![New City College logo]
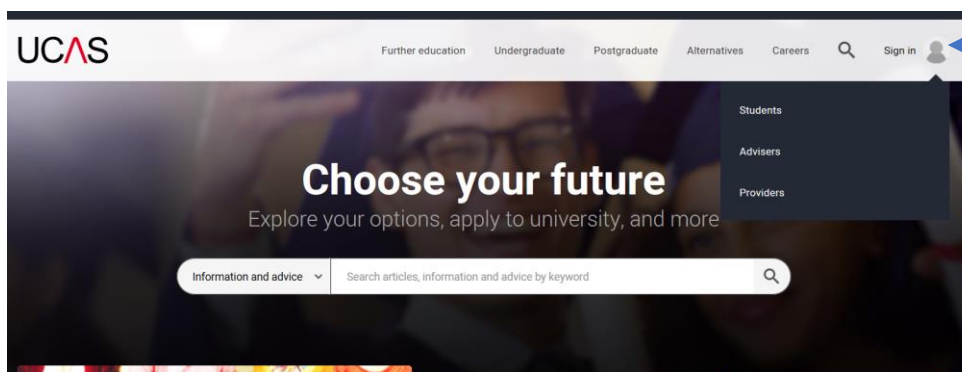
UCAS

Step-by-Step Guide for 2023 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:
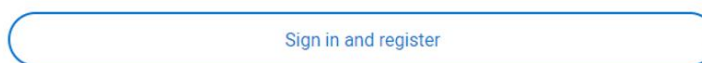
❖ GCSE Certificates showing grades and examining boards
❖ Any other qualifications, including those taken overseas
❖ Details of any paid employment (i.e. employers name and address and the date you started/finished)
❖ If you were not born in the UK, date you entered.
❖ Credit/debit card to pay online application fee of £27.00 for up to five choices or £22.50 for one choice
❖ 15 October by 6.00pm: Deadline for most medicine, dentistry, veterinary science and Oxford and Cambridge (**Internal College Deadline – Friday 30 September**)
❖ 25 January by 6.00pm: Final UCAS deadline (**Internal College Deadline – Friday 30 November: A Level, BTEC, Access and other one year courses**)
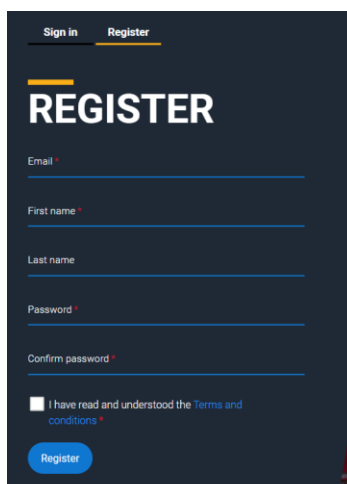
Go to the UCAS website http://www.ucas.ac.uk

Click on Sign in and select

Click on Sign in and Register

Register your details - You will need to verify your email address and will be sent a code.

In which year do you want to start your studies?

• • • •

2022

2023

2024

Select the correct year - 2023

Select a level of study

• • • •

Undergraduate
Uni and college degrees, and apprenticeships

Postgraduate
Returning to uni to continue study, or apprenticeships

Click on Undergraduate

Your preferences

• • • •

Stay up-to-date with unis, colleges, offers, and more

Remember to make a note of your password!

Get the right support
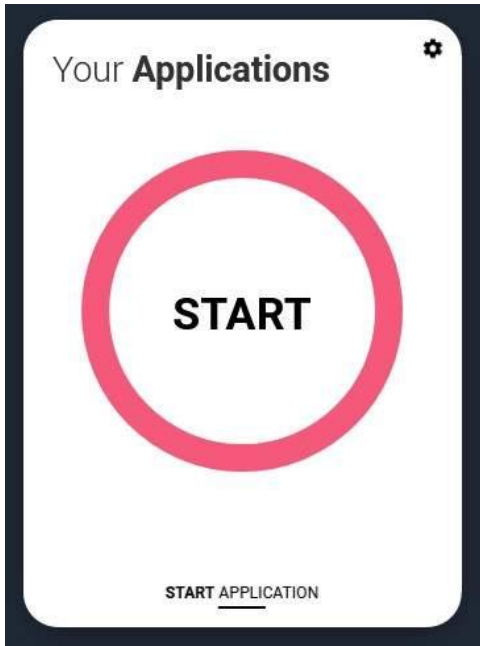
Are you still at school? *

◉ Yes   ○ No

Your school *

ncc

☐ Can't find your school?

