

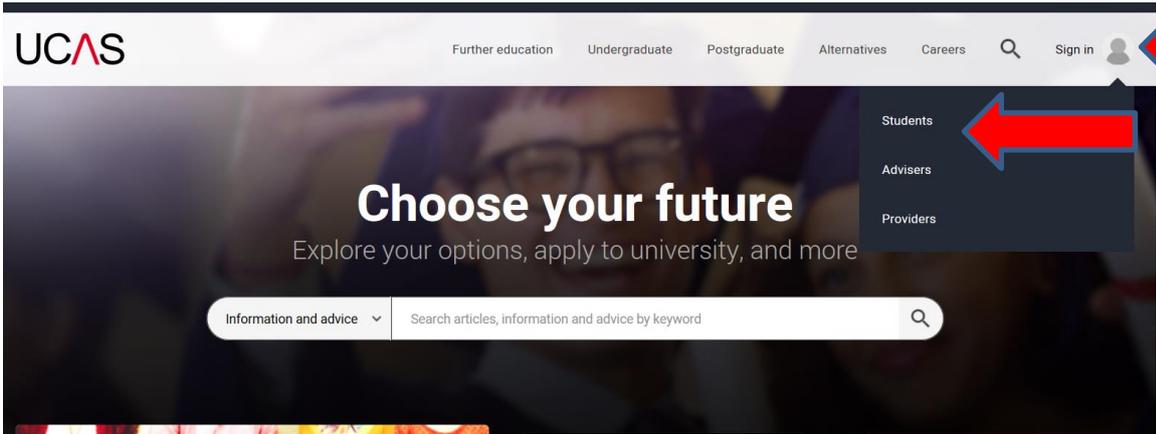
# UCAS Applications Step-by-Step Guide for 2021 entry

Before you begin your application look through these instructions and make sure you have gathered the following information in order to complete your application:

The Buzzword is **havering21**

- GCSE Certificates showing grades and examining boards
- If you were not born in the UK, date you entered.
- Prepared personal statement saved on memory stick and checked by your Coach and your Careers team
- Credit/debit card to pay online application fee of £26 for up to five choices or £20 for one choice

Go to the UCAS website <http://www.ucas.ac.uk>



The screenshot shows the UCAS website homepage. The navigation bar at the top includes links for Further education, Undergraduate, Postgraduate, Alternatives, Careers, a search icon, and Sign in. A dropdown menu is open under Sign in, showing options for Students, Advisers, and Providers. A red arrow points to the Sign in link, and another red arrow points to the Students option in the dropdown. A third red arrow points to the Students link in the main navigation bar.

**Click on Sign in**

**Click on Students**

## Student sign in

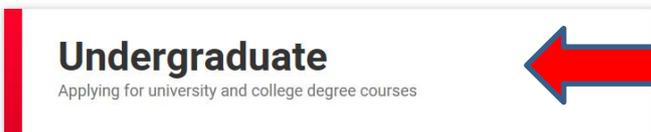
Please select an education scheme.



**WANT TO TRY SOMETHING NEW?**  
OUR BETA TOOL MEANS ALL YOUR RESEARCH IN ONE PLACE!  
We're testing a brand-new interface for people thinking about uni, and would love your feedback.

[Try it now](#)

You'll need to sign in separately for UCAS Undergraduate, UCAS Conservatoires, and UCAS Teacher Training Apply and Track.



**Undergraduate**  
Applying for university and college degree courses

**Click on Undergraduate**

## 2020 entry

Use Track to check the progress of your submitted application.



## 2021 entry

Apply now for 2021 entry. Please note, UCAS Track for 2021 entry will not be available until September 2020.

Get your UCAS Hub. Your place to discover your options and research your future.



Choose 2021 entry!

# 2021 apply

## Register and log in

Home > Register and log in

What is Apply?  
Help  
English

Key  
Help

### Log in

If you have already registered, please enter your username and password below to log in. **You must enter your username in lower case and your password in the same case you used to register.**

Username   
Password  [Forgotten login?](#)

[log in](#)

### Register

If you have not registered for 2021 entry, please click the 'register' button to use this service. **You only need to register once.** If you apply more than once in a cycle your application fee will not be refunded.

