



UCAS Applications for 2025 Entry

Information for Students and Parents

Completing the UCAS application



Students register for a UCAS Hub account



Students complete their application – working their way through all sections and send it to their school / college



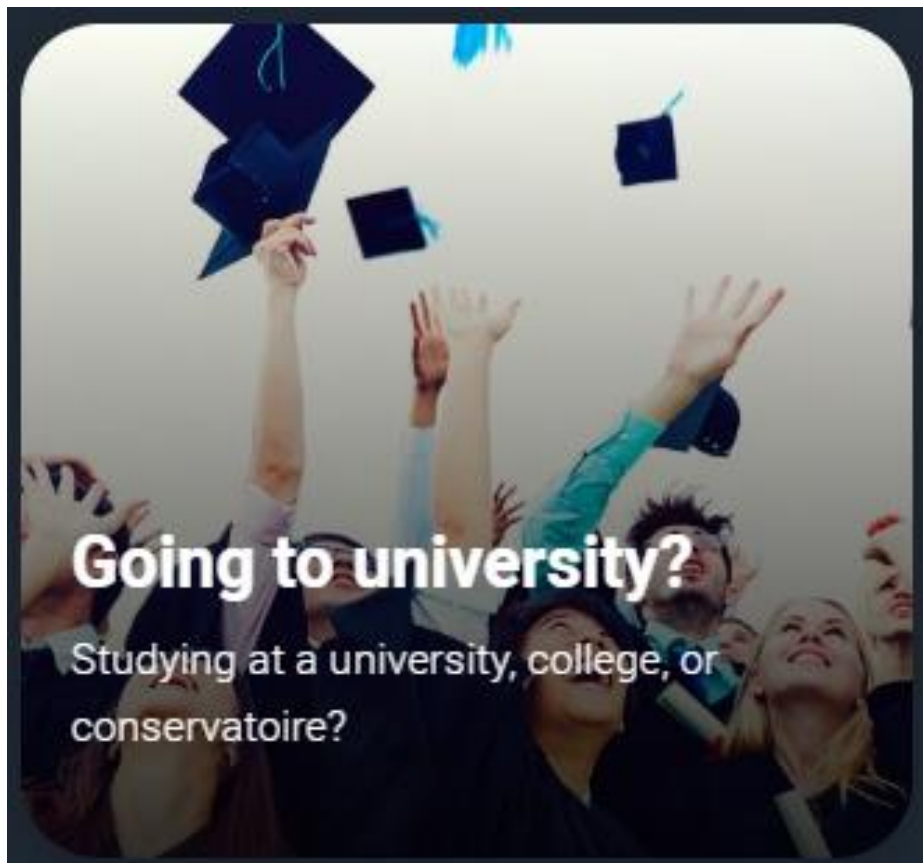
Teachers/advisers review the application and add reference and predicted grades



Applications are sent to UCAS by the school on behalf of the student



Universities/colleges make their decisions



Going to university?

Studying at a university, college, or conservatoire?

Introduction

If you decide to apply to university you need to make an application through UCAS. UCAS is the national system through which all potential university students apply for their place on a course.

Getting your application right is very important; not only details such as course choices and qualifications, but also your personal statement. This booklet provides important information on how to complete your application and how to get it right first time. If you do, your application will be sent to UCAS more quickly.

Please read this booklet carefully and refer to it as you complete your application.

Important Tip

Please note that applying through UCAS is a separate process and system to any other advice site or platform which you might use for researching and preparing your application. You must submit an application through UCAS to apply to university.



The UCAS Apply system

Application to university is made through the UCAS 'Apply' system. The system is totally web-based with your application and reference being held and processed by UCAS.

How does Apply work?

As a student you initially setup an account with UCAS, with your own login and password. Through a *buzzword* you link your application to the school. You then complete your application online, section by section. Once you have completed the application and have had it checked (through liaison with your form tutor) you 'send' it to the referee (Mr Woodward). The school will then add your reference and check your form for errors.

Important Tip

When you hit 'pay and send', remember that the form goes to Mr. Woodward, not UCAS. He may return the form to you if there are any mistakes, so keep a careful eye on your emails.

