



UCAS form completion – Notes for Students

**UCAS 2021**

**For**

**2022 Entry**

Your application is made online at [www.UCAS.com](http://www.UCAS.com) If you do not have a computer at home, you may use a computer in a local library or the school. There will be a drop in period during the school week where you will be able to access computers and get any help with your application.

Throughout the process there are mini videos to keep you right. There is a lot of information on the website to help you complete your application.

1. Log on to the UCAS website – [www.ucas.com](http://www.ucas.com).
2. Click on **Sign in - Students** at the top right hand side then click on **Undergraduate**.
3. Then scroll to **2022 entry**. Click **Create account**
4. Enter your details to register i.e. email, first and last name
5. Create and confirm password. As with any **password keep this in a safe place and make it something you will remember**
6. Read and then click that you have read and understood the terms and conditions. Click Register
7. You will need to verify your account. UCAS will send you a code to your personal email address that you have entered previously. **Enter the code and click next**
8. UCAS will give you some information on what steps they do to help you find the right information. **Click Ready**
9. Click the year in which you wish to start your studies (**likely 2022**)
10. Click the level of study you wish to pursue – **Undergraduate**
11. Click whether you would like additional information on apprenticeships and conservatoires. **Click next**
12. Enter your postcode
13. Read the information and click whether you would like UCAS to send you information about courses, open days, apprenticeships and deals, offers.
14. Click on the appropriate gender
15. Click on the ways in which you would like UCAS to contact you.
16. Enter your mobile number
17. Enter your postal address
18. Enter details of the subject area(s) you are interested in studying (up to 3 options from drop down lists)
19. Under 'Get the right support' click **YES** to say you are still at school/college.
20. Type 'Lenzie Academy' in the box and then click on the drop down box to select
21. Click **Create account**.

*You can log off at this point or continue to complete your application. You can log back on to the website above at any point with your username and password.*

22. Click '**Go to My Hub**'

23. Here there is a list of many useful items! To create your application click on the '**Your Application**' widget

24. Click **Start your application**

*You can apply to undergraduate degrees and to the conservatoires. Select the appropriate option. If you are applying to the conservatoires then see your guidance teacher asap as often there are different deadline dates.*

25. Answer **yes** to the question Are you applying from a school, college or centre

26. Select **Continue** at Link to a School , College or Centre using a Buzzword to agree to sharing application with the school. This way we will be able to help support you in your application and do a reference for you.

27. Enter the buzzword. The buzzword for **2021-2022** for Lenzie Academy is **Lenzie22**. It should then come up with the school address and ask if this is correct. Click **yes**

28. Select your guidance group (new house group names) to link this to your guidance teacher using the drop down menu. Click **save**.

*The following notes may be helpful when completing your application form. The application consists of a further 10 sections.*

**Once each section has been completed properly, you should click on the box marked *section complete*. If there is an error or something missing from the section, UCAS will indicate this with a pop up message.**

*You can always go back and amend any details up to the point you pay/send to referee.*

## **YOUR CHOICES**

### **Do your Research first!**

- Enter the university or college name that you wish to apply to, click the correct institution from the drop down options
- Type the course title into the course box. Select the correct course from the drop down options. Check to see that the course code is what you expect it to be (this should match the course code you see on the individual institutions website)
- Click on the Location box and choose the appropriate location. If there is only one option then choose that.
- Click on your start date – this would be September 2022 unless you wish to defer for a year.
- Read the information about point of entry. Leave this blank if you wish to start the course in the first year of the course. If you are applying to start in the 2<sup>nd</sup> year of the course (additional entry requirements will be needed) then put 2 and so on.

