



UCAS Workshop 1

Online registration, setup and guidance

UCAS Apply for 2019 is now live and ready for student registration. Students should follow the steps outlined below.

One-time registration

1. Navigate to www.ucas.com, and click on **Sign in** in the top right hand corner.
2. Click on **Apply for 2019 entry**.
3. Click on **Register**.
4. Read through the **Welcome** and **Terms and Conditions** screens, clicking **Next** each time.
5. Navigate through the various stages of the Registration process by entering your personal details.

Remember to include your contact telephone numbers. UCAS provide a very useful update facility via text message. Leave the boxes ticked in order to allow UCAS to contact you with updates.

Use your **school e-mail address**, not a web-based personal address, particularly if the username is anything other than your first name and surname. Admissions Tutors and employers take a dim view of quirky e-mail addresses.

6. Choose a memorable password. This is case-sensitive, and must include at least one upper case character and one number.
7. Choose four security questions in the event that you forget your password.
8. Make a note of your username. You will need to use this to sign in.
9. Choose to login via the school, and type the 'buzzword' for your year group, which is **sweynepark2019**. The school's details should then display automatically.
10. Click on your tutor group.
11. Make a note of your UCAS ID. UCAS will not correspond with you unless you are able to identify yourself using this 10 digit number.
12. Verify your registration by typing in the verification code sent to your school e-mail address.

First log-in

1. Once you have logged in for the first time, click on 'Welcome' using the menu on the left.
2. Fill in the **Personal Details** section. UCAS will autocomplete some of this for you using your registration details.
3. Enter your area of permanent residence. This will usually be Essex, but if you live in Eastwood or Southend, then your area is Southend-on-Sea.

Be sure to enter **02** for your **fee code**. This indicates that you will be paying for your fees via Student Finance. If you do not, your parents will be sent an invoice for tuition fees in September 2018. (The only exceptions to this are sponsored courses, such as where the NHS pays for a Midwifery degree.) The box marked **Student support arrangements** will be the same as your area of permanent residence.

4. Enter a nominated UCAS contact. This should be a parent or other close relative to whom you give permission to correspond with UCAS in the event of your absence. Do **not** enter a member of staff in this instance.

5. Please continue to fill in the remaining sections in your own time. It is probably a good idea to leave the **Choices** section until September, or at least until you have visited a number of universities.

The 'Education' section

1. You must provide full details of your qualifications to help universities and colleges consider your application. This is best left until after you know your AS Level results, though you can, of course, enter your GCSE results immediately.

2. Information on the exam boards and course codes for your subjects can be found via the links on the UCAS page on the Sixth Form area of the school website. This applies to the GCSEs you took in 2017, the AS exams in 2018, and the A2/A Level exams you are due to sit in 2019.

3. All AS results need to be declared on your UCAS form, even though this will not count towards your final A Level grade. **Failure to declare exam results can result in an invalidated application.**

4. All examinations you sit at the end of Year 13 must have a future date indicated. This applies to all A Level exams and BTEC exams and modules. The date for final exams should coincide with the date you enter for leaving school – enter July 2019 for both.

5. Take care when entering exam grades. Universities have access to these, and entering incorrect grades may invalidate your application.

6. For the question, 'What level of qualification do you expect to have before you start your course?', please state 'Below honours degree level qualifications.'

Please see the separate PPT on Personal Statements for guidance on the 'Statement' section.