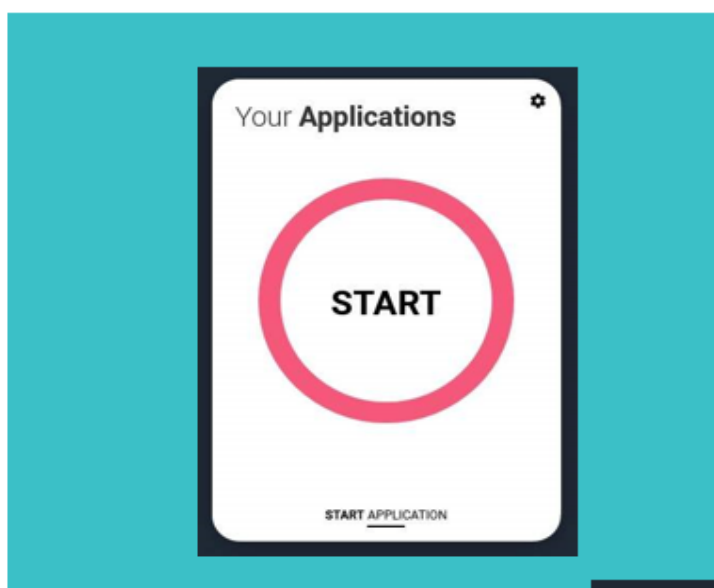
There is an application fee made payable to UCAS when you submit your application. The 2024 price is £28.50. The payment of the fee is made directly to UCAS by credit or debit card.

How do I use Apply?

1. Head to ucas.com and select Sign in.
2. Complete the short form. Make sure the password is memorable.
3. We recommend you use a personal email address, so you have access to updates at all times.
4. UCAS will email you a code to verify your email address, so we know we've got the right details.
5. Once you've registered, you're ready to get started. UCAS will then ask you a few questions like where you live so we can tailor the information you see.

Registering

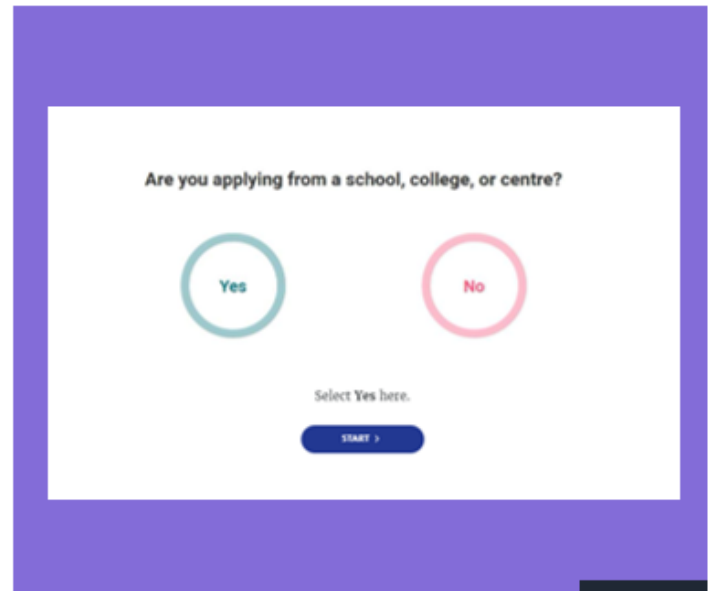
- To start an application, you need a UCAS Hub account.
- Register for a UCAS Hub account at any time
- From 14 May 2024 you'll see a 'Your applications' tile on the UCAS Hub
- Click 'Start application' to get started...



6. After registering and you login for the first time you will be asked whether you are applying as an individual or through a school or college. It is essential that you choose the option of a school or college; otherwise, we will not be able to provide you with a reference. You will be asked for a *buzzword*, and this is 'BGIS2025'

Linking to a school

- If you're applying with the help of a school, college or centre you should enter their 'buzzword' to link your application to them.
- The buzzword is a unique code set by your school, college or centre.
- By linking your application you're giving your school, college or centre permission to view and track your application. It also means they'll provide you with a reference and send your application to UCAS on your behalf.



