**UCAS 2022**

**Guide to Applying**

**Important dates and new update for 2021**

Following sector consultation, there will no longer be a **24 March deadline** for **Art and Design** courses. This means there will only be two UCAS Undergraduate equal consideration deadlines for **2022 entry:**

**26 January 2022: 18:00hrs (UK Time)**

UCAS deadline for the majority of undergraduate courses

**25 February 2022**

**UCAS Extra** opens.

If you’ve used all five choices and you’re not holding any offers, you might be able to add another choice.

**30 June 2022: 18:00hrs (UK Time)**

The deadline for late applications. After this date, you will automatically enter **Clearing**

**4 July 2022**

Last date to apply in **Extra**

**5 July 2022**

**Clearing** opens for eligible applicants and vacancies are displayed in UCAS’ search tool

**21 September 2022: 18:00hrs (UK Time)**

Last date to submit 2022 applications - this date may be subject to change. Please check on www.ucas.com

**How to apply**

All applications must be completed online at [**www.ucas.com**](http://www.ucas.com/)**. UCAS** – the **U**niversities and **C**olleges **A**dmissions **S**ervice processes applications for British Universities. You will need to register an account within the **UCAS Hub**, setting up your own unique password – remember to keep a note of this in a safe place.

You do not have to fill out the application in one go – you can save and make changes. Remember to save as you go along, as the website may 'time-out'. **Please note the following before you begin:**

**College Buzzword**

If you want a reference from Perth College UHI you must register "Through my school/college" using the Buzzword **PERCOL2022** or, if you are a SWAP applicant, **swapeast2022.** This is so your referee can access your application and provide a reference. If you have applied as an individual but want a reference from the College you must speak to **Ian McCartney or Caroline Curley, Careers Advisers** in campus, who will arrange with UCAS to move your application to the correct area of the site. Alternatively, you can contact the UCAS helpline on **0371 468 0468.**

**Selecting a Group**

On registering you will be asked to select a group. Please select your curriculum area and the name of the lecturer you would like to be your referee. Contact Ian or Caroline if the name of your chosen referee doesn't appear.

**Getting a Reference**

When you start your UCAS application **it is essential you check** with your chosen referee that they are able to provide a reference. Your Personal Academic Tutor is often the person who knows you best so can be a good choice to provide you with a reference. College will be recommending that all applications are completed by **10 December**, in order that your referee has time to look at your course choices and personal statement to help them write you a comprehensive reference.

**Course Choices**

You may apply for **up to 5 courses** (with a few exceptions). You don't need to apply for all 5 courses at once and can add choices later. There's no preference order, and your universities/colleges won't see where else you've applied to until after you reply to any offers you get. UCAS will contact you with details of how to accept or decline a place.

**Cost of Applying**

You will need to pay UCAS directly using a credit or debit card. You pay £**22** if you're applying to just one course, or **£26.50** for multiple courses or applications sent after **30 June 2022.**

**Guide to Writing Your Personal Statement**

Your Personal Statement must give convincing reasons why you want to do the course and why you are a suitable applicant. This section will take time and we strongly recommend you **start early**. This is your chance to stand out from the crowd.

Starting out is often the hardest part, the worksheets in this booklet can be used to help you get ideas of what to include. Look at the UCAS website where there is a lot of helpful information. In the library, there are copies of ‘How to write a UCAS Personal Statement’ by Paul Telfer.

**Research** the course you want to take – read prospectuses and course leaflets. Look at websites ([www.ucas.com](http://www.ucas.com) and <https://www.planitplus.net/> are both excellent points of reference to get you started). When looking on university and college websites, check to see if they are running Open Days or Virtual Tours and look at blogs and social media content to help you decide if this is a place where you would like to study. Try to identify any particular requirements and point out how you could fulfil them. If you are applying to more than one institution, concentrate on the course subject in general.

**Content**

* The first thing any institution will want to know is **why** you want to study the subject. What has led to this interest? Has anything or any person inspired you? Why do you want to study at a higher level? Give clear reasons for wanting to do a particular course.
* What skills and attributes do you have which make you suitable for this course? Remember to mention transferable skills you have gained at college, in a job or voluntary work. Are there any aspects of your course you have enjoyed or excelled in? Have you shown initiative, innovation or worked in a team?
* Have you done a work placement on your course or had certain responsibilities such as class rep? Make the most of this information, but make sure it's **relevant**.
* Research employment opportunities to show you are motivated and have an idea of what you would like to do in the future.

