

**PLEASE NOTE**

QMC charge £25 to check and process your UCAS application  
UCAS charge a £24 administration fee

**DEADLINE DATES**

<b>College deadline - Oxbridge</b>	<b>15 September</b>
<b>College deadline - Dentistry, Medicine, Veterinary Science</b>	<b>15 September</b>
<i>UCAS deadline for Oxbridge, Medics, Vets etc.</i>	<i>15 October</i>
<b>College deadline* for all other UCAS applications</b>	<b>15 November</b>
<i>Final UCAS deadline</i>	<i>15 January</i>

\*We will still process applications after our deadline but cannot guarantee to get them to UCAS before their deadline.

**Register with UCAS**

Go to [www.ucas.com](http://www.ucas.com) and register with **UCAS Apply - undergraduate**. 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 all the above details you will need them later.

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

**Log on to UCAS Apply – undergraduate**

Enter username, password and the verification code when instructed to do so.

Select the **Schools and Colleges** option.

You will be asked for our **buzzword – Please ring the college on 01256 417500 or email [info@qmc.ac.uk](mailto:info@qmc.ac.uk) to obtain this.**

Confirm on the UCAS application that you are registering with QMC.

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

**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 – ask for Kirsty Poole/Catherine Elmer)

## Using “Apply”

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 to inform you that something is wrong.

## INFORMATION NEEDED ON THE FORM

**Unique Learner Code** – If you don't know your Unique Learner Code (it should be on your exam certificates then ask the Help Desk, Kirsty or Catherine)

**Fee codes** – For the majority of students this is **02**. If you are an international student then the fee code is **01**.

### Education

- List **all** qualifications obtained at QMC, and then enter your previous school and **all** the qualifications you obtained there.
- Overall “U” grades need to be shown.

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

See following examples: -

<b>GCE Advanced Levels</b>	<b>Date of Result</b>
<b>Law</b>	<b>A (overall grade) 06/2016</b>
<b>History</b>	<b>A (overall grade) 06/2016</b>
<b>Maths</b>	<b>B (overall grade) 06/2016</b>
<b>GCE Advanced Subsidiary Level - show any that you didn't continue to A Level</b>	<b>Date of Result</b>
<b>Geography (didn't take it to A Level)</b>	<b>C (overall grade) 06/2015</b>
If you did BTECs.....	
<b>BTEC Subsidiary Diploma (QCF)</b>	<b>Date of Result</b>
Business	<b>M 06/2016</b>
<b>BTEC Extended Diploma (QCF)</b>	<b>Date of Result</b>
Sport & Exercise Science	<b>D*DD 06/2016</b>

<b>GSCE (Grades A*-G)</b>	<b>Date of Result</b>
English	<b>C</b> 06/2015
<b>GCSE New Specification (Grades 9-1)</b>	<b>Date of Result</b>
Maths	<b>5</b> 06/2017
	<b>Date of Result</b>
<b>Extended Project</b>	<b>B</b> 06/2016
Chemistry	
<b>Other UK Qualification</b>	<b>Date of Result</b>
CSLA	<b>Pass</b> 06/2016

### **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 Catherine). We recommend listing **all** the units that you took.

### **Other Qualifications taken at QMC**

List all other qualifications you took whilst at QMC such as GCSEs, CSLA, IFS Personal Finance etc.

### **Admission Tests**

You should enter details for any admission tests; i.e. LNAT, UKCAT

### **School GCSEs**

If you took a double award subject at school (i.e. Science) you will need to 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.

### **Other School Qualifications**

Show any BTECs, Functional Skills, AiDA, DiDA, or CiDA

### **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 details** 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 "PAY & SEND" AT THIS POINT**

## **GET YOUR APPLICATION CHECKED BY US**

Ideally bring your printed application to the Help Desk for checking, or phone or email us if this is not possible. **Remember the final deadline** for handing in your completed application, is the **15 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 at least **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.

Don't forget to apply for Student Finance when it goes live. You will receive an email from them telling you when to do this. If you need help with completing the student finance application contact Kirsty Poole.

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