



How to apply to UK universities via UCAS online

For university entry 2017

BISS Puxi

Student Pack

UCAS

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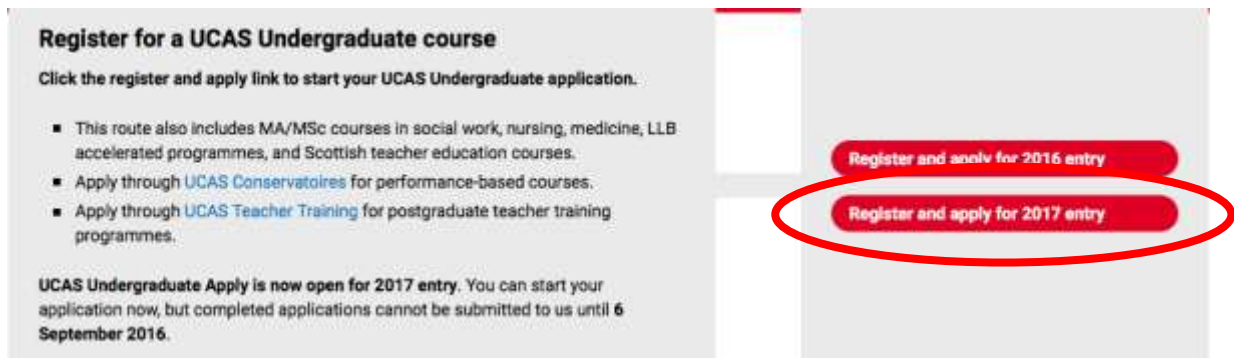
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How to register to use UCAS apply

Go to: www.ucas.com

Click on 'Apply Now'

Click on 'Start or continue an undergraduate application'



Click the "Register and apply for **2017** entry" button to create a new account- this will take approximately 15 minutes

Log in

If you have already registered, please enter your username and password below to log in. **You must enter your username in lower case and your password in the same case you used to register.**

Username

Password

[Forgotten login?](#)

log in

Register

If you have not registered for 2017 entry, please click the 'register' button to use this service. **You only need to register once.** If you apply more than once in a cycle your application fee will not be refunded.

register

On the next screen, click the "Next" button

Then read the Terms and Conditions, tick the box to agree and click the "Next" button.

Fill in your initial details and press next.

On the next screen, fill in your basic details and press "next":

Home > Register



Compulsory fields are marked with an asterisk (*).

Title* ?

Gender* ?

Please enter your name as it is stated on official documents, such as your passport, birth certificate or driving licence.

First/given name(s)* ?

Surname/family name* ?

Date of birth* Day Month Year ?

[previous](#) [next](#)

Enter your name and birthday and click 'next'

Home > Register



Where is your postal address?*

UK ?

Non UK/International ?

British Forces Post Office (BFPO) ?

[previous](#) [next](#)

Enter your full home address and contact details. Some students, if their family has a property in the UK or EU put this down as their home address. Others choose their address. Please note that information, including calls to interview, may be sent to whatever address you put down.

Fill in the rest of your details.

Compulsory fields are marked with an asterisk (*).

Postal address*

Home address
LONDON
NW1 1RX

[change address](#) ?

Home telephone number ?

Mobile number ?

Email address* ?

Confirm email address* ?

You are giving this e-mail address to universities. Make sure it's sensible, not **XXsexyXX@hotmail.com**

On the next screen, you set your password and security questions which will be used if you forget your password.

You will then be given your username.

Please write down your username and your password somewhere safe, or keep it on your phone.

Home > Register



Your username is : **mweston7**

Please make a note of your username now, as it will not be displayed at a later stage.

Keep your username and password safe as you will need both each time you access your application.

Your registration has been successful. If you wish you may now enter the Apply service or come back another time. If necessary, you can change any of your registration details once you have entered Apply.

log in now

go to UCAS homepage

Then choose: 'log in now'

You are then asked some initial questions which you only need to answer once. The answers are:

Initial UCAS questions

How are you applying?*

Through my school/college ?

Through a careers organisation ?

Through another organisation ?

As an individual ?

next

If you are a current or former student at BISS Puxi:

You are applying "through my school/college". You will then be asked for a Buzzword to link you to us. The buzzword for 2017 entry is **bisspuxi2017**

You need to enter your buzzword on this page. If you do not know the buzzword, your tutor or careers adviser will give this to you. You will only need to enter your buzzword at this stage and then it will no longer be needed.

(Buzzwords are case sensitive and should be entered exactly as supplied.)

Buzzword*

bisspuxi2017

?

Your buzzword should have been given to you by your tutor or careers adviser. It is very important as it helps us establish which organisation you are applying from. It also allows your referee to attach your reference and to send your application to us once all parts of the application, including the reference, are complete.

previous **next**

You are registering through...

The British International School, Puxi Campus
111 Jinguang Road, Huacao Town
Minghang District
Shanghai
201107

...Is this correct?*

Yes No ?

previous next

Yes, this is correct

Please select your tutor group/application group. If you are unsure, please speak to your tutor or careers adviser or select the option 'don't know'.

