



2012 INSTRUCTIONS FOR MAKING A UCAS APPLICATION

It is very important that you follow these instructions when making a UCAS application so as to minimise errors and to ensure your application is not delayed.

1. When ready to start your application log on to the UCAS web-site
www.ucas.com
2. Click on the **apply** link at the left hand side of the home page
3. Click on the **apply 2012** red link
4. Click on Applicants and the **Register and log in – Go to Register**
5. Read through **Welcome** – follow next buttons, accept terms and conditions.
6. **Initial details** – complete with title/gender/names/date of birth
7. You will be asked if you have registered before, chose the option – **I have neither of the above**
8. Where is your postal address click on **UK**
9. Enter house number and postcode, your address will appear
10. Complete personal details with phone number/mobile/email address. **You should use a sensible email address** and choose how you want mailings
11. Select a password (6-14 characters) – **make it a sensible one!** Confirm it and choose from the drop down menu four security questions
12. You will be given a **user name**. **Write this and your password and the answers to your security questions in your UCAS Folder in your user area**
13. Register: Success - On the **log in: how are you applying?** page choose through my **school or college**
14. On the **initial questions** page enter the college buzzword – **prospect** (case sensitive)
15. On the next page, **who are you registering through** you will be able to confirm that it is through The Sixth Form College Farnborough
16. **Which group are you in?** Find your Tutor Group letter via the drop down menu
17. You will be asked to verify your email address. Use the code you have received via email. You do not need to do this until you are ready to send to UCAS.
18. At the welcome screen **make a note of your Personal ID in your UCAS folder**
19. You can now complete the sections to the left using the drop down menus. **PTO**

HOW TO FILL IN THE FORM

Most sections are self-explanatory. **Use the drop down boxes** but there are a few areas that cause students concern: you must complete all sections marked *

1. **Reference Numbers** - your Unique Learner Number is in your details section of CristalWeb
2. **Only enter TOEFL, ISA or IELTS information if this applies to you.**
3. **Passport details** – Only if your permanent home is outside the UK.
4. **Fee code** – for most SFCF students this is **02 UK, Chi, IoM, EU.**
5. **Student support arrangements** select from list the Council to whom your parents pay their Council Tax.
6. **Nominated access – this is someone who can discuss your application in your absence**
7. **Disability code** – do not forget to declare any special needs, this includes dyslexia, dyscalculia etc.
8. **Activities in preparation for Higher Education** – this means Summer Schools
9. **Occupational background** - this needs to be what one of your **parents** does
10. **Education** - you can start to fill in the education section listing current and previous schools and the College details and fill in your GCSE results

STAGE TWO – AFTER YOU HAVE GOT YOUR AS RESULTS

11. **Choices** – First click on the link to student finance and read this. Enter the Institution codes and course codes - you may need to add a College code or Compact information here. You will be told if there is an additional Admissions Test. Ensure you enter yourself for that test and include it on your list of qualifications
12. **Examinations** – you must declare **all** examinations taken or pending (GCSE, AS and A level) with dates. You need to include the Examination Boards which you will find in CristalWeb or on your GCSE AS certificates/results slips. **Do not forget General Studies and Admissions Tests if relevant.** For any examinations yet to be taken select **pending**; predicted grades are included in the reference.
13. You may include music, dance and speech and drama qualifications but only enter each subject once with the highest qualification achieved
14. Once all information sections are complete **Add Personal statement – after it has been approved by your Personal Tutor.**
15. **CONGRATULATIONS!** You have now completed a draft UCAS form. Print it out and take it to your Tutor for approval. **DO NOT COMPLETE DECLARATION YET!**
16. When your Tutor has approved your form return to **UCAS apply**, make any amendments and complete the **Declaration**. Click on **I agree** on the declaration page and **pay on line**. This will send the form to your referee. Once you have sent your form you will not be able to make any alterations – it will be locked. The only way to retrieve your form for editing will be by asking your tutor to return it to you electronically.
17. Take a copy of your final form and your checklist to your Personal Tutor and **sign his/her UCAS log**
18. **Getting back into apply** You can check the progress of your application by entering the apply domain at any time, enter user name and password and then click on **log in**

Your Tutor now has 15 working days to check everything is correct and to add the reference.