

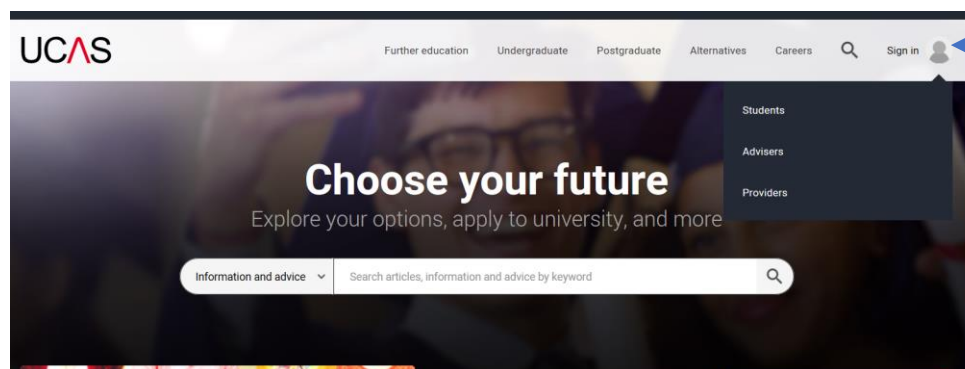
# UCAS

## Step-by-Step Guide for 2024 entry

Before you begin your application look through these instructions and make sure you have gathered the following information in order to complete your application:

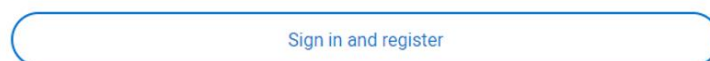
- ❖ GCSE Certificates showing grades and examining boards
- ❖ Any other qualifications, including those taken overseas
- ❖ Details of any paid employment (i.e. employers name and address and the date you started/finished)
- ❖ If you were not born in the UK, date you entered.
- ❖ Credit/debit card to pay for the online application fee of £27.50 for up to five choices
- ❖ Saturday 16 October by 6.00pm: Deadline for most medicine, dentistry, veterinary science and Oxford and Cambridge (**Internal College Deadline – Friday 29 September 2023 by 3 pm**)
- ❖ Wednesday 31 January 2024 by 6.00pm: Final UCAS deadline (**Internal College Deadline – Friday 1 December 2023 by 3pm : A Level, BTEC, Access and other one year courses**)

Go to the UCAS website <http://www.ucas.ac.uk>

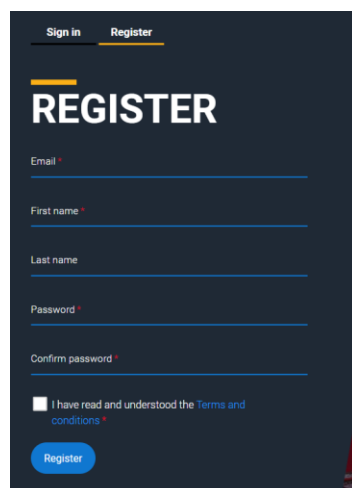


Click on Sign in and select

Whether you want to compare courses or apprenticeships, or get your head round the personal statement, the UCAS Hub has it covered.



Click on Sign in and Register



Register your details - You will need to verify your email address and will be sent a code.

Remember to make a note of your password!

In which year do you want to **start your studies?**

• • • •

2023

2024

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Select a **level of study**

• • • •

**Undergraduate**  
Uni and college degrees, and apprenticeships

**Postgraduate**  
Returning to uni to continue study, or apprenticeships

Select the correct year - 2024

Click on Undergraduate

Would you like additional information on:

Apprenticeships  
Work based training

Conservatoires  
Performing arts at Conservatoire universities

Next

This will appear underneath, tick the box if you want additional information or ignore and click Next

Where do **you live?**

• • • •

United Kingdom    Enter postcode

Your **preferences**

• • • •

Stay up-to-date with unis, colleges, offers, and more

Tick relevant boxes, add mobile number etc.

Mobile number

Country code  
United Kingdom (+44)   

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Which subject(s) are you interested in studying?