7. Personal Details Section

The most common answers are given below. Everybody's circumstances are different and you will know if one of these responses is different for you. The '?' buttons next to each answer box provide useful contextual information and guidance. Also, you can click on the 'see list' buttons to see a list of possible responses. The most common response is often at the top of the list, e.g. UK National for Nationality.

Profile:

- Personal details
- Contact and residency details (UK Citizen – England)
- Nationality details
- Supporting information
- English language skills
- Finance and funding (click on O2 UK, ChI, IoM or EU student finance services)
- Diversity and inclusion*
- More about you

Experiences:

- Education
- Employment
- Extra activities
- Personal statement
- Reference (to be added by Mr WW after you 'pay and send')
- Add choices (up to five)



Education Section

Important Tip

Entering your qualifications is the biggest area in which mistakes occur and for forms being returned for correction. Please take extra care when completing this section.

You must enter all your qualifications where you achieved a grade (i.e. more than a 'U').

First, add **BEDFORD GREENACRE** as a school, Centre Number **15128** usually with dates from the September of the year that you joined the school to July 2025. If you joined us from another school into the Sixth Form, you will need to put a start date of 2023 and add your previous school where you took your GCSEs.

Then, under the right school, click on 'add qualification' which will give you list of popular exam types.

Important Tip

You enter qualifications using headings which show the 'type' of qualification it is. All your A level qualification should be under the 'A level' heading, for example.

Any vocational qualifications need to be added under their own heading separately (such as OCR Cambridge Technical).

You then specify the subject.

Qualifications you are doing now and will complete in the summer of 2025, e.g. A levels, are left as 'PENDING'.

Make sure you enter the exam boards correctly – this is your responsibility, and won't be checked.

You have the option of adding your module results for any AS levels you have done. If you opt to do this, make sure that they are correct. If an error is picked up, this might be detrimental to any offer you are made. This is important for Oxbridge and similar applications.

Important Tip

Below is some guidance about how to enter each type of qualification correctly. **Follow it carefully, but also check your own certificates to make sure you get everything correct first time.**

A Levels

A levels are entered as 'GCE Advanced Level' courses. Select the correct subject title, exam board and leave the grade as 'pending'. The date entered should be June 2025.

Important Tip

Forgetting to enter the A levels you are currently studying is the most common error on a UCAS form. If you don't tell the universities what you are studying, they can't make you an offer!

Other A Level equivalent (Level 3) Subjects

Other A level equivalent (Level 3) courses such as Sport, ICT and Business are entered separately from A level subjects.

Follow the information in the table below to enter these subjects. In each case the qualification date is 'June 2025' and level, if applicable is '3'. The result should be left as 'pending'.

Subject Studied at BGI	'Add Qualification'	'Title'	'Awarding Organisation'
Business (2 year)	OCR Level 3 Cambridge Technical Extended Diploma	Business	OCR
Business (1 year)	OCR Level 3 Cambridge Technical Extended Certificate	Business	OCR
ICT	OCR Level 3 Cambridge Technical Introductory Diploma	IT	OCR
Sport	OCR Level 3 Cambridge Technical Extended Certificate	Sport and Physical Activity	OCR

EPQ

If you completed an Extended Project, you should enter it in the following way:

'Add Qualification'	'Title'	'Awarding Organisation'
Extended Project (Level 3)	<i>Your EPQ title or topic</i>	OCR

GCSEs and other Level 2 Subjects

GCSEs are entered under 'GCSE (Grade: 9-1)'. Once again, check that you select the correct subject title, grade, exam board and date (normally June 2023 or November 2023 if you were entered for a resit).

Other GCSE equivalent (Level 1/2) courses such as Sport, ICT and Music are entered separately from GCSE subjects.

Important Tip

In the box asking you state your highest level of qualification before starting your university course, you should select 'Below degree level'.



