



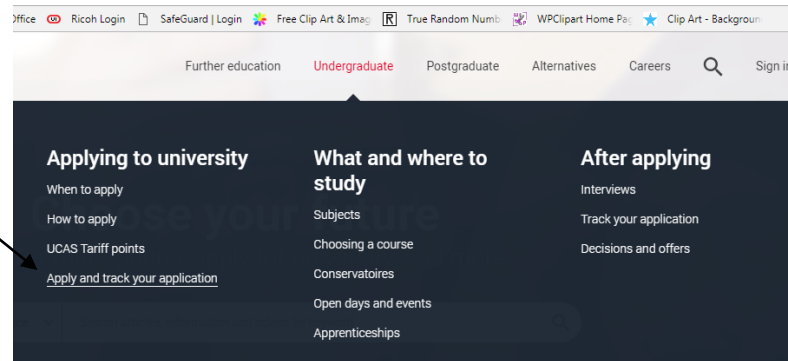
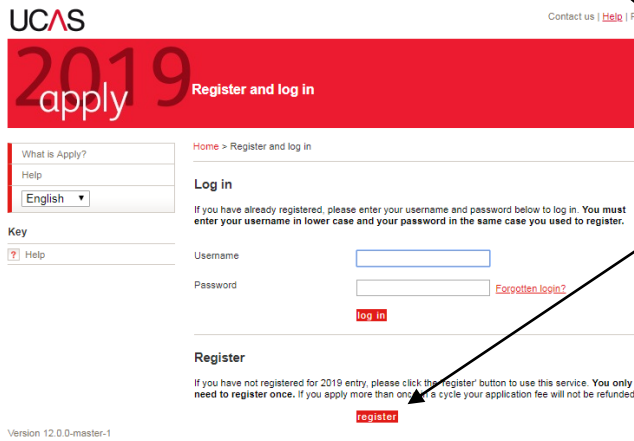
Heathcote's  
Guide to  
University  
Applications  
2019

# Getting Started

[www.ucas.com](http://www.ucas.com)

Follow the steps below:

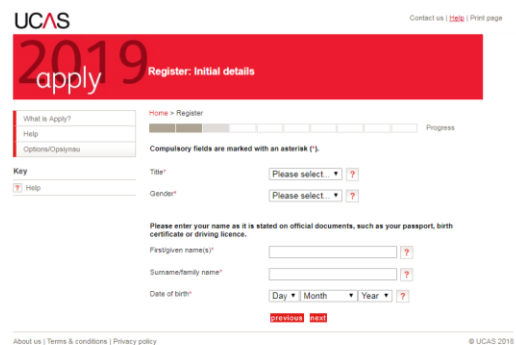
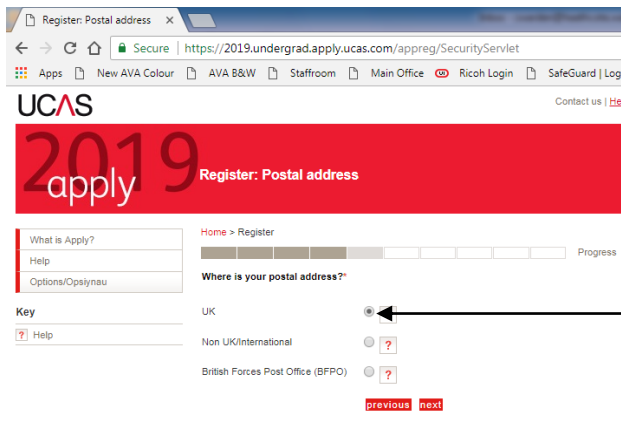
- Undergraduate: Apply and Track your application
- 2019 entry - Apply



## Register

- Next
- Tick "terms and conditions" at the bottom of the page

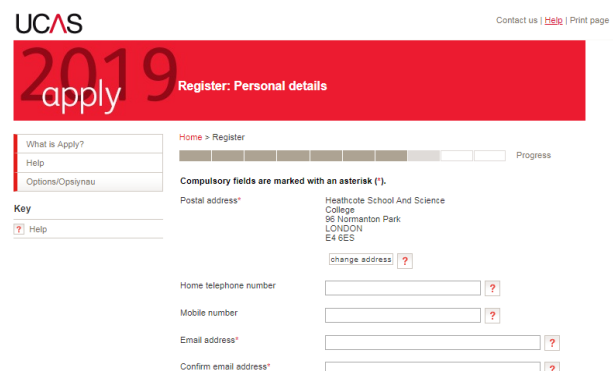
- Next
- Complete all the required details



## Postal address: UK

- Input door number and post code

- Confirm address and add in contact details on next screens
- Select updates and notifications you would like to receive