Subject 1 \*

Select an option   

---

Subject 2

Select an option   

---

Subject 3

Select an option

**Get the right support**

Are you still at school? \*

Yes  No

Your school \*

ncc

Can't find your school?

Type in the correct  
New City College  
campus

Select the correct NCC college campus:

- Attlee:** New City College Tower Hamlets
- Epping Forest:** New City College Epping Forest Campus
- Hackney:** New City College Hackney
- Havering Sixth Form:** NCC Havering Colleges Sixth Form
- Havering Ardleigh Green:** NCC Havering Colleges Ardleigh Green/Rainham Campus
- Redbridge:** New City College London: Redbridge
- Tower Hamlets:** New City College Tower Hamlets

Consent to share my data with my school, college, or centre \*

Yes  No

By ticking this box, you give your permission for UCAS to share your UCAS Hub activity (preapplicant stage) with your school, college, or centre, so they can support you. [Find out more.](#)

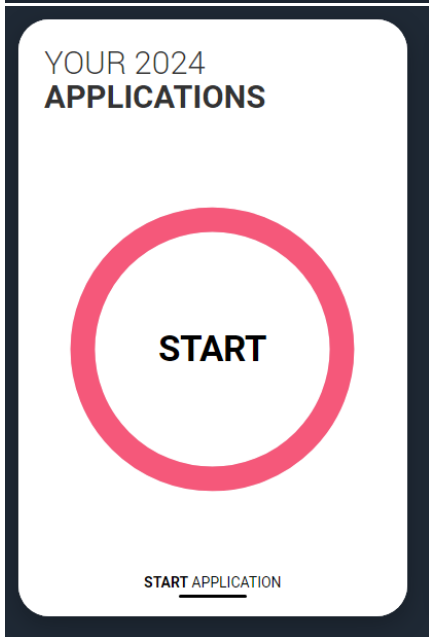
Click No here, as we do not need to see your HUB activity

**What about the buzzword?**

If you are applying with the support of your school/college or UCAS registered centre, they will give you a buzzword that allows you to link to them. The buzzword is needed at the point you start your application from the UCAS Hub.

[Create account](#)

Click on Create account



You are registered in the Hub and ready to start your application.

YOUR APPLICATIONS

### Start an application

You can only apply once in a cycle - Do not apply more than once in a cycle, or submit a new application if you are holding a deferred place, as your new application will be cancelled and you won't receive a refund.

In which year do you want to start your studies?

2024

What level of study are you interested in?

Undergraduate (Uni and college degrees, and ap... ▾



#### Undergraduate

Degrees, HNDs, and HNCs

Start 2024 application >

Click here

Are you applying from a school, college, or centre?



Select yes

### Link to a school, college, or centre using a Buzzword

By entering the buzzword, you give your permission to share your application with your school, college or centre, so they can support you through the application process. To find out more about how your school, college or centre will be able to support your application and the information they will have access to please [see here](#).

Continue

Cancel

Click on 'continue'

#### Enter the Buzzword from your school, college, or centre

Buzzwords are case-sensitive and will be given to you by your school, college or centre.

Save Buzzword

Cancel

You have linked your application to

(Here it should state your college)

Below, Select group refers to your tutor group

Select group

Enter the **buzzword** for your campus:

**Attlee:** **ncctower24**

**Epping Forest:** **NCC2024**

**Hackney:** **hackney24entry**

**Havering Ardleigh Green:** **HE4ME2024**

**Havering Sixth Form:** **havering24**

**Redbridge:** **nccred24**

**Tower Hamlets:** **ncctower24**

**Your choices**

Search for courses  
Find courses and providers

**+ Add choice**

You can add up to 5 choices to your application. You can change your choices until you send your application to us. All sections must be marked as complete before you can send your application to us.

