

UK Applications and UCAS Form Instructions

- This document is to be used as a supplement to “How to Apply” in the “APPLY” section of the UCAS website www.ucas.com, and will not repeat all instructions given in that document.
- Instructional videos are available for each section of the UCAS form. Watch them.

UCAS PROCESS and GENERAL INSTRUCTIONS

Complete UCAS form and have it proofread – Get statement feedback

Personal Details, Choices, Education and Employment: Make an appointment to have these sections proofed. – They are not hard to complete (statement need not be entered).

- Personal Statement - If you wish to get feedback from your counsellor, please bring a polished version. These dates leave time for you to continue to work on your essay after showing it to your counsellor.

Submitting the UCAS form

If you miss the deadlines, you must apply on your own. These early deadlines are for the benefit of all concerned.

Once your form has been checked by your counsellor, you must complete the *Pay and Send* section.

- You will need a credit card to pay, and you may need to call your bank ahead of time to obtain permission to use it online. The cost is £24 for 2 – 5 choices, or £13 for a single choice.
- The Counselling office will enter your projected grades, upload your teacher reference, and forward the entire application to UCAS.
 - You are responsible for confirming with your teacher that your letter of reference has been submitted.
 - If the tutor’s letter with predicted grade for a private subject was not submitted with the college counselling documents, then your forecasted grade for that subject will be left blank.

Private Subjects and November Re-Exams: Results and predictions:

- Provide a copy of the provisional result for any private examinations taken in Nov. as soon as possible in January.

Sending Late Information

- November Exam Results - In January, you will need to send results from any November examinations directly to the universities you have applied to. Contact each university to ask them the following:
 - Should the Provisional Results be sent immediately, or should I wait for the official Certificate?
 - If the results are to be sent directly, then print out the results from the website, and then underline your name, candidate number, subject and result. Scan it together with your statement of entry, on which your name and candidate number should be clearly visible.
 - Should the results be sent to the admissions office, or to the specific department directly?
 - How should the results be sent, e-mail, fax, or mail? What address/fax number should be used? Is there a specific person to whose attention should it be directed?
 - Are there any other instructions for sending results?
- Change of Registration Status - for Exam Center or Exams Taken
If you will not be registered through school for a subject that is listed on your UCAS form as being taken through The Lyceum, or if you did/will not sit for an examination that is listed on your UCAS form, then you must inform the universities you have chosen as your firm and insurance offers.
 - Write to the Admissions Tutor at your department and say “my centre number for –whatever subject- has changed from PK509 to PK600,” or “I have not/will not take this exam listed on my UCAS form.” Ask them to add this information to your file and to inform you if it will change the terms of your offer.

Receiving and Responding to Offers

Use TRACK to enter the UCAS website to monitor the status of your applications.

- When all of your universities have responded to you, then you will choose a firm acceptance and a reserve acceptance from among your offers.
 - You will be given a deadline by which to enter these into the UCAS website and to decline all other offers.
- Once you have made your firm and reserve choices, you must abide by them, and if you make the offer for your firm acceptance then you may not choose to attend your reserve acceptance.
- If you no longer want to attend any of the programmes you initially applied for, you may decline all of them and look for a new course during clearing if you still want to go to the UK.

Confirming your Place

- UCAS will provide your CIE A Level results to your firm and reserve choice universities.
- If you have met all their conditions, the university will confirm your place to UCAS. The university will then send you an official confirmation letter.
- If you have not met the conditions, they will inform you that your application was not successful.
 - If you have narrowly missed an offer, you may contact the university to ask them to take you anyway - sometimes they do

UCAS Extra:

If you receive no offers, or decline all existing ones, then you may become eligible for UCAS Extra, and you will be notified by late February. UCAS Extra allows you to use TRACK to send one application at a time to a university that has listed vacancies on its website. UCAS Extra runs from mid-March to the end of June.

Clearing

Clearing is a process when students without offers can apply for spaces in programmes at different universities. Clearing is available between July and September, but is mostly used after the release of the A Level results.

- There are many excellent schools who offer places to competitive courses during clearing, but there is no guarantee that a particular university or programme will have spaces available.
- Offers may be lowered, as universities are hoping to fill their seats

You may take part in clearing if:

- If you have not met either your firm or reserve acceptance offer
- You declined all of your initial offers
- You received no offers.

