



Bishopbriggs Academy  
EAST DUNBARTONSHIRE

# UCAS APPLY

*Online Applications for Higher Education 2023-24*



# UCAS

A QUICK GUIDE ON HOW TO  
GET STARTED!



# Who are UCAS?

*(University & Colleges Admissions Service)*

<https://www.ucas.com/corporate/about-us/who-we-are>

- UCAS is an independent charity providing information, advice, and admissions services to inspire and facilitate educational progression. Their services support young people applying for undergraduate and postgraduate courses.
- In 2014, their undergraduate admissions service handled almost three million applications from 700,000 UK, EU, and international students. They are proud to have helped over 512,000 students secure a full-time place at one of over 380 universities and colleges across the UK.
- They also provide information, advice, and admissions services for UK Conservatoires, for Initial Teacher Training (UCAS Teacher Training) and taught postgraduate courses (UCAS Postgraduate).



## UCAS Website

Their secure website is where you apply, but it also offers other vital sources of information. For example:

- **UCAS Hub** – *where you input your application and track it once processed*
- **Students** – *information and guidance on Higher Education (and Initial Teacher Training/Postgraduate courses)*
- **Parents** - *where parents can find the answer to many of their questions to help support you. Also, parents can register to receive e-bulletins to keep them up-to-date with the application process*
- Online bookstore
- And much, much more!

➔ <http://www.ucas.com> ←



## Preparing to apply

- Visit the UCAS website (<http://www.ucas.com/>)
- Look at University prospectuses- these can be found online or in the school library.
- Research Universities and find one that's right for you (<https://www.thecompleteuniversityguide.co.uk>)
- Speak to your Guidance Teacher, Year Head, Careers Adviser, PT Employability & Teachers about your field of interest.
- Discuss your options with family and friends (speak to former 6<sup>th</sup> year students about how they researched and made their decisions)
- Make a shortlist. You should aim to put together a shortlist of potential courses and institutions. You can have up to 5 university choices (4 university choices for Medicine, Veterinary Medicine, Veterinary Science, Dentistry)



## Get out there!

- Visit Open Days, Taster Courses and Education Conventions:
  - Enrol on Taster Courses or Summer Schools. A number of UK universities and colleges offer students the chance to experience academic and social life in a higher education setting. Check their websites.
  - Study a free online course like FutureLearn.
  - Find out more at a UCAS higher education event or a university or college open day.

Details of Open Days can be found on [www.coa.co.uk](http://www.coa.co.uk)

- or <http://www.ucas.com/>
- It is almost impossible for you to make your mind up about an institution from a prospectus or website – you need to take a look around the place itself!
- Keep an eye on SMHW and look out for announcements of up and coming open days during weekly assemblies.



## What else can I do?

- Visit Unistats – this website brings together a wealth of authoritative information to compare subjects at UK universities and colleges. [unistats.direct.gov.uk/](http://unistats.direct.gov.uk/)
- Visit the homepage of <http://www.ucas.com/> and get all the information you need on choosing a course, attending UCAS conventions and listen to other students talking about how they decided on their course choices.
- Visit My World of Work to get further information about University and the courses available:  
<https://www.myworldofwork.co.uk/college-and-university-0>
- Parents – visit parent section of UCAS website (sign up to the Newsletter & download the Parent Guide):  
<https://www.ucas.com/undergraduate/applying-university/ucas-undergraduate-advice-parents-and-guardians>



## UCAS TARIFF

- The UCAS Tariff is a means of allocating points to post-16 qualifications used for entry to higher education.
- The table below outlines the tariff points associated with Scottish Higher/Advanced Higher Qualifications.
- Not all institutions use the Tariff and may use **grades** instead
- Check carefully entry requirements
- See tariff calculator to check your qualifications:

<https://www.ucas.com/ucas/undergraduate/getting-started/entryrequirements/ucas-undergraduate-tariff-points>

<b>Advanced Higher</b>	<b>Higher</b>	<b>Tariff points</b>
A		56
B		48
C		40
D		32
	A	33
	B	27
	C	21
	D	15



# COURSE SEARCH

Visit Course Search at  
<http://www.ucas.com/>

**or**

<https://www.myworldofwork.co.uk/learn-and-train/course/search>

- This will give you specific course information to help you shortlist and find the course that is right for you. It will also help to differentiate between courses which have similar names but the content is different.
- As outlined previously, make sure that you understand the entry requirements and are realistic about the points/grades you need so you do not waste choices! To understand points, check the UCAS Tariff calculator.
- As well as your on-line application through UCAS, check if you need to do anything else: i.e. submit a paper application; admission tests; provide additional evidence requests (portfolio), attend an interview, audition, etc; information should be shown under Course Search.