Select the correct NCC college campus

Select the correct NCC college campus: -

Attlee:	New City College Tower Hamlets
Epping Forest:	New City College Epping Forest Campus
Hackney:	New City College Hackney
Havering Sixth Form:	NCC Havering Colleges Sixth Form
Havering Ardleigh Green:	NCC Havering Colleges Ardleigh Green/Rainham Campus
Redbridge:	New City College London: Redbridge
Tower Hamlets	New City College Tower Hamlets

Your Applications

⚙

START

START APPLICATION

You are registered in the Hub and ready to start your application.

Are you applying from a school, college, or centre?

Yes

No

Select **Yes** here.

START >

Select yes

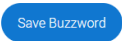## Link to a school, college, or centre using a Buzzword

By entering the buzzword, you give your permission to share your application with your school, college or centre, so they can support you through the application process. To find out more about how your school, college or centre will be able to support your application and the information they will have access to please see here.

Continue   Cancel

Click on 'continue'

Enter the Buzzword from your school, college, or centre

Buzzwords are case-sensitive and will be given to you by your school, college or centre.

Save Buzzword   Cancel

Enter buzzword for your campus:

Attlee: **ncctower23**

Epping Forest: **NCC2023**

Hackney: **hackney23entry**

Havering Ardleigh Green: **HE4ME2023**

Havering Sixth Form: **havering23**

Redbridge: **nccred23**

Tower Hamlets: **ncctower23**

Personal details >	Contact and residency details >	Education >
Name, age, title and gender	Address, email, telephone and where you live	Qualifications and periods of study
Start this section	Start this section	Start this section

Go through each section of your application and mark each as complete and save.

Most sections are self-explanatory.

Employment >	Nationality details >	Supporting information >
Employment, paid, unpaid, or volunteer work	Birthplace and nationalities	So that providers know how to support you during your studies
Start this section	Start this section	Start this section

Your **personal statement**

Personal statement >
Why do you want to study this subject?
Start this section

English language skills >	Finance and funding >
Is English your first language?	Tell us how you'll fund your study

Add choice

University/college name *

Queen Mary University of London

Course *

English

Course code: Q300

Course details: 3FT Hon

Location *

Main Site

Further details

You only need to provide information here if your chosen university or college has asked you to.

Point of entry

This tells the universities and colleges which year of the course you want to start, e.g. point of entry one is the first year of the course. If you wish to start in the first year of the course leave the box blank and you will automatically be considered for the first year. Enter 0 if you intend to take a foundation year – not all universities offer a foundation year so please check before applying.

If you've spoken to your chosen university or college and they are willing to consider your application to start the course after the first year, please enter the relevant number for the year, e.g. second year = 2, third year = 3, etc.

Live at home while studying? *

◉ Yes ◯ No

Type in your choice of University- For some London Universities like Kings College London, type in University of London.

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

Your choices should all be similar. Don't apply for courses that are very different as this makes it difficult to write your personal statement. Your choices must be realistic otherwise you may be rejected.

Education

+
Add place of education

Add your secondary school and your current NCC campus

Unique Learner Number (ULN)

The Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 13 involved in UK education or training. If you don't have one, or don't know yours, leave this blank.

