



Pay particular attention to these common mistakes on UCAS forms

1. **Names and proper nouns** – always use capital letters
2. **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.
3. **Nominated access** (in contact section) – 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.
4. **Financial support code** – almost everyone chooses the second option (UK, ChI, IoM student finance) and then the same area of residence again for **student support arrangements**
5. **The Education section – most important bit!**
 - **Your GCSE grades, dates and exam boards 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
 - **Double Science must be added as a Double GCSE** not a GCSE (9-9 to 1-1)
 - **iGCSEs are different qualifications to GCSEs and must be added correctly**
6. **Also in Education, Esher Sixth Form College qualifications must be added correctly**
 - results are **Pending** if they will be received in August 2027 (we add your predicted grades later, they do not go here)
 - **use the example slides** for adding your Esher qualifications
 - **BTEC registration number** - on College database > Exams > Exams entries
 - **ULN (Unique Learner Number)** – on College database > Contact details
 - **Highest qualification held** – Below honours degree
7. **Personal statement** – check spelling, punctuation and grammar
8. **Choices** – check you have chosen the correct ones and start date is correct!

Checking

Carefully check your whole application **BEFORE** you pay and submit. If you are unsure about anything, please come to progression guidance in G011 and we will check the application for you (we can see it if you have linked with the buzzword). Available times for checking will be advertised in the Autumn term.

Mistakes will delay your application: get it right first time!

The final College deadline by which we guarantee to send the form to UCAS by their January 13 2027 deadline is Monday 16 November 2026