UCAS Application System 2019

<u>Register:</u>

- Fill in personal details, for postal address go for **'Non UK / International'**
- For telephone number, remember to put in the international code **00353 ---**
- Only use your email if it is checked regularly. You will have to open your email account to verify it.
- Choose your own password – use lowercase – between 6 and 14 characters, including at least one number. Write it down before typing and keep it in a safe place.
- Write down your answers to your 4 security questions and keep them safe.
- You will be given a username. Write it down it will **<u>not</u>** be issued again.

<u>Initial Login:</u>

- You will be asked if you are applying as an individual or through the school.
- You must know the school buzzword, which you can get from your Guidance Counsellor.
- You will be asked if you are applying from a particular school. You say yes.
- Next, you will get a welcome page – read carefully. There is a menu of application sections to the left.

<u>Personal Details:</u>

- A lot of information will be here from registration – read and make sure it is correct.
- Click '**NO**' to permanent home in the UK.
- For questions where there is a '**see list'** box, use this rather than typing the answer.
- Date of 1st Entry to the UK: enter **01 – September 2019**.
- Residential Category is **'UK Citizen or EU National'**
- Fee Code is **'02'** and for student support Arrangement enter **'EU Team'**

<u>Choices:</u>

- You should have your courses selected before beginning this section.
- You can change and delete courses anytime before sending to referee.
- Click **'add a choice'** and then fill in details for that choice. Better to use the **'see list'** menus to enter details.
- Always check whether a campus code is necessary by clicking the **'see list'** box, click on **'main site'** to continue if no campus code is required.
- Click **'save'** when finished entering course details.
- Repeat the above for each course you are entering.
- When the choices section is complete tick box for **'section completed'** and click **'save'**.

Education:

- Click on add new school/college.
- For school click **'find'** and enter the name of the school, **Kells Community School**, and then search. Click on your school to enter its details.
- Enter dates carefully. Click **'save'**.
- For centre number put in school roll number – **91456J**.
- Then click **'add qualifications'**.
- Qualifications – click **'E – Eire Irish Leaving Certificate'** – enter subject, date of Leaving Cert and level. For grade use **'pending'**.
- Click **'save and add similar'** and repeat or all subjects.
- When you have entered the last subject click **'save'** and you will get a summary screen.
- For Junior Certificate click **'add qualifications'**.
- Click **'E – Eire Irish Junior Certificate'.**
- As with L.C. enter subject, enter date of JC, level, grade – then click save and add similar.
- Add other subjects and when finished adding subjects click **'save'.**
- You will get a summary screen. When finished click save and is section is complete, tick the box for **'section complete'.**

Employment:

- This is for paid employment only.
- Click **'add an employer'**, if any.
- Enter job details – click **'save'** – tick box for section complete.

Statement:

- Paste in your Personal Statement from a Word Document. (Much easier than typing directly)
- Click save when the Personal Statement is done – then click **'preview'.**
- Here either click **'edit'** to go back to Statement if necessary or if finished click **'save'** and tick box for **'section complete'.**

Reference:

- Enter all the details of Referee, enter predicated grades and then paste in the Reference.
- Click **'save'** when the reference is completed and then click **'preview'.**
- Here either click **'edit'** to go back and change the reference if necessary or if finished click **'save'** and tick box for **'section complete'.**
- When all the above sections have been completed and marked 'finished the **Pay / Send** option in the menu on the left will become active. (£12 for one course choice / £23 for up to five.)

View all details:

- Before you use the Pay /Send option, click on **'view all details'** on left menu to check all the details you have entered. It is a good idea to print this and check through the details before forwarding to UCAS.
- In each section there is an edit button which will allow you to correct / change any items you wish in your application.

Pay / Send

- Use this final button to pay the application fee and send your application to UCAS.