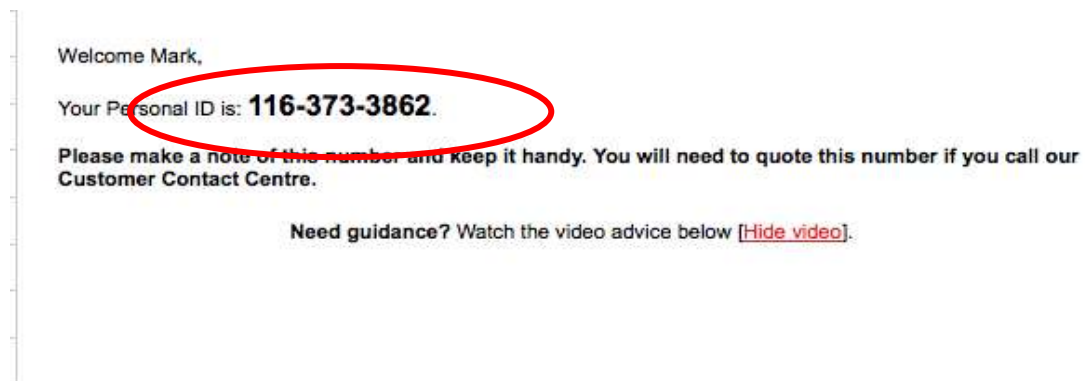
Tutor/application group*

IB Academy Students

previous next

Select 'IB Academy Students' as your application group and click 'next'

You will then get a personal ID number. This is important – write it down with your username and password in your safe place. You are now ready to start filling in your application form!



Verifying your e-mail address

If you are asked to verify your e-mail address, this means that UCAS want to check that the e-mail address you have typed in actually works. To do this, you need to be able to access your e-mail account – it just has to be done at some point before your application is sent.

To verify your e-mail address: click the Verify button, then:

- 1) Go to your e-mail inbox (leaving UCAS apply open). You will have an e-mail from ucas:



This e-mail will contain a verification code; copy it.

verification code: qmp66319

This code is only valid for the address shown above. If you change your email address, you will need to obtain a new verification code.

Once we have verified your email address, we can then send emails alerting you to changes to your application, including decisions made by your chosen universities and colleges. These emails will not list the actual changes or give any decisions; they will tell you to log in to the Track service to view any changes. Track is available on the UCAS website for you to use once we have processed your application. For environmental reasons you will not receive a letter containing an individual decision, although you will be able to print these letters from the Track system if necessary.

Note: this is an automated email, so please do not reply to this address.

- 2) Go back to UCAS apply and click on "Please click here to verify your e-mail address"



- 3) Enter the verification code and press "Verify e-mail"

Please enter your email verification code below to verify your address is
jane.partridge@surbitonhigh.ucst.co.uk:

?
verify email

How to complete your application

If you have just registered, you will be taken straight into your UCAS application form. If you are returning to the system, you will need to go to www.ucas.com/apply and log in.

Make sure you log in as a 2017 student!



Once you are logged in, use the menu on the left of the screen to go to each section and fill in the questions:

Welcome	
Personal details	<input type="checkbox"/>
Choices	<input type="checkbox"/>
Education	<input type="checkbox"/>
Employment	<input type="checkbox"/>
Statement	<input type="checkbox"/>
View all details	<input type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsynau	

Personal Details Section

Reference numbers

Reference numbers

If you do not have any of the following reference numbers, please leave the boxes blank.

Unique Learner Number (ULN)	<input type="text"/>	<input "="" type="button" value="?"/>
Independent Safeguarding Authority (ISA) Number	<input type="text"/>	<input "="" type="button" value="?"/>
Test of English as a Foreign Language (TOEFL) Number	<input type="text"/>	<input "="" type="button" value="?"/>
International English Language Testing System (IELTS) TRF Number	<input type="text"/>	<input "="" type="button" value="?"/>

You might not have any of these numbers – that's OK

Passport Details

Passport details

(This section only applies if your permanent home is outside the EU)

Where relevant, UCAS collects applicants' passport information on behalf of universities and colleges, who need it for purposes of visa application and checks with the UK Visas and Immigration (UKVI). For further details about UK Visas and Immigration please visit the [UKVI website](#).

Do you require a student visa?

Have you previously studied in the UK on a student visa?

Please check that the names you have provided at the top of this section match how they are stated on your passport.

Please enter the following details about your passport. If you have more than one passport, give the details of the passport you intend to use to enter the UK for the purpose of studying your course.

If you need a visa but don't yet have a valid passport, leave the sections below blank - we will ask you to provide the details once you have submitted your application and have received an offer of a place.

Passport number	<input type="text"/>	<input "="" type="button" value="?"/>
Issue date	<input type="text" value="Day"/> <input type="text" value="Month"/> <input type="text" value="Year"/>	<input "="" type="button" value="?"/>
Expiry date	<input type="text" value="Day"/> <input type="text" value="Month"/> <input type="text" value="Year"/>	<input "="" type="button" value="?"/>
Place of issue	<input type="text"/>	<input "="" type="button" value="?"/>

Passport Information is needed if you do not live permanently inside the European Union.

This is saying you are an international student, and will be charged international rate fees for your studies.

Some students with a family home in the EU consider this to be their permanent home.

If you are unsure whether this applies to you, speak to Mr Weston.

Student Support

This section is about which level of fees you should be charged at university.