Mark complete

**Profile**

**Personal details**  
Name, age, title and gender  
Start this section

**Contact & residency details**  
Address, email, telephone and where you live  
Start this section

**Nationality details**  
Birthplace and nationalities  
Start this section

**Supporting information**  
Do that providers know how to support you during your studies  
Start this section

**English language skills**  
Is English your first language?  
Start this section

**Finance & funding**  
Tell us how you'll fund your study  
Start this section

**Experience**

**Education**  
Qualifications and periods of study  
Start this section

**Employment**  
Paid employment  
Start this section

**Your personal statement**

**Personal statement**  
Why do you want to study this subject?  
Start this section

Go through each section of your application and mark each as complete and save.

Most sections are self-explanatory.

## Add choice

University/college name \*

Course \*

Course code: Q300

Course details: 3FT Hon

Location \*

Type in your choice of University- For some London Universities like Kings College London, type in University of London.

There is no need to enter your choices in order of preference- they will appear alphabetically in your application.

Your choices should all be similar. Do not apply for courses that are very different as this makes it difficult to write your personal statement. Your choices must be realistic otherwise you may be rejected.

### Further details

You only need to provide information here if your chosen university or college has asked you to.

### Point of entry

This tells the universities and colleges which year of the course you want to start, e.g. point of entry one is the first year of the course. If you wish to start in the first year of the course leave the box blank and you will automatically be considered for the first year. Enter 0 if you intend to take a foundation year – not all universities offer a foundation year so please check before applying.

If you've spoken to your chosen university or college and they are willing to consider your application to start the course after the first year, please enter the relevant number for the year, e.g. second year = 2, third year = 3, etc.

Live at home while studying? \*

Yes  No

Click 1<sup>st</sup> year for a 3-year degree course. If you are applying for Foundation Year, click this but **make sure** in course section, the degree code relates to an actual foundation year course this is normally in the title or shows as a 4-year course with lower grade entry requirement.

## NATIONALITY DETAILS

2024 Undergraduate application

UCAS application / Nationality details

[Return to application overview](#)

Personal details

Contact and residency details

**Nationality details**

Supporting information

English language skills

Finance and funding

Education

Employment

Personal statement

#### What is your country of birth? \*

For the purpose of this question the UK includes the Channel Islands and the Isle of Man.

#### What is your nationality? \*

If you're applying from outside the UK choose your nationality as it appears in your passport. If you have dual nationality and you need a visa to enter the UK, enter your first nationality as it is shown on the passport you intend to use when travelling to the UK for your course.

#### Dual nationality

If you have dual nationality, select your first nationality in the previous field and your second nationality here.

Mark this section as complete \*

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

Nationality refers to the country you came from do not confuse this with **heritage** - which refers to the persons you came from. So, if you were born in the UK, click UK national.

For all other backgrounds refer to here.

## Finance and Funding

### What will be your main source of funding for your studies? \*

Select an option from the drop-down list to tell us how you expect to pay for your tuition fees. Most applicants from the UK, Channel Islands, Isle of Man, and the EU will be in the category UK, ChI, IoM, or EU student finance.

This guidance has been created in the absence of full Brexit arrangements being available and you should give your answer as guided. Universities and colleges are aware that EU applicants will be selecting the UK, ChI, IoM or EU student finance option.

UK, ChI, IoM or EU student finance services ▾

### Student support arrangements

Tell us who will assess you for tuition fees, or how you will pay for your course. Please select the option which best describes your situation.

Havering ▾

Mark this section as complete \*

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

Choose the second option on the list if you intend to apply for student finance (tuition fee and maintenance loans).

Select the borough that you live in.

## Education

+  
Add place of education

Add your secondary school and your current college.

### Unique Learner Number (ULN)

This is a 10-digit number connected to a UK student's Personal Learning Record. You can find this on a qualification certificate or results slip. If you don't have a ULN, or don't know yours, please leave this blank. Scottish domiciled students do not have a ULN.

Please state the highest level of qualification you expect to have before you start your course \*

Select: below honours degree level qualification.

Mark this section as complete \*

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

**Do you, or will you, have any qualifications from this centre? \***

If you received any qualifications at this school, college or centre, or if you have any qualifications pending at this school, click yes.

All qualifications must be entered, even if you received an unsuccessful grade, if you are still waiting to take the final exams or if you are waiting for the results.