## Note:

Always use the "see list" (drop down arrow) to choose an appropriate response – NEVER enter in your own version of the answer

## Note:

With your name use **Capital Letters** for the first letter of your first name and surname, i.e. Helen Smith **not** helen smith or HELEN SMITH

Read the mailing options carefully – I suggest 'receive information by post' and 'by e-mail' but **never just** 'by text/SMS', therefore:

**TICK**

**TICK**

**TICK (only if 1 and 2 selected)**

**Option 1**

**Option 2**

**Option 3**

### How we contact you

To help fund UCAS' services, and to keep application fees as low as possible, UCAS Media is our commercial arm that works with a number of carefully selected organisations to let you know about products and services that are relevant to student life and beyond, which we think may be of interest to you.

You can choose how you would like to receive these promotional communications by ticking the channels you'd prefer us to use.

Email	<input checked="" type="checkbox"/>
Text/SMS	<input checked="" type="checkbox"/>
Post	<input checked="" type="checkbox"/>

## Select an appropriate password and four security questions

UCAS Contact us | [Help](#) | [Print page](#)

# 2019 apply

Register: Security

Home > Register

Progress

Please enter a password and choose 4 unique security questions together with their appropriate answers. Please do not choose answers which might cause offence.

Compulsory fields are marked with an asterisk (\*).

Your password must:

- be at least eight characters long
- have at least one lowercase letter (a–z) and one uppercase letter (A–Z)
- contain at least one number (0–9)
- use at least one special character, such as: % \$ & @ \* ! ?

Our [guidance](#) will help you choose a secure password.

Please make a note of your password now, as it will not be displayed at a later stage.

Password\*  ?

Confirm password\*  ?

It is important that you can remember the answers to your security questions and that they cannot be easily guessed by others. If you lose or forget your password you will be asked one or more of these security questions in order to identify you.

Security question 1\*  ?

Your answer\*  ?

Security question 2\*  ?

Your answer\*  ?

Security question 3\*  ?

Your answer\*  ?

Security question 4\*  ?

# STOP!!!

Keep a record of your 'password'

Keep a record of all your security answers (not questions)

The screenshot shows the UCAS 2019 'apply' registration success page. At the top, it says 'UCAS 2019 apply Register: Success'. Below this, there's a progress bar and the text 'Home > Register'. The user's username is displayed as 'mmouse11'. A key message states: 'Please make a note of your username now, as it will not be displayed at a later stage. Keep your username and password safe as you will need both each time you access your application. Your registration has been successful. If you wish you may now enter the Apply service or come back another time. If necessary, you can change any of your registration details once you have entered Apply.' There are links for 'log in now' and 'go to UCAS homepage'.

# STOP!!!

Keep a record of the 'username' that the system will give you

Log in now

- Apply through school/college

The screenshot shows the 'Initial UCAS questions: How are you applying?' page. It includes a 'Buzzword\*' field where 'heathcote18' has been entered. A note explains that the buzzword is case sensitive and should be entered exactly as supplied. Below the field, there's a message: 'Your buzzword should have been given to you by your tutor or careers adviser. This is very important as it helps us establish which organisation you're applying from. It also enables your referee to attach your reference and send your application to us once all parts are complete. By entering your buzzword, you give your permission for your school, college, careers centre, or other organisation to access and view the progress of your application.' There are 'previous' and 'next' navigation buttons.

This screenshot shows the 'Initial UCAS questions: How are you applying?' page. It features a list of options with radio buttons and question marks: 'Through my school/college', 'Through a careers organisation', 'Through another organisation', and 'As an individual'. A 'next' button is visible at the bottom right.

Buzz word: **heathcote18**

- Select 'Yes' when Heathcote School and Science College appears and then 'Next'

This screenshot shows the 'Initial UCAS questions: Which centre?' page. It lists 'Heathcote School and Science College' and '96 Normanton Park'. Below this, there's a question: '...Is this correct?' with 'Yes' and 'No' radio buttons and a question mark. 'previous' and 'next' buttons are at the bottom.

# STOP!!!

## Keep a record of your 'personal ID'

The screenshot shows the UCAS Apply 2019 website. At the top, there is a red banner with '2019 apply' and 'Welcome'. Below this, a navigation menu on the left lists various sections: Personal details, Choices, Education, Employment, Statement, View all details, Pay/Send, Help, and Options/Opstynau. A 'Key' section below the menu indicates that a checkmark means 'Completed', a grey box means 'In progress', and a white box means 'Not started'. The main content area displays 'Welcome Minnie.' and 'Your Personal ID is: 137-377-5203'. It also includes a video player for 'Apply2018' and a warning to verify the email address. At the bottom, there are instructions for starting the application, including links for 'completing your application' and 'applicants applying through a school, college or organisation'.

