UCAS form completion – Notes for Students

UCAS 2025

For

2026 Entry

Your application is made online at **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.

2. Click on *Sign in* at the top right hand side then click on *Register*. **If you have previously registered with UCAS log in with your previous details. When logged in, hover over your name at the top right to drop down the menu, click on preferences, click on Manage my Hub Personalisation, change which year you would like to start to 2026)**

3. Click *Register*

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. **Click Verify.** UCAS will send you a code to your personal email address that you have entered previously. **Enter the code and click next**

8. Welcome page – set up your account **Click Let's Go**

9. Enter your address – start typing in the box and then click the correct address from the drop down. If your address does not appear, click Enter Manually and complete as appropriate. **Click continue**

10. Enter your date of birth

11. Click the level of study you wish to pursue – *Undergraduate*

12. Click on any other opportunities you would like to get information about (Apprenticeships, Conservatoires, Gap Year)

13. Click the year in which you wish to start your studies (likely 2026) and **click continue**

14. Under the Connect to School section type 'Lenzie Academy' in the box and then click on the drop down box to select

15. **Click YES** to consent to share your data with school. This means that your guidance teacher will be able to support your application. **Click Continue**

16. Enter details of the subject area(s)/universities/industries you are interested in (this is not entering your actual choices!). You can click unsure if you wish. **Click continue**

17. **Click Yes** to the study opportunities

18. Preferences - **click yes** to careers information and student deals

19. Decide whether you would share your views and how you would like to hear from UCAS – **select the appropriate options.**

20. Enter how you would like to be identified from the drop down box

21. Enter your mobile number

22. **Click Complete Setup**

23. **Click Go to my Hub**

24. Here there is a list of many useful items! From here you can access
    a. Your application
    b. Personal Statement Builder
    c. Careers Quiz AND MANY MORE

25. To create your application click on the *'Start An Application'* widget

26. Check that the year you want to start and the main level of study are accurate (likely **2026** and Undergraduate)

You can apply to undergraduate degrees <u>and</u> 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.

UNDERGRADUATE:

27. **Click on the Start 2026 Application** on the Undergraduate tile

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

29. **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

30. Enter the buzzword. The buzzword for **2025-2026** for Lenzie Academy is **Lenzie26**. It should then come up with the school address and ask if this is correct. **Click *yes***

31. Select your guidance group 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 4 sections: Choices/Profile/Experience/Personal Statement.

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.
YOU CAN COMPLETE THESE IN ANY ORDER

YOUR CHOICES
Do your Research first!

- Enter the university or college name that you wish to apply to, ***click the correct institution*** from the options

- ***Type the course title into the course box.*** Select the correct course from the 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 2026** unless you wish to defer for a year.

- Read the information about point of entry. Leave this blank if you intend to start the course in the first year of the course.

- 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 next to the choice)

- When you have entered all of your choices **click *mark 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 or leave blank.

- Enter your **Preferred name** if different from you First name

- 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 residency details**

Contact details

- Enter a contact telephone number

- Enter an alternative contact number.

- Your email address should show here. Check it is correct.

Postal Address

- Click on address type box and select **UK address**

- Enter your **postcode** in the box and select the correct address from the options. If yours does not appear, you can enter it manually in the boxes*.*

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) WE ADVISE YOU TO USE THIS!

Residency Details

- Indicate whether your home address is the same as your postal 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 (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 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, otherwise leave blank.

- Click *Save the section*

- Mark the section as complete

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

- Click *Save this section*

- Mark the section as complete

Click *Next to English Language Skills*

ENGLISH LANGUAGE SKILLS

- Read the information carefully and *select yes or no*

- If you selected no you will have additional questions to answer.

- 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

Equality monitoring
- 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

Care Support Information
- Read the information carefully, 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 More about you*

MORE ABOUT YOU

- Enter any physical or mental health condition in the box that applies to you.

- Read the following information carefully and click yes or no for each question. Your guidance teacher will also go over this carefully with you.

- It is important that you let Universities know of any circumstances that might apply to you. This contextualises your application. Information here will NEVER be used against you.
- Mark the section as complete

- Click *Save this section*

Click *Next to Education*

EDUCATION

- Click on *add place of education*

- Type *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 2020**)

- Enter your **finish date** (if you are in S6 now and intend to stay for the full year this date will be **June 2026**)

- 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*

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 highers, SQA advanced highers.

- Enter the details of the subject and qualification dates (usually Aug of relevant year). SQA is the awarding body. Result - enter the grade you have achieved. If you are sitting the qualification this year then select pending for the result.

- **ALL exams sat must be included** – even those that you did not pass. Even if you are re-sitting this.

- Click save and add all other qualifications in turn.

- **All Highers and Advanced Highers have codes that <u>start with C8...</u>**. See attached list for current subject codes

- Do **<u>not</u>** enter units *unless* that was all that you achieved in that subject or if the university specifically asks for them.

