

UCAS APPLICATIONS - "apply": 2020 – 2021

A. ACCESS TO THE "apply" SYSTEM

The "apply" system works on any device which has internet access – you can therefore complete the application at home: simply log on to **ucas.com/apply** (remember you are applying for undergraduate 2021) using the buzzword **DollarPhoenix** [See the Getting Started sheet.]

B. GETTING STARTED

It is the responsibility of all pupils to ensure that they know how to use the "apply" system – there is a comprehensive guide on the UCAS website explaining every step of the way. Instructions about how to get started are also published separately by Dollar. Pupils should approach their Personal Tutor for help if they feel they need it.

C. THINGS TO BE DONE

1. See your Personal Tutor and UCAS Advisor
2. Undertake research of courses and institutions
3. Write a draft personal statement [type it as a Word document; do not handwrite]. Include a note of how many characters and lines [according to UCAS] it contains.

D. COMMUNICATION - E-MAIL ACCOUNTS

Your Personal Tutor will communicate with you about your application in various ways, besides one to one meetings. Regularly check the e-mail account you listed on the UCAS "apply" form: your personal tutor and UCAS advisor will use this to contact you, as will UCAS.

E. COMPLETION OF THE FORM

1. **Do not forget your "apply" username and password; the School Office keeps a list of them; ask them if in doubt.**
2. **Do not change your password.**
3. **Do not try to share anyone else's network login.**

1	Enter the "apply" program by logging on to the internet and clicking on the link in your Favorites listing named as "apply for applicants"
2	Select "2021 entry" [ensure you don't log on to "2020 entry" by mistake]
3	Log in with username and password. See GSB if there are problems
4	Click on the items from the menu on the left. There are several main areas, which you can do in any order; you can start them, do some work, save, and then log off.
5	Use the "Help" option to confirm that you have answered questions correctly. NB The program will not let you make mistakes other than punctuation, capitalisation or spelling mistakes, which you have to check for yourself. It will send you back to incorrect data.
6	Tick the box marked "section completed" if you have finished the section. Look for other text marked in green – these are areas you have left incomplete. Watch for items marked with a red asterisk – these are required fields. All others are optional. Some statements in brown type are simply warnings; read them and move on.
7	Always leave the program by selecting "Log out" – do not simply close the window, or it may cause the program to lock, and your Adviser will have to unlock the form by a tortuous and lengthy process ...

"personal"

Personal - You only have to fill in required fields that have red asterisks. Use the video advice here if you are unsure. You will find this kind of support throughout the "apply" form.

Reference numbers - You do not have a **"Unique Learner Number"** but you may have IELTS or EFL numbers if English is not your first language; you may therefore also have an overseas passport and visa to declare.

Student Support - For most applicants, this will be **"02 UK, ChI, IoM or EU student finance services"**. If you live in Scotland you will be funded by **"Student AA Scotland"** [find this in the alphabetical drop down menu]. Do not put the name of the county eg "Fife", "Perth & Kinross".

English students have to find out the name of their local Education Authority [ask at home] and select from the "LA selection" menu. EU applicants will be **"02 UK, ChI, IoM or EU student finance services"** followed by **"EU Team"**.

Overseas students are likely to be **"01 Private Finance"** and will probably include the word **"Family"**. Boarders give the School Boarding House address as "postal address", and then add the home address.

Email – give your personal email, **not your school email address**: you may need to be able to receive emails from UCAS after you have left Dollar in Form VI, and your school account will be discontinued in June.

Passport details – only for non EU applicants

Disability – if you have no disability you must choose "No disability".

Criminal records – beware: do not tick the box unless you have a criminal record. This is not likely to be the case.

"Keeping you informed..." – choose whether you want mailings from Unis etc

Nominated access – you have the option of naming someone who can operate your UCAS account in your name; for example, you might be on holiday when the results come out and you might want a parent or your UCAS adviser to be able to check your on-line "track" for offers, or speak to Unis for you. This could be a parent or a member of SSG: Mr Burbury, Mrs Miller, Miss Langley and Mrs Mason, will all be in school when the results come out; and we are all happy to be named. **Choose someone; it could help.**

Disability / special needs – You need to select "No disability" if you do not have one – this is a required field. Think carefully about how you might complete this section if it is relevant to you.