# NUMBER OF CHOICES

- A **maximum of 5** university choices (simultaneous), except for the following:
  - Medicine, dentistry, veterinary medicine or veterinary science – **maximum of 4 university choices**.
  - Oxbridge – students can only apply to **one** (i.e Oxford or Cambridge), not both.  
*(Students can only apply to both if they already hold a degree or expect to hold a degree before the course starts).*
- There is no disadvantage to applying for a variety of courses and may **increase** your chance of an offer; however, if these courses are at the same university, the student may wish to give an explanation in their personal statement.
- If you wish to defer your entry to **2025**, you should first check with the university that the course will be available the following year; if so tick the “defer” box next to your course choice on your application. *If you decide **after** your application has been sent to defer, then you will need to contact the university directly.*



## WHEN DO I APPLY?

- To give yourself the best chance, **as soon as possible.**
- You can begin your online application now, although completed applications cannot be submitted to UCAS until 5<sup>th</sup> September. *Your guidance teacher will show you how to register and navigate the UCAS online system.*
- Allow plenty of time for your Guidance Teacher to write your reference; along with your personal statement this can be the most important part of your Application.
  - See the next page for the Bishopbriggs Academy deadlines.



It is vital that you stick to the deadlines below and don't leave your application to the last minute. The quicker you can get your application finalised, the sooner you will start receiving offers.

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## Bishopbriggs Academy Deadlines

First draft of Personal Statement: Monday 4<sup>th</sup> September

Final Draft of Personal Statement: Monday 2<sup>nd</sup> October

Final submission of application: Monday 13<sup>th</sup> November



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## National UCAS Deadlines

### UCAS - Key dates and deadlines

- >
  - **Now** : Through PSE the application process has started
  - **5 September**: School can start to submit completed applications to UCAS
  - **12 September**: UCAS Exhibition – SEC Glasgow
  - **2 October** : Music/Drama Courses - Conservatoire (CUKAS)
  - **16 October**: deadline for
    - Medicine, Veterinary, Dentistry
    - Oxford or Cambridge
- **31 January**: main deadline
- **28 February**: UCAS Extra opens
- **5 July**: UCAS Clearing opens

Admissions test *may* need to be completed prior to applying

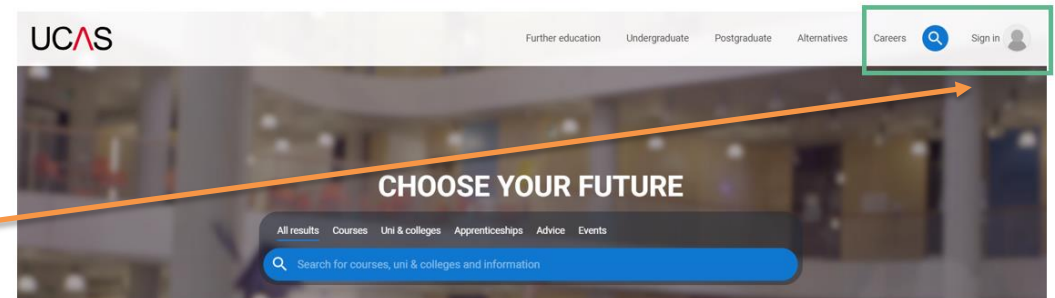
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# APPLICATION PROCESS (*online application – UCAS Hub*)

## How do I apply?

1. Head to [ucas.com](https://ucas.com)
2. Select **Sign in** from the drop-down menu
3. Select the relevant sign in - **2024 Entry**
4. Choose **Register**
5. Complete the short form. Make sure your **password** is **memorable**.
6. **Verify** your email address. (A code will be sent to the address you register with)
7. UCAS will then ask you questions like when you want to start studying, where you live and what you're interested in so they can tailor the information you see.
8. Make sure you choose the correct study year, **2023** if you want to start next year.
9. Choose the correct level of study (**Undergraduate** if still at school)
10. Select the **subjects** that you are interested in – you can change these at any point in your preferences.
11. Then scroll right to the bottom to **Create account**.





There are 8 sections (\*Sub sections all included within personal details section):

1. Personal Details (\*Contact & Residency, Nationality Details, Supporting Information, English language Skills)
  2. Work Experience – any relevant work experience that will support your application
  3. Education – school / college details, academic qualifications (This must include all relevant N4, N5, Higher, AH or any other qualifications you have undertaken. You must also include the subjects you are taking **this year**)
  4. Finance & Funding (Fee Code 02 UK) Student AA Scotland – Support Arrangements
  5. Diversity & Inclusion (UK Only)
  6. Personal Statement – your chance to promote your application. This can be prepared in advance in Word and then cut and pasted (**47 lines of text, 4000 characters in Times New Roman (12)**). *Make sure it is your own work! UCAS carry out checks to verify that personal statements are the applicant's own work. UCAS will also carry out verification checks on identity and academic qualifications.*
  7. Choices – your choice of course (up to 5 choices maximum)
  8. Reference (Your Guidance teacher will complete this for you once your application has been finalised)
- Once all sections are complete (including your reference from your guidance teacher), you must pay and send to Mrs Kerr who will check application. It will be either be sent to UCAS or returned to student for amendment. Student then re-sends application to Mrs Kerr.
  - Fees **£27.50** for up to five university choices  
(*student pays by credit/debit card once application is complete before sending to UCAS adviser - Mrs Kerr*).



