



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 if you are ill or on holiday / otherwise unavailable
- Financial support code – almost everyone chooses the second option (UK, CHI, IoM student finance) and then the same 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 – if the database is wrong, email mishelpdesk@esher.ac.uk a scan of your certificate
- 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 2025
- use the example slides 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 – check you have chosen 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 in the Autumn term.
- **The final College deadline by which we guarantee to send the form to UCAS by their deadline is Monday 25 November 2024.**