- To enter courses that are NOT a national 5, higher, advanced higher (Bakery, Criminology, Health Sector, Retail, Media, Sports Development plus some college courses)
    - Scroll down to the search box
    - Type OTHER
    - From the drop down list select Other (UK Qualifications)
    - Enter the Qualification type, subject and level in the title box that appears SEE BACK PAGE.
    - Enter the qualification date – Usually August of the year you sat the exam
    - Enter the awarding organisation – usually SQA
    - LEAVE MODULES BLANK
    - Hit Save Qualification

<u>Unique Learner Number</u>

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

If you are attending another school or college for qualifications or have obtained qualifications from another school/college, you have to <u>add</u> 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.

Click *next to Employment*

EMPLOYMENT

- If you 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

- Save this section

Click *Next to Extra Activities*

EXTRA ACTIVITIES

<u>Activities in Preparation for Higher Education</u>

- 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 attended such activities, leave blank. Note: Open days are not relevant to this question

- Mark section as complete

- Save this section

Click *Next to Personal Statement*

PERSONAL STATEMENT

- Enter your personal statement in the boxes 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.

DATES

Some Music Courses at the Conservatoire have a deadline of 2 October 2024 do your research

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

- **5th Sept** – Draft Personal Statement deadline
- **19th Sept** - Pupils to complete online form including final personal statement uploaded
- **22-25th Sept** – 1-1 Guidance Support meetings
- **3rd Oct** – Last day for GT to submit paperwork to headteacher

Lenzie Academy deadline for all other UCAS applications is:

- **1st Oct** - Personal Statement Draft to Guidance
- **Oct/Nov** - 1-1 Guidance appointments
- **1st Nov** - Online form completed and final personal statement uploaded
- **1st Dec** – 1-1 Guidance Support Meetings complete
- **8th Dec** – Last day for student to Review/Submit (pay & send!)
- **11th Dec** – Last day for GT to submit paperwork to head teacher

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 15th October and for all other applicants is 15th January)
- Guidance staff check personal statements and forms, as well as writing a reference for each applicant (on top of their teaching and other pastoral commitments). Following this the headteacher reviews EVERY application and then one allocated member of office staff has to complete a final detailed clerical check for each applicant. **This takes time, and is the reason why the school deadlines are much earlier. IT CAN TAKE 2-3 WEEKS IN SCHOOL FOR IT TO BE SENT TO UCAS AFTER YOU HABE 'REVIEWED & SUBMITTED'**

NON STANDARD COURSES (ie not a Nat 5, higher or Advance Higher)

Do you study...
BAKERY, CRIMINOLOGY, HEALTH SECTOR, RETAIL, MEDIA, SPORTS DEVELOPMENT

- o Click All Qualifications
- o Scroll down to the search box
- o Type in 'other'
- o Click UK Qualifications
- o Enter the course **as it is shown below**
- o Enter the qualification date – Usually August of the year you sat the exam
- o Enter the awarding organisation – usually SQA
- o LEAVE MODULES BLANK
- o Hit Save Qualification

Skills for Work: Retailing National 5 (SCQF level 5) C779 75
NPA Bakery SCQF level 4 G9T5 44
NPA Criminology SCQF level 6 GR4E 46
Skills for Work: Health Sector SCQF 5 C261 75
NPA Sports Development SCQF level 6 G9GF 46
Professional Development Award in Scottish Football Association Sevel 7 GA5147
NPA Computer Games Development - code GP04 46 SCQF Level 6

The Barista is a **National Unit-Scotland** and I have added this to the shortlist too, the full details are as follows:

National Unit Barista Award - code J1WL 45 SCQF Level 5

To enter your First Aid Qualification on UCAS:

- Click All Qualifications
- Scroll down to the search box
- Type in 'other'
- Click UK Qualifications
- Enter the course **First Aid at Work (Level6)**
- Enter the qualification date – **November 2023**
- Enter the awarding organisation – **SafeCert**
- LEAVE MODULES BLANK
- Hit Save Qualification

If you sat your SQA highers since 2021 – these should be your codes

Accounting	C800
Administration and IT	C801
Applications of Mathematics	C844
Art and Design	C804
Biology	C807
Business Management	C810
Cantonese	C811
Care	C812
Chemistry	C813
Childcare and Development	C814
Computing Science	C816
Dance	C818
Design and Manufacture	C819
Design and Technology	C820
Drama	C821
Engineering Science	C823
English	C824
English for Speakers of Other Languages	C827
Fashion and Textile Technology	C828
French	C830
Geography	C833
German	C834
Graphic Communication	C835
Health and Food Technology	C836
History	C837
Human Biology	C840
Mandarin (Simplified)	C845
Mandarin (Traditional)	C846
Mathematics	C847
Mathematics of Mechanics	C802
Media	C848
Modern Studies	C849
Music	C850
Music Technology	C851
Photography	C855
Physical Education	C856
Physics	C857
Politics	C858
Practical Cake Craft	C876
Practical Cookery	C877
Practical Metalworking	C861
Practical Woodworking	C862
Psychology	C863
Religious, Moral and Philosophical Studies	C864
Sociology	C868
Spanish	C869