

## UCAS 2011

### Apply Process and Responsibilities –

monitored by

Mr Nichols

& Mrs Farley

### STEP 1

Personal Statement draft checked.  
Hand in a hard copy with name and tutor group to:

Tutor/  
Relevant subject teacher (if linked to degree subject)  
or  
Miss Falconer (Most Able Group)

**Responsibility:**  
Student

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### STEP 2

Personal Statement reviewed and feedback given to student:

**Responsibility:**  
Tutor/  
Relevant subject teacher  
or  
Miss Falconer (Most Able Group)

Once the final version of the personal statement is signed off, spell check, word count and forward to Mrs Day

**Responsibility:**  
Student

**Deadline:**  
29th Sept 2010

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### STEP 3

All sections of the UCAS form completed and checked:

Personal Details  
Choices  
Employment  
Education  
Personal Statement  
Payment

**Responsibility:**  
Student (with support from Tutor during PSHE)

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### STEP 4

Reference written, saved in Word and copy and pasted onto students UCAS form. Predicted grades added.

**Responsibility:**  
Tutor  
Miss Falconer (Most Able Group)

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### STEP 5

Whole UCAS form checked including qualifications, personal statement and reference

**Responsibility:**  
Mrs Day

Return to student with comments for amendments if required

**Responsibility:**  
Mrs Day  
Miss Falconer (Most Able Group)

Repeat as many times as necessary

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### STEP 6

Make amendments, seek advice if necessary and resubmit form via UCAS Apply

**Responsibility:**  
Student

**Deadline:**  
5th Nov 2010

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### STEP 7

Submit form to UCAS on Mondays, Tuesdays and Wednesdays

**Responsibility:**  
Mrs Day

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### STEP 8

Once you have all replies and offers from your 5 Uni's you will need to narrow down to two choices and make a firm and insurance choice.

The insurance choice is a back-up and should be a lower entry offer than the firm choice.

**Responsibility:**  
Student with advice from Mrs Day

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Advice, guidance, feedback, 1-2-1 career interviews and submission of UCAS forms available every Monday, Tuesday & Wednesday. Support and advice is available throughout the whole UCAS process from your Tutor, Mrs

Day & Miss Falconer (Most Able Group) and Mr Nichols.

Students are strongly advised to submit their UCAS forms as early as possible as universities offer places on a 'first come, first serve' basis.

Please note if there are any difficulties/issues arising at any stage please refer to Mrs Farley.