Student support

Fee code*

Student support arrangements (This field is only available if you select fee code 02 UK, Ch, IoM or EU student finance services)

Please answer the following questions about whether you and your family may have lived within the EU or EEA. The universities and colleges that you are applying to need this information to make a decision about the fees you may be charged and any scholarships, bursaries and financial support that may be available to you.

Have you ever lived or worked in the EU (excluding the UK), European Economic Area (EEA) or Switzerland?

Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK), EEA or Swiss national?

UK/EU/International Students

The fee code for EU or UK students is **02**. The fee code for international students is **01**. Tuition fees will differ depending upon how you are categorised. If you are not sure if you count as UK or international speak to Mr Weston – each university will categorise you according to their own criteria – using the information you give them, one university may categorise you as International and another as UK/EU.

Commercial Mailings

Commercial mailings:

The UCAS group of companies work with a range of companies to bring you discounts, offers, career information, graduate placements and news about products particularly of interest to students.

In addition, if you find yourself without a place, we may send tailored information from universities and colleges that have spaces available at certain times of the year.

Your preferences below do not affect us contacting you in connection with your UCAS application. They only relate to communications from other companies and tailored information from universities and colleges.

For more information take a look at our [data protection statement](#) and [terms and conditions](#).

I **want** to receive sales information by email and/or by text message to my mobile phone

I **do not want** to receive sales information by post

Once your application is submitted, you can change your preferences at any time in the Personal Details section in Track. All monies raised from commercial mailings are used to improve our services to applicants.

Tick the relevant boxes to say whether you want UCAS to send you general information and in which form. This is NOT about your application; this is general information such as adverts for open days and taster courses.

Nominated Access

Nominated Access means a person you authorise to talk to UCAS on your behalf. You are allowed to put in two people, despite there only being one box. Please put in Mr Weston – otherwise he cannot talk to UCAS on your behalf. If you would also like your parents to be able to talk to UCAS for you, then enter their name here too.

Nominated access

You can choose to nominate someone, eg parent/guardian/adviser, who can discuss your application with us and the universities if you are unavailable.

Full name of nominee

Mark Weston - Joe Bloggs



Relationship to you

HE Adviser - Father



Criminal Convictions

Criminal convictions

Criminal convictions

Please read the help text. You should tick the box only if you have a relevant criminal conviction that is not spent.



Make sure you only tick the box if you DO have a conviction. Read the help text (Click ?) and talk to your Form Tutor or Referee if you have any concerns. For some courses, such as those where you will have placements working with children or vulnerable adults, you will be required to have a criminal record check.

Disability/Special Needs

Disability/special needs

Category*

You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D

see list ?

Please give details of any special needs

I have been diagnosed with mild dyslexia and have extra time in exams.

If you get extra time or use a laptop in exams or any other special arrangements you should give details here. Do not be afraid to include information here. Universities are not allowed to discriminate against students who have disabilities. Giving them information here means they will be able to give you any support you need while studying. See Mr Weston if you have any concerns about this.

If you do not have a disability, you must say so!

Completing a section

When you have answered all the questions in a section, tick “Section completed” and press “Save”

section completed

save cancel

If you have missed out any compulsory questions, there will be a warning at the top of the page:

Please select residential category.

Personal

Title* Mrs ?

Gender* Female ?

First/given name(s)* Jane ?

Surname/family name* Partridge ?

On the menu on the left of the page you can see your progress. If you have completed a section, it will be ticked off. You can still go back and change things after you have marked a section as complete.

Welcome

Personal details

Additional information

Student finance

Choices

Education

Employment

Statement

View all details

Additional Information Section

You will only see this section if you have filled in all the personal details section and pressed Save.

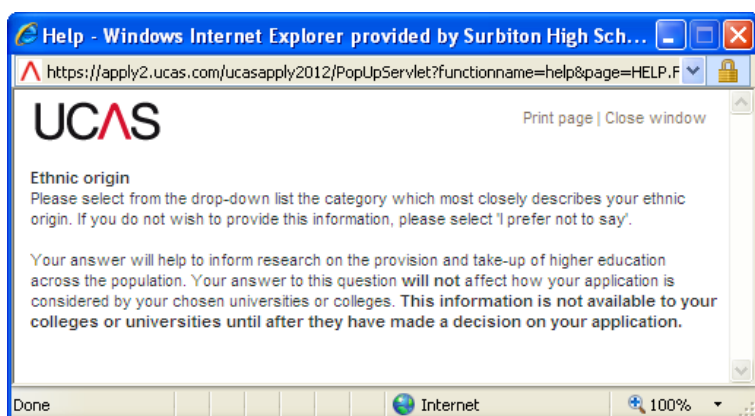
Some of the questions in this section could be regarded as quite controversial, and you may be worried about the effect your answers may have on your application.

Much of this information is not given to universities until after they have made offers, so it cannot affect their decision. It is used for statistical monitoring, for instance of how many people from different ethnic backgrounds apply to and are accepted by universities.

You only HAVE TO fill in the questions which are marked as compulsory with an asterisk.

In many of the other questions you have the option to enter “I prefer not to say”.

If you are unsure what is meant by a question, or what use will be made of the information, look at the help text. For instance, this is from the Help text on “Ethnic Origin”.



