the skills developed by these activities.
- Be succinct! You have a limited number of characters (4,000 characters over 47 lines – that's all!) and you don't want to bore anybody!
- Your final copy, however, must be coherent and the paragraphs must be linked. The final paragraph should relate back to the first if possible, summing up why you would be ideal for the chosen course.
- When you think you have finished, proofread very carefully, preferably aloud, checking punctuation, grammar and spelling as you go. Ask someone else to check it as well before giving it to your Form Tutor.
- Then, sit back and wait for the offers to come pouring in!

There are lots of places where you can find advice on writing a personal statement eg the UCAS Website, the other documents in the Moodle folder and indeed, many other websites on the internet. Whilst these are useful, it is important to remember that you are writing a **PERSONAL** statement and that you should **beware of plagiarism**, - UCAS uses a system called 'Copycatch' to detect plagiarised statements. AI software will detect those created using AI packages. Should you be caught plagiarising UCAS will inform the universities you have applied to and they may withdraw your offers. I can assure you this happens. A student of mine a few years back used one sentence in her personal statement that was plagiarised and UCAS found it and contacted ALL her universities to let them know – she had her offers withdrawn.

### EXTRA NOTES

- **All personal statements MUST be completed on Unifrog so that your teachers can access them and help support you.**
- **MAKE SURE YOUR NATIONALITY IS CORRECT. IF YOU WERE BORN IN THE UK YOU MUST PUT YOUR NATIONALITY AS UK CITIZEN OTHERWISE YOU COULD GET CHARGED INTERNATIONAL FEES (£19,000).**
- Personal statement is limited to 47 lines - 4000 characters. Cut & Paste this into your application as the website can be very busy.
- Remember to check with your **SUBJECT TEACHERS** what **GRADES** you have been **PREDICTED** as these could have changed since your reference was written in September.
- **ALL AS results** must be entered even if you if you received an unsuccessful grade (U)
- If you are **RE-SITTING** a qualification you need to enter it twice: once as a completed qualification with the grade achieved and once as a qualification with the result pending.
- **A-Level subjects** should all be listed with grades pending June 2024
- **FEE CODE: is generally 02** but check if you are unsure.
- Do not ignore any 'red' highlighted areas - you must correct information in them.
- Further info: Full guide to applying on-line is on the UCAS website.
- **Do not assume that your application has been sent off, as it may have been returned to you for editing. You will be informed by email if this is the case.**