[register](#)

Version 16.0.1-master-2

[Click on Register](#)

# UCAS

Contact us | [Help](#) | Print page

# 2021 apply

## Initial UCAS questions: How are you applying?

[<Log out](#)

What is Apply?  
Help  
Options/Opsynau

Key  
Help

### Initial UCAS questions

#### How are you applying?\*

Through my school/college  [?](#)

Through a careers organisation  [?](#)

Through another organisation  [?](#)

As an individual  [?](#)

[next](#)

[You are applying 'Through my school/college'](#)

# 2021 apply

## Register: Success

- What is Apply?
- Help
- Options/Opsiyngau

**Key**  
[? Help](#)

Home > Register



Your username is : **nphelps1**



Please make a note of your username now, as it will not be displayed at a later stage.

Keep your username and password safe as you will need both each time you access your application.

Your registration has been successful. If you wish you may now enter the Apply service or come back another time. If necessary, you can change any of your registration details once you have entered Apply.

[log in now](#) [go to UCAS homepage](#)

**Make a note of your username as you will need this later to access your application**

# 2021 apply

## Initial UCAS questions: How are you applying?

[<Log out](#)

- What is Apply?
- Help
- Options/Opsiyngau

**Key**  
[? Help](#)

Initial UCAS questions

You now need to enter your buzzword - this will be given to you by your school, college or centre. You will only be asked to enter your buzzword once.

(Buzzwords are case sensitive)

Buzzword\*

havering21



Your buzzword means we know which school, college, or centre you are applying from. By entering your buzzword, you give permission to share your data with your school, college or centre, so they can support you through the UCAS application process.

They will be able to check the progress of your application, attach a reference, add your predicted grades, and send your application to UCAS on your behalf. They will also be able to see decisions made by your chosen universities and colleges, and your replies.

If you do not want to link to a centre, you can add a reference from somewhere else, or if you do not want them to see the progress of your application, please contact us.

[previous](#) [next](#)

**You must enter the college buzzword here which is havering21 (all lower case)**

# 2021 apply

## Initial UCAS questions: Which centre?

[<Log](#)

- What is Apply?
- Help
- Options/Opsiyngau

**Key**  
[? Help](#)

Initial UCAS questions

You are registering through...

Havering VI Form College  
 The CUBE  
 Wingletye Lane  
 Hornchurch  
 Essex

...Is this correct?\*



Yes  No  ?

[previous](#) [next](#)

**Tick that you are registering through New City College or the campus name**

Select your Coaching group from drop down list

2021 apply Initial UCAS questions: Tutor group

<Log out

Please select...

- Don't know
- AAE
- ARB
- ARD
- ARH
- AZS
- BAM
- BMG
- CGM
- CHD
- CJN
- DCA
- FI G

Initial UCAS questions

Please select your tutor group/applications adviser or select the option 'Don't know'

Tutor/application group\*

What is Apply?

Help

Options/Opsiynau

Key

Help

About us | Terms & conditions | Privacy policy

UCAS Contact us | Help | Print page

2021 apply Welcome

<Log out

Welcome

Welcome Nikki,

Your Personal ID is: **149-114-5401**.

Please make a note of this number and keep it handy. You will need to quote this number if you call our Customer Contact Centre.

Need guidance? Watch the video advice below [Hide video].

Apply 2021 English

HOW TO GUIDES

APPLY

UCAS

(Unable to view videos here? You can watch them at [www.ucas.com/connect/videos](http://www.ucas.com/connect/videos) instead)

Verify your email address

Your email address needs to be verified as valid before you send your application. Please click here to verify your email address

Before starting your application, please read through the relevant information below regarding:

Email address\* careers@havering-sfc.ac.uk

Confirm email address\* careers@havering-sfc.ac.uk

Date of birth\* 16 January 1999

Country of birth\* see list

Date of first entry to UK (if not born in the UK\*) Day Month Year

Nationality\* UK national see list

Dual nationality\* see list

Area of permanent residence\* Havering see list

Residential category\* UK Citizen - England see list

Make a note of your UCAS ID as you will need this to access your UCAS TRACK Account later

Click on Verify your email address and enter the code that has been emailed to you.

