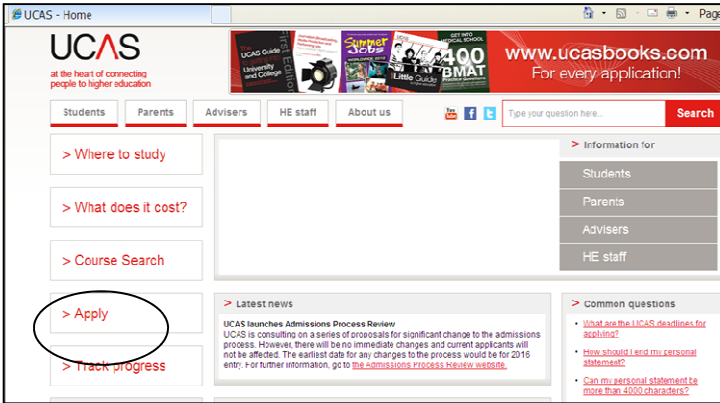
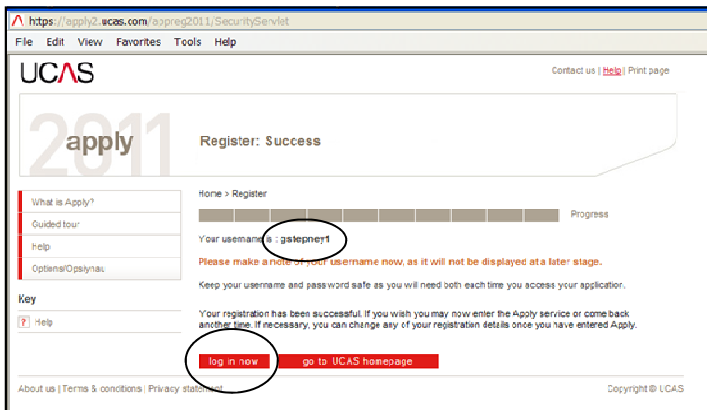


Registering



1. Go to the UCAS website: www.ucas.com, click on 'Apply' on the left-hand side menu
2. Select 'Register/Log in to use Apply 2012' and then click on 'Register' at the bottom of the page
3. In the next few pages, you will enter your personal details, create a password and answer security questions

Logging in for the first time



1. Make a note of your username
2. Click 'log-in now'
3. Select that you are making an application "as an individual"
4. Once you have completed registration, an email will be sent to the address you have provided

Who Can Help?




Contact Gemma Stepney in Student Services, email: g.stepney@staffordcoll.ac.uk, or call: 01785 275475.

Completing the Application Form

2. These are the sections you must complete. Enter each section by clicking on its name. At the end of each section, click on 'section complete' and save.

The screenshot shows the UCAS 2012 'apply' website. On the left is a navigation menu with sections: Welcome, Personal details, Additional information, Student finance, Choices, Education, Employment, Statement, View all details, Pay/Send, Help, and Options/Opslynnau. The 'Personal details' section is checked. The main content area shows a 'Welcome' message to 'Gamma' and a 'Your Personal ID is: 108-123-4261'. A yellow box highlights this ID number with the text '1. Make a note of this number'. Below the ID, there is a warning: 'Please make a note of this number and keep it handy. You will need to quote this number if you call our Customer Service Unit. Before you send your application to your referee click on "View all details" to check the details you have entered.'

Within each section:

- Complete all fields marked with an asterisk (*).
- Whether you complete fields without an asterisk depends on your own circumstances. If you need guidance, click on the help button for information 
- Wherever, there is a 'see list' button, you must pick your answer from the list
- Save as you go
- At the end of each section, click on 'section complete' and 'save'. Incomplete or incorrect compulsory fields will be highlighted in green and the section will be shown as 'in progress' 
- If the section is completed, it will have a red tick next to it. 