Contact and Residency

From 2025 entry, the Contact and residency section of the application will be split into two sections 'Where you live' – which will ask applicants to provide their address history for the last three years to help universities and colleges make tuition fee assessments. 'Contact details' – which will continue to ask applicants for their contact details.

Choices Section

You may make up to 5 university choices.

Check that you are getting the right course code.

It is crucial that you choose courses and universities that will make you a range of offers. It is no use having 5 universities who will all make you AAA offers as this will leave you without any insurance choice.

Use the UCAS or the Uni Guide websites to help you: they will show you whether your choices are aspirational, solid or safe. You should have one or two choices in the aspirational column, two or three in the solid column, and one or two in the safe.



Deadlines

The final internal school deadline for most applications is midnight at the end of Friday 22 November 2024.

Note that this is different to the 29 January 2025 deadline given by UCAS. We want to try and give you the best chance of finding the right course and institution so the deadlines hopefully strike the balance between giving you time to consider your options and wanting to get you into the system as soon as we can. Please ensure that you meet the school's deadline and talk to us if there are any issues.

The internal school deadline for Oxbridge, medicine, dentistry, veterinary science or veterinary medicine applications is earlier: Friday 27 September 2024. (UCAS deadline: 15th October 2024) This deadline arrives very soon after we get back so you will need to be proactive in completing your form.

It is recommended that all other applications are completed by Friday 22 November 2024, as early applications are completed by us more quickly and generally are more successful.

Important Tip

If you have an open day after the submission deadline, don't panic. Please still meet the deadline, giving the most up to date information you can. Once you have been on the open day, you can either contact Mr Woodward to have your form returned. If it has already been sent to UCAS you are still able to add choices using the Track service as long as you haven't already used them up. Please see below for more information about UCAS Track. If in doubt, speak to Mr Woodward or Mrs Kirkham

Additional entrance tests

Some universities and courses require that students take an additional entrance test as part of the application process to help them make decisions about offers. You can find out about these through the UCAS website, university prospectuses and an internet search.

When you enter your course choices into your online application, UCAS will flag up any choices that will involve an additional entrance test. Think carefully and do your research about whether you wish to take them. Some tests can be taken through the school and others at external centres. **It is your responsibility to ensure that you are entered for any tests you need to take.** Liaise as appropriate with Mr Evans who, in addition to being Deputy Head, is also the school's Exams Officer. He can offer advice about any school-based tests you need to do and make sure you know the deadlines for entry, etc.

Reference

.....
Your reference is written by Mr Woodward and Mrs Kirkham. They will use comments from your Year 12 report written by your subject teachers and any further up to date information that we can provide.

References in draft form are passed to Mr Woodward and Mrs Kirkham. All references are checked thoroughly and will meet a high minimum standard in terms of content, length and detail. The reference is then added into your online application along with predicted grades for your A level subjects.

HOW TO GUIDES

WRITING REFERENCES

Practical advice on writing informative references, and four referees tell us how to successfully manage the process.

UCAS

<https://www.ucas.com/advisers/references>

Personal Statement

Your personal statement should be just as the title suggests; a statement written by you about yourself, your university course choice, your A level subjects, interests, career ambitions, etc.

You should complete your first draft by the end of the summer term, getting input from your teachers and tutor. Get family, friends, your form tutor and subject teachers to have a look at it as well

You should look carefully at the advice that has been posted on Teams. It shows you how to break your statement down into a series of 'boxes' on different areas and break these down further to help you come up with ideas.

There are also sample personal statements for each subject posted on there too which you can use for inspiration.

Important Tip

Please be aware that UCAS use sophisticated plagiarism software in an attempt to detect personal statements copied from sources such as the internet. Students making university applications with plagiarised personal statements may have their application withdrawn by UCAS.

Once your personal statement is complete, you should export it and copy and paste it into the appropriate section on UCAS.

The word limit is 47 lines of text or 4000 characters.

You should try and build paragraph line gaps into your statement as this makes it much easier to read.

Check it carefully for spelling errors, grammatical mistakes, correct use of capitals and 'text speak'.

Don't overdo it, don't claim to have done things you haven't done or be too clever or funny unless it works well.