Information used for statistical monitoring only

The following information is only given to universities after they have made their decision whether to offer you a place and cannot affect your chances of acceptance:

- Ethnic Origin
- National Identity
- Occupational Background of your parent

Information used in making selection decisions

Some of the information in this section is used by some universities in making decisions as to whether to offer a place. All universities are required by the government to support “Widening Participation”. This means encouraging people who come from a background from which people do not usually go to university to study. They use the information below to decide whether this applies to you, and if it does, may be more likely to make an offer, or the offer made may be lower.

- Have you been in care?
- Parental Education

If your parents did not go to university, or you have been in care, or your studies have suffered serious disruption, you may be able to use this to help your chances of getting an offer. Please speak to Mr Weston for more information. Each university deals with this differently and you will need to research it carefully if you think it may apply to you – look for “Widening Participation” or “Access” in the university’s information.

If you are unsure about the implications of a potential answer, talk to Mr Weston.

When you have answered all the questions, tick “Section completed” and press “Save”



Choices Section

This is where you enter the details of the courses you wish to apply for. This will probably be one of the last sections that you will complete, once you have done your research!

You are allowed up to 5 choices, but do not have to use all 5 if you do not want to.

You may only make 4 applications for Medicine, Veterinary Medicine or Dentistry. You may use the 5th choice to make a back-up application for a different type of course.

When you are entering the Institution Code, use the list to be sure you get the right one, and choose carefully.

[Birkbeck, University of London \(B24\)](#)
[Birmingham City University \(B25\)](#)
[Birmingham Metropolitan College \(Formerly Matthew Boulton College\) \(B30\)](#)
[The University of Birmingham \(B32\)](#)
[University College Birmingham \(B35\)](#)
[Bishop Burton College \(B37\)](#)
[Bishop Grosseteste University College Lincoln \(B38\)](#)

Some entries are very similar to one another, so check you are picking the one you really want – for instance, do you want University of Birmingham or University College Birmingham?

Once you have entered the Institution Code, the Course Code list will only show you courses available at that university. Again, entries can be very similar to one another:

Geography (F800)	3FT Hon	BSc
Geography (L700)	3FT Hon	BA

Do you want Geography BA or BSC? Use the University's prospectus or website to look into the course details and be sure you know what you are choosing and the difference between the two.

You have to enter a campus code from the list – this is really for universities which have more than one campus, or where you make an application to a particular college within the university. If your university only has one campus you still have to complete this question!

Complete the start date field to show whether you are applying for deferred entry. Use the list to get the correct date. If you are unsure whether to defer, talk to Mr Weston.

In most cases, the Point of Entry field should be left blank. In some Scottish universities, English students can apply to start in the second year of the course, and then you would complete this field.

When you have entered all the details of a course, press save.

You will be returned to the main Choices page and will see the full details of the course(s) you have entered.

To avoid losing information please click 'save' before leaving the page.

To find courses based on subject, provider and location, check entry requirements, and view course-specific fee information, please use [the UCAS search tool](#) (opens in a new window).

Compulsory fields are marked with an asterisk (*).

Institution code*	<input type="text" value="A20"/>	<input type="button" value="see list"/>	<input type="button" value="?"/>
Course code*	<input type="text" value="LV65"/>	<input type="button" value="see list"/>	<input type="button" value="?"/>
Campus code*	<input type="text" value="-"/>	<input type="button" value="see list"/>	<input type="button" value="?"/>
Start date*	<input type="text" value="September 2016"/>	<input type="button" value="see list"/>	<input type="button" value="?"/>
Further details	<input type="text"/>		<input type="button" value="?"/>
Live at home while studying?*	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="button" value="?"/>
Point of entry	<input type="text"/>		<input type="button" value="?"/>

Check the details carefully to ensure it is the course you intended. If you have made a mistake, you can edit it, or remove the course completely.

When you have entered all your choices, tick "Section completed" and press "Save"

section completed

Education Section

Start by adding in your school(s). NOTE: you only need to put in schools where you have done/will do formal qualifications. No primary schools! Click 'Find' to search for BISS Puxi

Education

Welcome > Education


Compulsory fields are marked with an asterisk (*).

Click on the 'add new school/college/centre' to add the centres you have attended. Enter details of qualifications that you have achieved or are in the process of achieving at that school/college/centre. Click on 'section completed' and 'save' when you have finished.

You can add up to 10 schools/colleges/centres.

> add new school/college/centre

No schools/colleges/centres entered.



Make sure you get your school leaving date right (You can put down 22nd May 2017). You will not be able to say you are doing IB Exams in 2017 if you have put that you are leaving school in 2016!

Note for students who have left BISS Puxi:

If you are re-taking an exam **at BISS Puxi**, then you will need to fill in your school leaving date as AFTER the retake, or you will not be able to enter the exam into your application. If you are re-taking elsewhere you will need to enter that school/college.

Once you have entered the school, you can enter the qualifications you gained, or will gain, at that school. Click on “add qualification”

[> add new school/college/centre](#)

The British International School, Puxi Campus (06/2010 - 07/2016, FT) [> edit](#)
[> remove](#)

> add qualifications

Please state the highest level of qualification you expect to have before you start your course* [?](#)

section completed

[save](#)

Then click on the type of qualification you want to enter:

[Welcome](#) > [Education](#) > Choose qualification

Please search for the qualification title, eg 'Alevel' and not the subject, eg 'chemistry'.

