

Important Notes

Deadlines -

For medicine, dentistry or veterinary courses or applications to Oxford or Cambridge Universities 15 October 2009

Deadline for all other courses and universities 15 January 2010

You may apply after these deadlines, but your application is not guaranteed consideration.

Payment - UCAS charges £9 for one university choice and £19 for up to five university choices. You must pay this amount online before your application is sent to UCAS.

Step-By-Step Guide

Preparation

Find out what and where to study:

- + Answer the following questions (honestly):
 - o Which subjects interest me?
 - o What are my talents?
 - o What job would I like to do after attending university or college?
 - o Which academic skills would I like to improve?
- + Do the Stamford Test on the UCAS website
- + Book an appointment for careers advice in Student Services
- + Visit lots of open days at possible universities
- + Search on-line using the Course Search Option on the UCAS website: www.ucas.com, where you can find out entry requirements for the course, institution information and other useful stuff.



Now that you've made a list of up to 5 university choices, you're ready to start the application ...




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 2010' and then click on 'Register' at the bottom of the page
3. The next few pages will require you to enter your personal details.
4. You will create a password and be given a username – make a note of these somewhere safe!

Logging in for the first time

1. Once you've registered, you may log in using the password and username provided.
2. On the welcome page, there will be a Personal ID number; keep this safe too - you will need this if you need to speak to UCAS at any time
3. Verify your email address as prompted (please follow the instructions on the screen)

To use Apply 2010

1. (Log-in) Complete all sections of the menu on the left hand side of the screen: personal information, additional information, choices, education, employment and your personal statement.
 - ✚ Complete all fields marked with an asterisk (*). Any fields without an asterisk may or may not be applicable to yourself; if you're not sure, click on the  icon to find out what information, if any, is required.
 - ✚ 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.
 - ✚ In the personal statement section, you must press 'save' first, then 'preview'; scroll to the bottom of the screen and then 'section complete' and 'save' again.
 - ✚ You must ask your referee (usually a tutor) for a reference.
2. You will now be able to click on the 'pay/send' section' where you will be asked to agree to UCAS' terms and conditions.
3. Pay the required amount (£9 for one university choice or £19 for up to five university choices) online.



What Happens Next?

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 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

What if I don't hold any offers?

1. You may be able to apply for additional places using Extra, which become available in late February 2010
2. You may be able to enter through Clearing.

Personal Statement

Your personal statement is one of the most important elements of your application. It is your opportunity to sell yourself and secure an offer of a place. It's crucial that your statement reflects your motivation and commitment to your chosen subject in order to persuade the university why they want you as a student.

What do I write?	Top Tips
<p>Your course</p> <ul style="list-style-type: none"> + Why have you chosen the course? + <i>Enthusiasm, passion for the subject</i> + Any research you have done about the course 	<ul style="list-style-type: none"> + You have 4,000 characters (including spaces) or 47 lines of text + Start as soon as possible + Don't apply for too many very different courses as your interest in a course might not sound convincing + Word-process it first so that a spell-check can be done + Don't rely heavily on the spell-check; get someone to proof-read it for you + Ask your friends, family, tutors or careers assistant to read it + Use positive language + Be honest! You may be asked questions about your personal statement at University + When discussing hobbies and interests, be specific (e.g. if you like reading, say which genre) + Don't refer to experience that are too long ago + When mentioning activities or responsibilities refer to skills and experience gained
<p>Career aspirations / plans</p> <ul style="list-style-type: none"> + What is your career goal? + How does this course fit? + How will this course benefit you? 	
<p>Work experience</p> <ul style="list-style-type: none"> + If it is relevant about your course, explain how it fits? + What have you learned/enjoyed? + <i>IT skill, communication skills, time-management, teamwork, organisational skills, problem-solving.</i> + <i>Give examples of where you have used these skills</i> 	
<p>Personal Achievement</p> <ul style="list-style-type: none"> + Have you held any positions of responsibility? + What are your personal achievements? + <i>Involvement in ASDAN, Duke of Edinburgh Award, Millennium Volunteers, Gifted and Talented programme, summer school</i> 	
<p>Hobbies and Interests</p> <ul style="list-style-type: none"> + Try to present an image of yourself as a well-rounded individual 	
<p>Why University</p> <ul style="list-style-type: none"> + In addition to a good degree, what do you hope to gain from going to university? 	

Help!

If you require any help, either with your application or for general information, either:

- + Speak to Gemma in Student Services, email: g.stepney@staffordcoll.ac.uk, or call: 01785 275475
- + Call UCAS on: 0870 1122211, or visit: www.ucas.com