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

Select Below Honours degree

☐ Mark this section as complete *

NCC Havering Colleges Sixth Form   ••• More

September 2020 - July 2022
Full time

Add Qualification

GCE Advanced Level in English Language   ••• More

Subject	Awarding organisation	Grade
English Language	Edexcel	Pending

Qualification date
August 2022

GCE Advanced Level in Government & Politics   ••• More

Subject	Awarding organisation
Government & Politics	Edexcel

Grade	Qualification date
Pending	August 2022

GCE Advanced Level in History   ••• More

Subject	Awarding organisation	Grade
History	AQA	Pending

Qualification date
August 2022

Add qualifications that you are currently taking or have taken at your current institution.

If you are studying for a BTEC qualification, you will need your BTEC Registration Number. This can be obtained from your teacher or the Exams Department.

Remember to add any GCSE resits that you are studying towards.

Leave the grade pending for August 2023 if you are completing your qualifications next year.

Hall Mead School, Upminster ••• More

September 2015 - July 2020
Full time

Add Qualification

Employment

Next

Sales Assistant

Company/organisation address Lakeside shopping centre, Thurrock

Start date 05/2020

Finish date 07/2021

Was/is your position full time or part time? Part time

Finance and Funding

What will be your main source of funding for your studies? *

Select an option from the drop-down list to tell us how you expect to pay for your tuition fees. Most applicants from the UK, Channel Islands, Isle of Man, and the EU will be in the category UK, ChI, IoM, or EU student finance.

This guidance has been created in the absence of full Brexit arrangements being available and you should give your answer as guided. Universities and colleges are aware that EU applicants will be selecting the UK, ChI, IoM or EU student finance option.

UK, ChI, IoM or EU student finance services ∨

Student support arrangements

Tell us who will assess you for tuition fees, or how you will pay for your course. Please select the option which best describes your situation.

Havering ∨

☑ Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

The personal statement

- ⚖️ The only section you have full control over

- ✴️ Your only chance to market yourself as an individual

- 🎭 The same for all of your choices

- 👍 A maximum of 4,000 characters, or 47 lines

- 👥 A minimum of 1,000 characters

- There isn't a spelling or grammar check

- ⚠️ No formatting allowed

UCAS' similarity detection service: every personal statement is run through software to check for plagiarism.

Our guide to writing your personal statement (opens in a new window) should help you complete this section.

We strongly recommend you write the statement using a word-processor and paste it in to your application.

You can type your statement directly into the box or edit a statement you have pasted in.

Personal statement *

Your completed statement must be between 1,000 and 4,000 characters (maximum 47 lines) including spaces.

Draft your Personal statement in Word and then copy into this section. Get your statement checked by your Tutor or a Careers Advisor. Avoid spelling or grammatical errors.

Characters used: 0 of 4000 characters

Review and Submit

When you have completed all sections of your application and it shows 100% completed you will be able to review and submit from 6 September 2022. You will be asked for online payment at this stage.

Make sure that your application is complete and free from errors – **make sure that you have it checked by your tutor or a member of the Careers Team.**

It is your responsibility to check that the correct information is on your application form.

Application status

Centre information
Application linked to
NCC Havering Colleges Sixth Form

Group
ARB

5/5 CHOICES

100% PROFILE

✓ PERSONAL STATEMENT

100%

Review and submit

Review & Submit-
this will be highlighted from **6 September 2022** when submissions can be made.

Once you have submitted your application, it will be released to the college to ensure that your reference and predicted grades are added.

References & Predicted Grades

- ❖ A reference is a written recommendation from your teachers outlining your academic abilities and suitability for study at Higher Education.
- ❖ Predicted grades are not your target grades.
- ❖ Predicted grades are provided by your teachers – these grades are not negotiable.
- ❖ Predicted grades are awarded from teachers based on your performance in lessons and assessments. They will be using their professional judgement based on evidence.

Final Checks

- ❖ Once you have submitted your application to us, your application will be given a final check.
- ❖ If there are errors, your application will be sent back to you to make the amendments.
- ❖ You will need to resubmit your application to us – you will not be required to pay again!

Application Sent!

- ❖ Once your application is correct and error free, your application will have the reference and predicted grades added to your application.
- ❖ Correct applications will be sent to UCAS within 10 working days.