If you are resitting a qualification you need to enter it twice: once as a completed qualification with the grade achieved and once as a qualification with the result Pending.

Yes  No

Tick yes

### NCC Havering Colleges Sixth Form

... More

September 2022 - August 2024

Full time

Add qualification

#### Pearson BTEC Level 3 National Extended Cert RQF (360) (2016 to Present) in Business

... More

Title	Awarding organisation	Grade	Qualification date
Business	Pearson	Pending	August 2024

#### GCE Advanced Level (A-Level) in English

... More

Subject	Awarding organisation	Grade	Qualification date
English	AQA	Pending	August 2024

#### GCE Advanced Level (A-Level) in Geography

... More

Subject	Awarding organisation	Grade	Qualification date
Geography	AQA	Pending	August 2024

Add qualifications that you are currently taking or have taken at your current institution.

If you are studying for a BTEC qualification, you will need your BTEC Registration Number. This can be obtained from your teacher or the Exams Department.

Remember to add any GCSE resits that you are studying towards.

Leave the grade pending for August 2024 if you are completing your qualifications next year.

### Hall Mead School, Upminster

... More

September 2017 - September 2022

Full time

Add qualification

Make sure that you enter all GCSEs obtained from your secondary school whatever the Grade.



## Employment

### Boots Ltd.

Retail Assistant

Company/organisation address Lakeside Shopping Centre, West Thurrock, RM20 2ZG







Start date 04/2022

Finish date 05/2023

Was/is your position full time or part time? Part time

Enter paid employment. Do not include voluntary work or work experience here. You can mention this in your personal statement.

## The personal statement

-  The only section you have full control over
-  Your only chance to market yourself as an individual
-  The same for all of your choices
-  A maximum of 4,000 characters, or 47 lines
-  A minimum of 1,000 characters- write more
- You must check your spelling and grammar
-  No formatting allowed

UCAS' similarity detection service: every personal statement is run through software to check for plagiarism.

We strongly recommend you write the statement using a word-processor and paste it in to your application.

You can type your statement directly into the box or edit a statement you have pasted in.

**Personal statement \***

Characters used: 0 of 4000 characters

Save draft

Save & Preview

Draft your Personal statement in Word and then copy into this section. Get your statement checked by your Pastoral Tutor or a Careers Advisor. Avoid spelling or grammatical errors.

## Review and Submit

When you have completed all sections of your application and it shows 100% completed you will be able to review and submit from 5 September 2023. You will be asked for online payment at this stage.

Make sure that your application is complete and free from errors – **make sure that you have it checked by your Pastoral Tutor or a member of the Careers Team.**

**It is your responsibility to check that the correct information is on your application form.**

Application status

**Centre information**  
Application linked to  
NCC Havering Colleges Sixth Form  
Group  
Coral Green

5/5 CHOICES

100% PROFILE

PERSONAL STATEMENT

READY TO SEND

Review and submit >

### Review & Submit-

You will not be able to pay until **5 September 2023** when submissions can be made.

**\*Make sure you are applying through the college and not as an individual\***

### **IMPORTANT:**

Once you have submitted your application, it will be released to the college to ensure that your reference and predicted grades are added. We can only do this, if you **have applied through the college** so please make sure you have done this before you pay and submit.

### **References & Predicted Grades**

- ❖ A reference is a written recommendation from your teachers outlining your academic abilities and suitability for study at Higher Education.
- ❖ Predicted grades are not your target grades.
- ❖ Predicted grades are provided by your teachers – these grades are not negotiable.
- ❖ Predicted grades are awarded from teachers based on your performance in lessons and assessments. They will be using their professional judgement based on evidence.

### **Final Checks**

- ❖ Once you have submitted your application to us, your application will be given a final check.
- ❖ If there are errors, your application will be sent back to you to make the amendments.
- ❖ You will need to resubmit your application to us – you will not be required to pay again!

### **Application Sent!**

- ❖ Once your application is correct and error free, your application will have the reference and predicted grades added to your application.
- ❖ Correct applications will be sent to UCAS within 10 working days.