



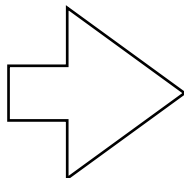
Robert Smyth Academy Sixth Form

Guide to UCAS APPLY for 2023

Register with UCAS

Use the buzzword - **rsa2024** - to register with UCAS.

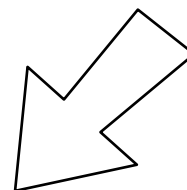
Make a note of your username and password.



Complete your application

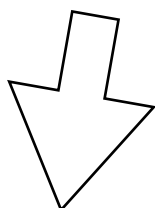
You can use any computer with internet access either at home or at school.

Do not complete the 'pay and send' section yet.



PRINT YOUR FORM AND ASK YOUR TUTOR TO CHECK IT

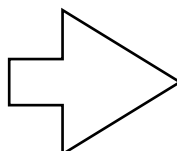
Made a mistake?
Go back on line and make changes.
When you have corrected your form, print a final copy for your tutor.



Finished and checked?

Go to the declaration section and pay for your application.

Only do this if your tutor has confirmed that your form is correct.



Reference

Your tutor adds your reference.
Mr Luhrs will also check forms before sending to UCAS.



Register with UCAS online

Registering to UCAS is straightforward.

- ❖ Go to www.ucas.com and select 'Undergraduate'
- ❖ Choose 'Register/Log in to use Apply 2024'
- ❖ Read the information provided online carefully and answer all questions on the form that are marked with an asterisk.

Read the terms and conditions. They help you to understand what is expected of you when you use the UCAS site. Check the box to indicate you have read them.

Enter your personal details in the boxes.

You will have to **create your own password** and 4 security questions. Choose a sensible password and make a note of it.

The system will generate a user name for you – make a note of it.

Store both your username and your password on your phone or somewhere safe.

Select '**Login now**' to complete registration.

Select '**Through my school**' when asked how are you applying.

To register with UCAS you will need to enter the school buzzword – **rsa2024**. This will ensure that your reference will be sent with your application.



Completing the Application

- ❖ The form is divided into sections. Complete all the boxes marked with an asterisk in each section.
- ❖ Use the **SAVE** button at the bottom of each section before you move on.
- ❖ You will see a box appear – **SECTION COMPLETE** – after you have finished a section.
- ❖ Always use the **LOG OUT** box to close down the application. If you use the red cross you will lose your work.

❖ **Personal Details**

You do not need to fill in your 'unique learner number'.

Residential category is UK citizen – England.

Fee code is usually **02**.

Choose **LEICS** from the list of codes beneath 02, unless you live in a different county. (LEICS = Leicestershire)

If you have any sort of **disability**, complete the relevant section fully as this will ensure you get the support you are entitled to.

❖ **Nominated Access**

You can nominate a parent/guardian to speak to UCAS on your behalf should you be away.

❖ **Course Choice**

Choose **Home** if you intend to live at home whilst at university.

Defer means that you will take a gap year and your course will start in the academic year starting 2024. **Speak to Mr Luhrs or Mrs Wilson if you intend to defer.**

Check **course codes** carefully.

❖ **Education and Qualifications**

Read the **guidance on entering specific qualifications** carefully.

- Enter all the qualifications you have taken including dates, results and exam boards. This includes GCSEs and any AS levels.
- Enter all the qualifications (**A levels/EPQ**) you will take in 2024, including retakes.

You can include other qualifications and awards such as music/dance grades, open university courses and extended projects. See under '**Other Qualifications**'.

❖ **Personal Statement**

Plan and draft your personal statement carefully as a Word document. Ask your tutor to check it.



Remember UCAS software detects plagiarism and will pick out personal statements that they suspect have been copied.

Sending your Form to UCAS

Do not click on 'pay and submit' until your tutor tells you to.

Checking the form

- ❖ Completing the 'pay and submit' section **will lock your form** and you will not be able to make any more changes. However, should you need to alter it Mr Luhrs can unlock it for you.
- ❖ Print a copy of your form and hand it to your tutor for checking.
- ❖ If you need to make changes, go back online and correct your application. Then print a final, correct copy for your tutor.
- ❖ Once you and your tutor are satisfied that your application is finished, go to the '**pay and submit**' section.

Pay and Submit

- ❖ You can pay by credit or debit card.
- ❖ Completing the 'pay and submit' section means that we can attach a reference to your application.
- ❖ Applying costs **£27.50**

Tracking

- ❖ Use '**Track**' on the UCAS website to check the progress of your application.
- ❖ You will be informed of any **interviews** you need to attend and any **offers** you receive through 'Track'.
- ❖ Check regularly and respond to notices promptly.
- ❖ Make sure you check your emails regularly. Always respond as requested to emails from UCAS/universities.