**Structure**

* **Organise** your material – draft and re-draft until you get it the way you want it. Use paragraphs which flow logically. Include only what you could talk about with confidence at an interview.
* **Don't repeat** material already on the application form – avoid listing subjects you are currently studying as this takes up space and does not provide any new information.
* **Check spelling and grammar** – Write the statement in Word, and then copy and paste it into your application otherwise you could lose your work when the website times-out. Also, there is no spell-check facility on your UCAS application.

UCAS suggest that you include points relating to:

* Your reasons for choosing the course.
* Reasons for your interest in the subject.
* Areas of particular interest within your present studies.
* Any work experience, placement or voluntary work.
* Transferable skills.
* Other achievements or awards.
* Any subjects you are studying for which there is no exam.
* Sponsorships you have gained or applied for.
* Your plans for the future.
* If you plan to take a year out, your reasons why, and how you intend to use the time.
* Your social, sports, or leisure interests.

Ask someone else to read over your Personal Statement. This could be:

* Parent.
* Lecturer
* Careers Adviser.

**The Careers Advisers, (Ian McCartney and Caroline Curley)** are located in the Careers and Employability Centre in the Library and are regularly on hand to offer a Personal Statement checking service.

If you hold no offers please come and talk to the Advisers, as you may be able to apply for further courses through **Extra** or **Clearing**.

**Personal Checklist:**

[ ]  Start your UCAS application early.

[ ]  Speak with your PAT about your application and asking them about doing a reference for you.

[ ]  Contact the Careers Advisers so they can advise on or check your Personal Statement.

[ ]  Set aside time in your calendar for research and preparing your application/Personal Statement.

[ ]  Keep a note of important deadlines.

**Useful Links**

[**www.ucas.com**](http://www.ucas.com/) – for your UCAS application

[**www.ucas.com/connect**](http://www.ucas.com/connect) – a useful source of information, advice, videos, tips and reminders published by UCAS to help you through the application process

[**http://unistats.direct.gov.uk**](http://unistats.direct.gov.uk/) – the official website for comparing UK higher education course data. Includes official data for undergraduate courses on each university and college's satisfaction scores in the National Student Survey, jobs and salaries after study and other key information for prospective students.

**What Next?**

When you send your form to UCAS they will:

1. Send you a welcome letter confirming your choices. You can view your application in Track using your Personal ID and the username and password that you used to apply. This is what you need to use to check on your applications, offers and interview dates so log in regularly.
2. Your chosen Universities or Colleges can view your application, (but can't see where else you've applied to). They will only see any other choices after you've replied to your offers.
3. The University or College will decide whether to make you an offer or not.
4. Depending on the course you've applied for, you may get invited in for an interview, audition, or asked to provide a portfolio of work or an essay. If you get an invitation, this will show in Track which you can use to accept or decline it. If you need to change the time or date, contact the University and they will update it through Track.
5. UCAS will notify you when they receive a decision from the Universities which you have applied to. The decisions will be either:
* **Unconditional Offer** – You meet all the academic entry requirements and the University has accepted you.
* **Conditional Offer** – The University will offer you a place if you meet certain conditions, which are usually based on your exam results.
* **Unsuccessful Application** – The University has decided not to offer you a place on the course.

**Replying to Your Offers**

1. **Firm acceptance.** This is your first choice; you can only have one firm acceptance. If you accept an unconditional offer, you must decline all others as you have committed yourself to taking that place. If you accept a conditional offer, you can accept another offer as an insurance choice.
2. **Insurance.** This is your back up offer and can be conditional or unconditional. It is usual to choose a lower offer.
3. **Decline.** When you've decided on the above, you must decline all others.

You must use **Track** to reply to your offers. The closing date for this will depend on when you receive your last decision – these dates are shown on the UCAS website. You only have a 7 day 'cooling off' period to change your choices.

If you have applied for 5 courses and aren't holding any offers, you may be able to apply through **Extra** for another course. This only includes courses which still have places left.

**Results**

Results are sent to UCAS, who forward them to the Universities or Colleges. The Universities make their decision, which is displayed in Track.

If you exceed the conditions ie get a better result than you expected, you can apply for other courses through Adjustment.

If you don't have a place on a course at this stage you can go through Clearing. This is where Universities advertise any places that they have left on their courses.

**Support available within Perth College**

Regular UCAS drop-ins will take place during Semester 1 from the half-term break onwards in the Careers and Employability Centre in the Library at the following times:

* Monday: 10:00 - 11:00
* Tuesday 13:00 - 14:30

If you have any questions or need any help, please speak to your PAT or contact:

**Ian McCartney/Caroline Curley (**Careers Advisers) on

**01738 877373 or 01786 877866**. Our work mobiles are:

Ian: **07775 028002**

Caroline: **07557 211514**

Our email addresses are:

* ian.mccartney.perth@uhi.ac.uk
* caroline.curley.perth@uhi.ac.uk

You can also make an appointment with us by speaking with staff at the Reception desk in the Brahan Building.