UCAS
www.ucas.com/personalstatement

What makes you stand out?

An excellent

<https://www.ucas.com/undergraduate/applying-university/how-write-ucas-undergraduate-personal-statement>

Deferred entry

If you plan to defer your entry to 2026 then you should apply in the same way, but indicate your deferral in your application as required. Alternatively, you can wait until next year to apply but must contact Mr Woodward or Mrs Kirkham closer to the time to let them know.

After your application has been sent...

Once the school has processed your form and sent it to UCAS you will receive a welcome/acknowledgement email. The email will have an application number and password in it so that you can track your application through the UCAS website.

This facility is called **UCAS Track** and allows you to follow what decisions universities and colleges have made about your application. After you have received responses from each of your universities, you will **accept/decline** offers through UCAS Track. You will receive more advice about this closer to the time.

Important Tip

You are able to add choices through the **Track*** after your form has been sent to UCAS as long as you haven't already used all 5.

- <https://www.ucas.com/undergraduate/after-you-apply/track-your-ucas-application>

Remember it normally takes a *minimum* of 10 school days from you sending your form to the referee until it is sent to UCAS for processing. During this time your form is checked and returned for any corrections to be made if necessary. A reference is requested from your form tutor, which is typed, added to the system, checked and finalised.

It is important that you attend every tutor session and check your school email account for any updates or corrections that need to be made to your application.

Predicted Grades

These are made by your teachers in September 2024, based on your exam results and other data from across year 12. **Teachers are asked to make an aspirational prediction:** the grade that they think you can get on a good day with a 'fair wind' behind you.

Sometimes, students are unhappy with their predicted grades. It is important to remember that teachers never predict maliciously and are using their professional judgement. If they make a prediction which is lower than you wanted, it is because they don't want you to be disappointed.

At the same time, we do not want to cap your aspirations unnecessarily. The important thing is to achieve a balance between being aspirational and realistic.

If your predicted grades aren't what you want:

Speak to the teacher, politely and understanding what I have said above. Discuss with them why you want a higher grade and what practical steps you would take to improve your grade. Do not hassle teachers or complain to them about their decisions. Some teachers may give you the opportunity to complete extra work to show that you are capable of a higher grade. This is at their discretion.

Any Questions?