Eligible students will receive a clearing number through TRACK. You will then look for courses with vacancies on the UCAS website, and must contact the admissions tutor for each course in which you are interested directly, as he or she will want to speak to you, the student. If interested in your application, the tutor will tell you what to do next.

Adjustment

If your actual results are higher than the ones you needed to meet your offer, you can sometimes apply to more competitive universities and programmes in August. See the UCAS site for instructions.

UCAS FORM INSTRUCTIONS

- Create your application on www.ucas.com/apply.
 - You will be asked if you are applying through a school or as an individual. If you apply by Oct 31, you will apply through the school.
 - Enter the Lyceum buzzword, **lyceum2019** (all lowercase, no spaces).
 - Enter tutor group – choose your College Counsellor's name.
- Tips
 - Remember you are making an impression. Capitalize properly and enter information neatly and formally.
 - Do not use all capitals as it is like SHOUTING!
 - Do not use all lowercase as it will look sloppy, as if you don't care about your application.
 - Much of the UCAS form is self explanatory, and detailed instructions are accessed by clicking the “?” box beside each question. The notes below provide information specific to applicants from The Lyceum and clarify areas that students find confusing. Instructions provided in the online form are not repeated.

Personal Details

Click on *Personal Details* and enter your data.

- Personal
 - Name – Enter your name exactly as it appears on your passport. Your offer letter will bear the name on your UCAS form, and must match the name on your passport.

- Preferred First Name – If you have entered, for example, Syed Ali as your first name, and wish to be Called Ali, enter it in this line. Do not just repeat your first name, or enter a nickname.
- Previous Surname at 16th Birthday – Do not fill unless your last name has changed. (Mostly for those who have been legally adopted, or women who have married and taken their husband’s last name.)
- First Entry to the UK – Enter the date on which you will enter the UK to live and study. An estimated date such as Sept 1, 2018, is ok. Don’t use the date of your first visit to the UK.
- Residential Category - *O other* – All students applying from Pakistan must use the O category, regardless of citizenship status. Click “?” if you wish to see the explanation.
- Student Support
 - Fee Code – 01 private finance. For all students from Pakistan, even those applying for scholarship.
 - Student support arrangements - Leave this blank – only those students using fee code 02 can use this.
- Nominated Access
 - You do not need to complete this section, but you may fill it out if you wish to permit someone (a friend or family member) to be able to discuss your application with UCAS and make decisions on your behalf.
- Disability/special needs
 - You must select a choice from the drop down menu to complete this section. “None” is a choice.

Choices

Click *Choices*, then *Add a Choice*.

Select the correct information from the drop down menus.

- Institution Code
 - Make sure you choose the correct university – many schools have similar names, such as U. of Manchester and Manchester Metropolitan U.
- Course Code
- Campus code
 - Most universities, the only option is *main campus*.
 - The few exceptions include Oxford, Cambridge and Durham, which are made up of colleges, each with a separate code. Chose the code for the college of your choice, or
 - To allow the university to assign your college, choose “Open Application 9.”
 - Make sure the college or campus you are applying to offers the course you want!
- Start Date
 - You may only choose a 2020 date (after a gap year) with permission from the university.
- Further Details
 - Enter if required by your university/course. To find this information, select your course in *Course Search* on the UCAS website. A page will open showing a grey box titled “Information Required to Complete the UCAS Application.” Next to “Further Details” it will say “see notes about this course.” Scroll down the page to see if there are any notes, and follow any instructions.
- Live at Home
 - *Yes* if you have your own private housing, *No* if you will need university accommodation.
- Point of Entry
 - Leave this box blank to indicate that you will be a new student entering in the first year of studies.

Education

Have your CIE Certificates to refer to as you complete this section.

- **It is fraudulent to omit any subjects in which you have received a poor grade**

A and AS Levels (through school)

Click on *Add new school/college/centre*.

- School Name / Exam Centre Number – The Lyceum School, Pakistan, PK509
 - You must enter this using the *find* button.
- When did you start . . and finish? - Sept 2017– August 2019 (August is when you will receive your results).
- Attendance – Full time student
- Formal Qualifications - yes

Click *Add qualifications*

- Advanced Level

- Subject - Choose the simplest name (for example “Mathematics”) from the drop down menu
 - Do not enter any module information – leave blank.
- Qualification Date – August 2019 (Except Accelerated Math – August 2018)
- Awarding Organization – CAIE for Cambridge Assessment International Examinations
- Grade – Pending (except Accelerated Math – enter grade received)
 - The school provides a forecasted grade for any grades listed as pending in the UCAS form.

