

UCAS 2010

Apply Process and Responsibilities –

monitored by

Mrs Hoban

& 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:
30 Sept 2009

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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:
4 Nov 2009

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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 Mrs Hoban.

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.