What you need to know and registering for UCAS

Things to Note

You will get two booklets- one on developing your personal statements and one on instructions for your application. There will be a workshop as part of Future Pathways Day on 8th July on personal statements. The more progress you make this term with your application and personal statement, the better position you put yourself in for September/October (as workload increases).

If you feel you are definitely not going to University, you will need a personal statement for college, employment or apprenticeship applications so ALL will complete one.

As per instructions, take note of your UCAS ID and password as you will spend a long period of time on the phone if you lose this. We cannot do this for you!

Once your application is ready and you pay and send next term, when you send it goes to Mrs Bernard not to UCAS. There is a new box on UCAS which you will need to tick to ensure I can check and submit your application. Before submitting your application, you need to opt in to share the progress of your application with your school on the declaration page. This enables Mrs Bernard to see your application in Adviser Track

Registration

1. Go to www.ucas.com/students
2. Click on *Undergraduate*, then 2020 entry- *apply*
3. Click *register* and then on the next screen *next*
4. *Tick* if you accept the terms and conditions and click *next*
5. Enter your details including a middle name and click *next*
6. Click *UK* and *next*
7. Enter address details and click *next* and *next* again to confirm your address
8. Enter your contact details and select how you wish to be contacted and click *next*
9. Set a password (check the conditions). **You MUST remember this password so email yourself it and put a note in your phone**
10. Enter your security answers and press *next*
11. **Your UCAS ID will be displayed- You will need this over the course of the next year. Make a note of this- maybe take a picture of it and again email it to yourself.**
12. Click *log in now*
13. Click *through my school/college*
14. Enter the buzzword as **Tommy2020**
15. The school name should come up and you need to click *yes and next*.
16. Select *your tutor group* from the drop down list and *next*. **Take note of your UCAS ID, again take a picture, email it to yourself**
17. You are now ready to start your application!
18. Please ensure you verify your email address when you can