Verify your e-mail later on  
**NOW YOU CAN START TO APPLY >>>**

Look to the left of the screen

Click on **Personal details**

This screenshot is identical to the one above, but with a black arrow pointing from the text 'Click on Personal details' to the 'Personal details' link in the left-hand navigation menu.

Always **'save'** before you **'log out'**, otherwise you will lose all your changes

## Personal Details

All the details you used to register should already be entered, but they can be amended here.

Use a sensible e-mail e.g. **not** [mickeymouse@hotmail.com](mailto:mickeymouse@hotmail.com) (what impression do you want to leave with the University Admissions!)

Make sure you have answered 'Is your permanent home in the UK?' after your address

Note:

Always use the **'see list'** to choose an appropriate response – **NEVER enter in your own version of the answer**

Select 'Country of Birth' and 'Nationality' from the 'see list' section next to the answer box

**Area of residence:** Waltham Forest (or whichever borough you live in)

**Residential Category:** UK Citizen – England (or the most applicable, the '?' will give details)

Unique Learner Number: Ignore this

Reference numbers

If you do not have any of the following reference numbers, please leave the boxes blank.

Unique Learner Number (ULN)  ?

Test of English as a Foreign Language (TOEFL) Number  ?

International English Language Testing System (IELTS) TRF Number  ?

Passport details: You should not need to answer this

Passport details

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

Where relevant, UCAS collects applicants' passport information on behalf of universities and colleges, who need it for purposes of visa application and checks with the UK Visas and Immigration (UKVI). For further details about UK Visas and Immigration please visit the [UKVI website](#).

Do you require a student visa?  ?

Student support

Fee code\*  ?

Student support arrangements (This field is only available if you select fee code '02 UK, Chl, IoM or EU student finance services')

?

Please answer the following questions about whether you and your family may have lived within the EU or EEA. The universities and colleges that you are applying to need this information to make a decision about the fees you may be charged and any scholarships, bursaries and financial support that may be available to you.

Have you ever lived or worked in the EU (excluding the UK), European Economic Area (EEA) or Switzerland? \*  ?

Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK), EEA or Swiss national? \*  ?

Student Support: Select 02 or the '?' will give details

LEA: Waltham Forest (or whichever borough you live in)

**Criminal convictions:** if the answer is no, ignore this statement

**General and sales information:** Your decision how to answer this

**Nominated Access:** Usually a parent/older sibling

**Disability/special needs:** You need to select from the list whichever category is applicable, even if you have no disability/special need

Disability/special needs

Universities and colleges welcome students with disabilities. The information you give here will help them do this.

Category\*

Please give

No disability

You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder

You are blind or have a serious visual impairment uncorrected by glasses

You are deaf or have a serious hearing impairment

You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

You have a mental health condition, such as depression, schizophrenia or anxiety disorder

You have a specific learning difficulty such as dyslexia, dyspraxia or ADHD

You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches

You have a disability, impairment or medical condition that is not listed above

You have two or more impairments and/or disabling medical conditions

section

save  edit

**You will still need to SAVE even if the section is not complete.**

**Only tick the 'section completed' box when it is complete!**

(you can still go back and amend it if necessary)

## Education

State that you are currently '**Below honours degree level qualification**' at the beginning

### 1. Select 'Add new school/college'

School/college/centre name – find "**Heathcote**" and select Heathcote School (unless you sat your GCSEs at another centre)

If you did your GCSEs at Heathcote your start date will be **September 2012** and your completion date will be **August 2019** – you never left!!

Select 'full-time' for 'Attendance'

Select 'Yes' from the drop down list for the 'Did you/will you receive any qualifications at this centre?' question

As the date is in the future, you will have to click 'save' again to save the details.

If you did your GCSEs elsewhere add in your previous school with your start date **September 2012** and your complete date **August 2017**.

Add new school/college where you started Heathcote in **September 2017** and completed in **August 2019**.

### 2. Add qualification (you will be back on the Education screen)

#### GCSEs (Year 10 and 11)

For all your GCSE's choose:

**GCSE (A\*-G)**

**GCSE (9-1)**

> add new school/college/centre

No schools/colleges/centres entered.

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

Please select...  
Please select...  
Honours degree level or above qualifications  
Below honours degree level qualifications  
I will have no qualifications

save

UCAS  
2019 apply Education <Log out

Welcome » Education » Where have you studied?