Click *save and add similar* until you have entered all A level subjects to be taken.

Click *save* when you are done.

Click *add new qualification*.

- AS Level - *GCE AS Level (New-first award 2001)*
 - Follow the above steps for each AS Level exam you have taken or will take.
 - If you have not taken the AS Level exam in a subject, list it only once as an A Level subject.
 - Remember English General and GPR are AS Level subjects. General is “General Paper 8021”
 - If you are re-taking an AS exam in May of your A2 year, then you must list it in the AS Section as well as in the A Level section. If you do not, then it will be assumed that you are only giving the A2 exams.

O Levels (through school)

Click *Add new school/college*.

- Enter information about your O Level school, center number (printed on the O Level certificate).
 - Use the *find* function – if your school is not listed, then enter it manually
- Add dates of attendance, full time student status, and other data as above.
- If you took O Level exams at more than one school, then click *Add a School* again and list the other school.
 - Make sure to enter each exam under the correct school.

Click *add new qualification* to add as O Level exams.

- Enter Subject, Date, Awarding Body (CIE for all Cambridge Board exams) and Grade for each subject.
 - Do not enter information in the module section – leave blank.
 - Remember that some of your exams will be August 2016 and some August 2017
- Pakistan Studies and Islamiyat must be entered manually in the *other* space
 - Use the spelling that appears on your certificate. Note: Islamic Studies is NOT Islamiyat.
- Keep adding schools and qualifications until you have entered each O Level exam you have taken.

Private Examinations (A, AS and O Level)

Examinations that you registered for privately MUST be entered in a new section, whether you studied the subject in a school or not. If you studied a subject privately, but you registered through a school, then put it in that school’s section.

- October re-exams for AS Levels first taken through school in June are entered in this section.
 - June re-exams will be entered in the Lyceum section as registration is through school

Click *Add new school/college*.

- School or College Name and Exam Centre Number - *The British Council* PK600
 - You must start with the *find* function, then enter manually when it is not listed
- When did you start...and finish.
 - Make sure the dates you enter include the dates of all private exams you have taken, at O, AS and A Level. It does not matter if these dates conflict with your school dates.
- Attendance – *Part Time*
- Did you receive any formal qualifications? - *Yes*.

Click *add new qualification*

- Enter each subject and qualification level as above until all private exams have been entered.

Previous Schools:

- You must enter information for all schools you have attended since the age of 11. If you finished studying there before grade 10 (O1), then choose “no” when asked if you received formal qualifications.

Highest Level of Qualification - “Below honours degree level qualification.”

Employment

- This section is only for jobs for which you have been PAID. If you have done an unpaid internship, describe it in your personal statement. If you have had no paid employment click *section completed* and *save*. This will not adversely affect your application.

Statement

Basics

- The limit is 47 lines or 4000 characters including spaces.
 - If you leave a blank line between paragraphs, it counts as one of your 47 lines.
 - To test whether you have gone over the line limit, paste your essay into the UCAS form
- Remember your single essay will go to all 5 choices, so it must speak to all programmes you have chosen.
 - Each tutor reading the statement must think that it was written with his/her course in mind.
 - Use the description of the subject on the uni website so you can discuss your interest in what will be taught
 - It is usually possible to link related subjects by speaking of the factors they have in common, but it's difficult if they are very different.
 - If you have applied for a joint course (eg: Economics and Mathematics) then make sure you discuss them both and find linkages between the two.
- Oxford and Cambridge are looking for evidence of significant independent inquiry, experience and/or involvement in the subject you are applying for.
 - They will doubt your sincere and deep interest in the subject if you have not pursued more knowledge of it on your own, and they will doubt that you have the self-motivation and discipline necessary for success in the Oxford/Cambridge academic environment. You should be able to show:
 - Extensive advanced reading in your subject beyond what is required for your school curriculum. You will be expected to be able to discuss the topics in these books intelligently in the interview.
 - Practical experience, such as internships, are strongly recommended, but may not be possible in all subjects.
 - Familiarity with the history and development of academic inquiry in your subject; an understanding of the current state of knowledge, and an intellectual engagement with and an opinion on topics that particularly interest you.