Overseas qualifications will be listed alphabetically under the name of the country they were taken in.

Search:

Or select from the popular qualifications listed below

Popular qualifications

[International GCSE](#)

Entering IB Subjects:

The qualification date is July 2017, and the Total Score is Pending . Enter as modules all the Standard and Higher subjects you will be taking exams in, leaving the grade as pending. Add in your Extended Essay subject area, and TOK as a subject itself.

GCE Advanced Level

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

Entering unit details for A levels is optional

Subject*	<input type="text" value="Sociology"/> (other) <input type="text"/>
Qualification date*	<input type="text" value="July"/> <input type="text" value="Year"/> ?
Awarding organisation*	<input type="text" value="AQA"/> (other) <input type="text"/>
Grade*	<input type="text" value="Pending"/> (other) <input type="text"/>

For all IB subjects, the grade is “Pending”.

You will only be allowed to enter this if you have correctly entered that the qualification will be awarded in August next year.

Entering GCSEs & iGCSEs

Make sure you enter your GCSEs and iGCSEs correctly, using the correct exam boards – check your certificates, or with Mr Weston if you are not sure. The Qualification date will be when you received your results (e.g. August 2015)

Subject*
 (other)

Qualification date*

Awarding organisation* (other)

Grade* (other)

> [back to summary](#)

Entering Other Qualifications

You can also enter the Duke of Edinburgh Award, Music and Drama and some other formal qualifications you may have – some of these do attract some UCAS points (although many universities do not accept them as part of your offer).

Welcome > Education > Choose qualification

Please choose your qualification type from the list...

- [GCE Advanced Level](#)
- [GCE Advanced Subsidiary \(first award 2001\)](#)
- [GCSE](#)
- [GCSE Short Course](#)
- [GCSE Double Award](#)
- [Other qualification type not in this list](#)

If you have, or will have, additional qualifications you should click on Add Qualifications, then “Other Qualification type not in this list”

Please search for your qualification using the alphabet bar. If you are unable to find your qualification, please choose one of the 'Other' options under 'O'.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

- [A Level](#)
- [A Level \(Bursary\)](#)
- [A Level Civil Award \(GCE - 2005 onwards\)](#)
- [A Level Civil Award \(GCE - 2002-2005\)](#)
- [A Level Examination - Music Course](#)
- [AAT NVQ Level 3 in Accounting](#)
- [ARC Awards Diploma in Fashion Retail](#)
- [Abchiltschreiben der Oberstufe des Sekundarunterrichts-Berlin](#)
- [Access \(other\)](#)
- [Access to HE Certificate](#)
- [Access to HE Diploma \(2009 onwards\)](#)
- [Access to HE Diploma \(Subsidiary - first award 2011\)](#)
- [Accounting \(AAT NVQ level 3\)](#)
- [ACT \(American College Testing Program - USA\)](#)
- [ACT Year 12 Certificate - Australia - Capital Territory](#)
- [Advanced UKMT Team Mathematics](#)
- [Advanced Mathematics Trail](#)
- [Advanced Diploma \(GCE\)](#)
- [Advanced Technical Certificate \(BTEC\)](#)

Once you have clicked go to the list and find your qualification

If it is not on the list you can use “other”

Employment Section

This section is really intended for people who have left school and are working, and it is not a problem if you have nothing to put in here.

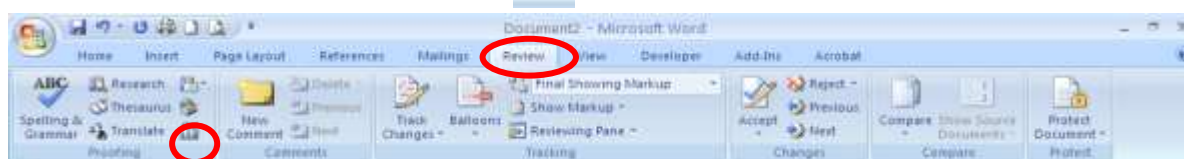
If you have done any relevant part-time, holiday or gap year work you can use this section to tell universities about it.

The Personal Statement

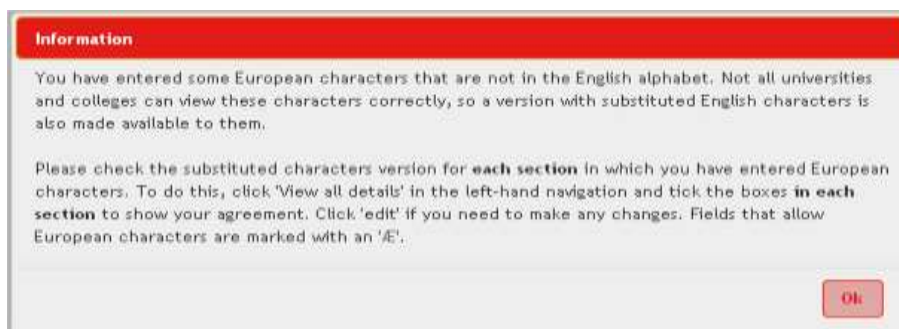
Information on how to write a personal statement is contained below; The HE Team will help you along the way but you must meet deadlines (see timeline at the end of this booklet) if you want each draft to be marked.