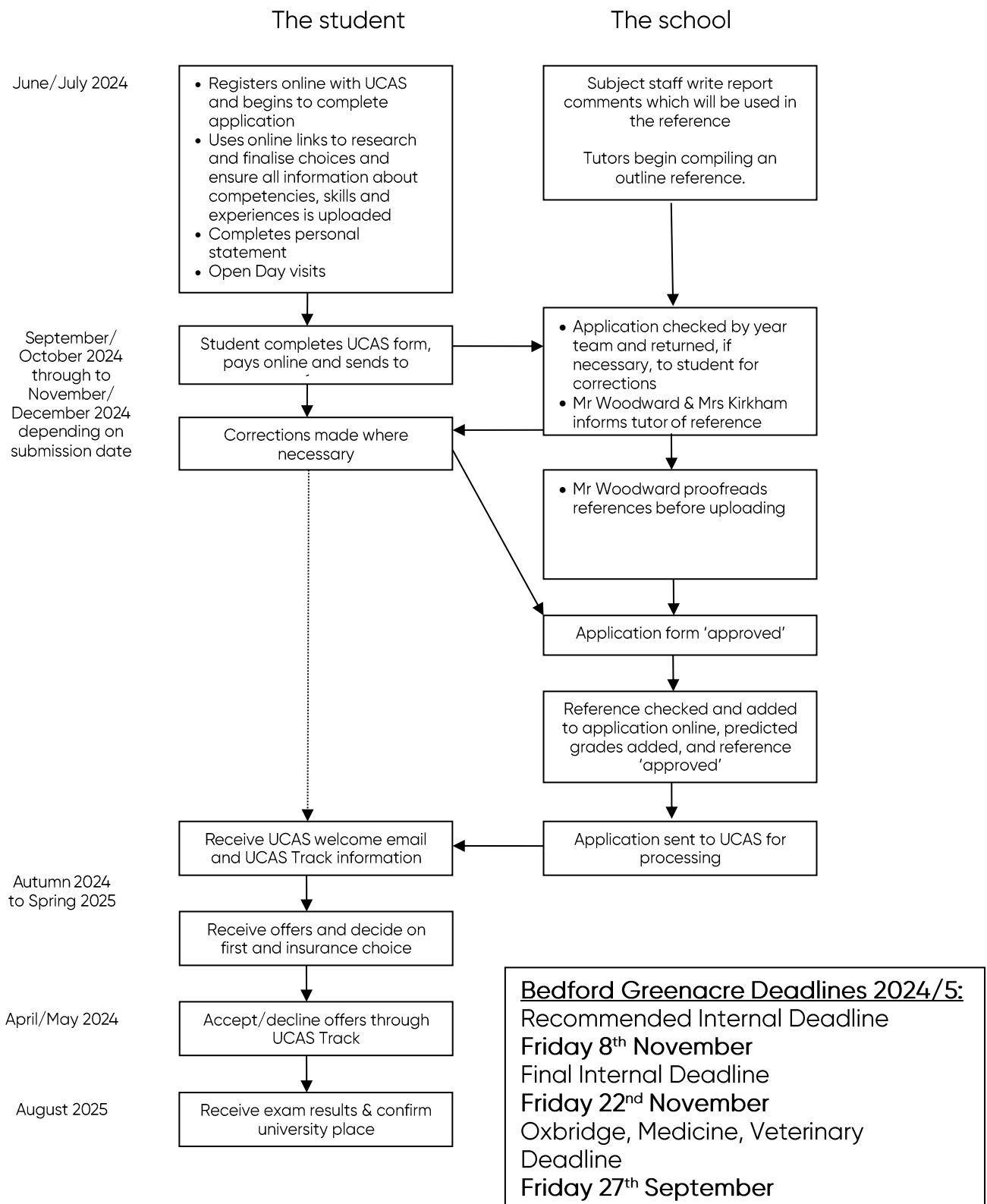
The UCAS website, www.ucas.com, has lots of information to help you and this includes the latest details on courses, or see Mr Woodward or Mrs Kirkham.

All the best with your application!

Mr Woodward and Mrs Kirkham

A time-line for the UCAS application process

Below is a summary time-line for the application process. It shows the part that you, the student, plays in the application process and also that of the school.