Before starting your application, please read through the relevant information below regarding:

Email address\* careers@havering-sfc.ac.uk

Confirm email address\* careers@havering-sfc.ac.uk

Date of birth\* 16 January 1999

Country of birth\* see list

Date of first entry to UK (if not born in the UK\*) Day Month Year

Nationality\* UK national see list

Dual nationality\* see list

Area of permanent residence\* Havering see list

Residential category\* UK Citizen - England see list

Put in the London borough you live in.

**Passport details**

(This section only applies if your permanent home is outside the EU)

Where relevant, UCAS collects applicants' passport information on behalf of universities and colleges, who need it for purposes of visa application and checks with the UK Border Agency (UKBA). For further details of the UK Border Agency please visit the [UKBA website](#).

Do you require a student visa?  ?

Please enter the following details about your passport. If you have more than one passport, give the details of the passport you intend to use to enter the UK for the purpose of studying your course.

If you need a visa but don't yet have a valid passport, leave the sections below blank - we will ask you to provide the details once you have submitted your application and have received an offer of a place.

Passport number  ?

Issue date    ?

Expiry date    ?

Place of issue  ?

---

**Student support**

Fee code\*  ?

Student support arrangements (This field is only available if you select fee code '02 UK, Chl, loM or EU student finance services')  
  ?

---

Mailings from UCAS

**If you are a UK national, you will not have to fill in this passport section**

**Select fee code 02 fee from drop down list**

**This is the London borough you live in**

**Unrestricted access**

can choose to nominate someone, eg parent/guardian/adviser, who can discuss your application with us and the universities if you are unavailable.

Name of nominee  ?

Relationship to you  ?

---

**Criminal convictions**

Criminal convictions  ?

Please read the help text. You should tick the box only if you have a relevant criminal conviction that is not spent.

**Nominate a parent or other adult who would be able to speak to UCAS on your behalf.**

**Disability/special needs**

Universities and colleges welcome students with disabilities, and will try to meet your needs wherever possible. The information you give here will help them do this.

Category\*   ?

Please give details of any special needs  ?

(500 characters left)

**If you have a disability, select from the dropdown list or choose no disability.**

### Activities in preparation for higher education: 1

For example: summer schools, Saturday university, campus days, summer academies, taster courses and booster courses. If you have not taken any such course, please leave these sections blank.

Start date: May 2018 ?

Duration (days): 2 ?

School year: 12 ?

Location: London School of Economics and f see list ?

Sponsor: Aim Higher ?



**Only complete if you have attended a summer school/Saturday school or taster course NOT AN OPEN DAY!**

### Activities in preparation for higher education: 2

Start date: April 2018 ?

Duration (days): 1 ?

School year: 12 ?

Location: University of Cambridge see list ?

Sponsor: Sutton Trust ?

**You do not have to provide an answer here**

Have you been in care? No ?

Duration in care: If you have answered 'Yes' to the question above, please indicate the total length of time you have been in care\*. Please select... ?



Parental education: Do any of your parents, step-parents or guardians have any higher education qualifications, such as a degree, diploma or certificate of higher education? Yes ?

Occupational background\*: If you are under 21, please give the job title of your parent, step-parent or guardian who earns the most. If she or he is retired or unemployed, give their most recent job title. If you are 21 or over, please give your own job title. Click 'find...' and enter the job title. Account Director find ?



**Give the occupation of your father or mother from drop down list**

I would like correspondence from Welsh universities, colleges and UCAS to be in Welsh:  Yes  No ?

section completed

## Choices

- Select the institution code from the drop down list
- Select the course code from the drop down list
- Select the campus code from the drop down list
- The start date will either be September or October 2021
- Choose 'No' for deferred entry unless you plan to take a gap year

Click 'save' and then repeat the same process again until you have made all your choices. Your screen will then show the choices you have made in alphabetical order, not in order of preference. The University you have applied to will only see the course you have applied for. they won't be able to see the other Universities you have applied to.

