

7 – Personal Statements	<ul style="list-style-type: none"> <li>• Should relate to their choices in section 4!</li> <li>• All Personal Statements are different but should include:</li> <li>• What interests them about the subject? Why do they like that subject.</li> <li>• Why they want to study the subject at a higher level</li> <li>• Why are they suitable? (give examples of relevant experience or wider reading)</li> <li>• Demonstrate maturity.</li> <li>• They have 47 lines /4000 characters to convince an admissions tutor that they are right for the course. Every word must count and be worth writing.</li> <li>• MORE detailed information is in the UCAS parent guide.</li> <li>• As a general rule students should: <ul style="list-style-type: none"> <li><i>Avoid trying to be funny or flippant</i></li> <li><i>Try to catch the interest of the admissions tutor from the start – they have hundreds of these to read</i></li> <li><i>Avoid writing about achievements too long ago [primary school]</i></li> <li><i>Only devote a very small section to what they do in their spare time</i></li> <li><i>Try to relate everything they write to the subject they are applying for</i></li> <li><i>Ask their subject teacher for advice</i></li> <li><i>Let as many people read and critique it as possible – they can't afford to be modest about this</i></li> </ul> </li> <li>• Start writing now – it is much easier to cut some things out than to start from scratch working to a tight deadline</li> </ul>
PAY/SEND	<ul style="list-style-type: none"> <li>• Once the application is complete student select PAY/SEND. Online payment facility - £18 for one choice, £24 for 2-5 choices</li> <li>• The application has NOT been sent to UCAS. The reference is added by their tutor and the whole application is checked. IT WILL BE RETURNED TO THE STUDENT IF IT IS COMPLETED INCORRECTLY.</li> <li>• The responsibility for accuracy belongs to the student</li> <li>• Once pay and send has been completed the form can be returned to the student for amending.</li> <li>• Students will get plenty of help &amp; support – they just need to ask!</li> <li>• The Careers department will send the form to UCAS once it is fully Completed and has been quality checked.</li> </ul> <p>IN ORDER TO COLLEGE STAFF TO TRACK APPLICATIONS AND SUPPORT STUDENTS, IT IS ESSENTIAL THAT STUDENTS TICK TO 'CONSENT TO SHARE' THEIR INFORMATION WITH COLLEGE.</p>

Notes:



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# A Parents' Guide to the Higher Education process at Cardinal Newman College

- **Your opportunity to find out about:**
- Further/Higher Education and application advice
- The UCAS Process
- Personal Statements
- Early Applications

The logo for Cardinal Newman College, featuring the words "CARDINAL", "NEWMAN", and "COLLEGE" stacked vertically in a bold, sans-serif font. "CARDINAL" and "COLLEGE" are in white, while "NEWMAN" is in blue. The text is set against a dark blue square background.

## Cardinal Newman College – Calendar

### March 2019

- During March tutorials, students were supported to start working on their personal statements and to produce a first draft. Tutorials included—'options at 18' & 'UCAS Apply'
- Cardinal Newman College HE/Progression fair— Friday 1st March 2019
- University open days ([www.opendays.com](http://www.opendays.com))
- Order university prospectuses
- Research courses @ [www.ucas.com](http://www.ucas.com) *this will give links to university websites where they can read course content. Universities set their own syllabus so the content of a Biology course at one university could be very different to that at another university*
- Parents information evening - 4th April 2019

### June 2019

- Future Days—5/20/21/27/28 June
- Authorised absence days for all Year 12's to undertake activities relating to future progression

### July– Aug 2019 [Summer Break]

- This is the opportunity for students to carry out relevant work experience/volunteering to strengthen their university applications. If they are applying for a vocational course this is essential
- Carry out more university research, attend summer schools, attend campus visits etc...

### September 2019

- Personal Tutor Assembly—UCAS Apply
- Students are issued with a UCAS Apply guide to support them with their application
- Students register on UCAS Apply and complete their applications
- Personal Tutors check the applications and add the reference
- Careers send the application to UCAS
- Student receives an instant e-mail from UCAS confirming they have received the application.

### September/October 2019

- Early applications college deadline **Friday 27th September**
- Oxbridge, Medicine, Dentistry, Vet Science, Music Conservatoires are the only ones that require an early application.
- There may also be additional tests for these universities and courses – LNAT, HAT, BMAT, UKCAT

### November 2019

- **All other applications college deadline Friday 29th November**
- These dates are earlier than the deadlines shown on UCAS as the college has essential quality checks to complete before the form can be sent. If students complete later than this, we cannot guarantee that it will reach UCAS by the deadline.

**It is the student's responsibility to ensure they check their predicted grades with their personal tutor/subject tutors**

## The UCAS Application Sections

1 – Personal Details	<ul style="list-style-type: none"> <li>• Capital letters should be in appropriate places e.g. their name and address.</li> <li>• Ensure all details are correct – e-mail, phone numbers</li> <li>• Avoid using silly/unprofessional e-mail address e.g. <a href="mailto:goodlookinggeezer@hotmail.com">goodlookinggeezer@hotmail.com</a> or <a href="mailto:ilovebeer@aol.com">ilovebeer@aol.com</a></li> <li>• Student Support – students select 02</li> <li>• Nominated access – if your son/daughter is planning to be away in summer 2020 they can add a nominated person who can speak to UCAS on their behalf if necessary.</li> <li>• Disability – students need to enter if they have any disabilities, helps the university to plan what support would be required.</li> </ul>
2 – Additional Information	<ul style="list-style-type: none"> <li>• Activities in preparation for Higher Education – do not enter open days or visits. The activities would be specific residential, summer schools etc... at universities.</li> </ul>
3 – Student Finance	<ul style="list-style-type: none"> <li>• Select yes to all 3 questions:</li> <li>• I will be applying for students finance</li> <li>• I want to share my details with the student loan company</li> <li>• I want UCAS to send me a reminder of when and how to apply for a student loan</li> <li>• All students need to select fee code 02.</li> <li>• A fee code of 01 (Private Finance) means that they will be paying for everything themselves – full course fees</li> </ul>
4 – Choices	<ul style="list-style-type: none"> <li>• Add up to 5 choices of course/university</li> <li>• This can be more than one course at the same university but should be a related subject e.g. Business or Business/marketing or International Business</li> <li>• Check carefully that they have entered all the right details e.g. University code, Course code, Campus code</li> <li>• Example Might be applying to Manchester University but put Manchester Met instead. Or applying for a <b>foundation year</b> Business but they put <b>FOUNDATION Degree</b> instead</li> </ul>
5 – Education	<ul style="list-style-type: none"> <li>• Need to enter both secondary school and Cardinal Newman College</li> <li>• Enter GCSEs and all qualifications taken at secondary school – year achieved, <b>awarding body</b>, grade (all details can be found on their certificates). They should not leave any blanks here – their form will be returned to them if they do.</li> <li>• Enter CURRENT course e.g. A Levels/ BTEC/EPQ etc....and the awarding body [board] – if they are unsure they must ask their teacher</li> <li>• Enter qualifications as 'pending' 2020. This will allow the personal tutor to enter a predicted grade.</li> <li>• Enter all details, year achieved, awarding body, grades etc... students should know all these details.</li> </ul>
6 – Employment Details	<ul style="list-style-type: none"> <li>• Only enter paid employment (details of voluntary/work experience should be in the personal statement)</li> </ul>