**Preparing your personal statement**

(https://www.ucas.com/undergraduate/applying-university/how-write-ucas-undergraduate-personal-statement)

1. **Preparation**
* You can only write one personal statement, so don't mention a unit or college by name.
* Check uni and college websites to see what skills and qualities they'd like you to have.
* Make a list of things you want to include.
* Start drafting early.
1. **What to include**



* Why you're interested in the subject.
* Your enthusiasm for the subject.
* How your previous studies related to the course(s).
* Relevant aspects of jobs, placements, work experience or volunteering.
* Activities or hobbies that show your interest in the subject.
* Any training or achievements that show your skills.
* Demonstrate you're a great candidate and you have skills and qualities they're looking for.
1. **How to write it**



* Introduction – start with an opening sentence that encourages the reader to read on.
* Structure what you want to include in an order that's most relevant to what the uni's and colleges are looking for.
* Conclusion – reinforce your commitment, enthusiasm and skills suited to uni/college life.
* Check your grammar, spelling and punctuation.
1. **Technical details**
* Length – up to 4,000 characters or
47 lines of text (including spaces and blank lines.
* Make sure you don't copy – our software detects any similarities and this could jeopardise your application.



**Personal Statement Worksheet**

([UCAS Personal Statement Tool - Learn what to write about](https://www.ucas.com/undergraduate/applying-university/how-write-ucas-undergraduate-personal-statement))

This worksheet is designed to help you think about information you could include in your personal statement. We’ve included space for you to write down any thoughts you have as you go along. More detailed advice and guidance about writing your personal statement, including our UCAStv video guide, is available at: **www.ucas.com/personalstatement**

**Writing about the course**

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| Why are you applying for your chosen course(s)? |
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| Why does this subject interest you? Include evidence that you understand what’s required to study the course, eg if applying for psychology courses, show that you know how scientific the subject is. |
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| Why do you think you’re suitable for the course(s)? Do you have any particular skills and experience that will help you to succeed on the course(s)? |
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| Do your current or previous studies relate to the course(s) that you have chosen? If so, how? |
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| Have you taken part in any other activities that demonstrate your interest in the course(s)? |
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**Skills and achievements**

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| Universities like to know the skills you have that will help you on the course, or generally with life at university, such as any accredited or non-accredited achievements. Write these down here. Examples can be found at: [www.ucas.com/personalstatementskills](http://www.ucas.com/personalstatementskills) |
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| Also think about any other achievements you’re proud of, positions of responsibility that you hold or have held both in and out of school, and attributes that make you interesting, special or unique. |
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**Hobbies and interests**

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| Make a list of your hobbies, interests and social activities. Then think about how they demonstrate your personality, skills and abilities. Try to link them to the skills and experience required for your course(s). |
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**Work experience**

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| Include details of jobs, placements, work experience or voluntary work, particularly if it’s relevant to your chosen course(s). Try to link any experience to skills or qualities related to the course. |
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**Mature students**

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| Explain what you’ve been doing since leaving education, and provide additional evidence to support your application. If you’re not in full-time education, you should give details of any relevant work experience, paid or unpaid, and information about your current or previous employment. |
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**International students**

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| Tell universities why you want to study in the UK and why you think you can successfully complete a course that is taught in English. Say if some of your studies have been taught or examined in English and if you have taken part in any activities where you have used English outside of your studies. |
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**Future plans**

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| If you know what you’d like to achieve after completing the course, explain how you want to use the knowledge and experience that you gain. How does the course relate to what you want to do in the future? |
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**Dos when writing your personal statement**

* Do use your best English and don’t let spelling and grammatical errors spoil your statement
* Do show that you know your strengths and can outline your ideas clearly. Use words you know will be understood by the person reading your statement.
* Do be enthusiastic – if you show your interest in the course, it may help you get a place.
* Do expect to produce several drafts of your personal statement before being totally happy with it.
* Do ask people you trust for their feedback.

**Don’ts when writing your personal statement**

* Don’t exaggerate – if you do you may get caught out at interview when asked to elaborate on an interesting achievement.
* Don’t rely on a spellchecker as it will not pick up everything – proofread as many times as possible.
* Don’t leave it to the last minute – your statement will seem rushed and important information could be left out.