Practicalities

- There is a character limit of 4,000 characters (including spaces) AND a line limit of 47 lines – you have to be within both of them. You can check how many characters you have used in Microsoft Word 2007 by looking on the Review toolbar in the proofing section for the wordcount icon, which looks like this:



- No formatting is possible apart from paragraphs/capital letters/blank lines. You cannot use bold, italic, underline, different size or style fonts etc.
- You can use some foreign characters, e.g. é. If you do use them, for instance to include the name of a foreign book you have read, you will see this warning:



UCAS will create two versions of your personal statement, one with the special characters and one without. You will be shown both versions and will have the opportunity to edit them separately.

- You are advised to draft your statement in a Word document and save a second, back-up copy somewhere other than on your computer e.g. on a USB stick or another computer. Do not make the online copy at www.ucas.com your only copy – we have known the website to be unreliable.
- Your statement will no doubt go through several drafts – make sure you know which draft is which. It is sensible to use numbers in your filenames e.g. ucas_1, ucas_2 etc. to indicate draft numbers. You are advised to save each one as a separate copy so that if you lose the latest draft you can go back to a previous one rather than have to start all over again

How to Structure a Personal Statement

Word Limit – 4000 characters (including spaces): approximately 630 words

What course(s) are you applying for?

Why are you applying to study your chosen subject(s)?

What is the background to your interest in the subject(s)?

What are you studying at the moment and how does this tie in with your chosen degree course?

A paragraph on each HL or relevant subject explaining:

- What interests you, and what skills you have gained?
- How these interests/skills tie in with your chosen degree?
- Give Examples!
- Put the most relevant first.
- Make links between IB subject areas and between your current and future studies.

What have you done outside of your IB studies that relates to your course choice?

How do your extra-curricular activities indicate that you are a good candidate for your chosen course?

Conclusion – Tie Together the points you have mentioned and describe what you think you can contribute to university life.

If you're having trouble getting started...

I have chosen to study _____ becauseI enjoyed the subject/ this kind of study at IB Higher level and would like to take it further. In particular I have enjoyedunits.....At university I would like the opportunity to study modules on.....

.....My interest in the subject has been increased as a result of:

- courses
- talking to
- reading / watching
- personal experience
- and researching
- also my work experience

In the long term I aim to use my degree to pursue a career in.....

I have had a work experience placement at/ I have had a part time job at.....

which developed my skills in.....

which included responsibility for.....

This will help me in my chosen course because

In school I have been a member of.....

I have taken part in.....

I have helped with.....

This demonstrates skills and qualities that will be of use to me in my future studies because

Outside school I enjoy.....

I help with.....

I am a member of.....

Example Personal Statement – Maths and Economics

Mathematics provides a logical approach to the challenge of problem solving and I enjoy the fact that whilst mathematical problems usually have one clear answer, they can be approached from many different angles. Alongside Mathematics, Economics is a subject that I find particularly fascinating; I have a keen interest in current affairs and find Economics intriguing because it allows one to understand how the world works and to make informed predictions about future events. I look forward to developing my skills in problem solving, logical reasoning and flexible thinking, and am applying to study for a degree in the fields of Mathematics and Economics because I am keen to embark on a course in which I can apply my passion for mathematical theory to practical applications within economics, for example using differential calculus to explain utility maximisation.

In A-Level Mathematics I have enjoyed learning calculus, which has been challenging yet exciting, as I have enjoyed making links between algebra, geometry and trigonometry. I am particularly interested in applying mathematical models to real-life problems, and studying mechanics has enabled me to problem-solve logically and understand the application of equations in real-life situations. I regularly listen to a podcast called 'The Infinite Monkey Cage' and was particularly interested in an episode that explored the twin pair conjecture. This led me on to question whether an infinite number of twin primes exist, opening up great questions in number theory. The elegance and logic of this subject has pushed my desire to study it at a higher level.

Economics plays a key role in all aspects of modern life. Studying both macro and micro-economics has allowed me to understand what keeps our economy running, and I have also been interested to learn about the financial dilemmas faced by LEDCs as a result of their lack of physical capital. I am currently reading '23 Things They Don't Tell You about Capitalism' by Ha-Joon Chang, a critique of free market capitalism in which the author argues that the free market is non-existent because all markets are regulated in some way. The fact that America has a higher median income and standard of living than Sweden could, however, put forward as an argument that free market capitalism is a more effective way to achieve economic growth as opposed to a mixed market economy. I look forward to engaging in stimulating debates concerning the relationship between economics and society, particularly in a global context. Studying Sociology has allowed me to apply mathematical skills to carry out quantitative research, and it has been interesting to encounter thinkers such as Marx, who have contributed to the study of different aspects of economic organisation. I am currently completing an Extended Project on the topic of political views on immigration, which has enhanced my independent research and essay writing skills.

Outside of school I have attended master classes at several universities, and regularly attend public lectures. I specifically enjoyed a lecture at the LSE about economic growth in India, which explored policies that could be put in place to solve problems of inequality. In Year 12, I shadowed a Mathematics and Economics undergraduate and attended a lecture to further my interests in my chosen course. My extra-curricular activities demonstrate my ability to be organised and responsible; I have been awarded a Bronze Duke of Edinburgh and a Sports Leadership award, have worked as a subject ambassador at school open days, and volunteer at my local youth club where I help teach kick boxing to young children. I have also entered the UKMT twice, which was an excellent opportunity to experience different kind of Mathematics beyond the syllabus.