Obtaining a reference

1. You will need to provide the contact details of one referee.
2. UCAS will contact your referee and will let you know when your reference has been added.

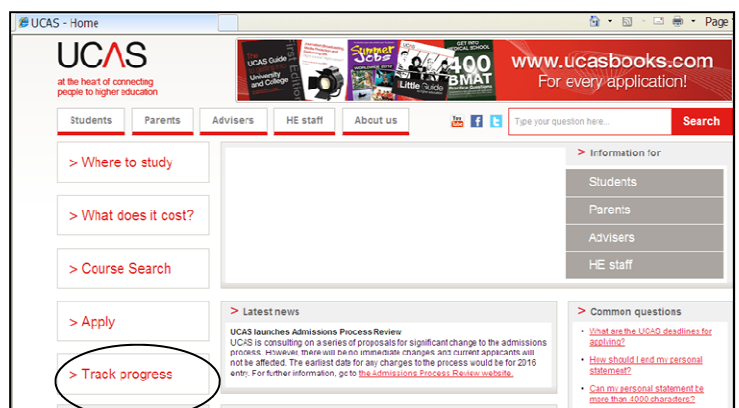
Sending your UCAS Application

1. Click on 'pay/send'. This is where you will be asked to agree to UCAS' terms and conditions
2. You will be asked to pay either £11 if you have only applied for one course or £22 if you have applied for two, three, four or five courses

If you are currently at a school or college, please ask your tutors for advice as your school or college may expect you to pay them directly instead of UCAS.

After You Apply

1. UCAS will send you a letter within 14 days confirming your personal details and choices. If any details are not correct, you must contact UCAS ASAP.
2. Your chosen universities and colleges receive a copy of your application.
3. The universities and colleges decide whether to make you an offer or not.
4. The decision made by the university and college will be put onto 'Track'. You must check 'Track' regularly and reply to offers by the deadline you will be given. Failure to do so may result in your offers being automatically declined.



Applying for Student Loans and Grants

As soon as you have sent off your UCAS application, you can start your application for loans and grants. Please see www.direct.gov.uk/studentfinance for more information. You do not have to wait until you have received/replied to offers.

Personal Statement

Your personal statement is one of the most important elements of your application.

It is your opportunity to sell yourself and secure a place. It is crucial that your statement reflects your motivation and commitment to your chosen subject in order to persuade the university to choose you as one of their students.

What do I write?	Top tips
<p>About the course you have applied for Why have you chosen it? Show that you understand what's required to succeed in the course. What skills have you got that would help you to succeed? How does your current course relate to the one you have chosen?</p>	<p>You have 4,000 characters (including spaces) or 47 lines of text</p> <p>Don't apply for too many very different courses as your interest in a course might not sound convincing</p>
<p>Career aim What is your career aim? How does this course relate to the career aim?</p>	<p>Word-process, spell check and proof read it - don't let poor spelling and grammar spoil your chances</p>
<p>Work experience Read the university's entry profile. Link experience to the skills or qualities they are looking for. What skills have learned? <i>IT, communication, time-management, teamwork, organisation, problem-solving skills.</i></p>	<p>Arrange for someone else to read it and ask for their opinion</p> <p>Use positive language</p>
<p>Personal achievement Focus on skills you have that will help you succeed on the course or generally at university. Provide evidence where possible by considering:</p> <ul style="list-style-type: none"> • Positions of responsibility • Extra activities (e.g. Duke of Edinburgh Award; ASDAN, Millennium Volunteers, etc.) 	<p>Be honest! You may be asked questions about your personal statement at interview</p> <p>Be specific - this will make it sound more convincing and interesting</p>
<p>Hobbies and interests Think of how these demonstrate your skills and abilities.</p>	<p>Relate personal achievements, work experience, hobbies and interests to the course you have applied for as much as possible.</p>
<p>Why university (optional brief ending) In addition to a degree, what else do you hope to gain from going to university?</p>	