Pay and Send

You can access *pay and send* to submit your form to UCAS once you have checked *section completed* for all sections.

- You may change any part of your form until you complete the *pay and send* section, but once the form has been sent to UCAS, you may not alter it.

WRITING the UCAS STATEMENT

Tips - Additional good advice for writing the statement is available on the UCAS website and on many university sites.

- Write your own statement before looking at others' work, or you will end up sounding derivative
 - You must have a unique voice; your personality should come through and there should be evidence of reflection on yourself, your strengths and aptitudes, your studies, and your future.
- Your statement should be interesting to read. Sound interested and interesting.
- Statement must be well organized in paragraphs so that ideas flow smoothly and logically from one idea to the next.
- Do not overwrite! Try to impress with your ideas and enthusiasm, and not with a tangle of SAT words. Read your text for meaning! Many a fancy sounding sentence actually says nothing.
- Avoid: 1. Humor – it is too risky. 2. Making a list of your activities. 3. Repetition
- You may ask a teacher/counselor to proofread your essay for grammar and punctuation mistakes.
 - Do not give it until you have proofread it yourself and think it is PERFECT.
 - Do NOT rely on spell and grammar check – they are not infallible.
- Show your essays to others for feedback, but beware of copying and cannibalism. It has happened, even between supposed “friends.” Both students (copier and copied from) will have their unis told that their essay was plagiarized.

Admissions are done by professors in each department, you must impress them with your interest and dedication.

This is your one opportunity to impress your reader and differentiate yourself from others.

1. Motivation: Articulate your commitment to the course.

- a. Explain why you are interested in the subject. What has sparked your interest, either from your previous academic work or outside influences? Be specific. You must demonstrate a strong interest and aptitude.
 - i. Speak of personal reasons for studying the subject, not just family ones, which alone are not convincing. (“I come from a long line of businessmen, so naturally I am interested. .”) Why have you chosen this field? Why have you chosen the UK?
 - b. Show enthusiasm. Push your case without being arrogant or boastful.
 - c. Focus on your aims and goals. What do you plan to do after your studies and how will your chosen degree have prepared you for this career or further study?
 - i. Be honest, and do not simply write what you think they want to hear. Not all students must have a desire for self sacrifice and public service.
2. Academic ability and aptitude
 - a. Subjects you are studying or have studied. Discuss your A Level subjects including why you chose them and how they all will contribute to your ability to be a good university student in your subject.
 - b. What you enjoy and find stimulating. Don’t just list what you’ve read but also explain how it was interesting or meaningful to you.
 - c. Highlight relevant projects and course work
 - d. Assess your skills and abilities
 3. Relevant experience
 - a. Especially important for medicine, dentistry, teaching, and helpful for competitive courses like law and media. Students who have engaged with their subject naturally look more serious and dedicated.
 - b. Include details of what you did and observed and what you learned from it.
 4. Outside interests
 - a. Extra Curricular Activities: You don’t need lots, 1-3 are sufficient, and you don’t need to be a leader or winner in everything, but do mention personal achievements.
 - b. Use activities in school and outside of school. Do not just list activities, but show reflection - you must mention what they were and how they helped in your personal development and growth. If possible, make a link to your course of study or future career goals. How might these activities help you in university?
 - c. Community service is well regarded, and almost necessary for people applying to medical school. Highlight relevant work experience, esp. for medicine.
 - d. Test everything you add by asking “Have I made it clear how this is relevant?”
 5. Responsible attitude
 - a. Mention positions of responsibility in and out of school, such as prefect, team captain, community work, part time job. Show how you displayed responsibility in this role.
 6. Awareness of current affairs
 - a. Give specific examples of academic topics that interest you and show that you can relate them to real life or current events.
 - b. Show evidence interest that extends outside the classroom– reading around the subject. (Quality newspapers/books/specialist magazines/journals)

From the UCAS Website:

“What to include in your personal statement

This is your chance to tell your chosen universities and colleges exactly 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 the case for you to be offered a place. Our “guide to writing your personal statement “ (opens in a new window) should help you complete this section.

Make sure that your personal statement is your own work

We will carry out checks to verify that your personal statement is your own work. If your personal statement appears to have been copied from another source we will inform the universities and colleges to which you have applied. They will then take the action they consider appropriate. We will also contact you by email to tell you that this has happened.”

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