

Common Mistakes on UCAS Form

Personal Details

Title	Miss	
Gender	Female	
First/given name(s)	Sam Mandy	← Has the student put his/her middle name?
Surname/family name	Smith	← Shortened name ie Alex instead of Alexandra
Preferred first name		← Leave blank unless surname has been changed by deed poll.
Previous surname at 16th birthday		
Postal address	St Thomas More Catholic School, Tyne Crescent, Bedford, MK41 7UL	← Use home address, not school address
Is your permanent home in the UK?	Yes	
Home address		← Use home telephone number, not school number. I would suggest the student puts both phone numbers for easier contact.
Home telephone number	01234 400222	
Mobile number	07890 123456	
Email address	formal@formalemail.co.uk	← Do not use a 'wacky' email address
Date of birth	20 May 1998	
Country of birth	United Kingdom	
Date of first entry to UK		
Nationality	UK national or settled in the UK	← Anything different send to KB
Dual nationality		
Area of permanent residence	Bedfordshire	← Unless a different county
Residential category	UK Citizen or EU National	← Anything different send to KB

Reference numbers

Unique Learner Number (ULN)	← Leave blank – not relevant.
Independent Safeguarding Authority (ISA) Number	
Test of English as a Foreign Language (TOEFL) Number	
International English Language Testing System (IELTS) TRF Number	

Passport Details (This section only applies if your permanent home is outside the EU)

Student support

Fee code	02 UK, Chl, IoM or EU student finance services	Always this
Student support arrangements	Bedfordshire	This is always Bedfordshire

Criminal convictions

Criminal convictions No

Nominated access

Full name of nominee Mr P Smurf
Relationship to you Father

Disability/special needs

Category No disability

Please give details of any special needs

These must be filled in / answered.

Additional information

Ethnic origin	White
What is your religion or belief?	Christian
What is your sexual orientation?	Heterosexual
Do you identify as transgender?	No
National identity	English
Dual national identity	

Activities in preparation for higher education: 1

Sponsor	Aimhigher	Put in open days or relevant courses; shadowing etc
Start date	1 July 2012	
Duration (days)	1 day	
School year	Year 12	
Location	University of Bedfordshire	

Activities in preparation for higher education: 2

Sponsor _____

Start date _____

Duration (days) _____

School year _____

Location _____

Have you been in care? **No** ← These must be filled in / answered.

Duration in care _____

Parental education **No (did your parents go to university?)** ←

Occupational background **Prime Minister (main breadwinner's occupation)** ←

I would like correspondence from Welsh universities, colleges and UCAS to be in Welsh **No** ←

Choices

University of Plymouth (P60)

Environmental Science (F850)

Campus: Main Site (-)

Start date: September 2016

The student may choose up to 5 universities/courses. These will appear in alphabetical order.

Check that the student is not living at home if the university applied for is of some distance away.

Live at home while studying?: **No**

If yes, check why?

Deferred entry?: **No**

Point of entry is 1 but this could be left blank.

Point of entry: **1**

Education

Please state the highest level of qualification you expect to have before you start your course

Below honours degree level qualifications

Students who are new to St Thomas More will enter their previous school as well as this is where they took their GCSE exams. Their start date will be 09/2014.

St Thomas More Catholic School (Centre number 15133-start date 09/15)

GCE Advanced Level

Check Qualification dates are correct i.e. 08/2016 not 06/2016.

Check exam boards are correct.

Art

Advanced (A2) courses will be 'pending'

08/2016

Edexcel

English Literature

08/2016

AQA

Can also add Unit titles

GCE Advanced Subsidiary (first award 2001)

These are AS courses and all MUST be included if sat.

<u>Art and Design</u>	E	08/2015	Edexcel
<u>English Literature</u>	B	08/2015	AQA
<u>Mathematics</u>	U	08/2015	OCR MEI

Check exam boards are correct.

Science and Additional Science, **NOT** Double Award Science.

GCSE

<u>Additional Science</u>	B	08/2014	OCR
<u>Art</u>	B	08/2014	Edexcel
<u>English Language</u>	A	08/2014	AQA
<u>English Literature</u>	A*	08/2014	AQA
<u>Mathematics</u>	B	08/2014	OCR
<u>Science</u>	C	08/2014	OCR
<u>Technology</u>	B	08/2014	OCR

- BTEC students will need to ask their teachers for their BTEC Registration Number.
- BTEC students will need to add their unit titles, leaving the grade blank (pending).

PLEASE NOTE I HAVE PRE LOADED ALL THE QUALIFICATIONS WE OFFER IN FAVOURITES. PLEASE QUERY IF UNSURE

Employment

Next

Address: 7 Midland Road, Bedford

Nature of work: Sales Assistant

From January 2014 to present, part-time

Check the address and spelling are correct, and check capital letters.

Personal statement

I want to go to Plymouth University because it is by the seaside.