Be realistic about the courses you choose and make sure you meet the entry requirements by checking your predicted grades on Promonitor.

> add a choice



University of Bristol (B78)

Law (M100)

> edit

Campus: Main Site (-)

Live at home while studying?N

> remove

Start date: September 2021

Deferred entry? N

Point of entry:

NOTE:

The following admissions test may be required for entry on this course:  
National Admissions Test for Law (LNAT).

section completed

save

Durham University (D86)

Law (M101)

> edit

Campus: St John's College (J)

Live at home while studying?N

> remove

Start date: September 2021

Deferred entry? N

Point of entry:

NOTE:

The following admissions test may be required for entry on this course:  
National Admissions Test for Law (LNAT).

King's College London, University of London (K60)

Law (M100)

> edit

Campus: Main Site (-)

Live at home while studying?Y

> remove

Start date: September 2021

Deferred entry? N

Point of entry:

NOTE:

The following admissions test may be required for entry on this course:  
National Admissions Test for Law (LNAT).

Queen Mary University of London (Q50)

Law (M100)

> edit

Campus: Main Site (-)

Live at home while studying?Y

> remove

Start date: September 2021

Deferred entry? N

Point of entry:

University of Reading (R12)

Law (M100)

> edit

Campus: Main Site (-)

Live at home while studying?N

> remove

Start date: October 2021

Deferred entry? N

Point of entry:

section completed

save



Click on add a choice and select University from the drop down list

There is no need to enter your choices in order of preference. They will appear alphabetically in your application.

Your course choice should all be similar. Don't apply for courses that are very different as this makes it difficult to write the personal statement. YOUR CHOICES MUST BE REALISTIC OTHERWISE YOU WILL AUTOMATICALLY BE REJECTED.

Check your choices and if you are happy with them tick 'section completed' and then save.

# Education

Add your secondary School and New City College (or your campus college name) as your two institutions. The Centre number will automatically be entered when you select your institution.

- Having VI Form College** (12828, 09/2019 - 07/2021, FT) > edit  
> remove
- > add qualifications
- Gaynes School, Upminster** (12847, 09/2014 - 07/2019, FT) > edit  
> remove
- > add qualifications

Please state the highest level of qualification you expect to have before you start your course\* ! You cannot mark this section as complete until you enter your qualification details.  
Below honours degree level qualifications ?

section completed

**save**

**2021 apply** **Education** <Log out

- Welcome
- Personal details
- Choices
- Education**
- Employment
- Statement
- View all details
- Pay/Send
- Help
- Options/Opsiyau

Welcome > Education > Where have you studied?

**Compulsory fields are marked with an asterisk (\*).**  
**Before leaving this page click 'save' to avoid losing any of your information.**

School/college/centre name\*  find... ?

Exam centre number  ?

When did you start...\*   ?

...and finish?\*   ?

Attendance\*  full-time  part-time  sandwich ?

Did you / will you receive any qualifications at this centre?\*  ?

### Key

Completed



Search:

### School/college/centre name

[Having College of Further and Higher Education, Ardeigh Green Road, Hornchurch, Essex, RM11 2LL](#)  
[HAVERING COLLEGE, HORNCHURCH, HARROW LODGE CAMPUS, HYLAND WAY, HORNCHURCH, ESSEX, RM11 1DY](#)

[Having VI Form College, Careers Centre, Wingletye Lane, Hornchurch, Essex, RM11 3TB](#)

[Immanuel Secondary School, Romford, Having Grange Centre, Having Road North, Romford, RM1 4HR](#)

[Bower Park School, Having Road North, Romford, RM1 4YY](#)

[Click here to enter my school or centre details manually](#)



For your secondary school make sure you list all the qualifications you received.

You will then be ready to add the qualifications you are currently taking and have completed at New City College.

You will need to add your A Level/BTEC or other qualifications and leave the grade pending for August 2021.

If you are taking BTEC qualifications make sure you choose the correct qualification. Enter the grade/units achieved so far and leave the overall grade as pending.