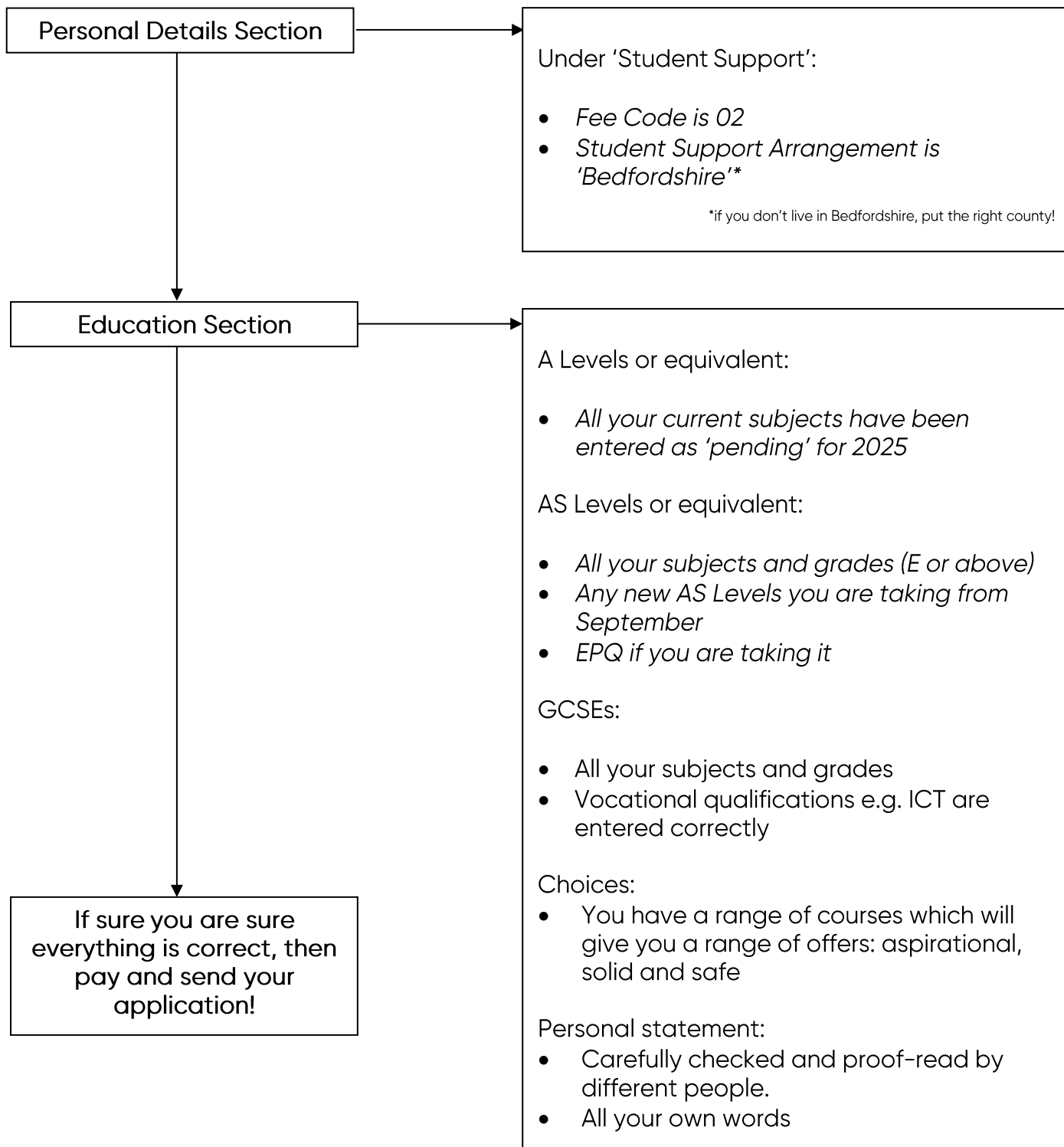
The Application Checklist

You think that you are ready to send off your completed form?

Before you pay and send your application to the referee, please go through the quick checklist below to ensure that you have correctly entered the following parts which are most commonly sent back for correction:

Section

Check



And finally...

Tracking applications

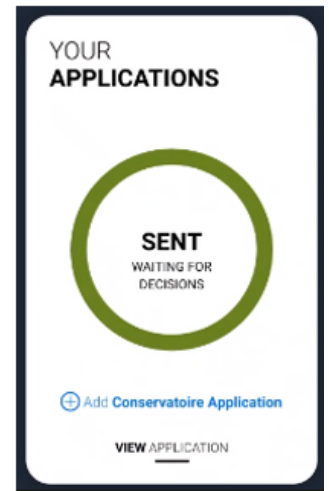
UCAS

Students should head to ucas.com to track their application. Click your application to:

- follow the progress of their application 24/7
- see their choices and personal information
- view their offers
- reply to offers online

In Track, a student can hold up to two offers:

- **firm** – if they meet the conditions of the offer they will be placed here
- **insurance** – if they are not placed with their firm choice, they may be placed with their insurance choice.



Replies to offers

UCAS

Once students have decisions from all their choices, they can hold a maximum of two offers:

- one as a 'firm' acceptance – their first choice
- the other as an 'insurance' acceptance. This acts as a back-up if they don't get into their 'firm' choice

They must then decline any remaining offers.

Once all decisions and replies have been made, if students aren't holding an offer, they may be able to use Extra or Clearing to find available places.



Hopefully our guide will answer many of the questions that you might have; however, if there's anything else that you would like to know then be sure to get in touch

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[Our School - Bedford Greenacre Independent School](https://www.bedfordgreenacreschool.com)