- Click on whether or not you will be living at home whilst you are studying.
- Click **save**
- If the course requires you to declare any criminal convictions you will be asked on the next page. Click yes or no as appropriate.
- At this point UCAS will indicate whether you might have to attend an interview/audition or provide a portfolio/essay/piece of work to help decide if you get a place.
- Repeat this process for up to 4 more choices. (You can edit/delete your choices at anytime by clicking on the three dots)
- When you have entered all of your choices click **mark as complete**

## **MY PROFILE**

### Personal Details

- Click start this section
- Click on the Title box and select the appropriate title from the drop down box.
- Check that the names are correct in the first and surname boxes.
- Indicate in the previous names box whether you have been known by a different name previously.
- Enter your date of birth
- Select the gender you most identify with at this time.
- Tick the box to mark this section as complete.
- Click **save this section**
- Click **Next to contact and address details**

### Contact details

- Enter a contact telephone number
- Enter an alternative contact number.

### Postal Address

- Your email address should show here. Check it is correct.
- Click on address type box and select **UK address**
- Enter your postcode in the box and click **search**
- Select the correct address from the drop down options. If yours does not appear you can enter it manually in the boxes below.

### Nominated access

- Indicate whether you wish to allow another person to be able to act, speak on your behalf about your application by clicking yes or no (This could be a parent or family member but should not be your Guidance Teacher)

### Residency Details

- Indicate whether your postal address is the same as your home address by clicking yes or no
- If you click no then it will ask you to provide details of your home address.
- Select the area of permanent residence – choose the area in which you live (home address e.g East Dunbartonshire).
- Indicate your residential category by choosing the most appropriate option from the drop down box
- Mark the section as complete
- Click ***Save this Section***

Click Next to Education

## **EDUCATION**

- Click on ***add place of education***
- Type in Lenzie in the name of school box. Click on Lenzie Academy, Glasgow from the drop down box.
- Check the Exam Centre Number that has automatically been entered is 70069
- Enter when you started at Lenzie Academy in the **start date box**. (if you are in S6 now and started in S1 this date will be **August 2016**)
- Enter your **finish date** (if you are in S6 now and intend to stay for the full year this date will be **June 2022**)
- Enter your type of study – most likely ***Full Time***
- Indicate if you have or will have qualification from Lenzie Academy by clicking **yes**
- Click ***save***
- At the question “Please state the highest level of qualification you expect to have before you start your course”, select “***below honours degree level qualification***” from the drop down menu

### Add qualifications

- Below Lenzie Academy Click on ***add qualification***
- Use your SQA certificate to get the details of qualifications already achieved. Click the appropriate box for qualification – ie National 5, SQA Scottish higher, SQA advanced higher.

- Enter the details of the subject and qualification dates (usually Aug of relevant year). SQA is the awarding body. Enter the grade you have achieved. If you are sitting the qualification this year then select pending..
- Do **not** enter units *unless* that was all that you achieved in that subject or if the university specifically asks for them.
- Click save and add all other qualifications in turn.
- To enter Foundation Apprenticeships, National Progression Awards (eg bakery), Skills for work courses (eg health sector) – enter this in the search box and select the appropriate level. Enter the subject in the title box that appears. Enter the qualification date and grade (if known – select pending if you are sitting the qualification this year)
- You must enter all qualifications sat – even if you did not pass it or are repeating it.
- You have to account for all your secondary schooling, so if you did not start Lenzie Academy in S1 you have to repeat the above process for your other school even if you have no qualifications from that school.

#### Candidate Number for Scottish Qualifications (SCN)

- After entering all your subjects enter your SCN (*Scottish Candidate Number*) - this is on your SQA certificate.

#### Unique Learner Number

- If you have a Unique Learner Number, enter it in the box. If not, leave blank

#### Highest level of Qualification

- For the question “Please state the highest level of qualification you expect to have before you start your course”, select “***below honours degree level qualification***” from the drop down menu

If you are attending another school or college for qualifications or have obtained qualifications from another school/college, you have to add that school/college, then add the qualifications that you achieved/will achieve at that particular centre. To do this, go through the same procedure, as described above.