BTEC Certificate is the equivalent to half an A level

BTEC Extended Certificate is equivalent to 1 A level

BTEC Diploma is equivalent to 2 A Levels

BTEC Extended Diploma is equivalent to 3 A Levels

|                        |                                     |
|------------------------|-------------------------------------|
| Personal details       | <input checked="" type="checkbox"/> |
| Additional information | <input checked="" type="checkbox"/> |
| Student finance        | <input checked="" type="checkbox"/> |
| Choices                | <input checked="" type="checkbox"/> |
| Education              | <input type="checkbox"/>            |
| Employment             | <input type="checkbox"/>            |
| Statement              | <input type="checkbox"/>            |
| View all details       | <input type="checkbox"/>            |
| Pay/Send               | <input type="checkbox"/>            |
| Help                   |                                     |
| Options/Opsynau        |                                     |

**Key**

|   |
|---|
| <input checked="" type="checkbox"/> Completed |
| <input type="checkbox"/> In progress          |
| <input type="checkbox"/> Not started          |
| <input type="checkbox"/> Help                 |

### GCE Advanced Level

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

Entering unit details for A levels is optional

Subject\*   

Qualification date\*   

Awarding organisation\*   

Grade\*   

---

#### Module / unit 1

Title   

Grade   

---

#### Module / unit 2

Title   

Grade   

---

#### Module / unit 3

Title   

Grade

1. Use the drop down menu to select the subject
2. Use the drop down to select the month and year you are taking/have taken the exam
3. Use the drop down to select the awarding body for the exam
4. Select 'pending' if you have not yet taken/or do not know your result

5. If you wish, you can put the modules (and results) you have taken/will be taking



Click on save and add similar until you have added one set of exams - once completed click on save.

Repeat the above process until you have added all your exam results.

**Warning: as you have entered a finish date which is in the future, these details must be for the school or college you are currently attending.**

**Havering VI Form College (12828, 09/2019 - 07/2021, FT)**

**GCE Advanced Level**

|                                    |         |     |
|------------------------------------|---------|-----|
| <a href="#">English Literature</a> | 07/2021 | AQA |
| <a href="#">History</a>            | 07/2021 | AQA |
| <a href="#">Law</a>                | 07/2021 | AQA |

> add GCE Advanced Level

> add qualifications

**Gaynes School, Upminster (12847, 09/2014 - 07/2019, FT)**

**GCSE (Grade: 9-1)**

|                                    |   |         |     |
|------------------------------------|---|---------|-----|
| <a href="#">Biology</a>            | 8 | 07/2019 | AQA |
| <a href="#">Chemistry</a>          | 7 | 07/2019 | AQA |
| <a href="#">English Language</a>   | 7 | 07/2019 | AQA |
| <a href="#">English Literature</a> | 7 | 07/2019 | AQA |
| <a href="#">Geography</a>          | 7 | 07/2019 | AQA |
| <a href="#">History</a>            | 8 | 07/2019 | AQA |
| <a href="#">Mathematics</a>        | 5 | 07/2019 | AQA |
| <a href="#">Physics</a>            | 5 | 07/2019 | AQA |
| <a href="#">Religious Studies</a>  | 7 | 07/2019 | AQA |

> add GCSE (Grade: 9-1)

> add qualifications

Please state the highest level of qualification you expect to have before you start your course\*

Below honours degree level qualifications

Check this section carefully. It is one that lots of applicants get wrong and could affect your chance of a place at your chosen university! When you are happy it is correct click on 'section completed'

Select Below honours degree

# Employment



- Welcome
- Personal details
- Choices
- Education
- Employment
- Statement
- View all details
- Pay/Send
- Help
- Options/Opsiynau

### Key

- Completed
- In progress
- Not started
- Help

Welcome > Employment summary

Please give the names and addresses of your most recent employers. If you have not had any paid work experience, you can leave this section blank, but you will need to mark it as complete.

Need guidance? Watch the video advice below [\[Hide video\]](#)



(Unable to view videos here? You can watch them at [www.ucas.com/connect/videos](http://www.ucas.com/connect/videos) instead)

You have added details for 1 employer(s). You can still add up to 4 more.