I have the drive and dedication to achieve my goals and believe I have the foundations necessary to ensure I can succeed in my chosen degree course.

Example Personal statement- Electrical and Electronic Engineering

The ingenuity of engineers can be found everywhere from autonomous submarines to navigation satellites. I am fascinated by how these complex electrical systems work and look forward to embarking on a course that will fulfil the desire to further my understanding of the modern electro-centric world. Reading scientific journals and following the news, I have become increasingly concerned about the inaccessibility of electricity in remote villages around the world, and about the shortage of energy in less developed countries. I am interested in the role that engineers can play in tackling these and other problems, and I aspire to become an electrical engineer because I want to have a positive impact on the world.

My interest in Electrical and Electronic Engineering grew out of my enjoyment of maths and science in secondary school and at A-Level. Mathematics A-Level has helped me continue to develop my ability to solve problems using logic and reasoning. I was able to show this when I entered the UK Senior Maths Challenge and was awarded with a silver, best in class, and best in school certificate. I am also currently attending Saturday mathematics extension classes that have expanded my knowledge and improved the way in which I approach mathematical problems.

Studying Physics has further cemented my desire to study engineering and I particularly enjoyed learning about the use of potential dividers in everyday situations. Studying Chemistry has greatly developed my practical skills and my ability to work independently and responsibly. During my studies, I have enjoyed making links between subject areas. Whilst learning about electricity in physics, I became fascinated with the potential use of circuits and decided to link physics with chemistry to build a model Lithium atom using circuits and a motor. I enjoyed the experience of applying what I had learned in class to the real world. Having an inquisitive mind, I recently decided to open a calculator to discover how it worked. I found a processor chip that was performing these calculations but I had no idea how, so I taught myself how to use binary and different logic gates. I then used my newfound knowledge to build a simple calculator in a computer simulation that could add and subtract small numbers. I feel that my chosen degree course will give me the opportunity to continue applying the knowledge I have gained in different subject areas to real-life problems.

In addition to my school-based studies, I attended a five-day robotic engineering summer school at London Metropolitan University where teams competed to build the fastest line-following robot. I was appointed team leader, and using my communication and team-working skills, our team won. I particularly enjoyed the programming aspect of this project and was amazed at how the robot was able to react to its surroundings using simple lines of code. This experience has assured my choice of studying electrical and electronic engineering at university.

Whilst living abroad in Lebanon, I learnt Arabic, and was able to adapt well to the culture and the environment. In school, I worked strenuously and was ranked first in my class for five consecutive years. I am currently a STEM Club assistant, and I enjoy helping younger students with projects as well as learning new things myself along the way. I am currently working with students to design, build, and program their own robots. In my spare time, I love playing table tennis and solving Sudoku puzzles, and I greatly enjoy playing chess, as it requires me to think ahead and anticipate future problems.

I am passionate about my chosen subject area of Electrical and Electronic Engineering and look forward to university life as well as embarking on this challenging journey.

Example Personal statement- Social Work

I am passionate about helping others and would like to enter a profession that will allow me to make a positive difference to people's lives. With social work I believe I can do that in a supportive and caring way. Social work is a demanding and varied profession, with responsibilities ranging from providing support to those faced with difficult situations, emotional stresses, or significant change in their lives to clinically diagnosing emotional, behavioural or mental health disorders in individuals. I believe that I have the necessary skills to pursue social work and meet all the challenges as I am well organised, self-motivated, emotionally mature and empathetic. I have proven these qualities through my involvement in voluntary work such as helping to run a learning club in the local community, and being part of an organisation called Envision which works with young people to tackle issues in their local communities. I have also worked in a SCOPE Charity shop where I demonstrated my ability to work well with people from a variety of backgrounds.

My interest in Social Work developed after I undertook a one-week period of work experience in a primary school, where I interacted with both children and parents. I have also undertaken work experience at the Macmillan Cancer Support Centre where I worked with cancer patients to help them feel comfortable taking part in activities like 'look good, feel good' where patients were given makeovers to make themselves feel good in their own skin. I was able to use my skills of being a good listener and a good communicator as I would regularly come across emotional and stressed patients who needed someone to talk to and it was my job to relieve their stress and listen to them and try to help them in any way I could. Within school I have volunteered to mentor younger students in my vertical tutor group. This could be demanding on occasion, if a student's behaviour was challenging. However, the experience developed my ability be patient, understanding and compassionate with others. I have also acted as sports captain for my tutor group where I was given the leadership role, where I had to lead my tutor group in a variety of competitive activities.

Studying for a BTEC Extended Diploma in Applied Medical Science has allowed me to learn about different aspects of biology, chemistry and physics. I have particularly enjoyed learning about how living organisms function in the biological sections of the course, and I have enhanced presenting, analysing, evaluating and communication skills as we have to provide and present presentations to the whole class with our own research and investigations. The course has also developed my practical analysis skills and has also helped me understand health and safety requirements through carrying out many different practicals. Studying English Literature has developed my ability to evaluate studies and highlight relevant points from large texts. It has also developed my analytical and critical skills. I have particularly enjoyed studying 'The Glass Menagerie' by Tennessee Williams, which explores themes around the struggle to accept reality and of the difficulty of escape from one's environment. The skills I have developed during my Sixth Form studies will be essential whilst studying social work degree as its crucial that one has an eye for detail in terms of researching data for assignments as well as being well-organised.