## Other Useful Resources

- [www.ucas.com](http://www.ucas.com)
- <https://www.myworldofwork.co.uk/learn-and-train/college-and-university>
- [www.thestudentroom.co.uk/](http://www.thestudentroom.co.uk/)
- [www.university.which.co.uk/](http://www.university.which.co.uk/)
- <http://www.bestcourse4me.com/>
- [www.whatuni.com/](http://www.whatuni.com/)
- [www.thecompleteuniversityguide.co.uk/](http://www.thecompleteuniversityguide.co.uk/)
- <http://www.theguardian.com/education/universityguide> *check site for updated version*
- [www.thecompleteuniversityguide.co.uk/times-university-guide-and-league-tables/](http://www.thecompleteuniversityguide.co.uk/times-university-guide-and-league-tables/) *check site for updated version*
- <http://www.thecompleteuniversityguide.co.uk/league-tables/rankings> - *check site for updated version*
- [http://www.thesundaytimes.co.uk/sto/public/university\\_guide/article1607931.ece](http://www.thesundaytimes.co.uk/sto/public/university_guide/article1607931.ece)
- <http://icould.com/watch-career-videos/>



## Common Mistakes to look out for!

- Email address: remember - a university selector will see this, so avoid anything rude and crude!
- Dual nationality: only fill in if you have a passport of a second country
- Permanent residence/student support: the name of your local authority
- Fee code: usually 02. Common mistakes are people selecting 01 (private finance) and 99 (other)
- Education: check for missing exams, including those to be taken, and ensure that all dates are included
- Education: incorrect course codes- please check using the list overleaf
- Include other admissions tests i.e. UCAT, LNAT





# Course Codes

Code	Level	Course Name
C800	NAT5	Accounting
C801	NAT5	Administration & IT
C804	NAT5	Art & Design
C807	NAT5	Biology
C810	NAT5	Business Management
C813	NAT5	Chemistry
C816	NAT5	Computing Science
C819	NAT5	Design & Manufacture
C821	NAT5	Drama
C823	NAT5	Engineering Science
C824	NAT5	English
C827	NAT5	ESOL
C828	NAT5	Fashion & Textile
C830	NAT5	French
C832	NAT5	Gaidhlig
C833	NAT5	Geography
C834	NAT5	German
C835	NAT5	Graphic Communication
C836	NAT5	Health & Food Technology
C837	NAT5	History
C839	NAT5	Hospitality
C847	NAT5	Mathematics
C848	NAT5	Media Studies
C849	NAT5	Modern Studies
C850	NAT5	Music
C856	NAT5	PE Core
C857	NAT5	Physics
C862	NAT5	Practical Woodworking
C864	NAT5	RMP Studies
C869	NAT5	Spanish

Code	Level	Course Name
C801	HIGH	Administration & IT
C804	HIGH	Art & Design
C810	HIGH	Business Management
C813	HIGH	Chemistry
C816	HIGH	Computing Science
C821	HIGH	Drama
C823	HIGH	Engineering Science
C824	HIGH	English
C827	HIGH	ESOL
C828	HIGH	Fashion & Textile
C830	HIGH	French
C832	HIGH	Gaidhlig
C833	HIGH	Geography
C834	HIGH	German
C835	HIGH	Graphic Communication
C836	HIGH	Home Economics - Health & Food Technology
C837	HIGH	History
C840	HIGH	Human Biology
C847	HIGH	Mathematics
C849	HIGH	Modern Studies
C850	HIGH	Music
C854	HIGH	Philosophy
C855	HIGH	Photography
C856	HIGH	Physical Education
C857	HIGH	Physics
C858	HIGH	Politics
C863	HIGH	Psychology
C864	HIGH	Religious, Moral & Philosophical Studies
C869	HIGH	Spanish

Code	Level	Course Name
Art and Design (Expressive)	C805	New Advanced Higher
Art and Design (Design)	C806	New Advanced Higher
Biology	C807	New Advanced Higher
Chemistry	C813	New Advanced Higher
Computing Science	C816	New Advanced Higher
Drama	C821	New Advanced Higher
English	C824	New Advanced Higher
French	C830	New Advanced Higher
Gaidhlig	C832	New Advanced Higher
Geography	C833	New Advanced Higher
History	C837	New Advanced Higher
Mathematics	C847	New Advanced Higher
Modern Studies	C849	New Advanced Higher
Music	C850	New Advanced Higher
Physical Education	C856	New Advanced Higher
Physics	C857	New Advanced Higher
RMPS	C864	New Advanced Higher



## UCAS Checklist

**You must ensure that you have completed all sections below before you pay and send your application to Mrs Kerr. Please ensure you have your form approved by your guidance teacher and ensure this checklist is signed before paying and submitting your form.**

- Personal Details
- Work Experience
- Education - school / college details, all academic qualifications including this year
- Finance & Funding – check fee code is 02 UK
- Diversity & Inclusion
- Personal Statement
- Choices
- Reference

Guidance Teacher Approval Signature:

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