

Cardinal Newman College – UCAS Deadlines

1st October 2021

College Deadline for applications for Oxford and Cambridge, or for veterinary science, veterinary medicine, medicine and dentistry

15th October 2021

Last date that applications for Oxford and Cambridge, or for veterinary science, veterinary medicine, medicine and dentistry must be received by UCAS

26th November 2021

College Deadline for all other courses

15th January 2022

Last date for applications for all other courses to be received at UCAS and to be guaranteed equal academic consideration.

30th June 2022

Last date for the receipt of all applications for immediate consideration. Those received after this date will be held for Clearing.

Please do not leave things until the last minute – these decisions are too important and too costly to make in a rush.

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It is your responsibility to ensure that you check your predicted grades and reference on CEDAR and tick the box to agree the information is correct.

PHONE: 01772 460181 EXT: 2014
E-MAIL: CAREERS@CARDINALNEWMAN.AC.UK

UCAS Apply 2022 Student Guide

UCAS

www.ucas.com/hub

UCAS Apply allows you to fill in your UCAS application form from any Internet connected PC, either at college, at home, or anywhere you have access to the web. Your application form can be completed all at once, or over a period of time at your convenience. Until you have fully completed the form and sent it to your Achievement Tutor (referee), so that they can attach a reference, you are able to change or delete any of the information you have previously entered.

Before you begin to use the UCAS Apply system you will need to know, or have researched the following:

What you want to study.

Where you want to study.

Specific course details (up to 5 choices).

Details of the secondary schools and colleges you have attended.

Details of your GCSEs (subject / grade / board / date passed).

Details of the course(s) you are taking now: subjects, board, date to be taken; Qualification title and specific units studied if you are on a vocational course.

Details of any past employment, work experience, volunteering.

You will also need to have produced a **personal statement** to tell admissions tutors about yourself and why you want to study the course(s) you are applying for.

My UCAS Personal Identification Number (PIN):

My UCAS Password:

My UCAS User Name:

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The UCAS Apply application

LOGGING ON AND ACCESSING THE APPLICATION FORM

[You need to register on UCAS HUB www.ucas.com/account/login](http://www.ucas.com/account/login)

You will need to select 2022 'create an account' and you will sign up using your PERSONAL email address as your username and you will create your own password.

You will need to make a note of these as you will use them to access UCAS HUB/APPLY/TRACK throughout your time at college.

When you register you will be sent a code to your email address which you need to verify before you can proceed.

You will be then asked a series of simple questions (please note you are an 'undergraduate student') and then you will be directed to the UCAS HUB dashboard where you will find 'YOUR APPLICATIONS'.

When you are ready to start completing the application select 'START'

When prompted, select that you are applying 'through a school, college or centre' and link to a college or centre'

The Buzzword to enter is – cardinal22

Tick to confirm 'Cardinal Newman College'. Select your personal Tutor from the drop down list.

PLEASE SELECT YOUR CURRENT PERSONAL TUTOR—this can be changed later if applicable

You have now completed the registration process and can start to complete your application by working through the following sections. You may find it useful to watch the UCAS APPLY video or refer to it if you need any guidance.

SECTIONS TO COMPLETE

CHOICES

You can apply for up to 5 choices. Please ensure you double check the course code and institution code for each choice. If you enter a choice that requires an admissions test, you will get information about this on this section.

PERSONAL DETAILS

Enter your personal details as stated on the application and ensure that your name and address details **start** with a capital letter. Ensure grammar and punctuation are correct. You can nominate someone to contact UCAS on your behalf e.g. a parent or guardian.

EDUCATION

A Level students – Enter all A level subjects and unit details.

BTEC students – It is advisable that all students list the modules of their BTEC course as this helps the university admissions team when considering the candidates details.

In this section you will be asked to include your **UNIQUE LEARNER NUMBER (ULN)** and if applicable your **BTEC registration number**.

Your ULN can be found in the 'Further Details' section on CEDAR. You can ask your BTEC subject teacher for your BTEC REGISTRATION NUMBER.

If you require any further help or assistance regarding your UCAS application, please see careers in B003 or see your tutor

EMPLOYMENT Details of any paid, unpaid, or volunteer work

NATIONALITY DETAILS Birth place and nationality. If you were born in the UK you should select 'UK National'. Only select Dual Nationality if you hold a passport from two different countries

SUPPORTING INFORMATION Enter information if applicable so that providers know how to support you during your studies

ENGLISH LANGUAGE SKILLS Is English your first language? Enter any applicable information.

FINANCE AND FUNDING Indicate how you will fund your study? The majority of students will select 'UK, Chi, Iom or EU student finance'

PERSONAL STATEMENT You need to include:

- Your commitment to study at university
- Your interest in the course, why are you interested? What are your future career plans?
- Compelling evidence, of any kind, that will help the university pick you
- You need to be aware of grammatical errors, spelling mistakes, punctuations – please ensure you proof read your personal statement before putting it on your UCAS application (type it/ check it in a word document first!)
- Your current study and leisure interests, linking them to the skills that they highlight e.g. team work, communication etc....

ADMISSIONS TESTS : Where applicable, you should enter details of any admissions tests you have already taken with the results and list any that are still to be taken e.g. UCAT /BMAT for Medicine. Some universities and colleges require applicants to pass an admissions qualifications test in addition to A levels/BTECS if they are applying for courses in certain subjects.

Admissions tests that students can undertake through Cardinal Newman are:

BMAT	Biomedical Admissions test	HAT – History Aptitude Test
ELAT	English Literature Admissions Test	PAT – Physics Aptitude Test
TSA	Thinking Skills Assessment	MAT – Mathematics Aptitude Test

Each admission test has a different deadline – refer to individual websites for this information or contact the Exams office at college .

PAYMENT Please click 'SUBMIT TO CENTRE' and pay for your UCAS application securely online by debit or credit card. (If you can't pay by card please see careers for advice on an alternative method)

Key Points:

- Buzzword (cardinal22) is all lowercase
- Your email contact provided to UCAS ideally should be your personal e-mail NOT your college email
- You choose your own password
- Passwords can be changed by accessing 'forgotten password link'
- You need to know which Tutor group you belong to when you register
- Personal Statements are limited to 47 lines of text (4000 characters with spaces)

- For help and support with any aspect of your UCAS application, please contact your Achievement Tutor or careers

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