Click on the "section completed" box, before clicking on "save" before moving on to another area. If you are UK based, a new "additional information" section will automatically appear in the menu. [See next section.]

"additional information" - for UK based candidates only

"Equality monitoring" You only have to fill in the first.

"Activities in preparation for higher education" refers to courses that have been laid on by various universities and institutions to give pupils special encouragement and support in applying for universities – pupils who might not otherwise consider higher education. Not many people have gone on one of these; if you are unsure, check with GPD.

"Parental education" is optional – "I prefer not to say" is the default option to choose if you don't wish to give further information. Some universities give extra credit to applicants who do not come from a background with experience of higher education. Ask GSB if you are not sure.

"Occupational background" is a required field, however. You are asked to give part of a word to describe the most recent job of the highest paid of your parents / guardians; words like "Law" "Sales" or "Self-employed", say. You have to use the drop down menu.

"student finance" - SAAS

If you have selected SAAS in the previous section, you will have the option of registering now. It may make life easier if you register as being interested in taking out student finance at this stage. You are not committed to doing it, but at least it gets you on the system if you register now.

"choices"

Look for **"add a choice"** at the bottom left hand of the page. Do not worry about putting courses in any order: the computer will order them alphabetically for you. You have up to five choices. These can be different courses at the same institution; each counts as one of the five choices. Medics / Vets / Dentists can only make up to four med / vet / dentist courses; one other subject may be chosen, however, to make five. None of the institutions chosen will know where else you have applied until late in the process, after offers have been made.

Start date allows you to choose entry in 2021 or deferred entry to 2022.

Point of entry: some degree options may allow you to join in second year with good Advanced Higher grades [generally not advisable unless you have special reasons]. For the majority, this will be left blank.

Campus code – you have to select something. For most universities there will be only one choice “**main site**”. There may be others – check on the university website which one is appropriate for you.

A **Criminal records** question may pop up for certain courses. For most of you, the answer will be “undeclared”. Do not tick the box unless you have a criminal record.

“education”

Before you start choosing courses, answer the opening question on the first screen at the bottom of the page, “Please state the highest level of qualification you expect to have before you start your course*”. Choose the middle answer “**Below honours degree level qualifications**” before you start adding your schools. Go to “**add new school/etc**” The school number **69215** will automatically be generated by the insertion of the school name as “Dollar”. It is the UK “A” Level centre number currently recognised by UCAS – this is different from the Scottish Centre Number which you have used in exams. Do not be concerned by the difference – it is not important.

Include only your secondary schools, or any school you attended at the age of 12 onwards [might be a Prep school] but put your actual start date if you came to Dollar Academy before secondary school age. If you are Form VI you will be finishing in June 2021. There will be an automatic warning note in brown type: “Warning: as you have entered a finish date which is in the future, these details must be for the school or college you are currently attending.” Do not be concerned about this.

Add your Qualifications under each school name. Choose which type of exams you have sat. Include all your results, passes and fails, in secondary school. Look for “**National 5**”, “**Highers (Scottish)**”, “**Advanced Highers**” etc. [Or GCSEs etc...] There is a list of Scottish qualifications already given, but you can search for any other qualification in the search box above the Scottish list. Give the date of final award as **August**.

Include all the courses you are **currently** studying this session 2020-2021, as well as the ones you took in previous years, but note the results as “**pending**” as you don’t yet know what they will be.

If you have applied for a marking review, you must still put in the lower earlier grade until such time as it is changed.

Don’t forget to include **DofE**, **Music** or **Dance** grades if you have taken them. [Under “Other”]

Include your **Core Skills** with all the details from your most recent SQA certificate, under “**Core Skills Profile Scotland**”. Details can be found at the end of your SQA certificate [or from Mrs Miller / Mrs Mason]. See the note at the end of this guide.