> add an employer

### Waitrose

Address: Upmister, Essex

> edit

Nature of work: Sales Assistant

> remove

From June 2019 to March 2020, part-time

Only complete this section if you have had paid employment. Do not include unpaid work experience or voluntary work here.

## Personal Statement

The Personal Statement along with your predicted grades is the most important section of your application. Admissions Tutors will use the Personal Statement to choose applicants. The personal statement is limited to 4000 characters or 47 lines in size 12 font including spaces.

49 Other emotional and academic support. Previous positions of responsibility include being a  
30 librarian. In terms of sport I was on the school tennis team which improved my fitness and  
31 taught me teamwork and communication.  
32  
33 I am currently working towards Grade 8 flute. Music lessons have encouraged me to persevere to  
34 achieve excellence. I became leader of the flute section of Skipton Music Centre's Wind Band,  
35 and, after moving, joined the Senior Wind Band of Salisbury Area Young Musicians. These groups  
36 have improved my ability to listen to others and gain confidence through performing to  
37 unfamiliar audiences in a variety of locations.  
38  
39 I have varied paid and voluntary work experience which has developed my responsibilities and  
40 taught me how to interact with customers and work as a team with other employees. The balance  
41 of work and study has developed my time management skills, something I feel is crucial to a  
42 history degree.  
43  
44 I am looking forward to studying history at university because this will allow me to think  
45 critically and broadly. I believe university will allow me to meet many people from a wide  
46 variety of backgrounds, and that the experience will provide me with excellent transferable  
47 skills for the career path I choose to follow.

> edit

### Make sure that your personal statement is your own work

We will carry out checks to verify that your personal statement is your own work. If it appears to have been copied from another source we will inform the universities and colleges to which you have applied. They will then take the action they consider appropriate. We will also contact you by email to tell you that this has happened.

section completed

save

Once you are happy with your personal statement and have had it checked by your Coach and your Careers team, copy it into the application form, click on preview, save and mark as complete.

**Your personal statement must be your own work; UCAS have a detection service which will pick up anything that has been copied. Copied sections are highlighted and sent on to the chosen universities. Most universities will automatically reject statements that have been copied.**

## STOP!

Before you 'Pay/Send' click on 'View all details'.

**Welcome**

- Personal details
- Additional information
- Student finance
- Choices
- Education
- Employment
- Statement
- View all details**
- Pay/Send
- Help
- Options/Opsiynau

**Key**

- Completed
- In progress
- Not started
- Help

**Personal details** [> edit](#)

**Personal**

|                                   |   |
|-----------------------------------|---|
| Title                             | Miss  |
| Gender                            | Female  |
| First/given name(s)               | Nikki   |
| Surname/family name               | Phelps  |
| Preferred first name              |   |
| Previous surname at 16th birthday |   |
| Postal address                    | Havering Sixth Form College<br>Wingleye Lane HORNCHURCH<br>RM11 3TB |
| Is your permanent home in the UK? | Yes   |
| Home address                      |   |
| Home telephone number             | <a href="tel:01708514440">01708 514440</a>                          |
| Mobile number                     |   |
| Email address                     | NikkiPhelps@havering-sfc.ac.uk                                      |
| Date of birth                     | 14 March 2002   |
| Country of birth                  | United Kingdom  |
| Date of first entry to UK         |   |
| Nationality                       | UK national   |
| Dual nationality                  |   |
| Area of permanent residence       | Havering  |
| Residential category              | UK Citizen - England  |

**Reference numbers**

|  |  |
|--|--|
| Unique Learner Number (ULN)                                      |  |
| Test of English as a Foreign Language (TOEFL) Number             |  |
| International English Language Testing System (IELTS) TRF Number |  |

**Student support**

|                              |  |
|------------------------------|--|
| Fee code                     | 02 UK, ChI, IoM or EU student finance services |
| Student support arrangements | Havering                                       |

- If there are any sections which are incomplete there will be prompts reminding you that additional information is required.
- Go through your application and personal statement with your Coach
- Take your application to your Careers team and ask them to check it through for you.
- Once you have had your application checked you can click on Pay/Send and enter your payment details.
- Pay by credit/debit card. £26 for up to 5 choices and £20 for 1 choice.