



## Pay particular attention to these common mistakes on UCAS forms

Names and proper nouns – always use capital letters

Area of residence – usually a London Borough or Surrey. Check on the [interactive London Borough map](#). If not in a borough you will be Surrey.

Always add someone for nominated access – it means a parent or other person could speak to UCAS on behalf of the student

Financial support code – second option UK, CHI, IoM student finance etc and then area of residence again

Secondary School, dates and GCSE grades must be added correctly

- GCSE grades must agree with what is on the College database
- A Double GCSE is a different qualification to a GCSE and Double Science must be added as such (9-9 to 1-1)
- iGCSEs are different qualifications to GCSEs and must be added correctly

Esher Sixth Form College qualifications must be added correctly

- results are Pending if they will be received in August 2023
- Use [help sheets](#) for adding your Esher qualifications

BTEC registration number - on College database > Exams > Exams entries

Unique Learner Number – on College database > Contact details

Highest qualification held – Below honours degree

Personal statement – check spelling, punctuation and grammar

Choices – chose the correct ones!

## Checking

Students must get the form checked, first by their tutor and then Progression Guidance **BEFORE** they submit. Available times for checking will be advertised.

The final College deadline by which we guarantee to send the form to UCAS by their deadline is **Monday 21 November 2022**.