Do not include the modules / units you study for your Advanced / Highers unless you are studying free-standing Modules, known as “National Units” [Psychology or Philosophy etc]. Find out the correct title from your UCAS adviser / Mrs Miller and include them as separate qualifications; type “**Pass / Fail**” as appropriate. Course codes are also on a sheet you will be given by your Form Tutor.

Include your **SCN** - Scottish Candidate Number.” number; this is **not** the same as “Student Registration Number”, which is for Further Education College students.

“employment”

You have to fill in all the fields in this area, if you have had paid work. Beware – there are no spell checkers here. Pupils often make mistakes in this section. **Don’t** include casual babysitting, or unpaid work experience.

“statement”

See the various guidelines that have been issued [your UCAS Adviser will have copies]. Note that there is no word limit as such; instead, **there is a limit of 47 lines to fit into the “apply” box: that is, 4000 characters including spaces**. Use the character and line count in “apply” – it is different from that in *Word*. Always note the number of characters and lines at the end of your draft statements. There is a minimum of 1000 characters.

Write the personal statement as a Word document, so that you can spellcheck it – “apply” does not have a spell check facility. The program will tell you how many lines you have used once you have pasted them into the box. If it is too

long, delete all the text from the box [making sure that you still have a copy of the statement in a Word file for you to revise].

Rewrite the statement, with help from your Personal Tutor, and copy and paste back into the form again. You can save the statement and then paste over or delete it any number of times – but always save it before you leave the page. “apply” may have trouble coping with bullet points pasted in from other packages. Keep it simple. Avoid paragraphs indented on the first line: “apply” may do strange things with the lay-out in the actual form itself. Use capitals for all qualifications / subjects – e.g. **Advanced Higher Biology**. But note – you are a **biologist**, a **mathematician**, a **chemist**...

Note the warning about copying material from other statements. We know of an instance in which a Dollar pupil’s statement was flagged up by UCAS as having been partially copied. A warning was then sent to all the universities to which this pupil had applied. They were rejected by all their choices. **You have been warned....**

Completing the Form: “Pay/Send”

After the main sections have been completed and each is marked “complete”, you should check the whole form by “view all details”, print out a copy for yourself, and then go through “pay/send” and “send” it [via the internet] to the referee. Please note that this is not the same as sending the form to UCAS: **you cannot actually transmit the form to UCAS by yourself, even by accident**. When you “send the form to referee”, you are only sending it through the internet to the Administrator’s inbox [and your Adviser], so that the school reference can be added. We will send it from the school to UCAS only when it’s all finished and checked. We will, however, send it back to you if we think there are still changes to be made. The payment procedures are handled through the school; they go on the bill.

In conclusion, the following procedure should be adopted:

1. Complete all sections
2. View All Details – edit and check until you are sure it is all correct
3. Print by using the printer icon in the top right corner
4. Print a copy of the form for your own personal reference
5. Select “Pay / Send” [which only becomes live when the form is all complete]
6. Click on all four points, select “I agree” [it now goes to your Adviser]
7. Log out
8. Wait to be contacted by your Adviser for any further input – we will use the email address you have given UCAS as your point of contact, or send for you through your Form Tutor.
9. Wait to be contacted by UCAS with your personal UCAS identification number; you will then be given a password to enable you to follow the progress of your application on the “Track” facility [see the UCAS website menu].

CORE SKILLS

Core Skills

Core skills are what you get automatically as a result of studying certain subjects. For example, by definition you will get some Numeracy skills by studying Maths.

Your SQA certificate contains your Core Skills profile and this profile is updated each time the SQA issue a new certificate. The Core Skills profiles includes the SCQF level you achieved in each of the different Core Skills components. The highest possible level for Core Skills is 6. The five Core Skills are:

- Communication
- Numeracy
- Information & Communication Technology
- Problem Solving
- Working with Others

In some circumstances, not all five Core Skills will be listed on your certificate. This is because they were not all built into the Courses or Units you studied – perhaps only some of them were. For example, an English qualification would include the Communication Core Skill, but not the Numeracy one.