**DO NOT USE LENZIE ACADEMY AS THE CENTRE FOR COURSES WHICH YOU ARE STUDYING ELSEWHERE.** For example: For Applied Anatomy unit (SCQF 7) – Glasgow Clyde College

- Mark the section as complete.
- Save this section
- Click ***next to Employment***

## **EMPLOYMENT**

- If you currently have or have had any **paid** employment, click add employment and enter any **relevant** details (not voluntary – you would include any voluntary work in your personal statement)
- Mark section as complete
- Click Next to Nationality Details

## **NATIONALITY DETAILS**

- Select your country of birth from the drop down box
- Select your nationality from the drop down box
- If you have dual nationality, enter your second nationality in the box provided. Leave blank otherwise
- Click *Save the section*
- Click *Next to supporting information*

## **SUPPORTING INFORMATION**

- Enter whether you have lived or worked in the EU by selecting the appropriate option from the drop down box
- Indicate whether you have a parent, step parent, spouse or civil partner who is an EU, EEA or Swiss national by selecting the appropriate option from the drop down box
- Select any disability from the drop down box. If you have none then enter No disability.
- Enter details about any disability – this will help the universities or colleges provide you with information on the support available
- Mark section as complete
- Click *Save this section*
- Click *Next to English Language Skills*

## **ENGLISH LANGUAGE SKILLS**

- Read the information carefully and select yes or no
- If you have not completed any tests, leave the rest of the boxes that appear blank.
- Mark the section as complete
- Click *Save this section*
- Click *Next to Finance and Funding*

## **FINANCE AND FUNDING**

- From the drop down box enter ***UK, Chl, IoM or EU student finance*** option
- Select ***Student AA Scotland*** from the drop down menu (**NOT** your local area)
- Mark the section as complete
- Click ***Save this section***
- Click ***Next to Diversity and Inclusion***

## **DIVERSITY AND INCLUSION**

- Enter your ethnic origin by selecting the appropriate option from the drop down menu
- Enter your religion or belief by selecting the appropriate option from the drop down menu
- Enter your sexual orientation by selecting the appropriate option from the drop down menu
- Enter whether you identify as transgender or not or would prefer not to say by selecting the appropriate option from the drop down menu
- If you have dual nationality, select your first nationality in the previous field and your second nationality in the second box. IF you do not have a second national identity then leave blank

### Activities in Preparation for Higher Education

- If you have attended a summer school, Saturday university or taster courses etc, click add activity and enter the relevant details. If you have not, leave blank

### Care Support Information

- Indicate whether you have ever been in care by selecting **yes or no**
- Indicate if your parents/step-parents or guardians have had any higher education by selecting the appropriate option from the drop down box.
- Enter the job title of your parent/step parent, guardian who earns the most in the box provided
- Mark the section as complete
- Click ***Save this section***
- Click ***Next to Personal Statement***

## **PERSONAL STATEMENT**

- Enter your personal statement in the box provided. Make sure you have listened to the advice given in school. It is recommended that you complete your personal statement on a word document or similar and then copy and paste it into the box.
- Click ***Save Draft***
- Scroll up to top of the page and select ***return to application overview***
- Before going any further – you must have your application checked by your guidance teacher

**Your application and personal statement should be given to your guidance teacher to look over - ONLY SELECT PAY/SEND WHEN YOUR GUIDANCE TEACHER TELLS YOU TO.**

**When you have completed your application form and your guidance teacher is happy with your form, you need to select *Pay/Send*. You can only do this if all sections are marked as complete.**

## **DEADLINE DATES**

**Some Music Courses at the Conservatoire have a deadline of [1 October 2021](#) do your research**

Lenzie Academy deadlines for Oxbridge, Medical, Veterinary Medicine and Dental applications:

**Thursday 30th September 2021** – Final Personal Statement and Completed Application Form to Guidance Teacher

Lenzie Academy deadline for all other UCAS applications is **Monday 1st November 2021**.

Please note:

- All applicants **must** meet the school deadlines above to ensure applications can be processed by the UCAS deadline, (UCAS deadline for early applicants is 15<sup>th</sup> October and for all other applicants is 15<sup>th</sup> January)
- Guidance staff check personal statements and forms, as well as writing a reference for each applicant. **This takes time, and is the reason why the school deadlines are much earlier.**