Compulsory fields are marked with \*  
Before leaving this page click 'save'

Search for school... Google Chrome

UCAS  
Search:

School/college/centre name	Exam centre number
Heathcote School and Science College, St Ignace's Park, Colindale, London, E4 6EG	
HEATHCOTE SCHOOL, LONDON E4 - NORMANTON PARK, CHISWICK, LONDON, E4 6EG, E4 6EG	13406
HEATHCOTE SCHOOL, STEVENAGE, SHEPPHALL GREEN, STEVENAGE, HEATHCOTE, STEVENAGE, SG2 8JL	17715

Click here to enter my school or centre details manually

#### GCSE

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

Do not enter your Short Course GCSEs here – go back to the list and select 'GCSE Short Course'. As well as your GCSEs you must also enter any not yet completed qualifications essential to your application.

Subject\*  
Please select... (other)

Qualification date\*  
Month  Year

Awarding organisation\*  
Please select... (other)

Grade\*  
Please select... (other)

> back to summary

save save and add similar

If you did **BTEC Business Studies** you need go to **add qualifications** and then type **BTEC** into the search box. Select the correct one from the list

BTEC First Certificate

Please enter details below, using the 'other' boxes only where the applicable option can be found in the lists provided.

Do not enter your BTEC here if you began it during or after September 2010 - go back to the list of qualifications and select BTEC Certificate (GCF)

Title\*  (other)

Qualification date\*   ?

Awarding organisation\*  (other)  ?

Result\*  (other)  ?

---

Module / unit 1\*

Units\*

Qualification date\*   ?

Result\*  (other)  ?

Search:

- [General Certificate of Secondary Education](#)
- [GCSE Combined Course](#)
- [GCSE Double Award](#)
- [GCSE Short Course](#)
- [GCSE \(Applied\)](#)
- [GCSE \(Vocational\)](#)
- [International GCSE](#)
- [International GCSE \(Double Award\)](#)
- [Applied GCSEs \(formerly GCSEs in vocational subjects\)](#)
- [Applied GCSEs \(formerly GCSEs in Vocational subjects\)](#)
- [GCSE](#)
- [iGCSE \(International\)](#)
- [iGCSE \(Double Award\)](#)
- [Bahamas General Certificate of Secondary Education \(BGCSE\)-West Indies/Caribbean](#)
- [West Indies/Caribbean-Bahamas General Certificate of Secondary Education \(BGCSE\)](#)
- [AQA Level 1/Level 2 Certificate \(GCSE for UK State Schools\)](#)
- [Cambridge International Level 1/Level 2 Certificate \(GCSE for UK State Schools\)](#)
- [Edexcel Level 1/Level 2 Certificate \(GCSE for UK State Schools\)](#)
- [Level 1/Level 2 Certificates \(GCSE for UK State Schools\)](#)
- [WJEC Level 1/Level 2 Certificate \(GCSE for UK State Schools\)](#)
- [Edexcel Level 1/Level 2 Certificate Double Award \(GCSE for UK State Schools\)](#)
- [Level 1/Level 2 Certificates Double Award \(GCSE for UK State Schools\)](#)

Or select from the popular qualifications listed below

After each entry **"Save and add similar"** until you've entered your last one, at this point just **"save"**

Most of your GCSEs were completed in August 2017 **but be very careful** as some qualifications might have been completed in Year 10 (August 2016).

### Sixth Form Subjects

**(GCE Advanced Level)** – you need to enter **all** your Year 13 subjects. (including EPQ).

The 3 subjects will require results to be PENDING for August 2019.

After each entry **"save and add similar"** until you've entered your last one, at this point just **"save"**

**Note:**  
**All A level subjects (Year 13) are completed in August 2019 with result "pending"**

SAVE – when you have completed the section tick the 'section completed' box and 'save' (you can still go back and edit later) or just 'save'.

HEATHCOTE SCHOOL, LONDON E4 (13406, 09/2010 - 06/2017, FT) > remove

GCE Advanced Subsidiary		
<a href="#">Accounting</a>	06/2016	AQA
<a href="#">Drama and Theatre Studies</a>	06/2016	AQA
<a href="#">Economics</a>	06/2016	AQA
<a href="#">Physics</a>	06/2016	AQA

> add GCE Advanced Subsidiary

> add qualifications

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

section completed

**save**

### 'Additional Information' will need to be completed

**'Choices'** will be completed next year when you know which subject you wish to study at which university – you are allowed to make up to 5 choices. This can include different subjects at the same institution, but be careful not to



have too much of a range of subjects as it will be difficult for you to justify on your personal statement.

**'Employment'** you can add up to 5 employers if you wish. It must be paid employment. Voluntary employment must be mentioned in your personal statement.

***Note:***

After you have completed all sections of the form (by October) you'll be asked to send it to the Referee – This is **Ms Tobia/Ms Lewis**

**All forms are processed by the school BEFORE they are sent to UCAS and they will not be sent until ALL the information is correct.**