

DEADLINE DATES

Final College deadline - Oxbridge	15 September 2010
Final College deadline - Dentistry, Medicine, Veterinary Science	15 September 2010
<i>Final UCAS deadline for Oxbridge, Medics, Vets etc.</i>	<i>15 October 2010</i>
First Check of application by Help Desk	Week of 18-22 October
Final College deadline for all applications to be given to the Help Desk	Week of 8-12 November
<i>Final UCAS deadline</i>	<i>15 January 2011</i>

Register with UCAS

Go to www.ucas.com and register with **UCAS Apply 2011**. Follow the instructions online, this will generate a **username, password and a Personal ID number**. You will be asked to choose 4 memorable questions and answers. Make a note of these details you will need them later.

An email will be sent by UCAS to the email address you gave on registering, this will contain a **verification code**.

Log on to UCAS Apply 2011 – enter username, password and the verification code when instructed to do so.

Select the **Schools and Colleges** option.

You will see a welcome screen. The college has registered, so click on next.

You will then be asked for the **buzzword**. – *(FOR SECURITY REASONS PLEASE CONTACT THE COLLEGE TO OBTAIN THE BUZZWORD – ASK FOR THE HELP DESK, KIRSTY POOLE OR ANTHEA COOMBS – 01256 417500)*

Confirm you are registering with QMC.

You will then be asked for your tutor group. Select **“Ex-Student”** from the drop-down list.

Make a note of your password and username in the box below **but not your Personal ID number – keep this separate**. You will be asked for the Personal ID number if you need to contact UCAS for any reason.

<p>Password: _____</p> <p>Username: _____</p>

NOW LET US KNOW!

After you have registered with UCAS either go to the **Help Desk** in college **or phone us** so we can fill in **our online tracking information**. (01256 417500 – Help Desk/Kirsty Poole/Anthea Coombs)

Using “Apply” 2011 Entry

Once you have registered you can log on to the UCAS system anywhere you have access to the web and you do not have to complete the whole form at once.

- To access each section, click on the section name in the box located on the top left hand side of the screen.
- Follow the on screen instructions to complete the information required.
- Navigate through each apply section using the **next** and **previous** buttons. You can leave a section unfinished and return to it at a later date but you must **click the save button** at the bottom of the screen before logging out.
- The status of each section is shown as **not started, in progress** or **complete**.
When you have completed a section click **section complete and save**. Any mistakes/blanks will be highlighted in **red** to inform you that something is wrong.

INFORMATION NEEDED ON THE FORM

Unique Learner Code – If it is 999999 – then you don’t have a unique learner code and can leave this section blank. If you don’t know your Unique Learner Code (it should be on your exam certificates then ask the Help Desk, Kirsty or Anthea)

Fee codes – For the majority of students this is **02**. If you are doing a course that has an NHS bursary then the fee code is **05**. If you are an international student then the fee code is **01**.

Education

- List **all** qualifications obtained at QMC then enter your previous school and **all** the qualifications you obtained there.
- Give details of **all** qualifications you have achieved from an awarding body, even if you are re-sitting all or part of a qualification including Key Skills, CSLA etc
- Overall “U” grades do not need to be shown, unless you are re-sitting.

Details of your qualifications can be found on our VISTA records, if you are unsure please ask us for this information.

GCE A Levels (Advanced Levels – A2s) and **GCE AS Levels (new award 2001)** (Advanced Subsidiary Levels) should be displayed as per the following examples: -

GCE A Levels	Date of Result
Law	A (overall grade) 08/2010
Unit 1	A
Unit 2	A
Unit 3	A
Unit 4	A
Unit 5	A
Unit 6	A
History	A (overall grade) 08/2010
Unit 1	A
Unit 2	A
Unit 3	A
Unit 4	A
Unit 5	A
Unit 6	A

Maths	B (overall grade) 08/2010
Unit 1	C
Unit 2	B
Unit 3	A
Unit 4	A
Unit 5	A
Unit 6	A
Maths (re-sit)	Date result known 03/2011
Unit 1	
Unit 2	
GCE AS Level – new award 2001	Date of Result
Geography (didn't take it to A Level)	C 08/2009
Unit 1	D
Unit 2	C
Unit 3	C

You will need to add all module/unit grades for each subject you have taken. These buttons can be found at the bottom of the UCAS screen and are in red.

If you are taking any resits, you will need to show what you originally achieved then enter the qualification again but just show the unit you are taking the resit in with the date the new result will be known (i.e. March 03/2011 or August 08/2011) – see above example

BTEC Qualifications

If you took a BTEC qualification you will need to show your registration number. (If you don't know it ask the Help Desk, Kirsty or Anthea). You will also need to list **all** the units that you took and show the date you gained the qualification.

Other Qualifications taken at QMC

List all other qualifications you took whilst at QMC such as GCSEs, Asset Languages, Key Skills, CSLA etc, show these qualifications after A Levels/AS Levels/BTECs. You should be able to see your qualification under the A-Z of choices, if you cannot find it, then enter it under "O" - Other UK Qualification.

Admission Tests

You should enter details for any admission tests you have already taken with results, and enter any admissions tests still to take; i.e. BMAT, LNAT

School GCSEs

If you took a double award subject at school (i.e. science) you will need to go into GCSEs and click on the **double award GCSE** heading, the same applies for **short courses** i.e. Religious Education, these have to be entered separately and not included under the main GCSE section.

Personal Statement

Do not type your personal statement directly onto the screen as it will be timed out. Use WORD and save it to your personal drive, then copy and paste over to the application form. (You can enter up to 4000 characters; this includes spaces or 47 lines of text, which includes blank lines).

Ask your ex-Personal Tutor if she/he would be happy to check your personal statement over before you cut and paste the finished version onto your application.

That's it; your application is now finished!

You have now completed your part of the form, click on **view all** to see what you have done and print the application out, you can still log back in and make changes to your application if you need to.

DO NOT CLICK "PAY & SEND" AT THIS POINT!

GET YOUR APPLICATION CHECKED

Once everything is completed take your printed application to the Help Desk or phone us and we will go online to check it. **Remember the final deadline** for handing in your completed application, is the **week of the 8-12 November**

What happens next?

The QMC UCAS Team will request a reference from your ex- tutor and check your qualifications to ensure that you have listed them accurately. This takes time so please be patient. Although most applications are completed quickly please allow us **3 weeks** to process your application. It will then be sent electronically by us to UCAS.

Receiving Offers

Once your application has been sent to UCAS all communication takes place between UCAS, the Universities/Colleges and you. Please retain all paperwork, particularly your Personal ID and password.

You will start to hear from Universities but don't panic if you don't – some departments do not start to make offers until after Christmas. Check the progress of your application regularly on UCAS TRACK.

If you have any queries please contact either Kirsty Poole in the Careers Office (located in the Library) or the Help Desk Team or Anthea Coombs (UCAS Administrator) in Central Registry – 01256 417500