My academic background to date has given me a real insight into many topics covered in BA Social work, and I am looking forward to developing my understanding, especially in the areas of Domestic Violence, Mental Health and Substance Misuse; I hope one day to pursue a career as a psychiatric social worker. I believe that I have the ability to succeed on in the area of Social Work and look forward to embarking on my studies.

Checking your application

Before you finally complete your application, you must have it checked by Mr Weston/Ms Rickford/Ms Mandalia

Who contributes to my reference?

Subject teachers/ tutors / Mr Weston/Ms Rickford/Ms Mandalia

Early Deadlines for sending UK applications: *(see in-depth timeline on page 33)*

Cambridge applicants wishing to be interviewed in China – 13th September

All other Oxbridge candidates, medics, dentists, vets 8th October

All other applications 23rd October

DO NOT leave it until the last minute or you will find it hard to get an appointment with the HE Team.

Preparing to send your application

Before you meet with Mr Weston/ Ms Rickford/ Ms Mandalia for a final check and to send your application, you must “Pay and Send”.

When you finish each section, click complete.

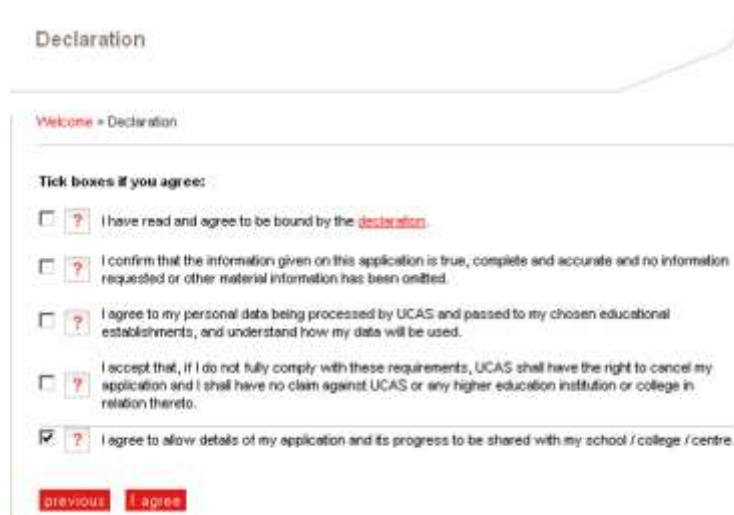
Then go to “View all details” and check everything. You will not be able to proceed until you have clicked complete on this section. If you have used foreign characters in your personal statement there is an extra box to tick to confirm you are happy with the version without foreign characters.

When you have completed every section and checked it with your form tutor, and your referee, you will be able to choose the option to Pay and Send.

THIS DOES NOT SEND YOUR APPLICATION TO UCAS!!!

It sends your application to Mr Weston. You then need to arrange to meet with him for final approval of your application before it is sent. It is still possible to edit your application after it has been sent to Mr Weston.

To send it, you tick all these boxes and then click “I agree”.



The screenshot shows a web form titled "Declaration". At the top, it says "Welcome » Declaration". Below this, there is a section titled "Tick boxes if you agree:". There are five items, each with a checkbox and a question mark icon:

- I have read and agree to be bound by the [declaration](#).
- I confirm that the information given on this application is true, complete and accurate and no information requested or other material information has been omitted.
- I agree to my personal data being processed by UCAS and passed to my chosen educational establishments, and understand how my data will be used.
- I accept that, if I do not fully comply with these requirements, UCAS shall have the right to cancel my application and I shall have no claim against UCAS or any higher education institution or college in relation thereto.
- I agree to allow details of my application and its progress to be shared with my school / college / centre.

At the bottom of the form, there are two buttons: "previous" and "I agree".

The final screen tells you we will tell you how to pay for your application.

UCAS application timeline 2015-16

Please note – this timeline is a guide ... get things done earlier if you can

Action	By when	By who	Notes
Register with UCAS	22 nd August	All students	See 'how to complete your application' from page 3
Complete personal details section and additional information	22 nd August	All students	
Complete education section and student finance section	22 nd August	All students	
Compiled Shortlist of 5-10 Universities	22 nd August	All students	You will need to edit this down to 5 choices on your application
Register for any Subject or Aptitude tests required e.g. TSA, HAT, LNAT, BMAT, UKCAT	as applicable	As required	
Deadline for Students applying to Cambridge who want to be interviewed in China	13 th September		
Personal statement First draft	22 nd August	All students	Visit the HE team/your tutor/subject teachers for advice on any improvements that could be made
Personal statement Second draft	5 th September		
Completing your application deadline: Oxbridge, medics, dentists, vets	8 th October	Oxbridge, medics, dentists, vets	
Completing your application deadline: all other institutions and subjects	23 rd October	All other students	
Waiting for your offers	November-March		
Replying to your offers	Deadline will vary from student to student (March-May) – check UCAS Track after receiving offers.		<p>You reply to each offer in one of the following ways:</p> <ul style="list-style-type: none"> • firm acceptance • insurance acceptance • decline <p>Do not do this without first meeting with Mr. Weston/Ms Rickford</p>

Notes: