Applying through UCAS 2023

Registering for an undergraduate application from Esher Sixth Form College

For courses starting in 2023

Updated: 23 June 2022 by ESFC

UCAS

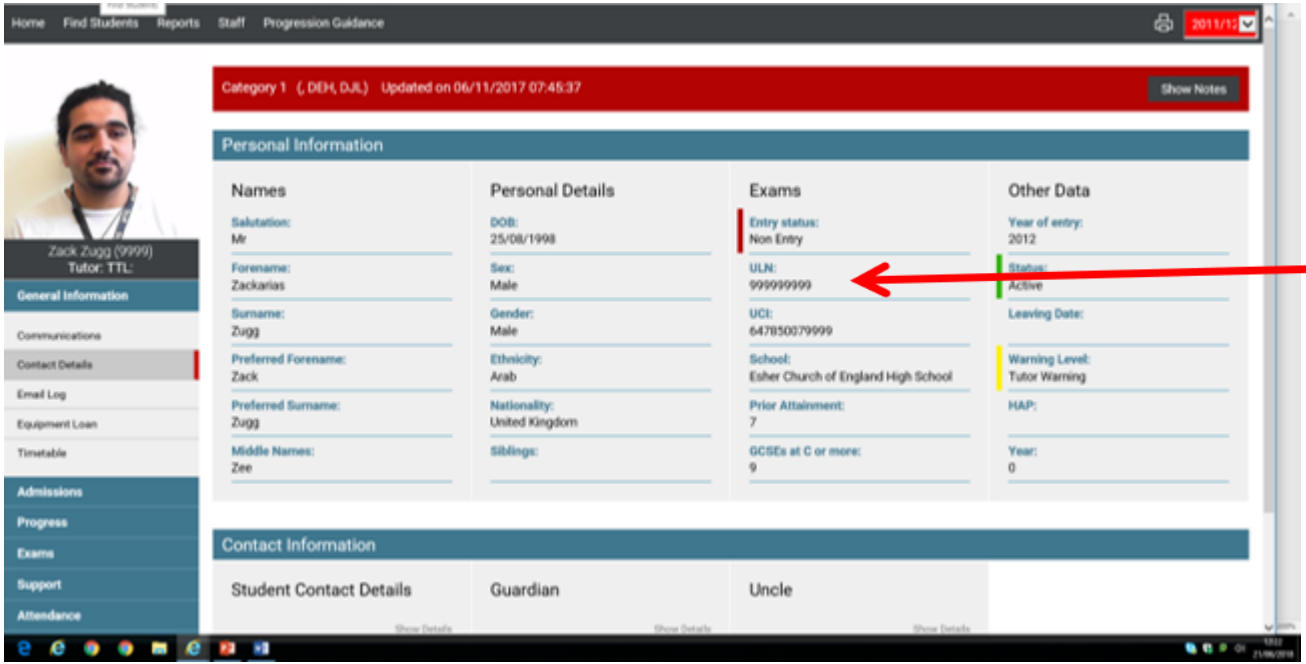
Esher Sixth Form College UCAS Deadlines

Type of application	You must submit your form before…	… and will send your form to UCAS
Medicine, Veterinary Science, Dentistry and Oxbridge applications	8am on Monday 26 September 2022	by the UCAS early deadline of **15 October 2022**
Competitive applications *(if you want your application processed within 10 working days)*	8am on Monday 10 October 2022	within **10 working days** of the form being received, provided it is error-free
General applications	8am on Monday 7 November 2022	by the end of the autumn term, **Friday 16 December 2022**
General applications - final deadline	8am on Monday 21 November 2022	by the UCAS final deadline, **25 January 2023**

Before you begin

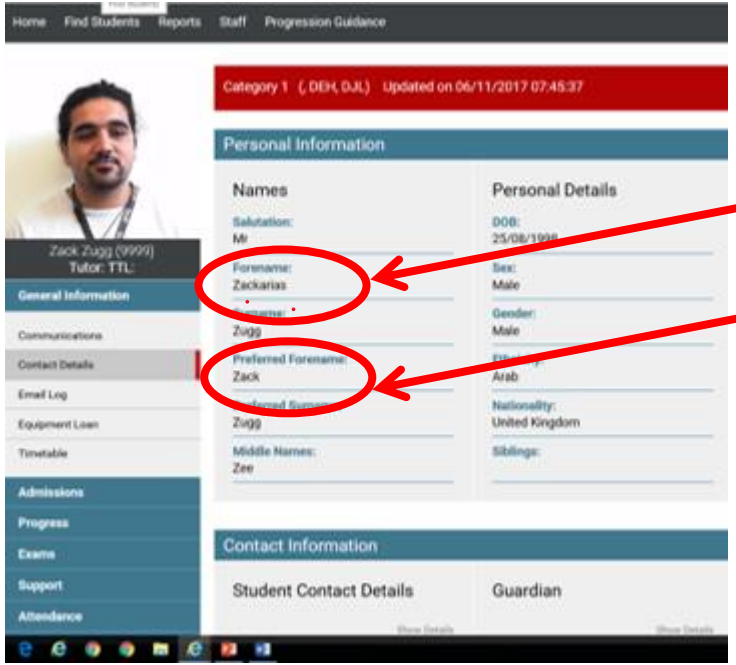
- Information you enter onto your UCAS form must be **accurate**
- Esher Sixth Form College has to **confirm** that certain details are correct
- These include your **full legal name**, all your examination results and your **area of residence**
- We do this by checking against your College **database** entry

Open your database entry on the college portal



This is your Unique Learner Number

Is your college database entry completely accurate?

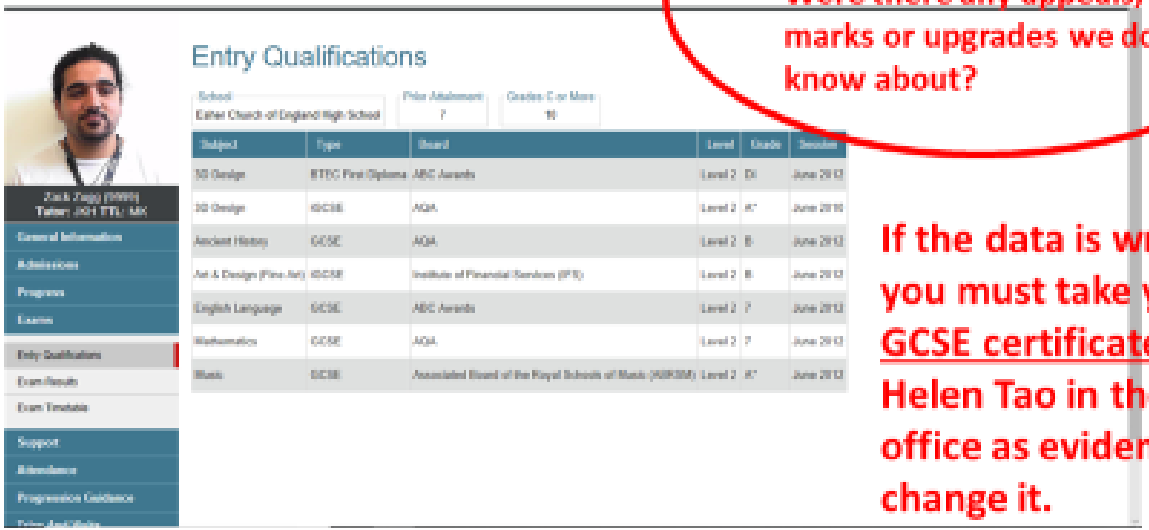


This should be your formal, legal first name

This is the name you want to be known by

If the data is wrong you must liaise with Helen Tao in the Admin office and get it changed before you submit your UCAS form.

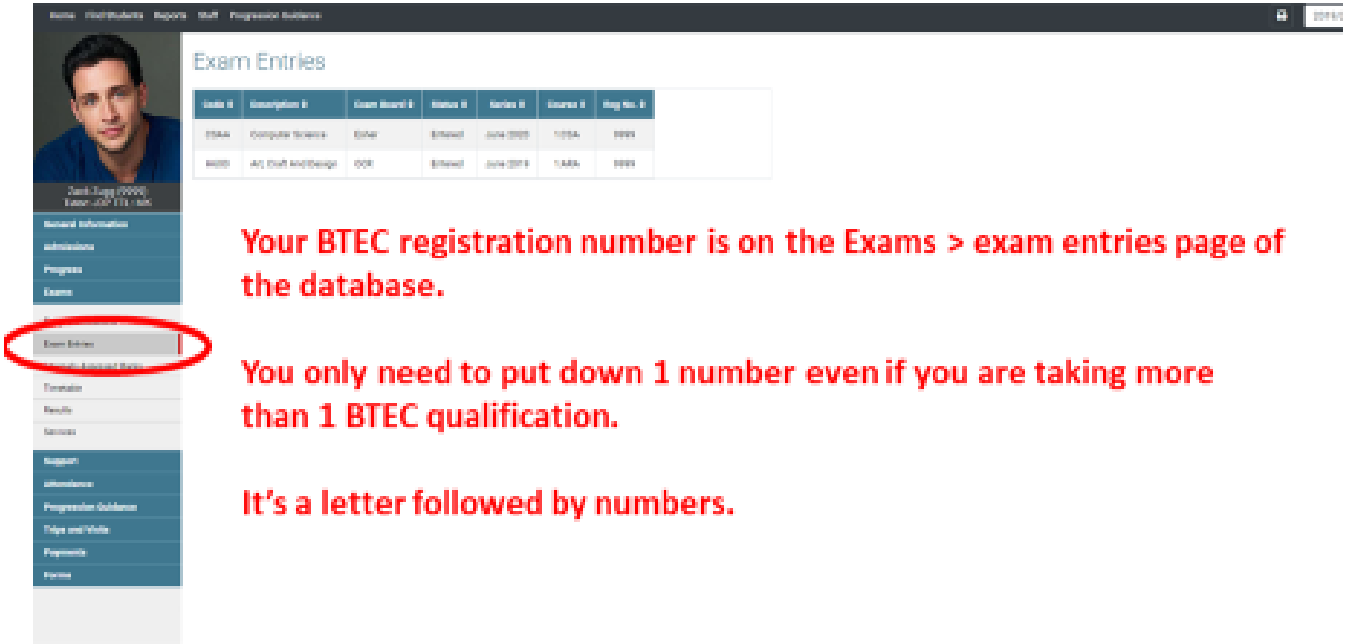
Are all your GCSE results listed and accurate?



Don't forget any you took early.
Were there any appeals, re-marks or upgrades we don't know about?

If the data is wrong you must take your GCSE certificates to Helen Tao in the Admin office as evidence to change it.

Your BTEC number *(if applicable)*



Your BTEC registration number is on the Exams > exam entries page of the database.

You only need to put down 1 number even if you are taking more than 1 BTEC qualification.

It's a letter followed by numbers.

Your ‘area of residence’

This is very important and harder to complete than you think!

It is the county or borough to which you pay **Council Tax**. It is NOT your postal address.

Find out where you live on the Interactive London Borough Map

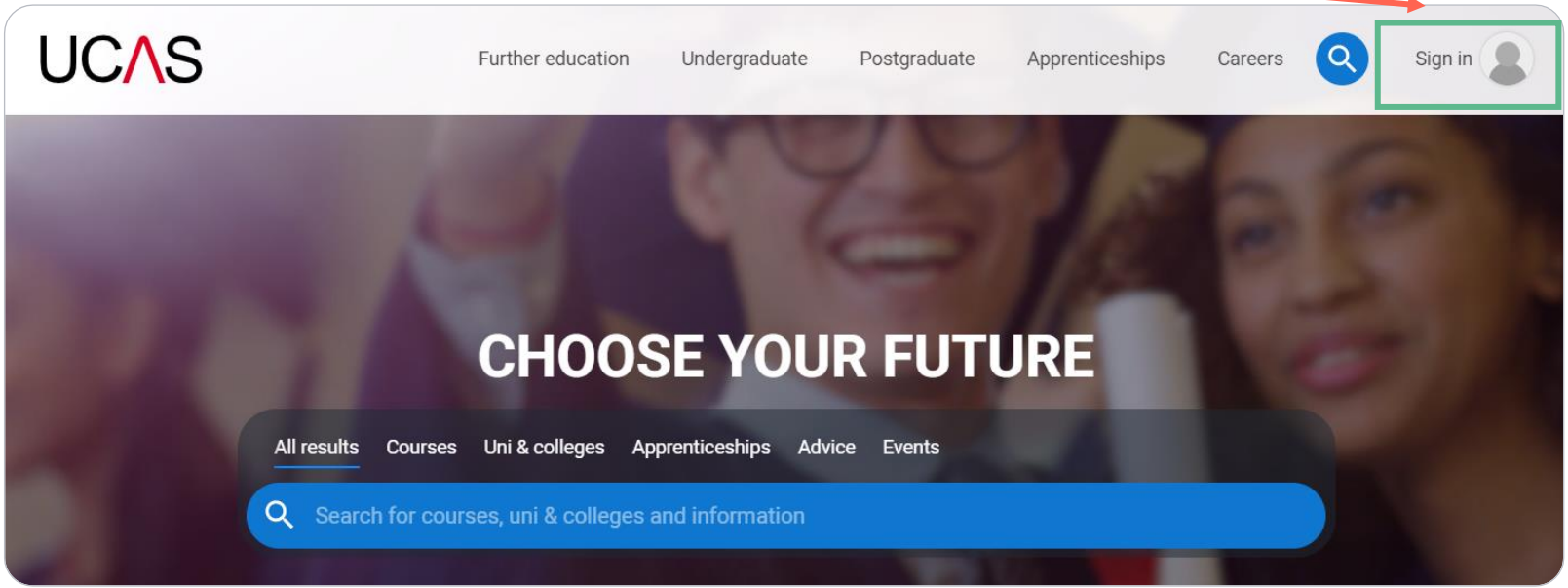
If you are not in a London Borough, you’re in almost certainly in Surrey!

Thames Ditton, Claygate, Hinchley Wood, Long Ditton, the Moleseys, Esher, Walton, Weybridge, Hersham are all **Surrey.**

Registering for a UCAS hub account…

Registering for an account

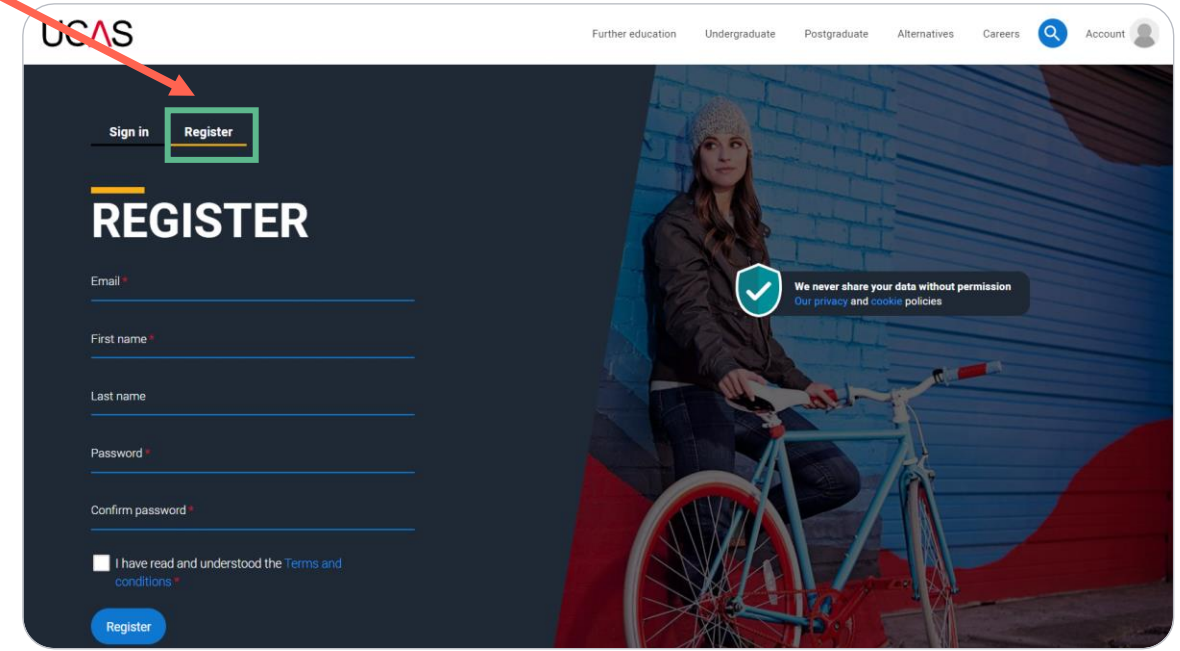
Head to ucas.com and select Sign in.



Registering for an account

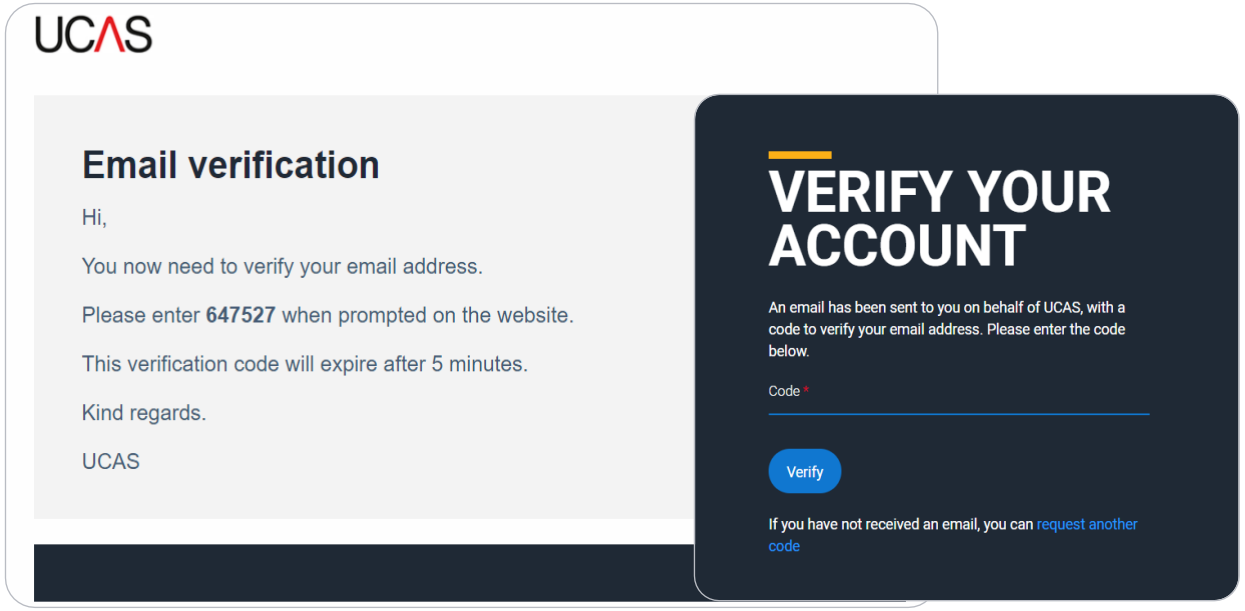
Complete the short form. Make sure the **password** is **memorable.** Note it in your booklet in a cryptic way.

We recommend you use a **personal email address** so you have access to updates at all times. You will have to verify this email address shortly.



Registering for an account

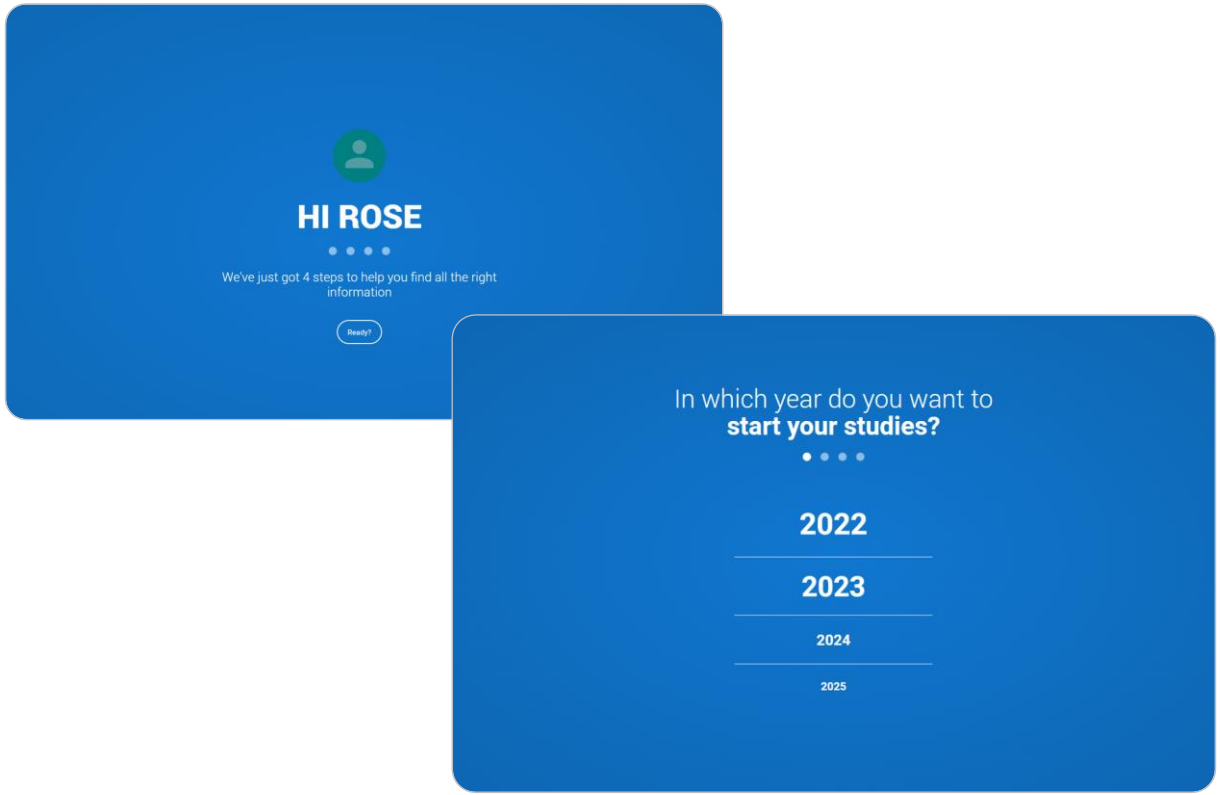
We'll email you a **code** to **verify** your email address, so we know we've got the right details.



Registering for an account

Once you've registered, we ask you a few questions like when you want to start studying, where you live and what you're interested in so we can tailor the information you see.

Make sure you choose the correct study year, **2023** if you want to start next year, **including if you want to defer entry**.

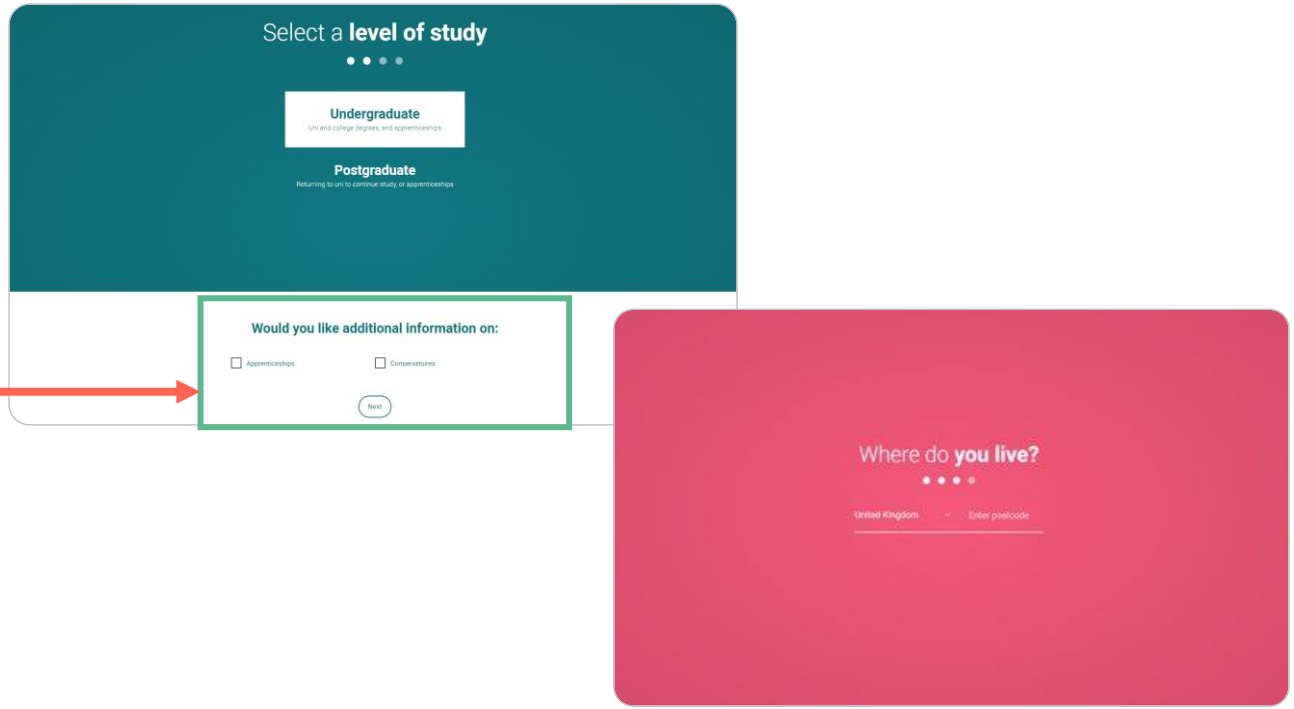


Registering for an account

Choose the correct level of study, it's **Undergraduate**.

You can choose to get information on **apprenticeships** and **conservatoires** here too.

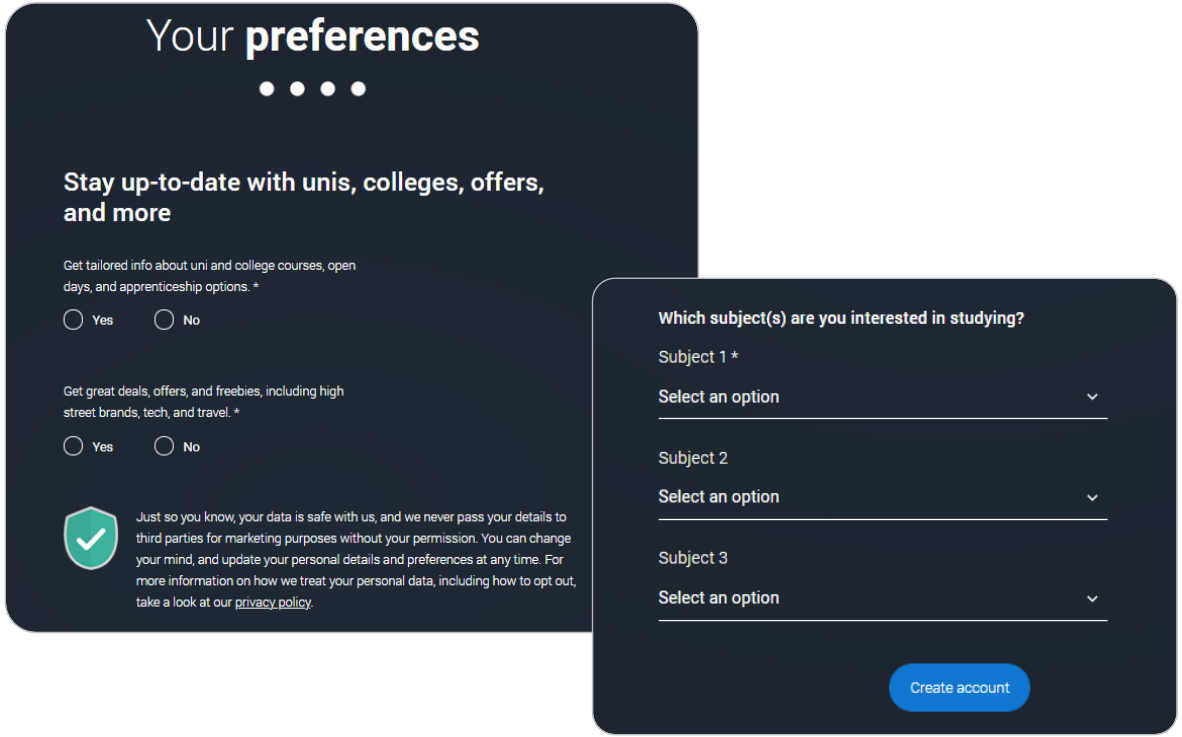
Tell us where you live so we can direct you to the right information.



Registering for an account

Choose if you want to get tailored information about uni, college and apprenticeship options.

Select the **subjects** that you are interested in – you can change these at any point in your preferences.

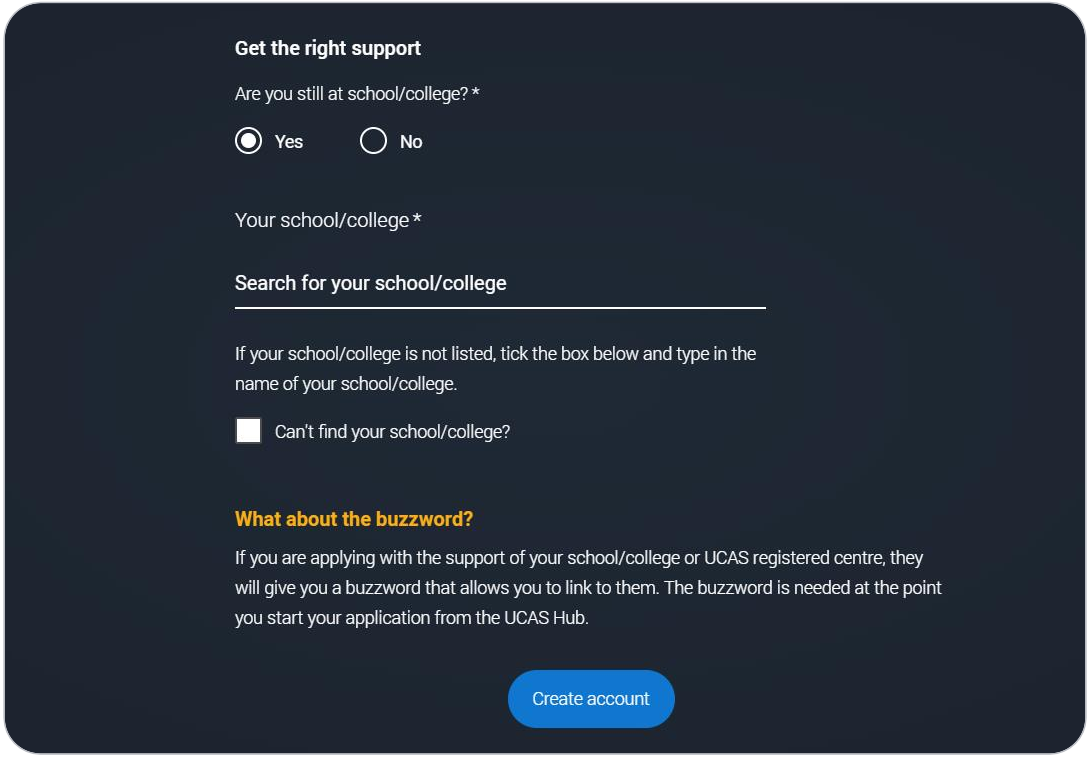


Registering for an account

Search for your school/college, if you can't find it then you can type in the name.

You will also need to enter your school/college buzzword at the point you start your application.

Then scroll right to the bottom to **Create account**.

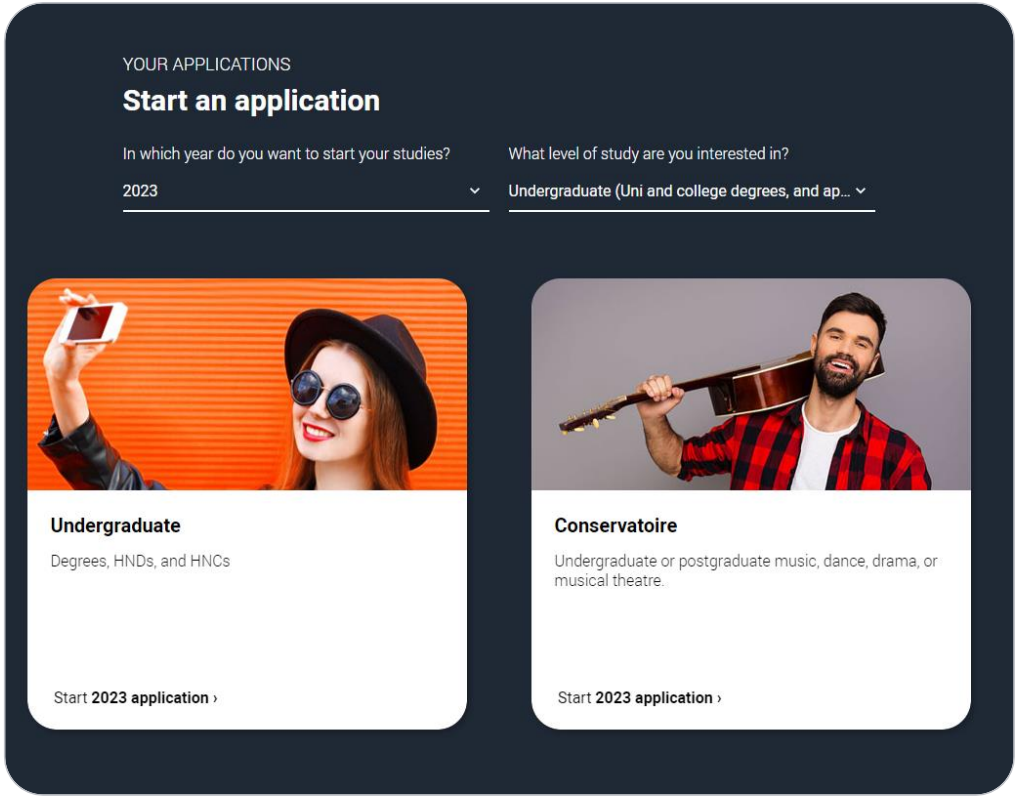


Starting your application.

Starting your application

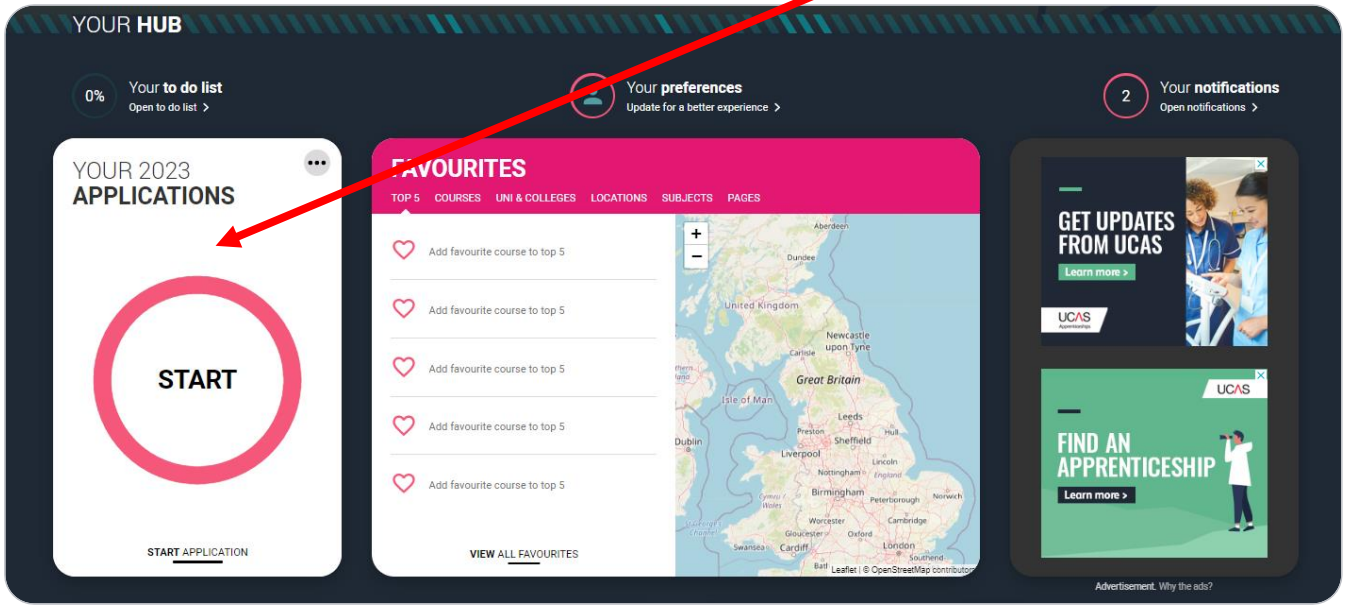
Choose the

- year you want to start your studies (2023) including if you want to defer entry.
- level of study (Undergraduate)
- type of application you wish to make (even if you apply to a conservatoire, you usually apply to university too).



Starting your application

To start your UCAS application click on the ‘Your 2023 applications’ tile.

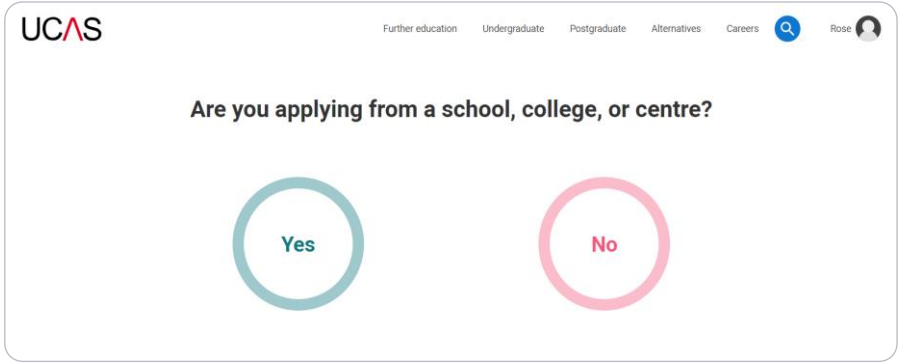


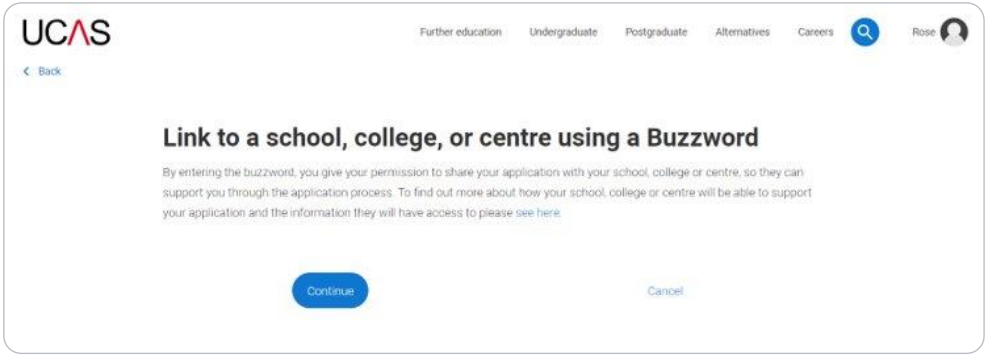
Linking to your school, college or centre

If you're applying with the help of your school, college or centre then select '**Yes**'.

You will then need to enter the **Buzzword**.

Your Buzzword **is esher23**

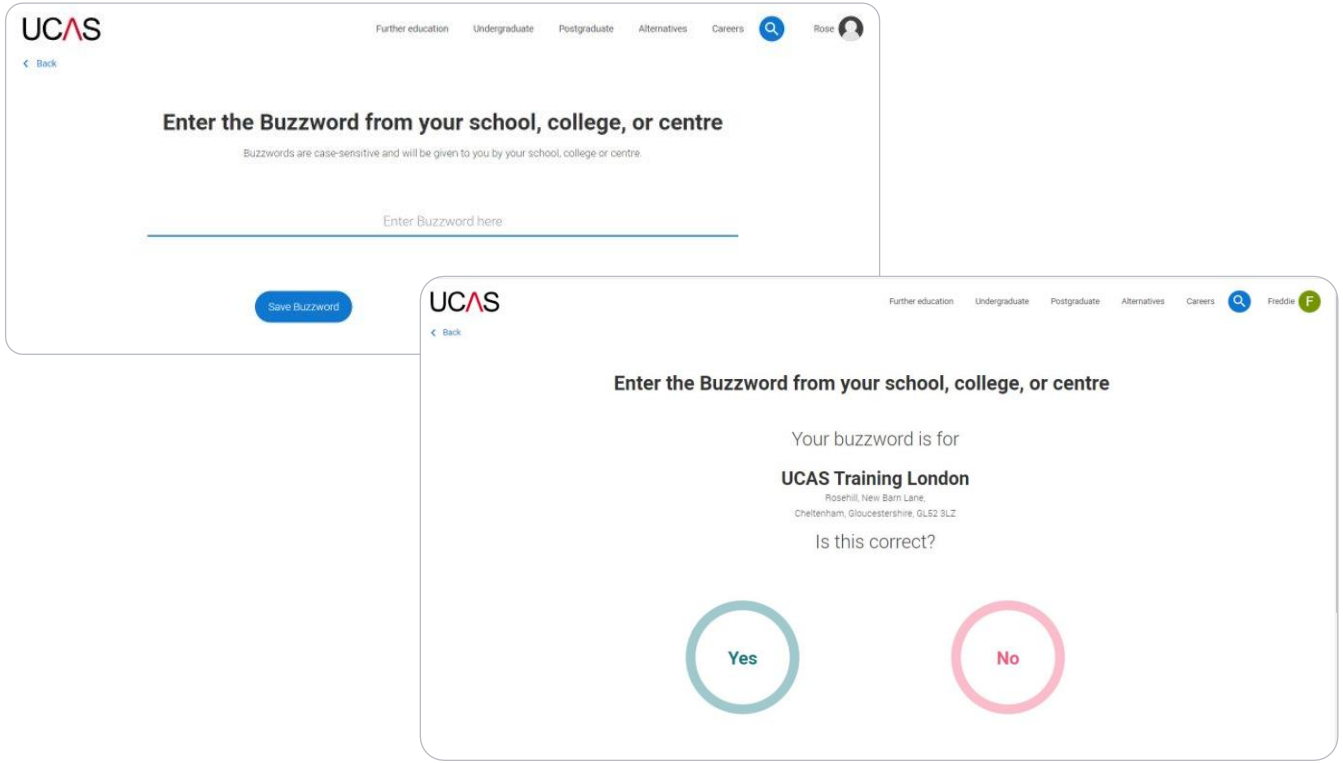




Linking to your school, college or centre

Enter the buzzword, **esher23** and **confirm** the details are correct.

This will **link your application** to college, so we can track your progress and provide support, including adding your reference.

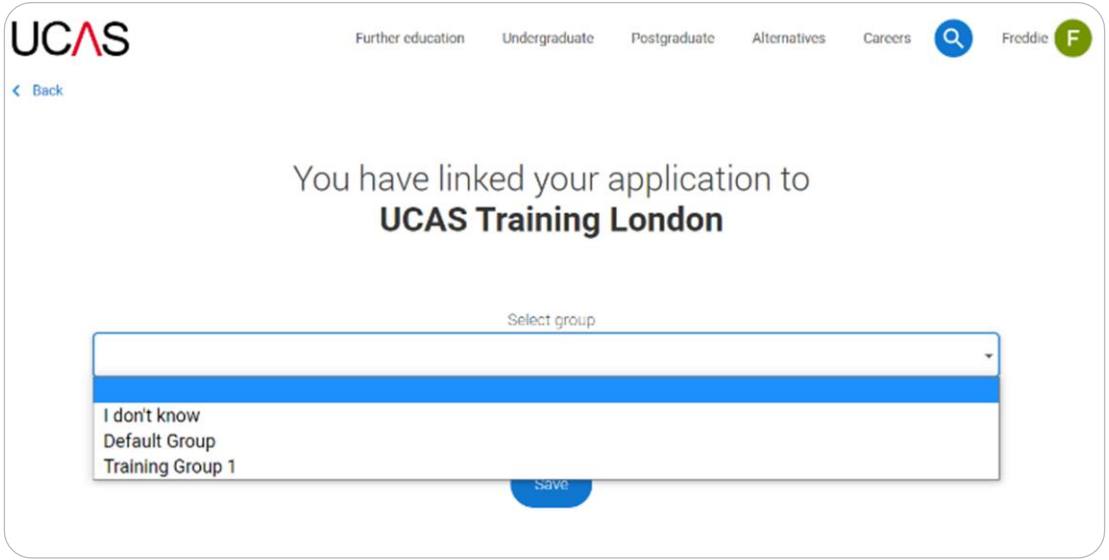


Linking to your school, college or centre

Once your application has been linked, you can then select a **group** for your application.

Choose your own tutor group, obviously!

Former students should chose the **Default group** if their tutor is not listed.



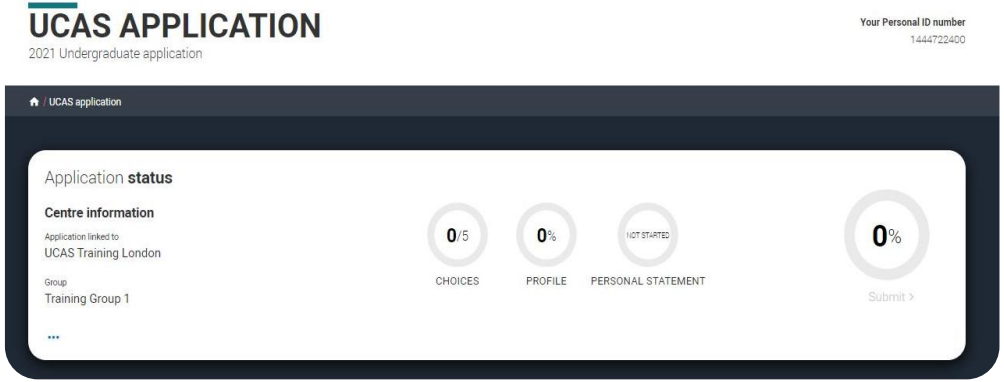
Application overview.

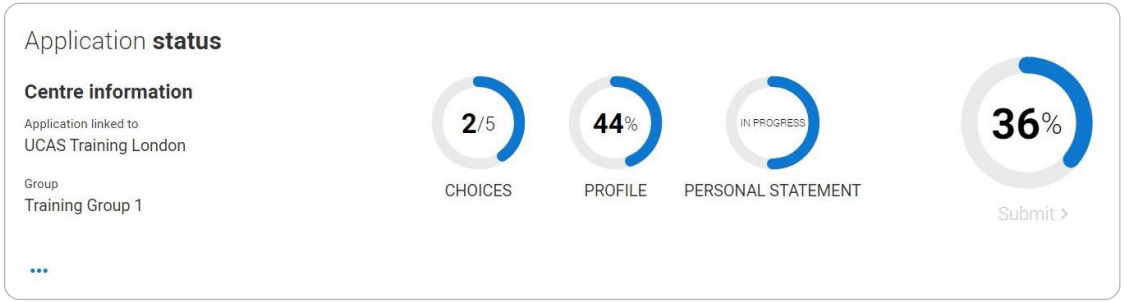
Application overview

Your ‘**Application status**’ helps you keep track of your progress.

As you add information to each tile, the **percentage complete** updates each time you mark a section as complete.

You don’t need to complete the application straight away, you can log in and out at any time until you're finished.



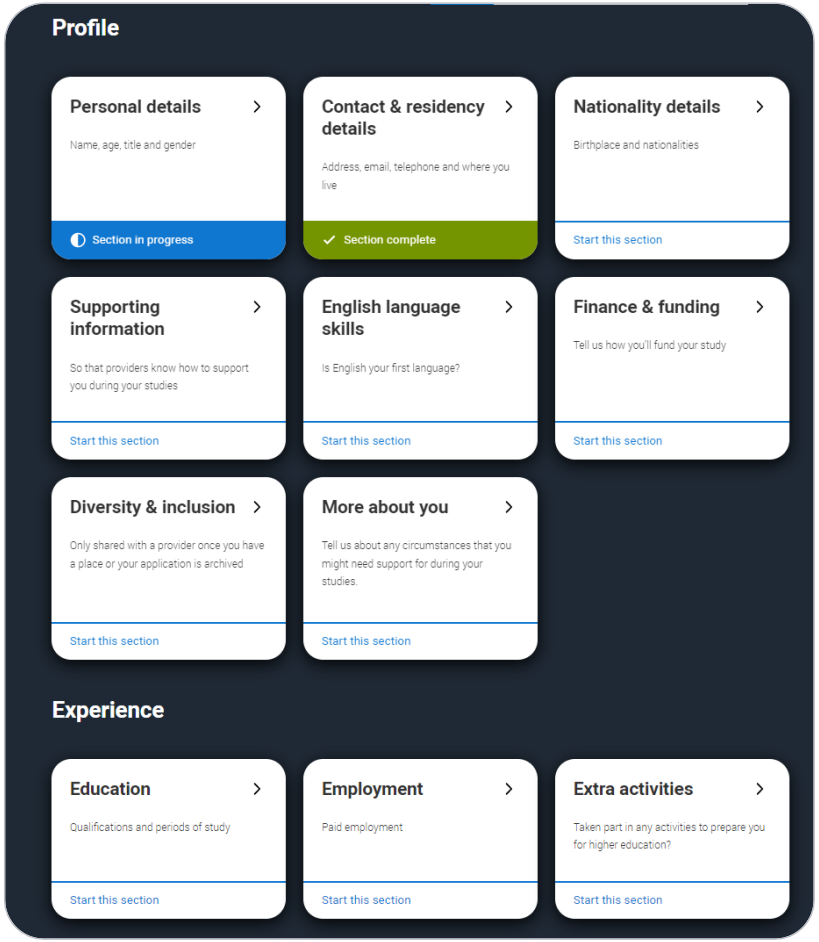


Application overview

The application form is responsive to make it easier to complete.

Once you've completed 'Contact & residency details' if your permanent residence is in the UK, you'll also see the 'Diversity and inclusion' and 'Extra activities' sections to complete.

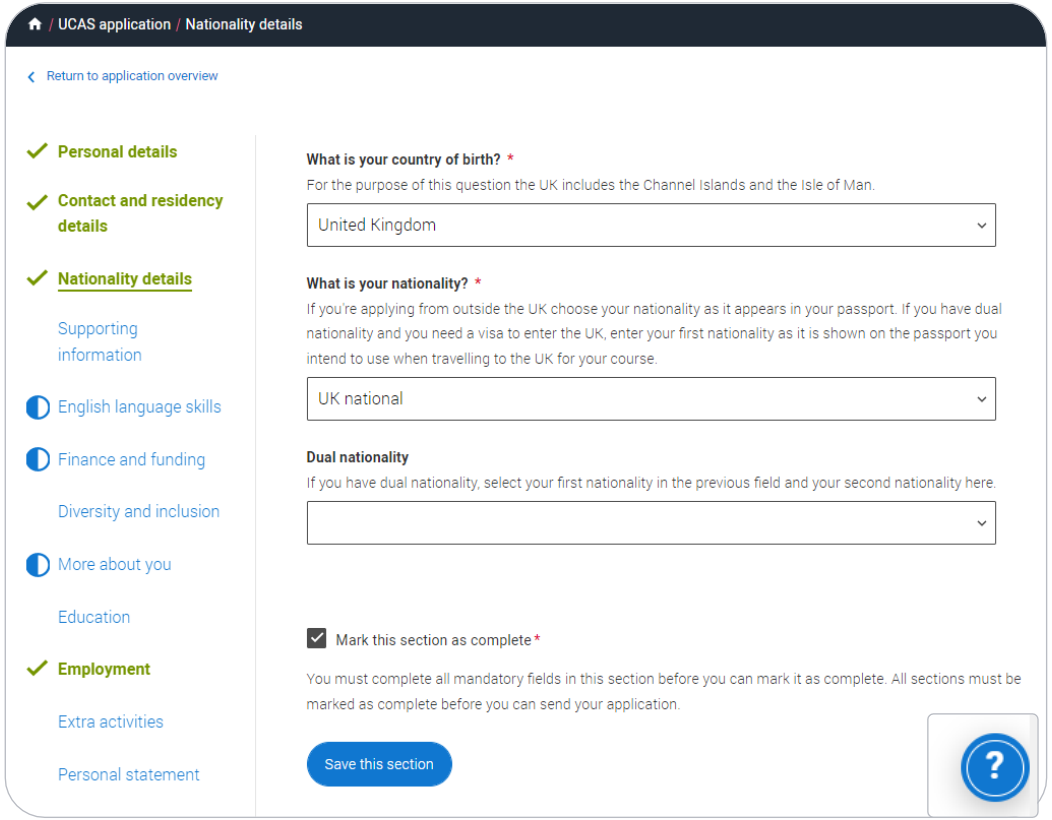
All sections must be marked as '**Complete**' to send to your school or college that you may be linked to for review. You must complete all mandatory questions to mark a section as complete (they have a *).



Application overview

The list on the left of each section will show which sections are completed (with a tick), which are in progress (with a half-moon) and which have yet to be started (no icon).

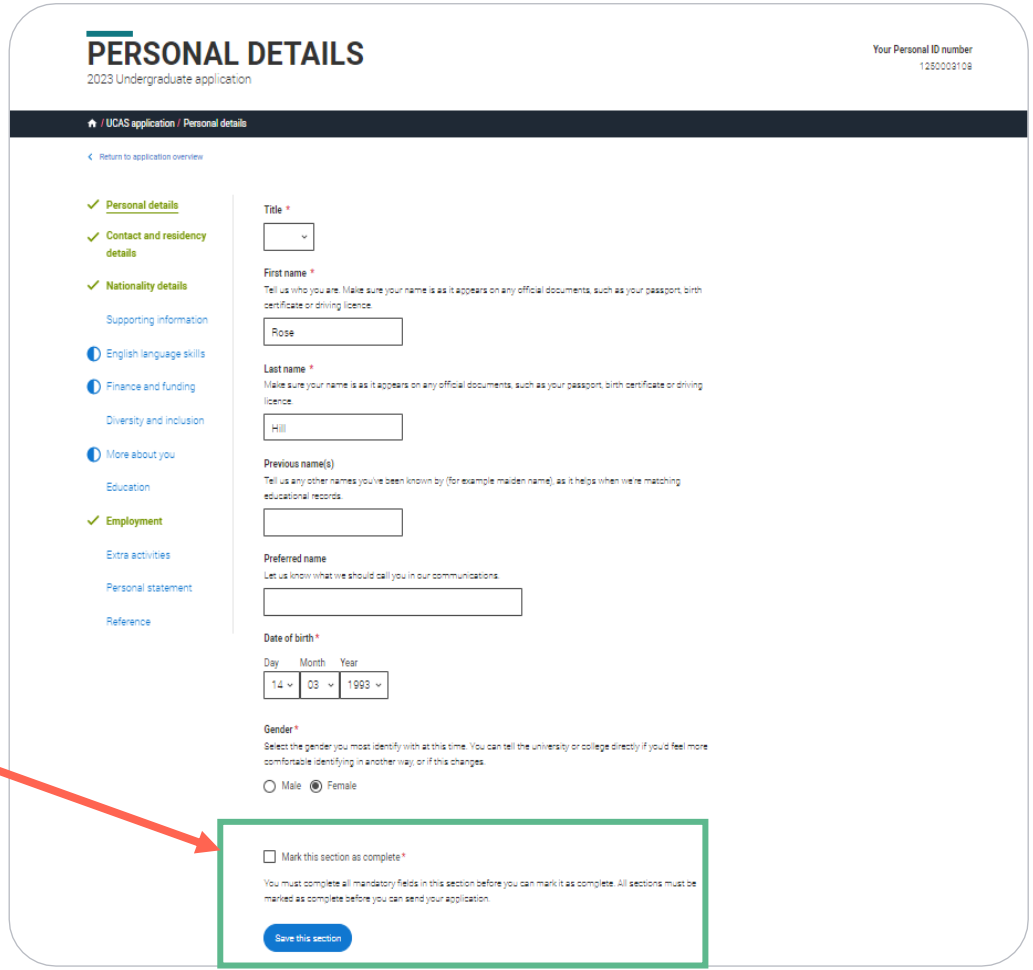
Click on the ? throughout for help text to provide advice about what to put.



Personal details.

Personal details: your name should already be visible, but you'll need to add your title and complete the other mandatory fields (marked with a *).

Once you have completed a section you must remember **to mark the section as complete and save it** at the bottom of each page.



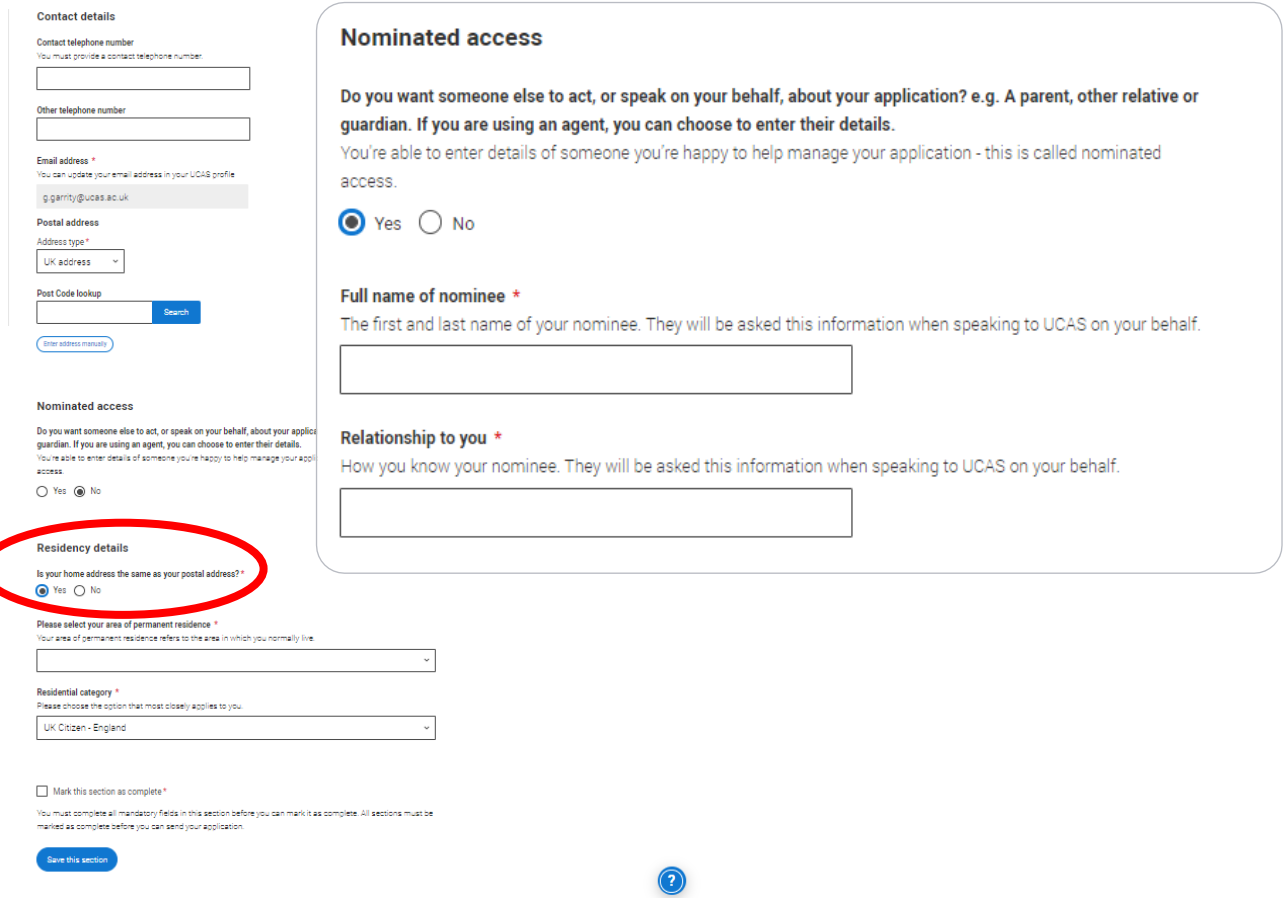
Contact and residency details.

We would advise using a **personal email address**. This will be the main way ucas and your universities communicate with you.

You **must** answer **Yes** to the Nominated Access question. This means someone else – **usually a parent** – can speak to ucas about your application.

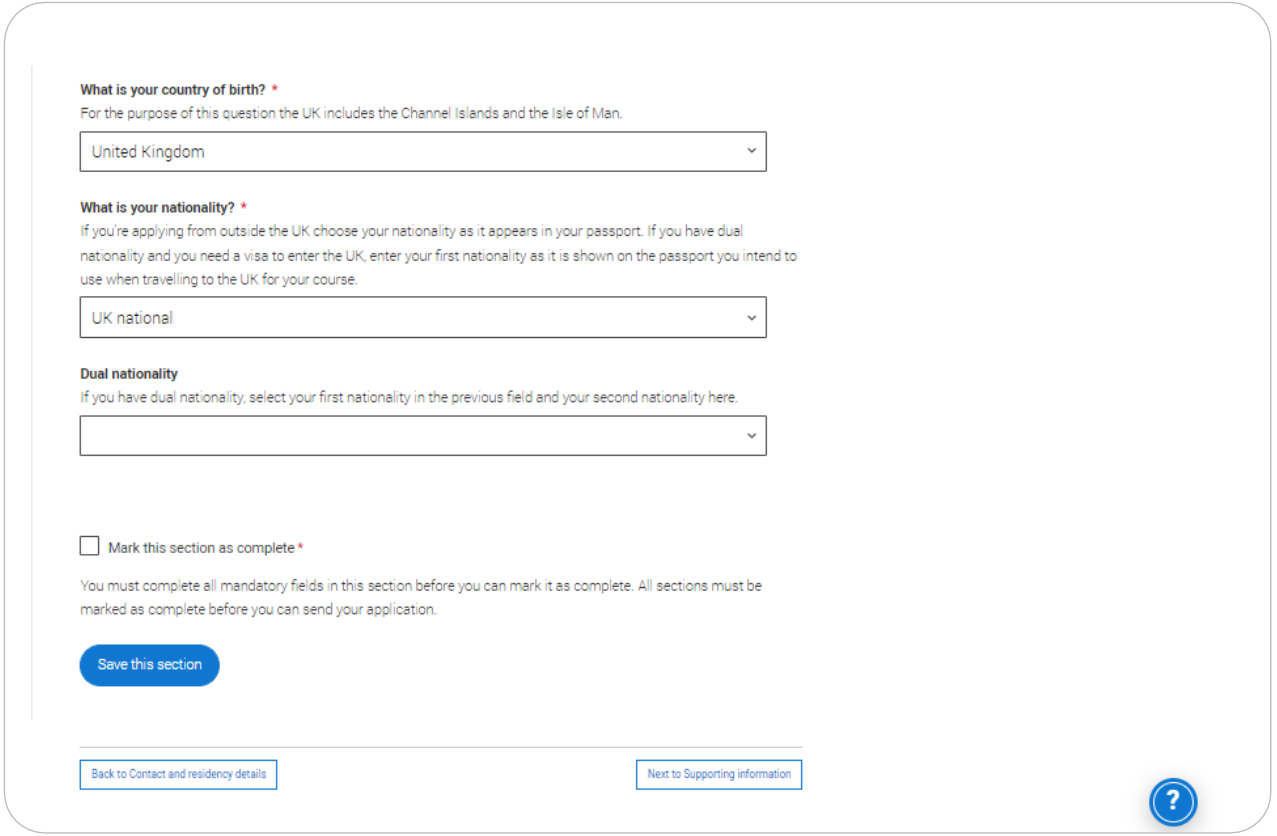
This question is for people who live somewhere other than home, e.g. at boarding school. You answer **yes**.

The **area of permanent residence** is the London borough or Surrey.



Nationality details.

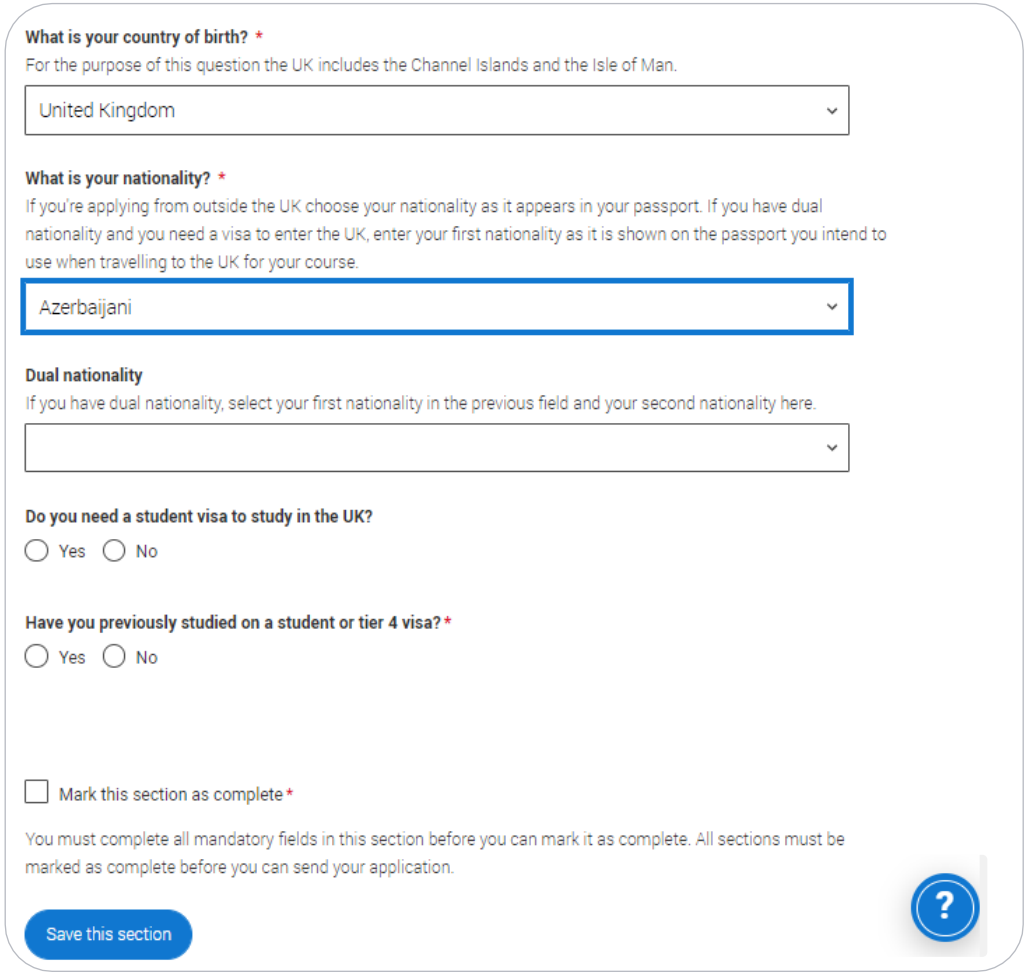
If you’re a UK national, this is what you will see.



If you were born in the UK but have a different nationality, you will be asked additional questions.

The information you provide will help universities and colleges in determining your eligibility and allow them to assist you with the visa application process, if required.

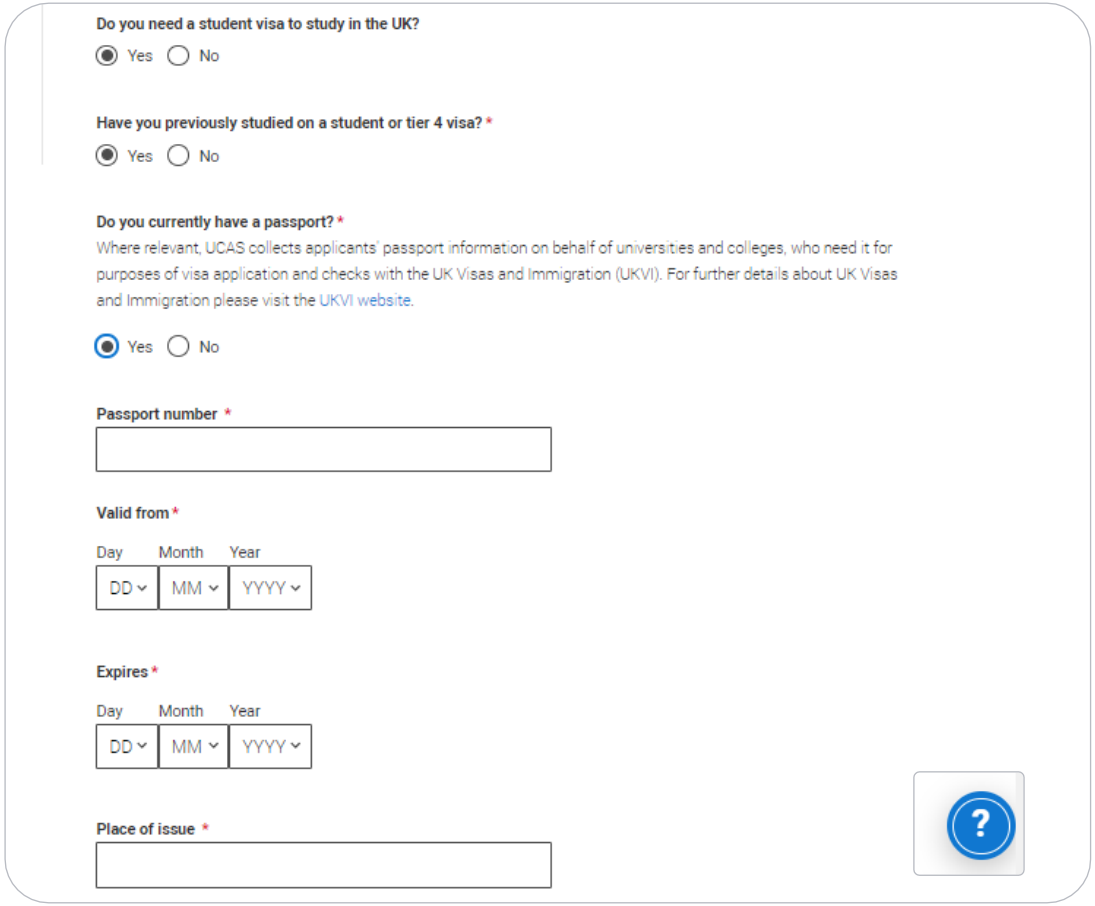
There's some possible combinations but we'll only show relevant fields depending on your answers.



If you select you will need a visa, you'll also be asked for your passport details.

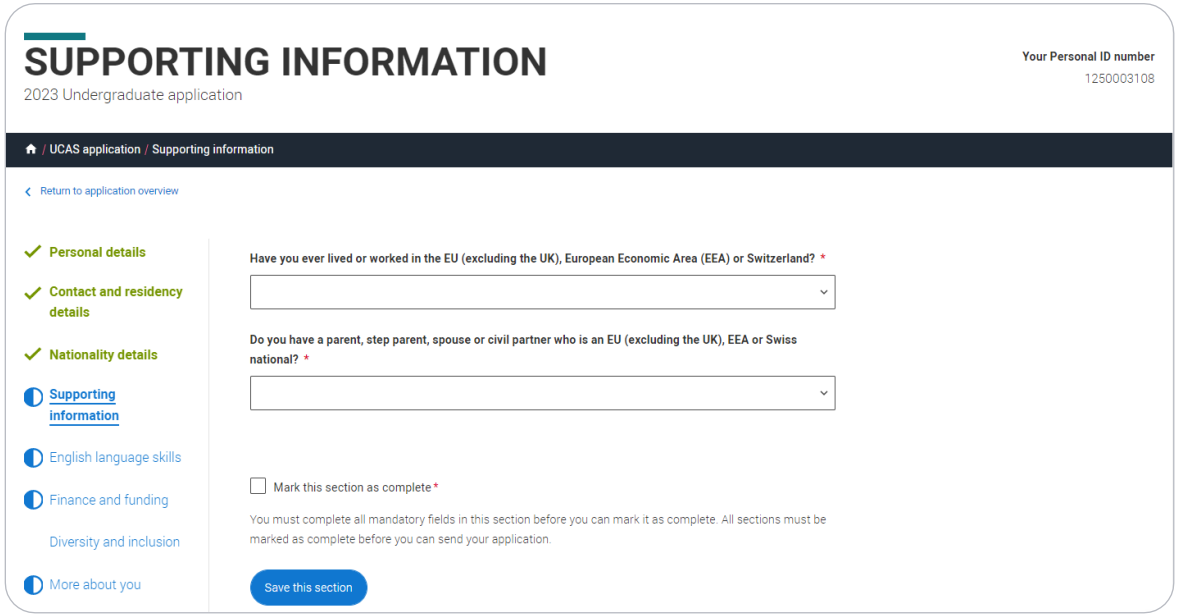
If you have a passport, we ask you for your passport number, valid from and expiry dates; and place of issue.

Select the ? to see our help text with advice abo.

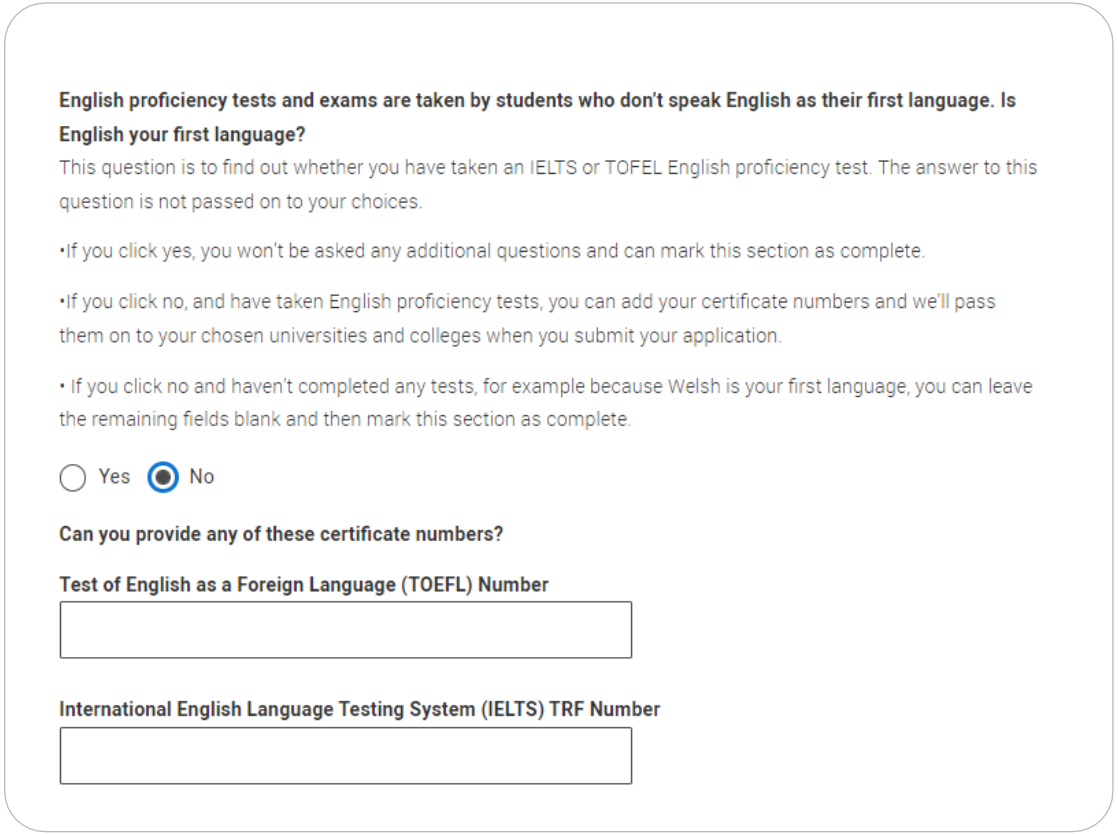


Supporting information.

All questions are mandatory (*), but you have the option of *don't know* and *Prefer not to say*.



English Language Skills.



If English isn't your first language, and you have taken English proficiency tests, you can add your certificate numbers and we'll pass them on to your chosen universities and colleges when you submit your application.

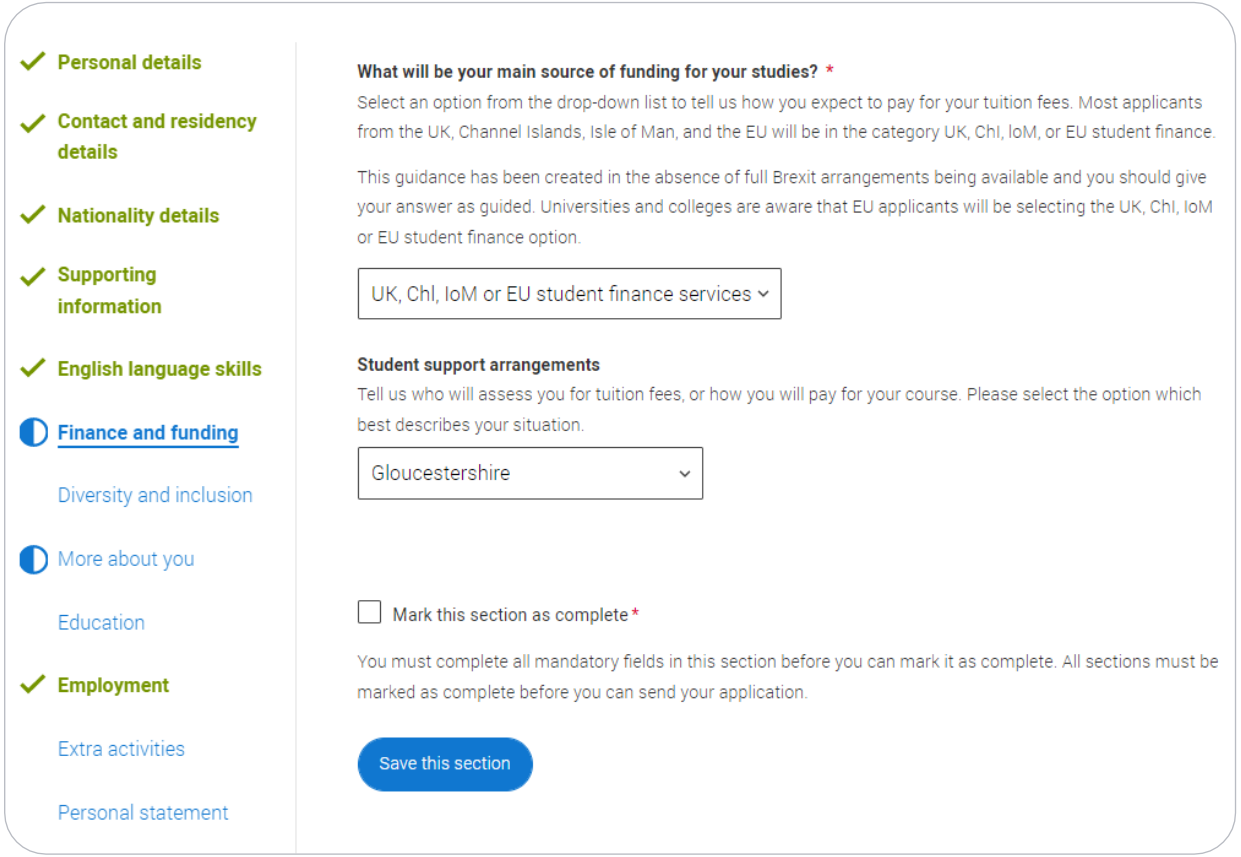
If you haven't completed any tests, you can leave the remaining fields blank and then mark this section as complete.

Finance and funding.

If you intend to take out a student loan for tuition fees (almost everyone) you choose **UK, ChI, IoM or EU Student Finance Services**.

'Student support arrangements' is the same as your **area of residence, e.g. Kingston upon Thames, Surrey, etc.**

For more information head to: ucas.com/finance

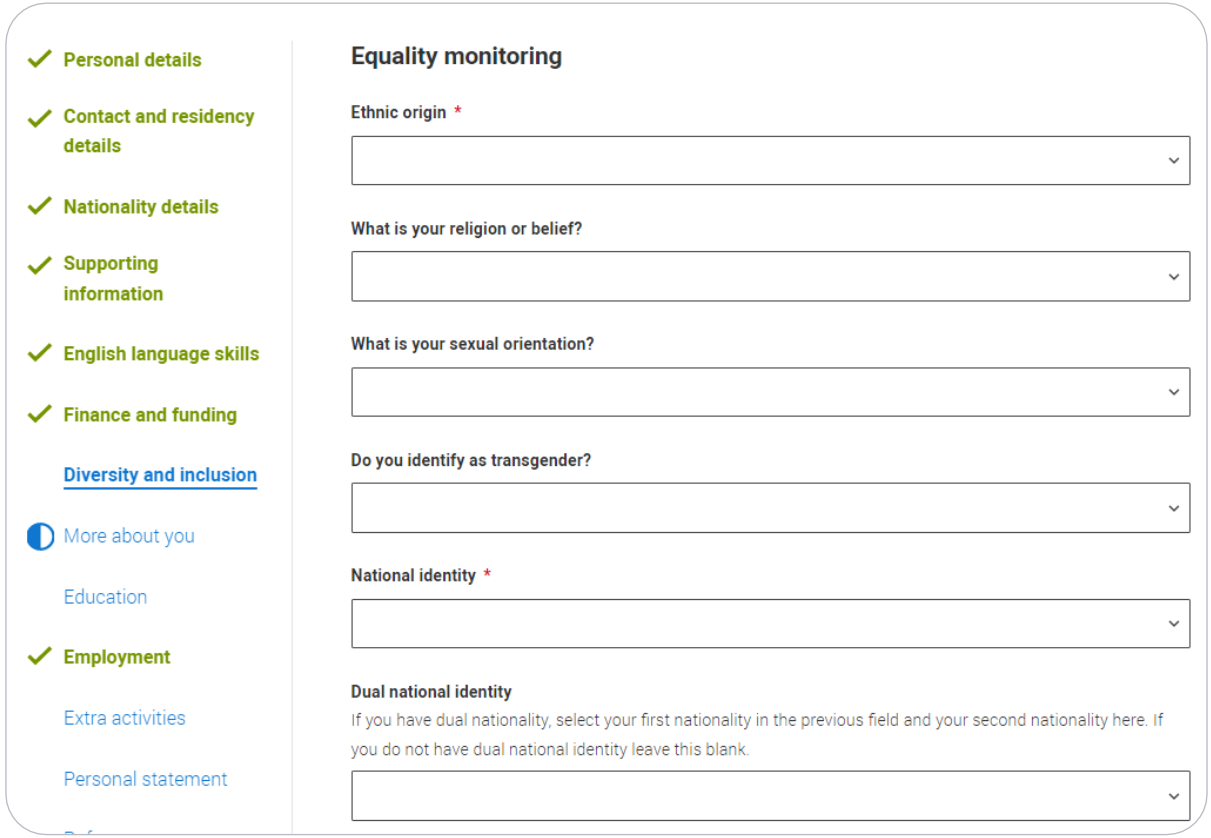


Diversity and inclusion.

You'll only see these questions if you have a UK home address.

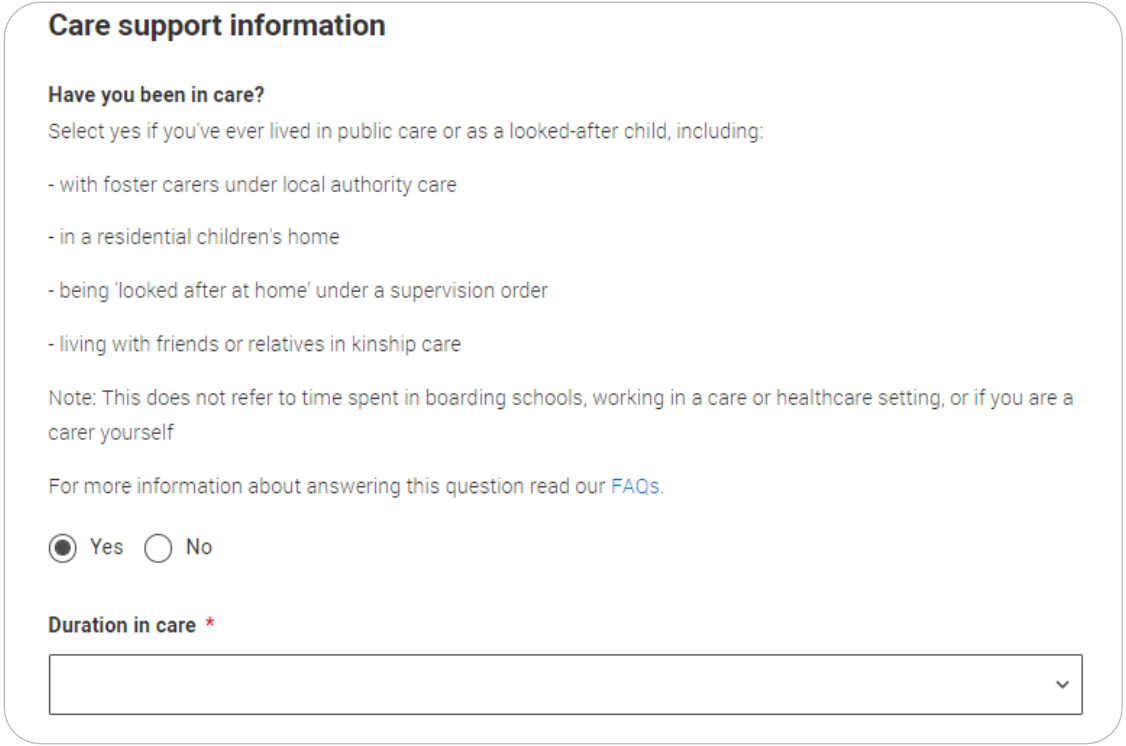
There are two mandatory fields(*), but you have the option to respond with **I prefer not to say.**

This information is only shared with universities or colleges once you have secured a place, it **does not influence any decision making**. It's used to ensure applications are treated fairly.



Growing up in care means you are entitled to a range of practical support; for example during your application, financial assistance, year-round accommodation, or help with managing your health and wellbeing.

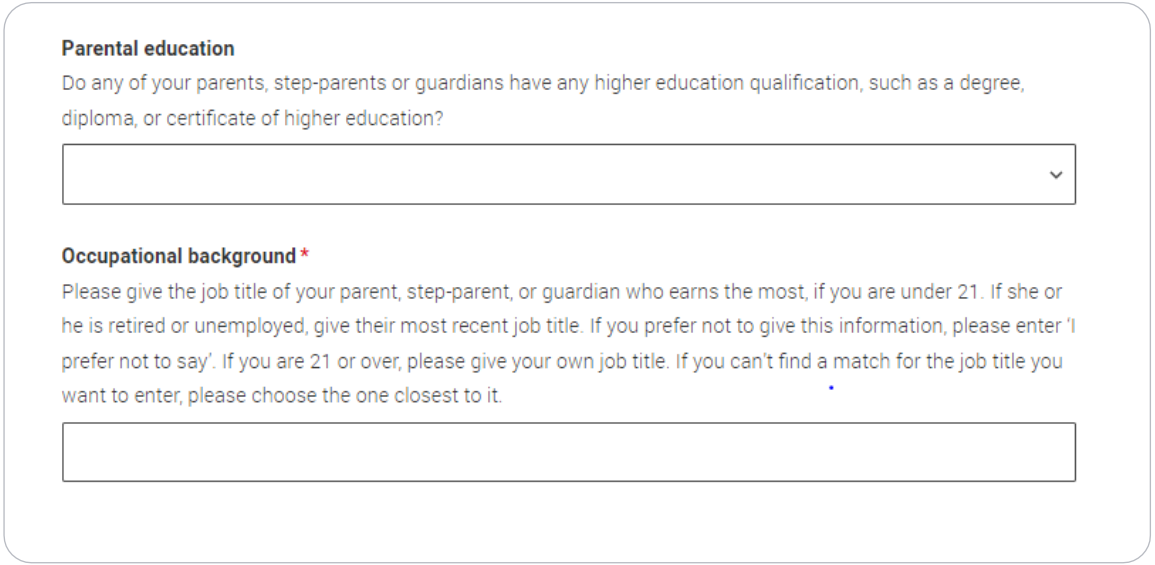
When you give this information, you are letting the university or college know that you may need additional support during your studies. They may get in touch to tell you more about the benefits and options available, if you want it.



You can select *I prefer not to say* for the parental education question.

For the occupational background, you must type at least 3 letters into the response field, and then select an option from the menu that appears below it.

If you prefer not to give this information, please enter *'I prefer not to say*'.



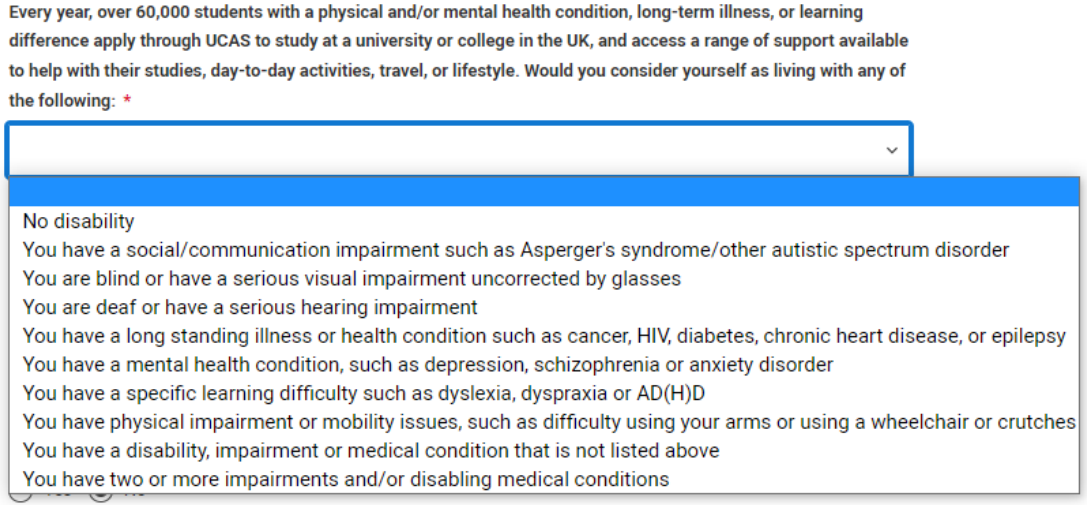
More about you.

You can tell us about any circumstances that you might need support for during your studies.

We don't need you to give details – this information will be shared with those involved in making arrangements to support you at the university or college (e.g. the student support team, admissions staff), and they may get in touch to tell you more.

In order to mark the section as complete you will need to select an answer: either to share information or select 'No disability'.

You will see this question if you have a UK or Non-UK home address.



You might feel uncertain about sharing personal circumstances, please feel reassured this information is confidential and will not negatively impact your application.

These questions are intended to connect you to the right support for your needs.

You will only see these questions if you have a UK home address.

Would you consider yourself estranged from your parents (i.e. you're not in contact with and supported by you parents)?

◯ Yes ◯ No

Do you have any caring responsibilities?

◯ Yes ◯ No

Are you a parent or do you have parenting responsibilities?

◯ Yes ◯ No

Do you have official refugee status or limited leave to remain, or are you seeking asylum?

◯ No ◯ The UK government has granted me refugee status or humanitarian protection in the UK

◯ I have limited or discretionary leave to remain in the UK ◯ I'm currently seeking asylum in the UK

Do you have a parent or carer who currently serves in the UK Armed Forces, or who has done so in the past?

◯ Yes ◯ No

Have you ever served in the UK Armed Forces?

◯ Yes ◯ No

Are you currently receiving free school meals, or have you been in receipt of free school meals during your secondary education?

◯ Yes ◯ No ◯ Don't know

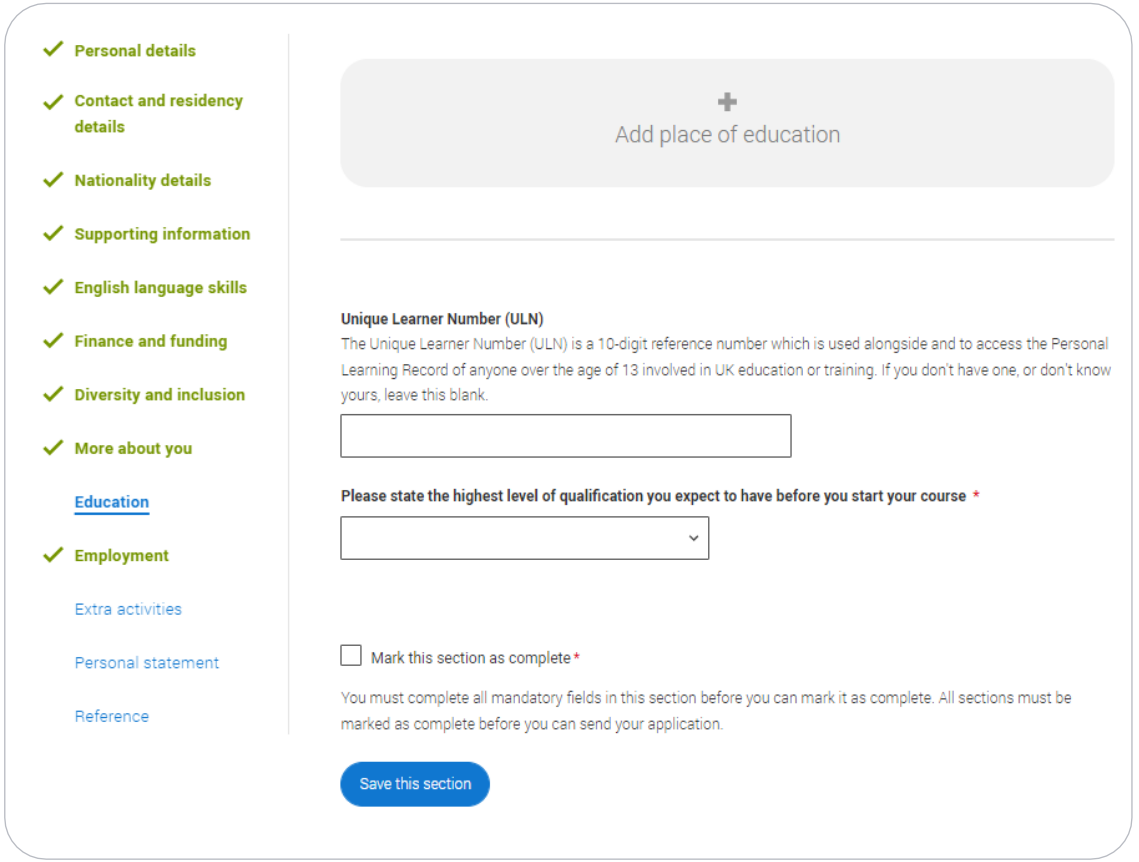
Education.

Enter your **Unique Learner Number** that is on the database in contact details.

The highest level qualification you have is **Below honours degree**.

You must enter **all** your qualifications from secondary education onwards – whatever the result (even any that were ungraded) or you're still awaiting exams and results.

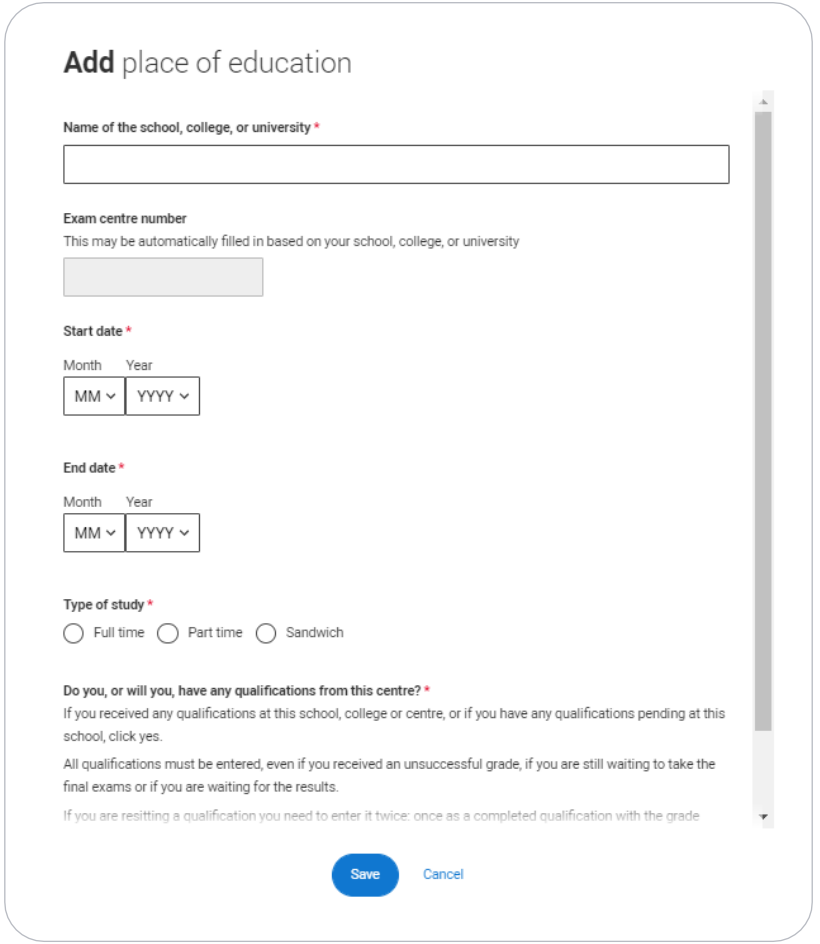
Start by clicking **Add place of education.**



Type the name of your secondary school. Once you find your centre, click on the name and the **Exam centre number** will automatically populate.

If an exam centre number doesn't appear that's ok, it's because we don't have it.

Add in secondary school start and end dates, which will probably be 09/2016 to 06/2021 if you are still at Esher, or a year earlier for 6.3 applicants.

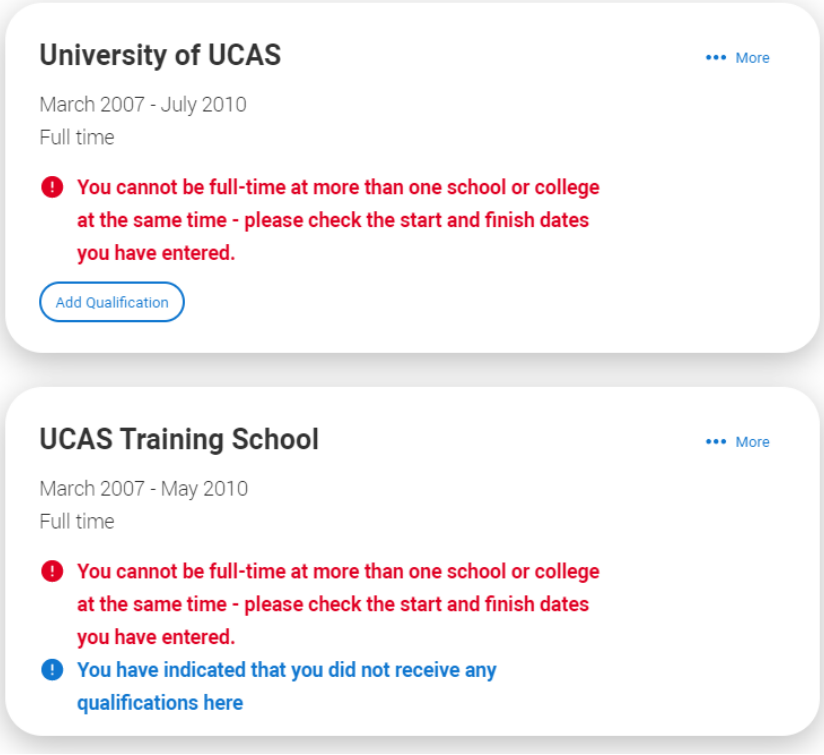


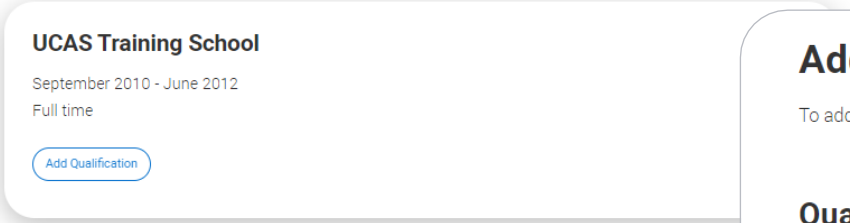
Security marking: **PUBLIC**

There are warning messages to help you.

For example, you can't say you attended 2 or more places of study full-time during the same date range.

Red text are warnings and mean something is wrong and blue text is for information you need to be aware of.



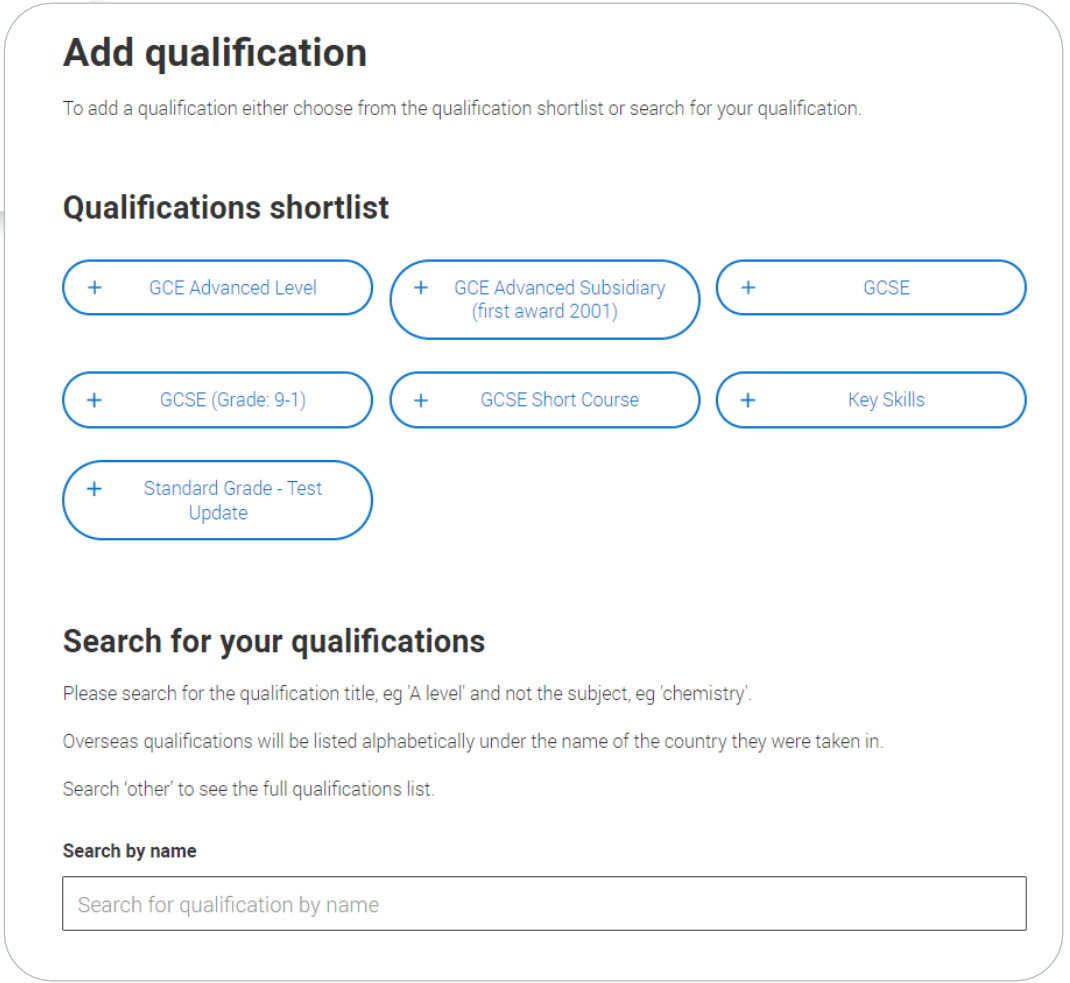


Once you've added where you studied you need to '**Add qualification'.**

Common ones like GCSEs are shortlisted.

Note that Double Science is a **Double GCSE 9-9 – 1-1** and a **different qualification**. If you did **International GCSEs**, they are also different qualifications.

This information must be exactly as it is on your database entry.



Once you've added your secondary school, add Esher Sixth Form College as another **place of education**.

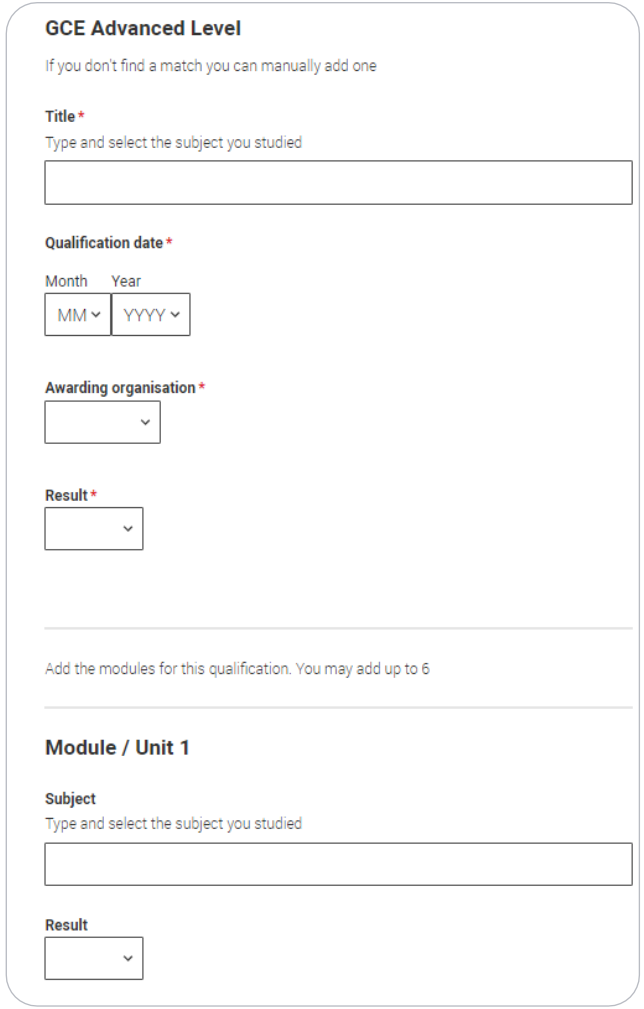
If 6.2 your dates at Esher will be 09/2021 to 06/2023. Leavers will be earlier.

This is the hardest part – now add **all** the qualifications you are doing here.

The qualification date for courses you will take is **08/2023**.

The result for qualifications you haven't yet finished is **Pending**.

Module information is optional.



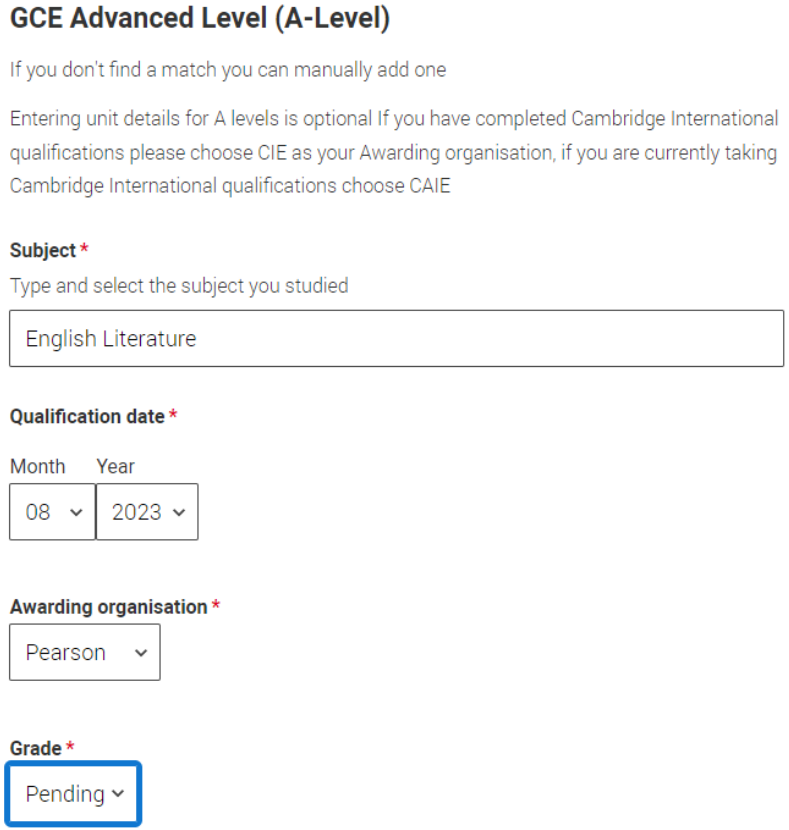
Security marking: **PUBLIC**

The next slides have screen shots of what your entry should look like for some of the qualifications we offer.

Don’t forget to include your:
EPQ
Core Maths
Extension AS level
D of E
CSLA / HSLA
Listening / counselling skills
Music and drama practical and theory exams (if relevant)

A levels

(for example, English Literature)



Security marking: **PUBLIC**

Applied Science (SCC)

(Single BTEC (4 lessons/week) certificated after both years)

This is what you have already achieved

Pearson BTEC Level 3 National Certificate RQF (180) (2016 to Present)

If you don't find a match you can manually add one

Title *

Type and select the subject you studied

Applied Science

Qualification date *

Month Year

08 2022

Awarding organisation *

Pearson

Grade *

D

Date in the past and grade achieved

This is what you will achieve next year

Pearson BTEC Level 3 National Extended Cert RQF (360) (2016 to Present)

If you don't find a match you can manually add one

Title *

Type and select the subject you studied

Applied Science

Qualification date *

Month Year

08 2023

Awarding organisation *

Pearson

Grade *

Pending

Date in future and grade pending

You must include both qualifications

Applied Science (SCD) (*Double BTEC (8 lessons/week) certificated after both years)*

This is what you have already achieved

Pearson BTEC Level 3 National Extended Cert RQF (360) (2016 to Present)

If you don't find a match you can manually add one

Title *

Type and select the subject you studied

Applied Science

Qualification date *

Month Year

08 2022

Date in the past and grade achieved

Awarding organisation *

Pearson

Grade *

D

This is what you will achieve next year

Pearson BTEC Level 3 National Diploma RQF (720) (2016 to Present)

If you don't find a match you can manually add one

Title *

Type and select the subject you studied

Applied Science

Qualification date *

Month Year

08 2023

Date in future and grade pending

Awarding organisation *

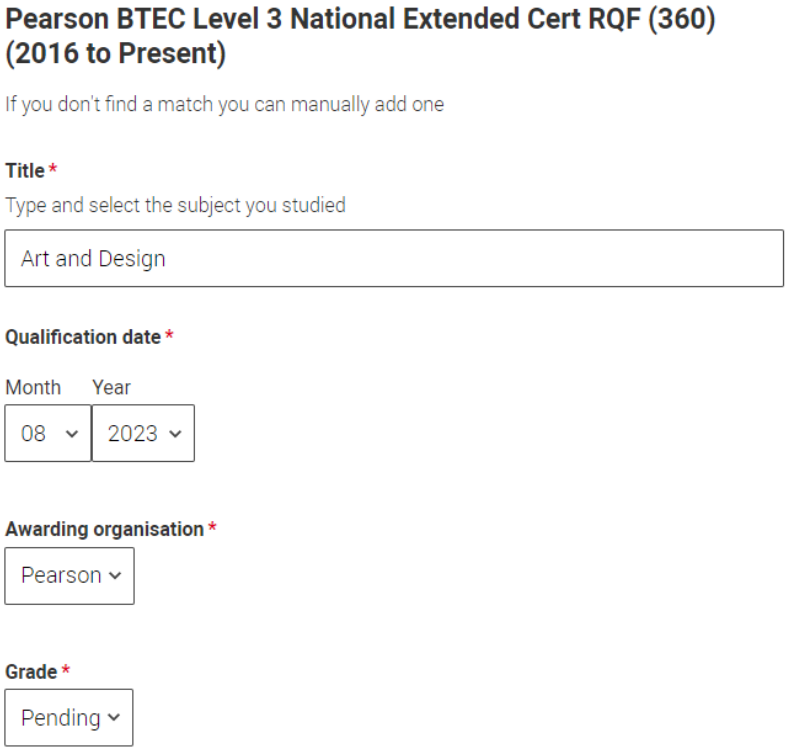
Pearson

Grade *

Pending

You must include both qualifications

Art and Design (ADC) *(Single BTEC 4 lessons/week certificated after two years)*



Art and Design (ADD) *(Double BTEC 8 lessons/week certificated after two years)*

Pearson BTEC Level 3 National Diploma RQF (720) (2016 to Present)

If you don't find a match you can manually add one

Title *

Type and select the subject you studied

Art and Design

Qualification date *

Month Year

08 2023

Awarding organisation *

Pearson

Grade *

Pending

Business (BSC) *(Single BTEC 4 lessons/ week certificated after two years)*

Pearson BTEC Level 3 National Extended Cert RQF (360) (2016 to Present)

If you don't find a match you can manually add one

Title *

Type and select the subject you studied

Business

Qualification date *

Month 08 Year 2023

Awarding organisation *

Pearson

Grade *

Pending

Film and Television (FTD) *(Double BTEC 8 lessons/ week)certificated after two years)*

Pearson BTEC Level 3 National Diploma RQF (720) (2016 to Present)

If you don't find a match you can manually add one

Title *

Type and select the subject you studied

Film and Television Production

Qualification date *

Month Year

08 2023

Awarding organisation *

Pearson

Grade *

Pending

Health and Social Care (HSC) *(Single BTEC 4 lessons/week certificated after both years)*

This is what you have already achieved

Pearson BTEC Level 3 National Certificate RQF (180) (2016 to Present)

If you don't find a match you can manually add one

Title *

Type and select the subject you studied

Health and Social Care

Qualification date *

Month 08 Year 2022

Date in the past and grade achieved

Awarding organisation *

Pearson

Grade *

D*

This is what you will achieve next year

Pearson BTEC Level 3 National Extended Cert RQF (360) (2016 to Present)

If you don't find a match you can manually add one

Title *

Type and select the subject you studied

Health and Social Care

Qualification date *

Month 08 Year 2023

Date in future and grade pending

Awarding organisation *

Pearson

Grade *

Pending

You must include both qualifications

Health and Social Care (HSD)

(Double BTEC 8 lessons / week certificated after both years)

This is what you have already achieved

Pearson BTEC Level 3 National Extended Cert RQF (360) (2016 to Present)

If you don't find a match you can manually add one

Title *

Type and select the subject you studied

Subject name here

Qualification date *

Month Year

08 2022

Date in the past and grade achieved

Awarding organisation *

Pearson

Grade *

D

This is what you will achieve next year

Pearson BTEC Level 3 National Diploma RQF (720) (2016 to Present)

If you don't find a match you can manually add one

Title *

Type and select the subject you studied

Subject name here

Qualification date *

Month Year

08 2023

Date in future and grade pending

Awarding organisation *

Pearson

Grade *

Pending

You must include both qualifications

Information Technology (ITC)*(Single BTEC 4 lessons/week certificated after both years)*

This is what you have already achieved

Pearson BTEC Level 3 National Certificate RQF (180) (2016 to Present)

If you don't find a match you can manually add one

Title *

Type and select the subject you studied

Information Technology

Qualification date *

Month 08 Year 2022

Date in the past and grade achieved

Awarding organisation *

Pearson

Grade *

D*

You must include both qualifications

This is what you will achieve next year

Pearson BTEC Level 3 National Extended Cert RQF (360) (2016 to Present)

If you don't find a match you can manually add one

Title *

Type and select the subject you studied

Information Technology

Qualification date *

Month 08 Year 2023

Date in future and grade pending

Awarding organisation *

Pearson

Grade *

Pending

Media (MCC) *(Single BTEC on old QCF system which is certificated after both years)*

This is what you have already achieved

BTEC Certificate (QCF)

If you don't find a match you can manually add one

Subject *

Type and select the subject you studied

Creative Media Production (Television and Film)

Qualification date *

Month Year

08 2022

Awarding organisation *

Pearson

Level *

3

Date in the past and grade achieved

Grade *

Dist*

Search QCF in search box to find correct qualification

This is what you will achieve next year

BTEC Subsidiary Diploma (QCF)

If you don't find a match you can manually add one

Subject *

Type and select the subject you studied

Creative Media Production (Television and Film)

Qualification date *

Month Year

08 2023

Grade *

Pending

Date in future and grade pending

You must include both qualifications

Music Tech (MTC)*(Single BTEC on old QCF system certificated after both years)*

This is what you have already achieved

BTEC Certificate (QCF)

If you don't find a match you can manually add one

Subject *

Type and select the subject you studied

Music Technology

Qualification date *

Month Year

08 2022

Awarding organisation *

Pearson

Level *

3

Grade *

Dist

Search QCF in search box to find correct qualification

Date in the past and grade achieved

This is what you will achieve next year

BTEC Subsidiary Diploma (QCF)

If you don't find a match you can manually add one

Subject *

Type and select the subject you studied

Music Technology

Qualification date *

Month Year

08 2023

Date in future and grade pending

Grade *

Pending

You must include both qualifications

Performing Arts (PAF) *(certificated after two years only)*

Pearson BTEC Level 3 National Foundation Dip RQF (510-540) (2016 to Present)

If you don't find a match you can manually add one

Title *

Type and select the subject you studied

Performing Arts Practice

Qualification date *

Month 08 Year 2023

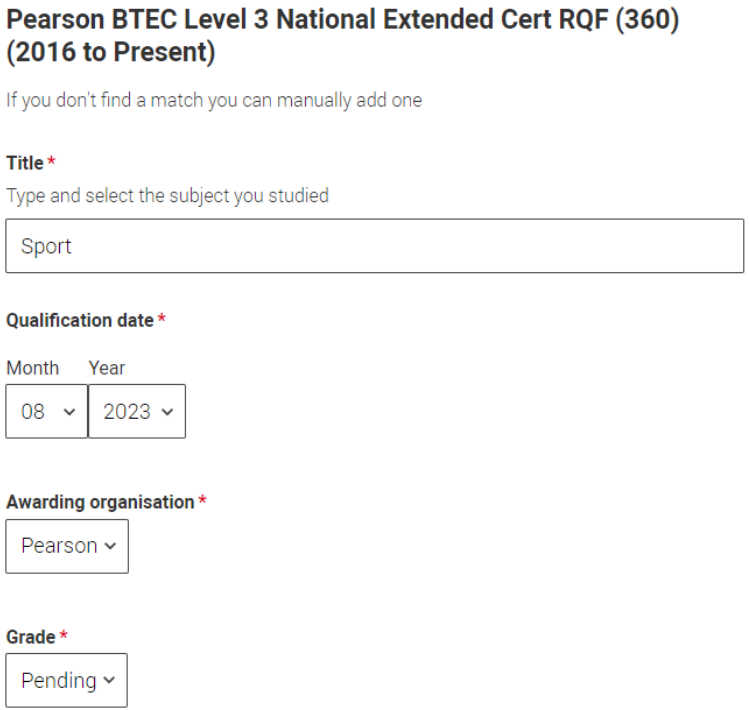
Awarding organisation *

Pearson

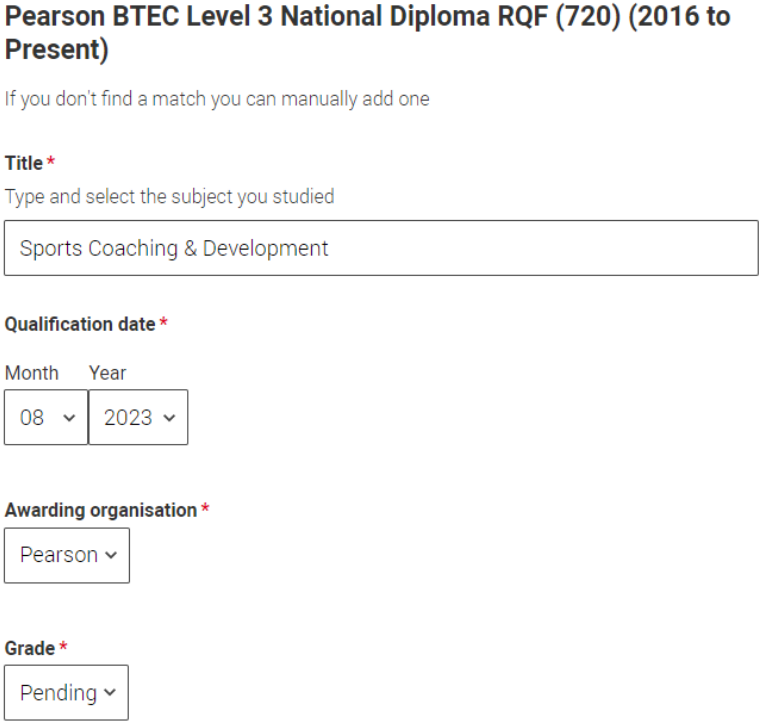
Grade *

Pending

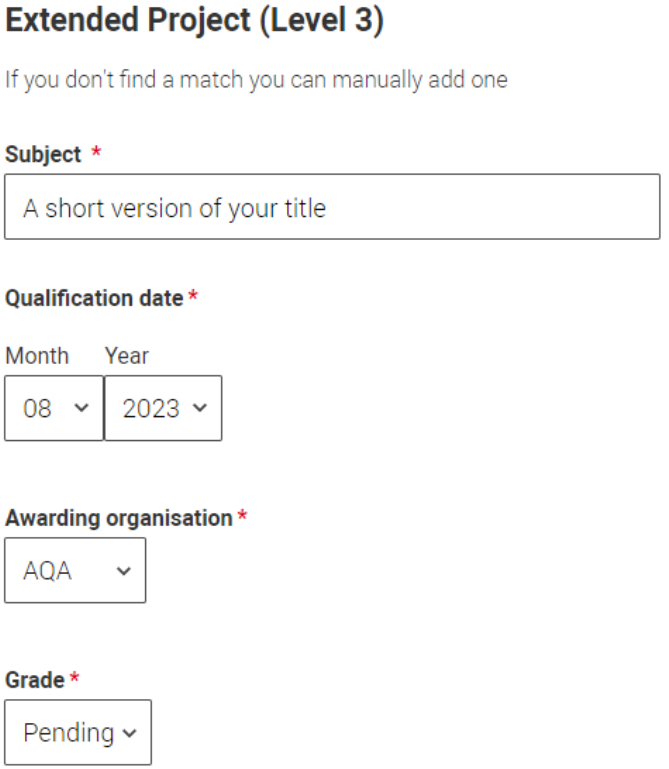
Sport (SPC) *(Single BTEC 4 lessons/week certificated after two years)*



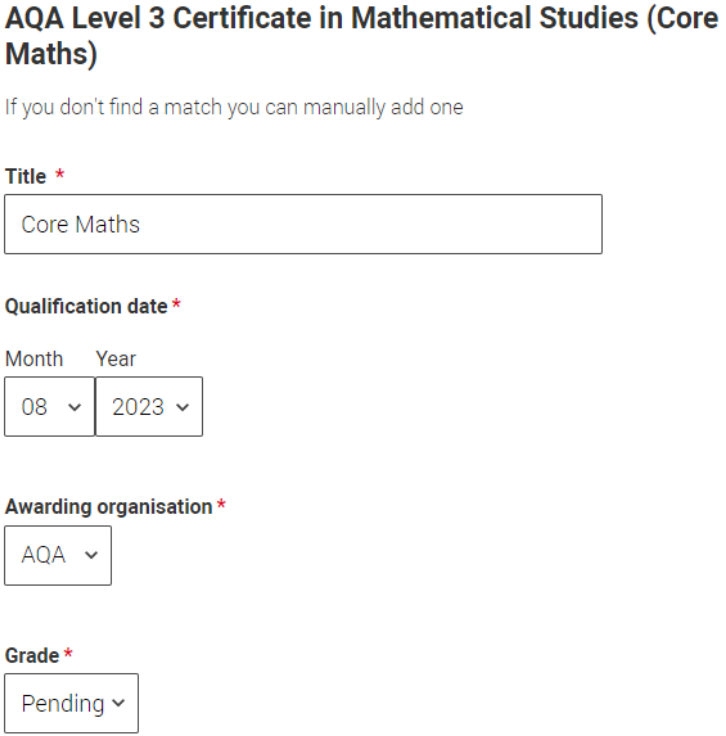
Sport (SPD) *(Double BTEC, 8 lessons / week certificated after two years)*



Extended Project

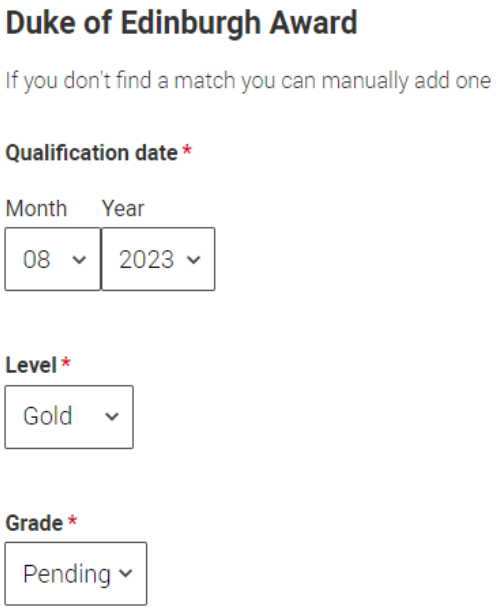


Core Maths



Security marking: **PUBLIC**

Duke of Edinburgh Award



Security marking: **PUBLIC**

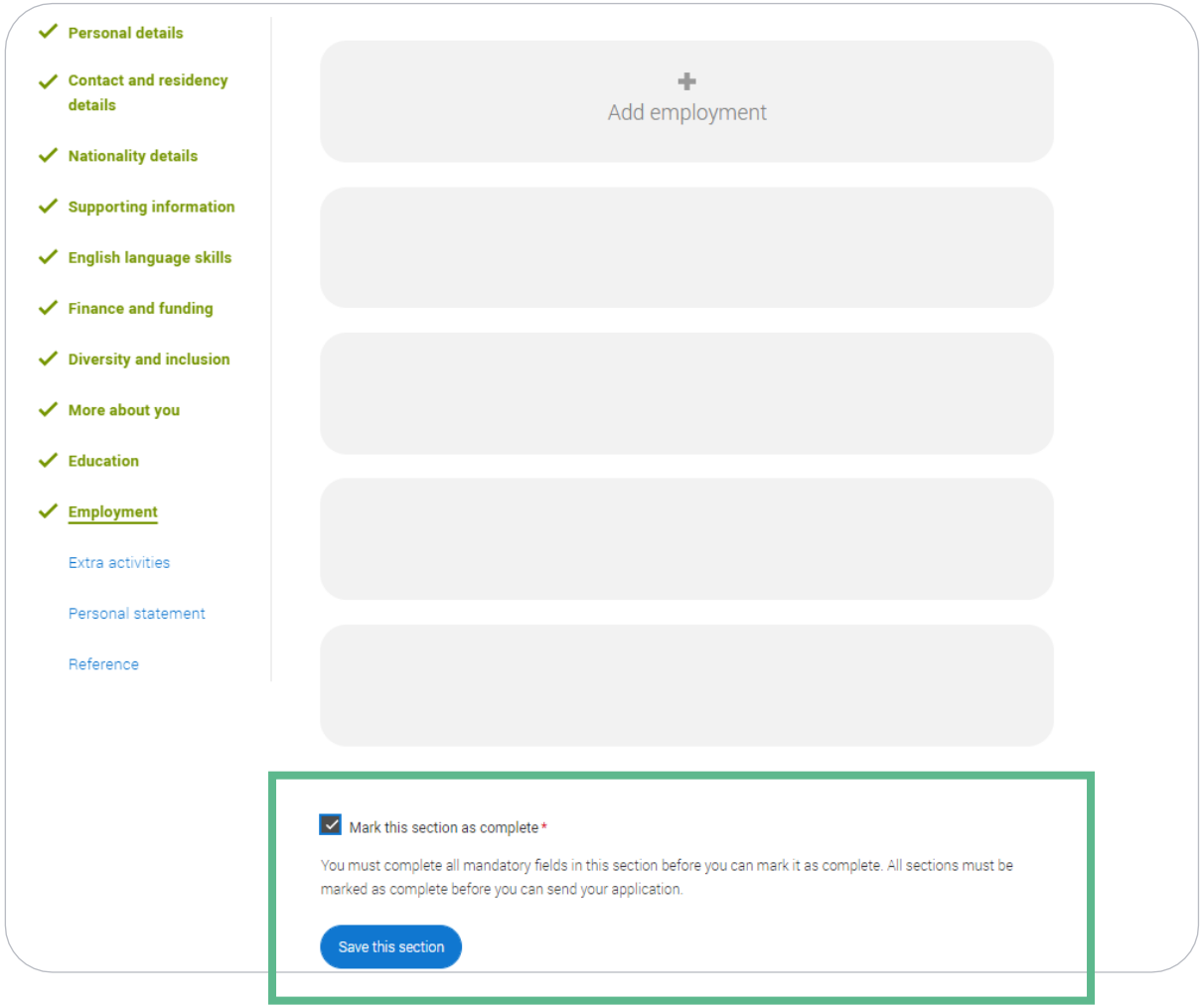
Employment.

Only enter **paid work** here, so not everyone will have something to enter.

If you add more than one employer it will appear in chronological order with the most recent at the top.

Any **work experience or volunteering should be covered in your personal statement.**

If you leave this section blank remember to mark it as complete.



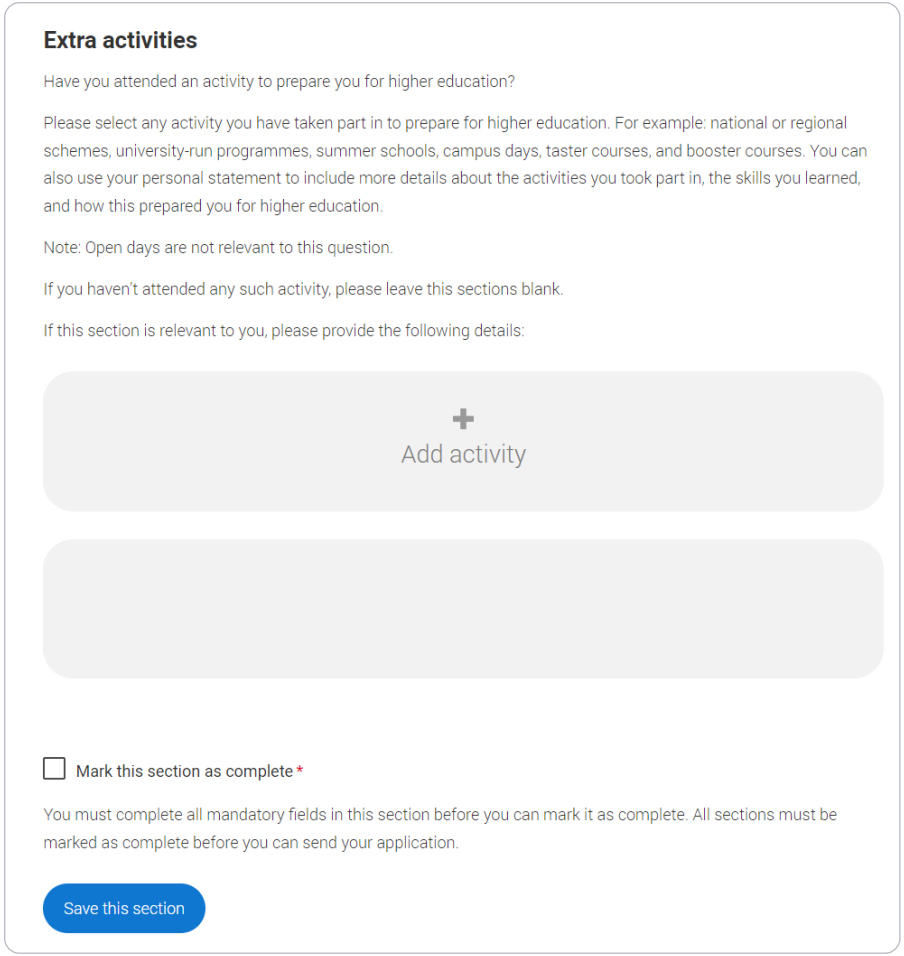
Extra Activities.

Please add any activity you have taken part in to prepare for higher education.

These include national or regional schemes, university-run programmes, summer schools, taster courses, and booster courses.

Open days are **not relevant** to this question.

If you haven't attended any such activity, please leave this sections blank.

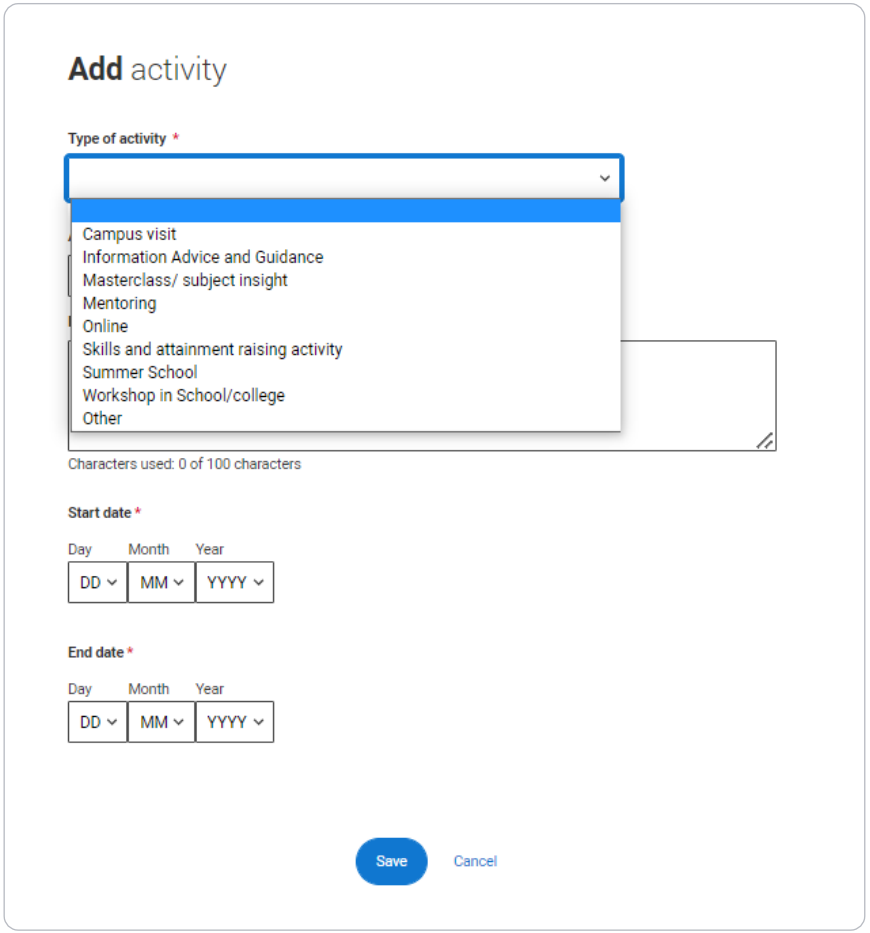


Security marking: **PUBLIC**

If this section is relevant to you, you need to include:

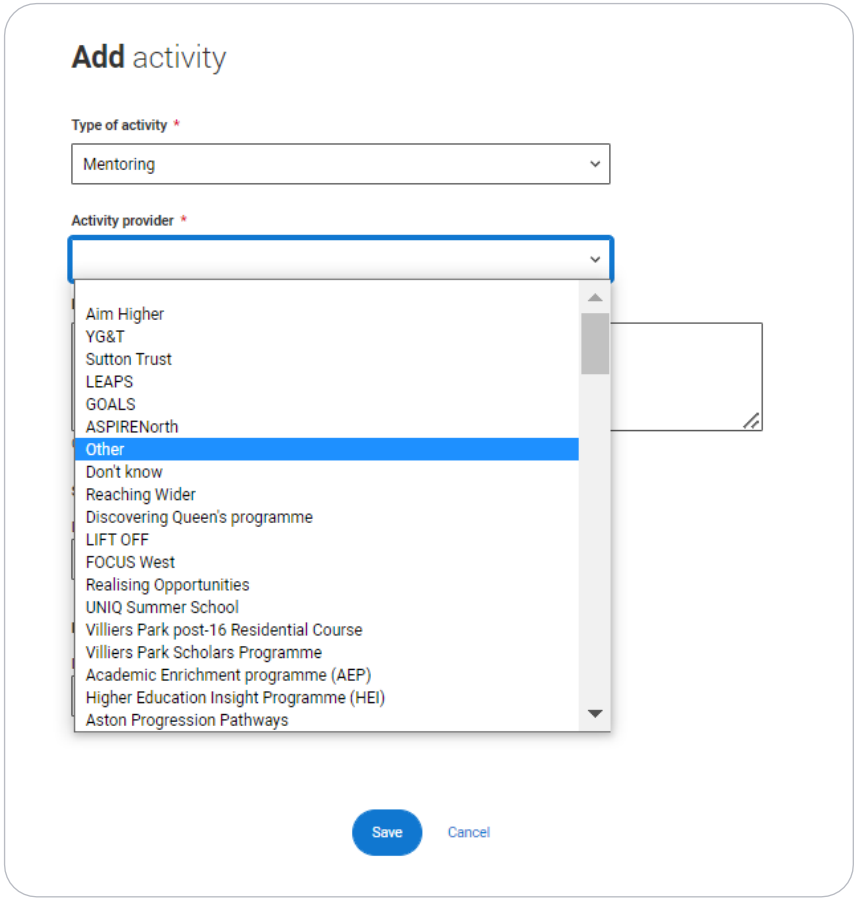
- type of activity
- name of the activity provider (from a drop down list)
- name of the activity/programme (a free text box)
- dates of the activity.

If the type of activity you attended is not listed, please select ‘Other’.



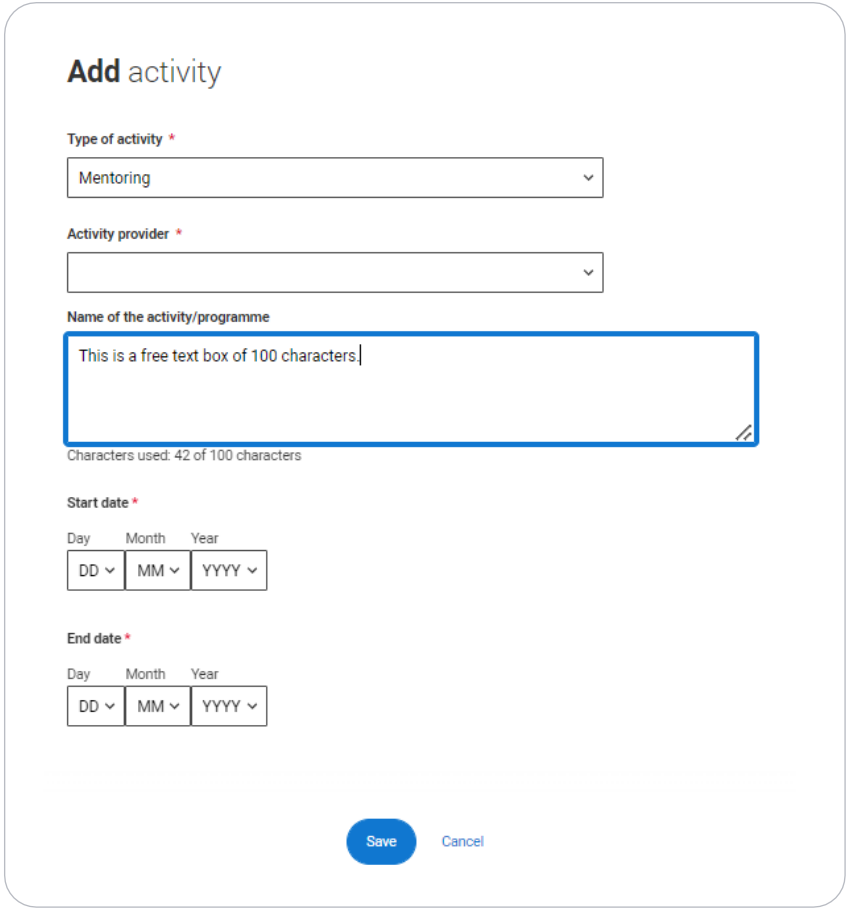
The activity provider is the organiser of the activity. It may be a university or college, or a national, regional, or local organisation.

If the activity provider isn’t listed, please select “Other”. If you’re unsure of the answer, contact whoever organised the activity to find out, and, if you’re still unsure, select ‘Don't know’.



Add the official title of the activity. If you're unsure of the answer, contact whoever organised the activity to find out.

Remember you can use your personal statement to include more details about the activities you took part in, the skills you learned, and how this prepared you for higher education.

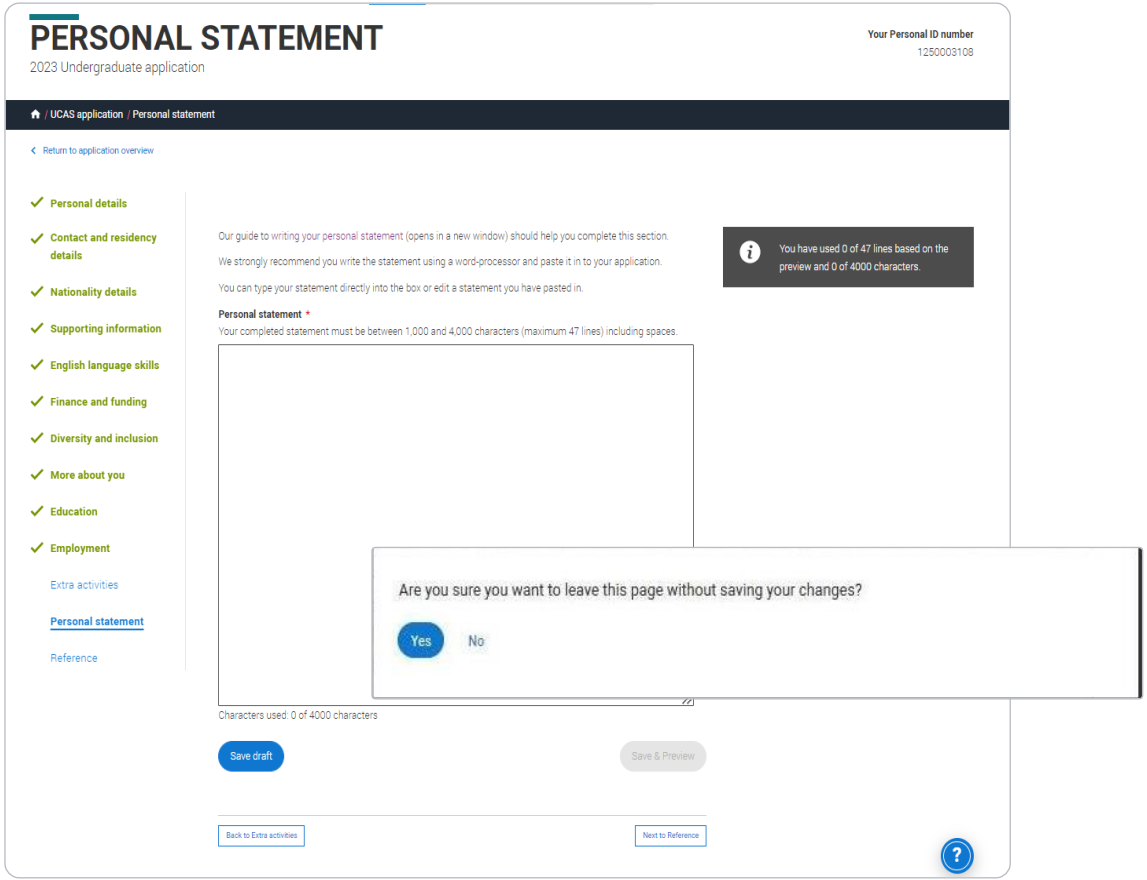


Personal statement.

You can save and edit this section as many times as you need to.

If you try to navigate away without saving your work. We'll remind you with a pop-up warning.

For advice on how to write your personal statement head to ucas.com or use the personal statement builder in the UCAS Hub.

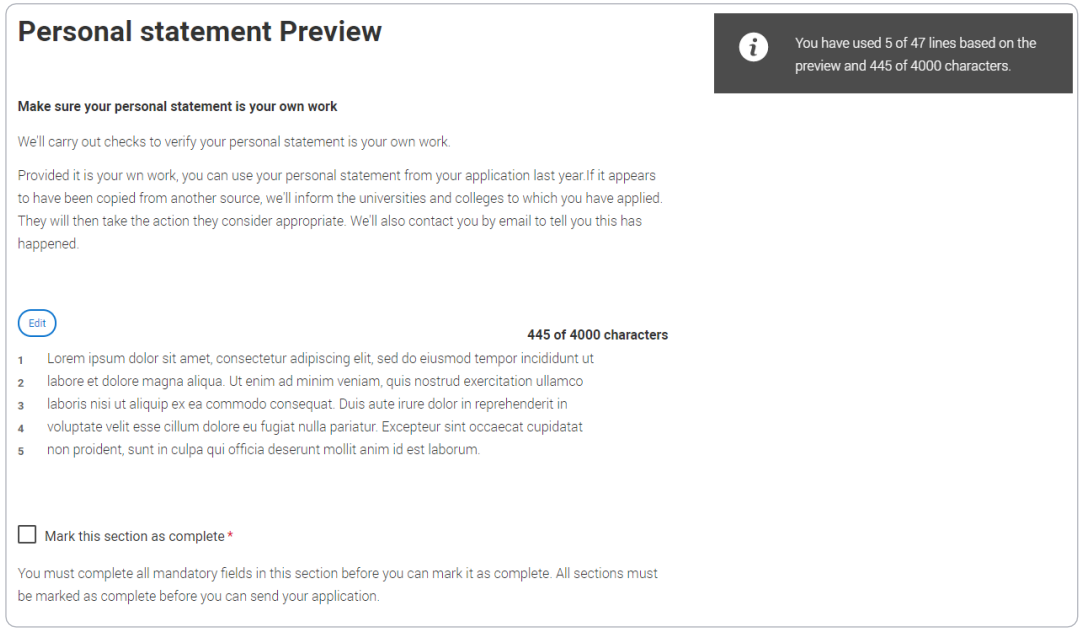


You can only mark **this section as complete** on the **Preview** screen.

Remember we'll carry out checks to verify your personal statement is your own work.

If it appears to have been copied from another source, we'll inform the universities and colleges to which you have applied. They will then take the action they consider appropriate.

We'll also contact you by email to tell you this has happened.



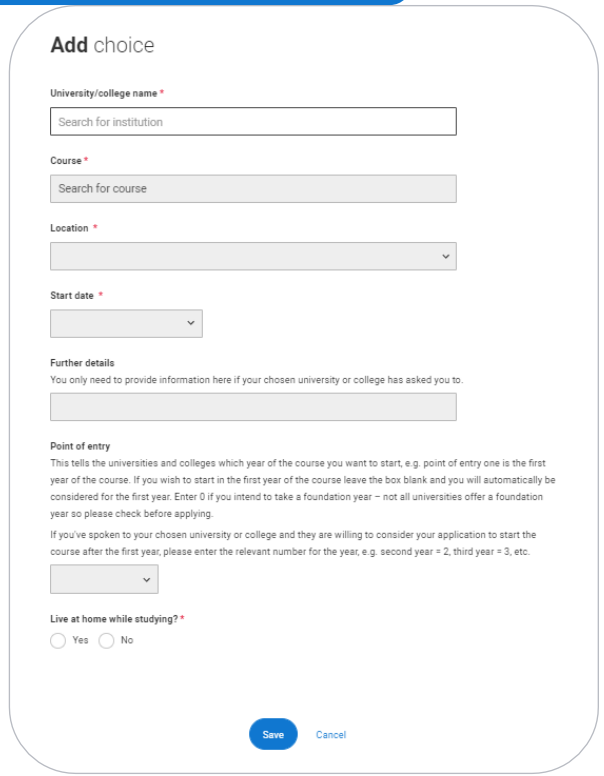
Security marking: **PUBLIC**

Adding a choice.

To add your choice start typing the name of the university or college into the institution field. Select from the options displayed.

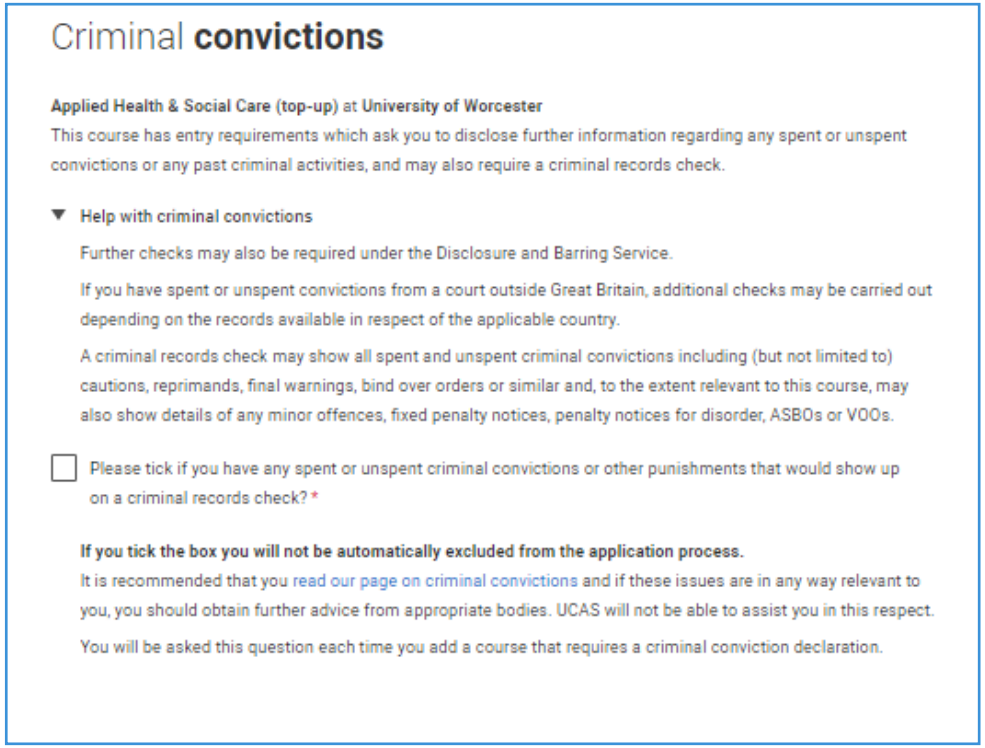
Do the same for the course you have selected.

Locations and start dates are displayed according to the course details.



Some courses may require you to disclose your criminal conviction status.

We'll only show this question if the course choice requires it.



Criminal **convictions**

Applied Health & Social Care (top-up) at **University of Worcester**

This course has entry requirements which ask you to disclose further information regarding any spent or unspent convictions or any past criminal activities, and may also require a criminal records check.

▼ **Help with criminal convictions**

Further checks may also be required under the Disclosure and Barring Service.

If you have spent or unspent convictions from a court outside Great Britain, additional checks may be carried out depending on the records available in respect of the applicable country.

A criminal records check may show all spent and unspent criminal convictions including (but not limited to) cautions, reprimands, final warnings, bind over orders or similar and, to the extent relevant to this course, may also show details of any minor offences, fixed penalty notices, penalty notices for disorder, ASBOs or VOOs.

☐ Please tick if you have any spent or unspent criminal convictions or other punishments that would show up on a criminal records check? *

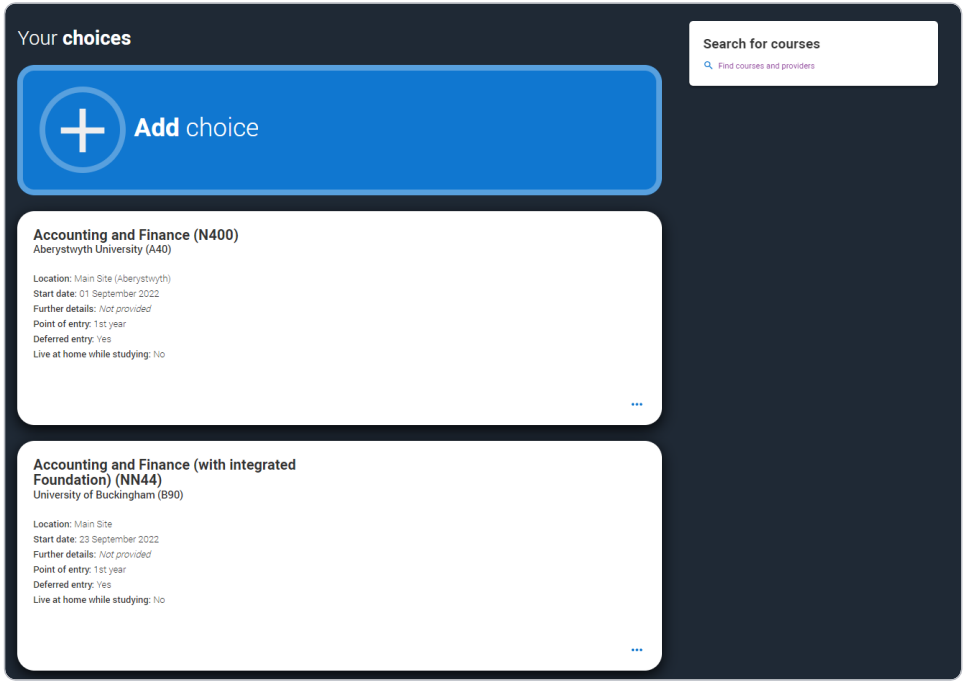
If you tick the box you will not be automatically excluded from the application process.

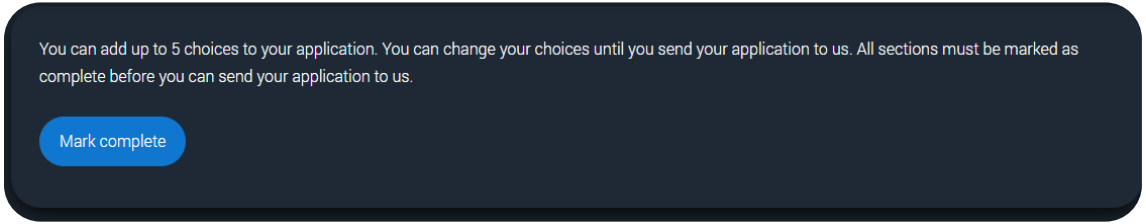
It is recommended that you read our page on criminal convictions and if these issues are in any way relevant to you, you should obtain further advice from appropriate bodies. UCAS will not be able to assist you in this respect.

You will be asked this question each time you add a course that requires a criminal conviction declaration.

There is a maximum of 5 choices and choice restrictions still apply (a maximum of four courses of medicine, dentistry, veterinary medicine or veterinary science).

Once all choices are added you must mark the section as complete to be able to submit.

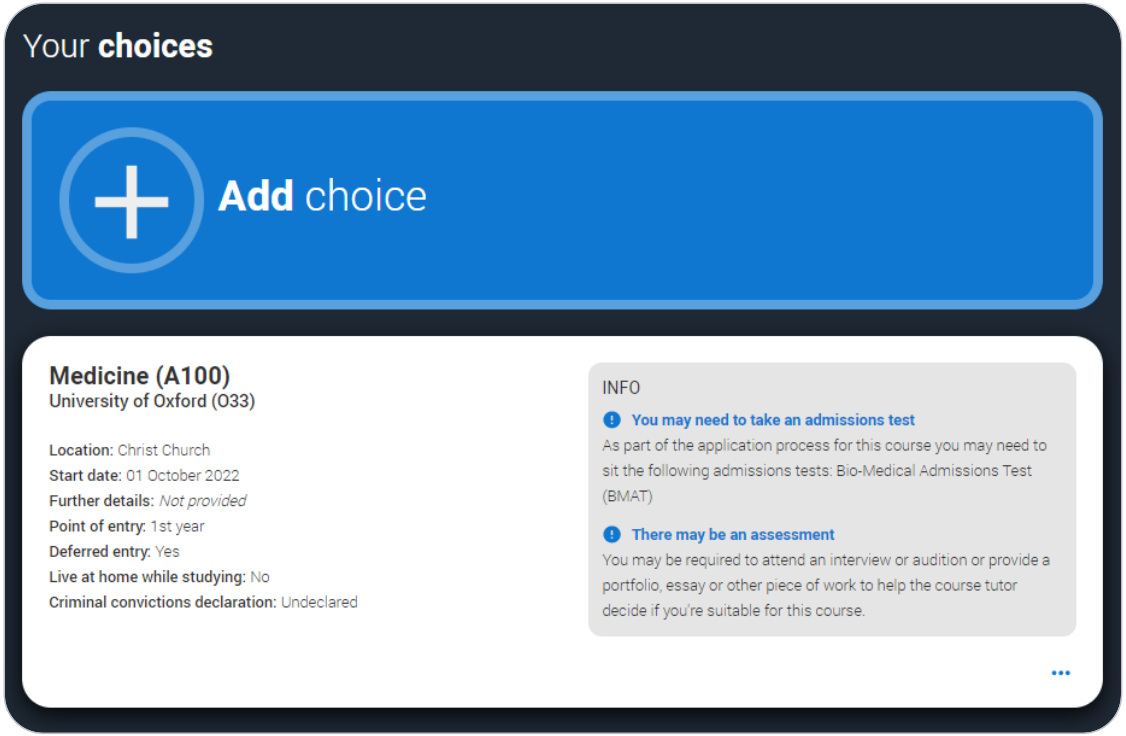




Some courses have extra admissions tests and assessments.

We'll show these in blue text on the choice card.

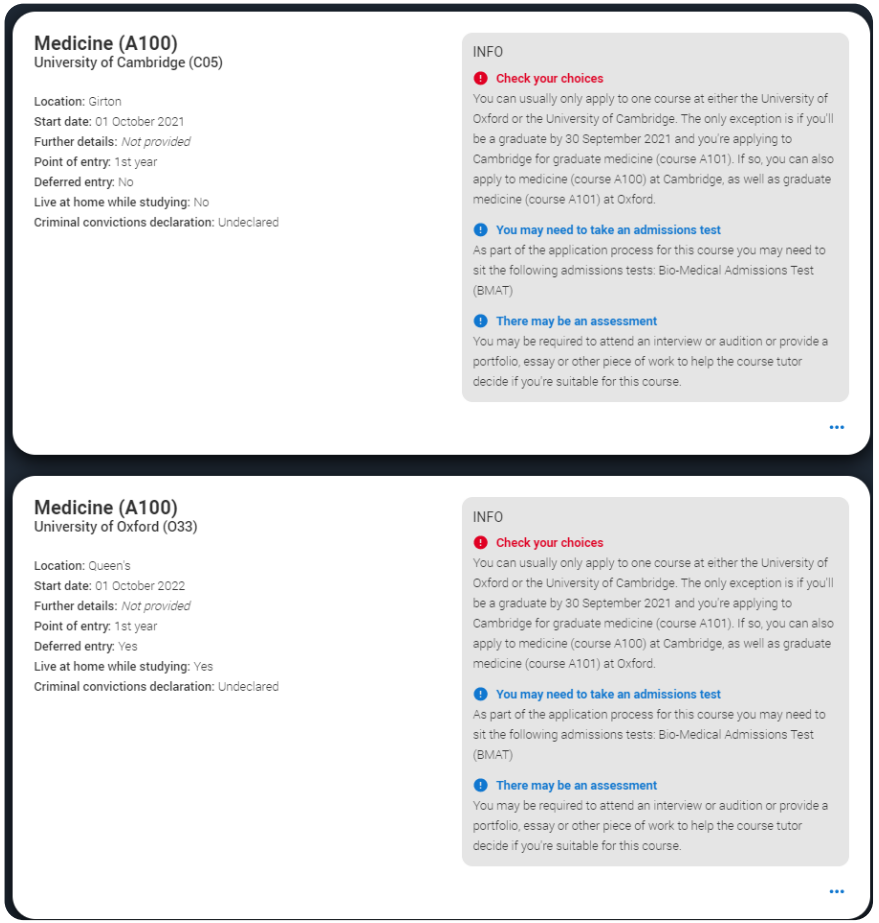
This should not be a surprise to you, as you should have seen details of this when researching the course.



Clicking the 3 dots in the bottom right of a card enables you to see it as a summary.

Any choice combinations that are not permitted will be flagged with red text on the right of each relevant card.

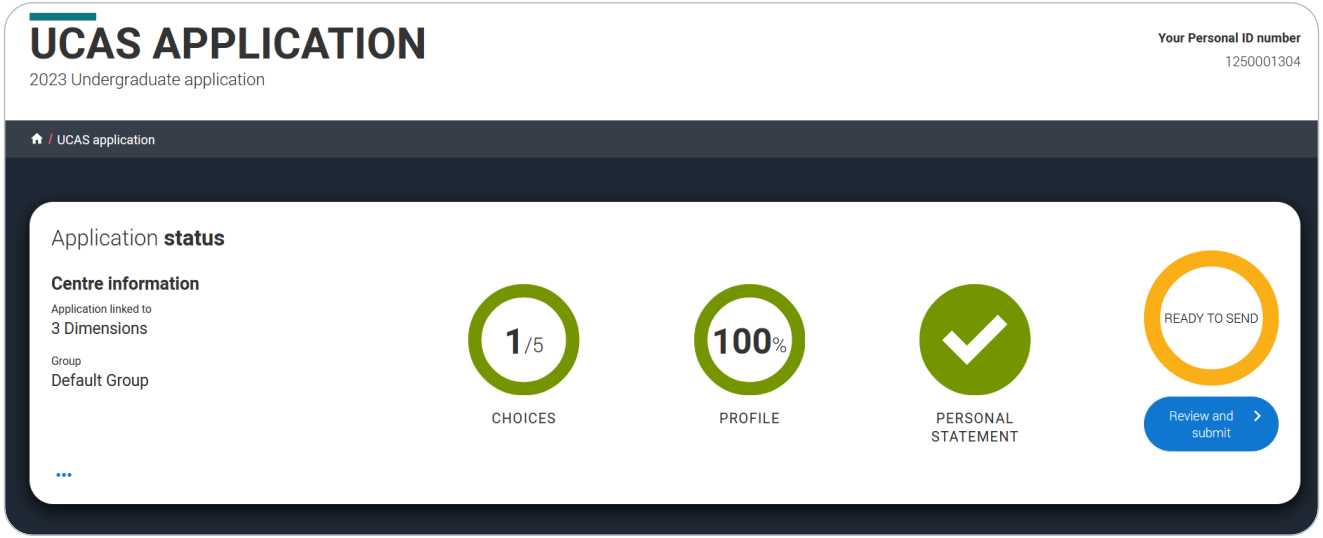
For example these screens show error messages for students trying to apply to University of Cambridge **and** University of Oxford.



Submitting the application.

There are 4 steps to the submission process.

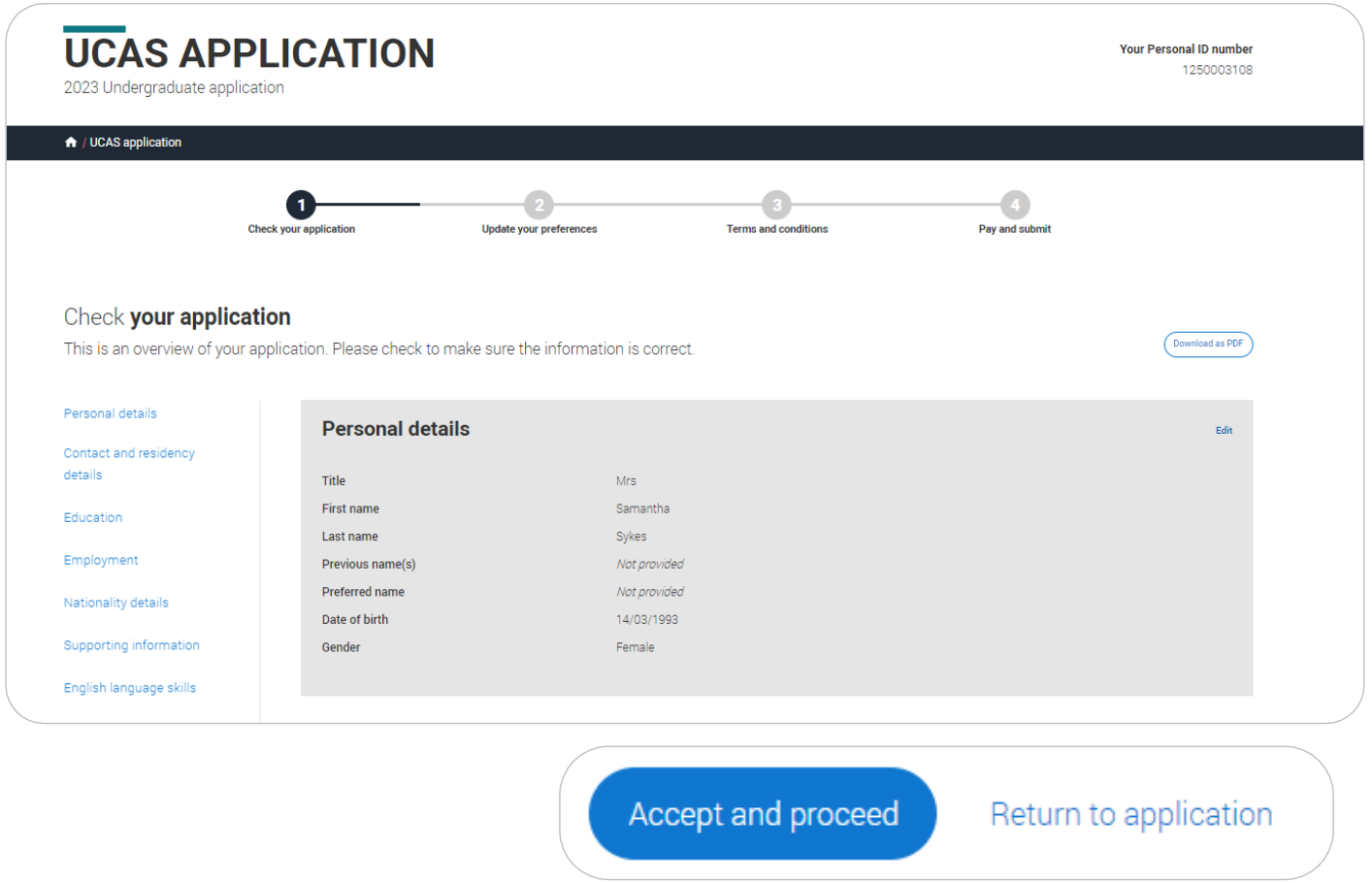
The application must be complete (showing 100%) before pressing submit.



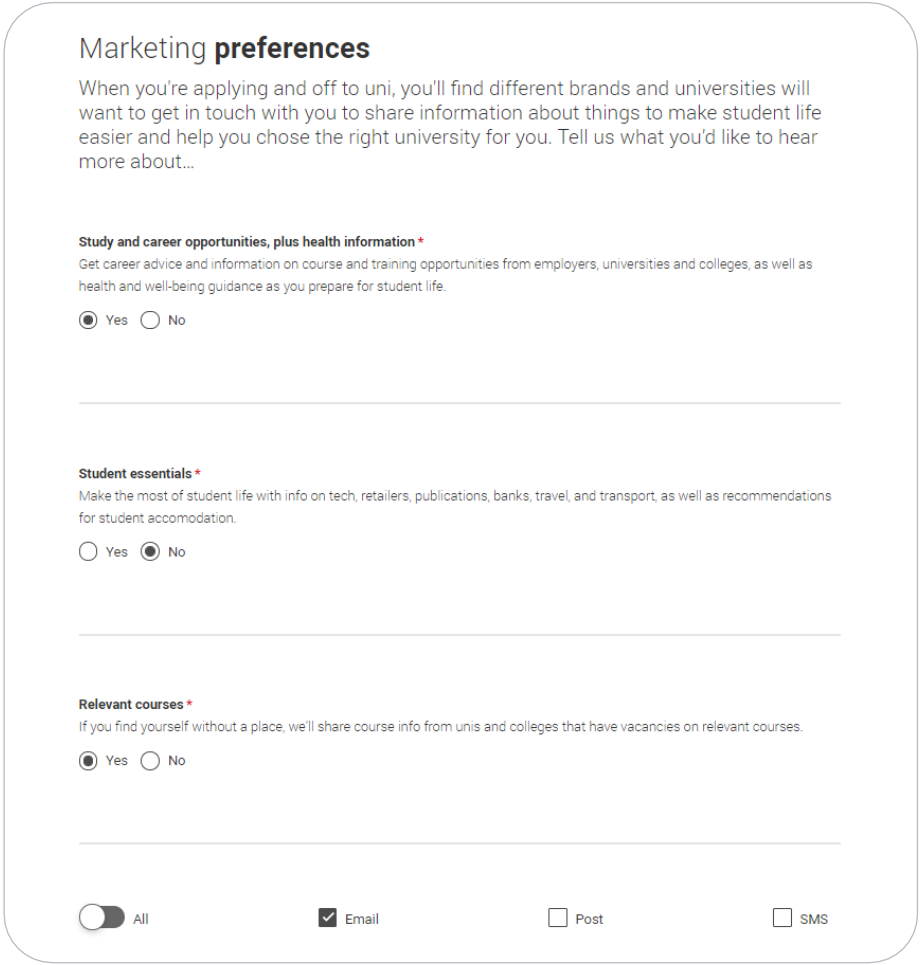
Security marking: **PUBLIC**

This shows the full application and you can download it as a pdf (in the top right) to help you check it.

At the bottom of the application, click **Accept and proceed** (or return to application if you want to make more changes).



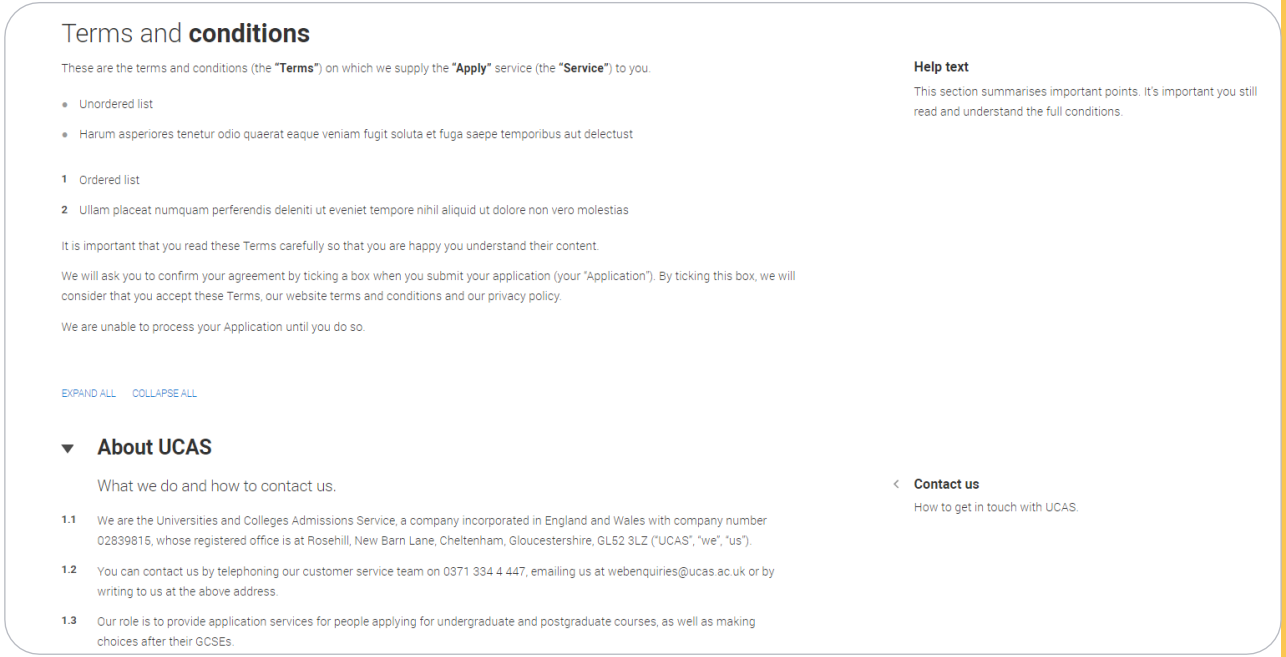
We need you to update your preferences.



You must tick the box at the bottom of the page to confirm you have read and understood the terms and conditions.

You can collapse these by clicking the ▼.

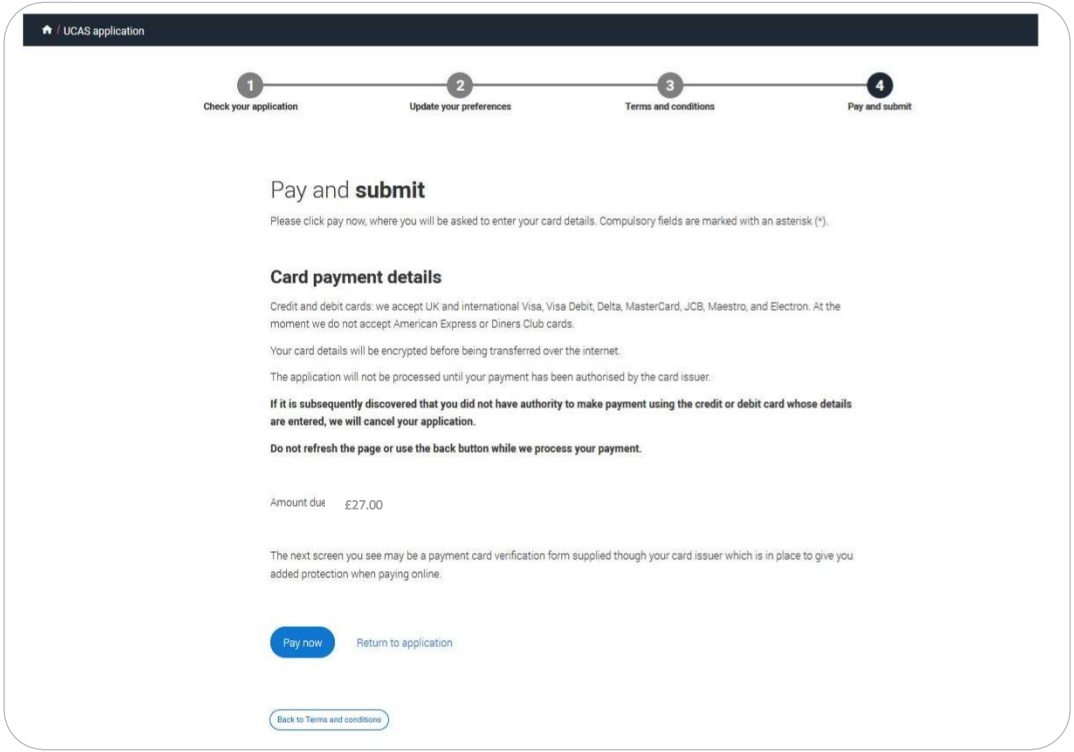
Then click **Accept and proceed**, or you can Return to application, or Return to marketing preferences.



Review and submit.

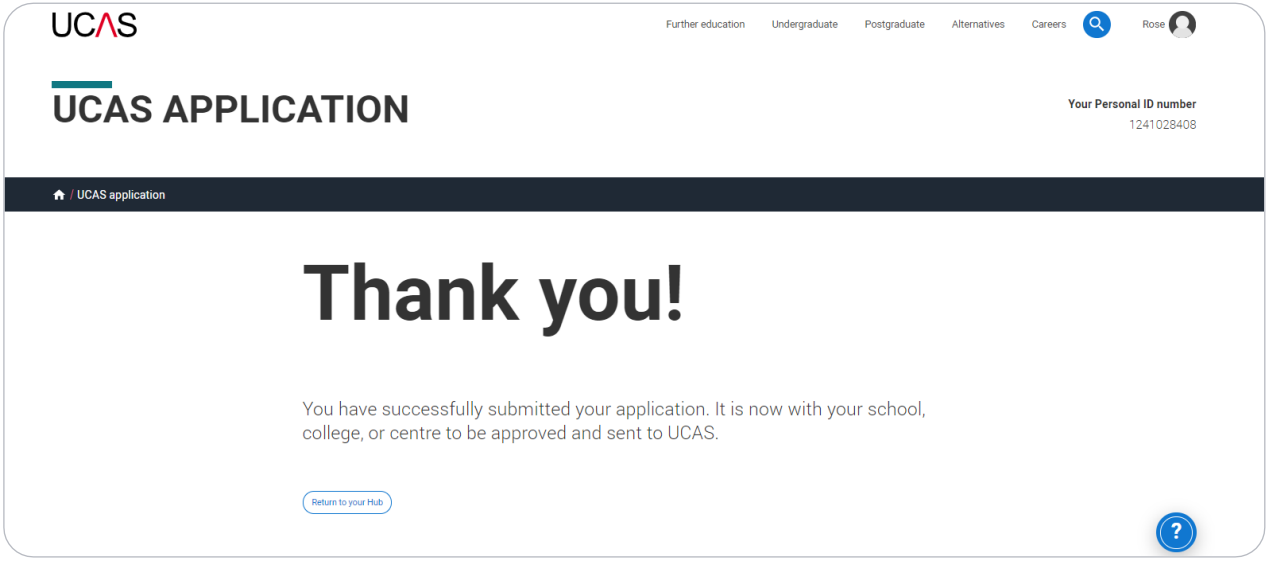
DO NOT GO ANY FURTHER UNLESS YOUR FORM HAS BEEN CHECKED BY PROGRESSION GUIDANCE!

You need to pay by card. Click **Pay now** and you will be asked to enter your card details.



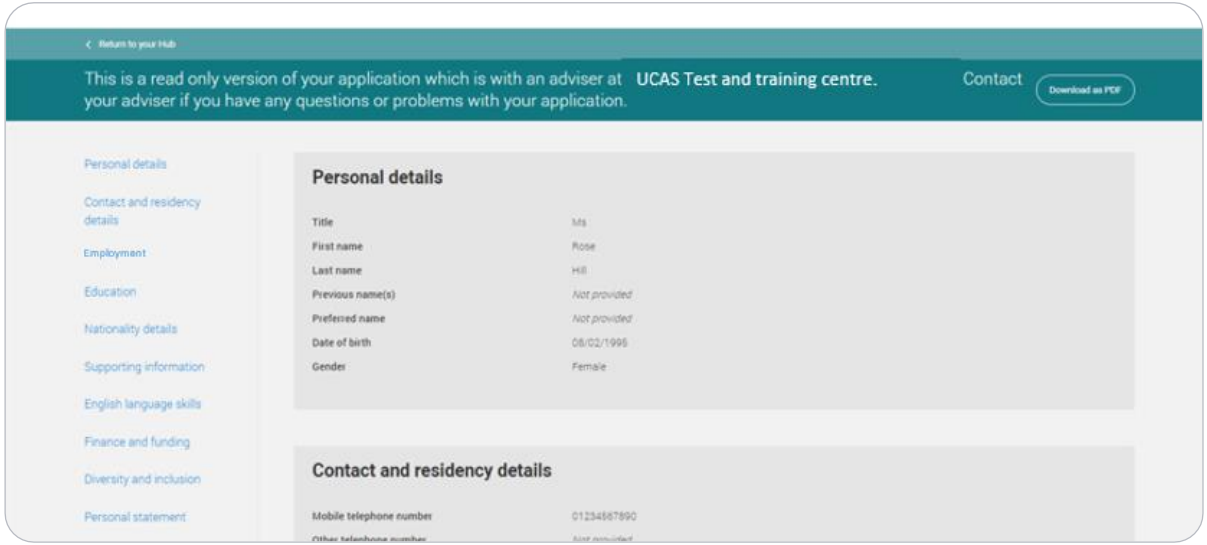
When you've paid and submitted your application, it will go to Esher College to check and add your reference.

You can follow the progress of your form in college through UCAS Track on the Progression Guidance section of your database.



College submits the application to UCAS.
If you log in you to the hub will see a read-only version.

Then you use the UCAS Track tool in the UCAS hub to monitor the progress of your application, receive and respond to your offers.



Esher Sixth Form College UCAS Deadlines

Type of application	You must submit your form before…	… and will send your form to UCAS
Medicine, Veterinary Science, Dentistry and Oxbridge applications	8am on Monday 26 September 2022	by the UCAS early deadline of **15 October 2022**
Competitive applications *(if you want your application processed within 10 working days)*	8am on Monday 10 October 2022	within **10 working days** of the form being received, provided it is error-free
General applications	8am on Monday 7 November 2022	by the end of the autumn term, **Friday 16 December 2022**
General applications - final deadline	8am on Monday 21 November 2022	by the UCAS final deadline, **25 January 2023**