

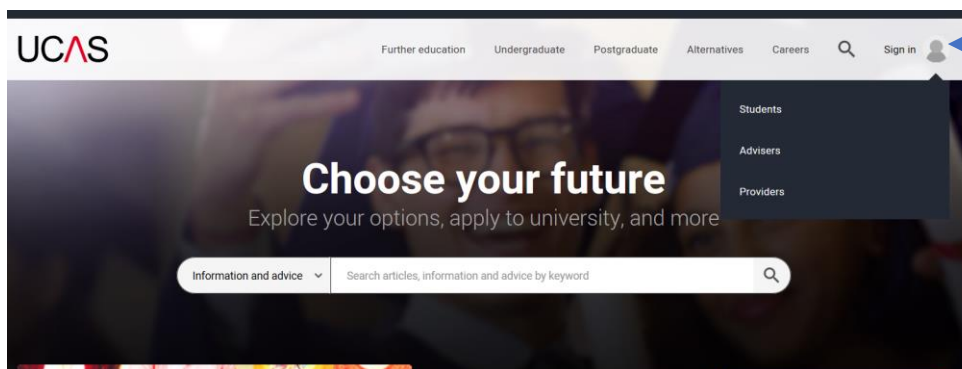
# UCAS

## Step-by-Step Guide for 2025 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:

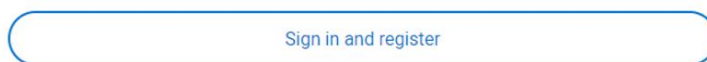
- ❖ GCSE Certificates showing grades and examining boards.
- ❖ Any other qualifications, including those taken overseas.
- ❖ Details of any paid employment (i.e. employers name and address and the date you started/finished).
- ❖ If you were not born in the UK, date you entered.
- ❖ Credit/debit card to pay the online application fee of £28.50 for up to five choices.  
**NB: There is no application fee if you are eligible for free college meals.**
- ❖ Tuesday 15 October by 6.00pm: Deadline for most medicine, dentistry, veterinary science and Oxford and Cambridge (**Internal College Deadline – Monday 30 September 2024 by 3 pm**).
- ❖ Wednesday 29 January 2025 by 6.00pm: Final UCAS deadline (**Internal College Deadline – Monday 2 December 2024 by 3pm : A Level, BTEC, Access and other 1 year courses**).

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

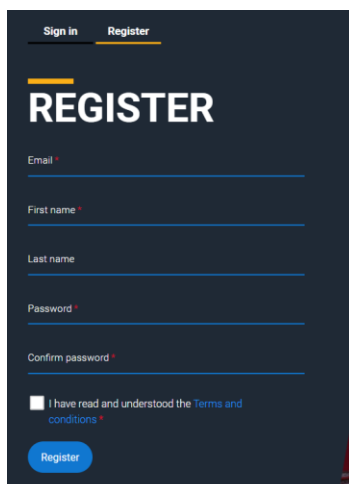


Click on Sign in and select

Whether you want to compare courses or apprenticeships, or get your head round the personal statement, the UCAS Hub has it covered.



Click on Sign in and Register



Register your details. Remember to make a note of your password!

Important: Enter an email address you use regularly and check this frequently, as this will be the email address you will be contacted on to inform you of any errors and application return, including university information from UCAS. Do not use your college email address.

# VERIFY YOUR ACCOUNT

An email has been sent to you on behalf of UCAS, with a code to verify your email address. Please enter the code below.

Code \*

This field is required

Verify

If you have not received an email, you can [request another code](#)

You will need to verify your account a code will be sent to your email address, copy the code over.

Let's set up your UCAS account.

Let's go

## Where do you live?

This helps us to give you the right support based on your location.

Country \*

United Kingdom

Address lookup \*

Search for an address

Continue

## More information about you

Your personal details can help us to provide better support.

Date of birth \*

20

Feb

2006

What level of study are you interested in? \*

Undergraduate study

Postgraduate study

Click on Undergraduate

Which opportunities are you interested in?

Finding an apprenticeship

Conservatoire study

Gap year

Finding a job

When are you planning to start uni, a job or an apprenticeship? \*

2023

2024

2025

2026

2027

2028

Select the correct year - 2025

Continue

## Connect to your school

Connecting your account to your school allows your teacher to help you choose your options and apply.

🔍 Search by school name

Continue

[Skip or connect later](#)

### Type in the NCC college campus you study at:

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

Consent to share my data with my school, college, or centre \*

Yes  No

Continue

**Important: Click Yes here, this will enable us to support you fully with your application.**

## Your interests

This will help us personalise your account, by creating favourites which you can change later. **These are not application choices.**

Which subjects are you interested in? \*

🔍 Search

Aeronautical and aerospace engineering ✕

Biology ✕

English literature and creative writing ✕

Which universities and colleges are you interested in? \*

🔍 Search

Unsure

Which industries are you interested in? \*

🔍 Search

Unsure

Continue

**You have to enter three subjects of interest here to move onto the next page.**

## Preferences

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

### Opportunities for you\*

Get tailored info about uni and college courses, open days, and apprenticeship options.

Yes  No

### Deals and offers for you\*

Get great deals, offers, and freebies, including high street brands, tech, and travel.

Yes  No

All  Email  Post  SMS

### How do you identify?

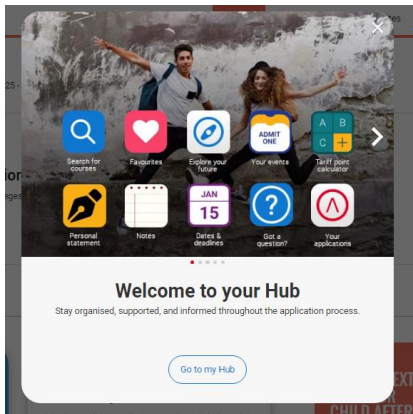
We appreciate many people will not wish to disclose their gender, so this question is optional, but providing a response will enable UCAS and its partners to better support and deliver our shared gender equality ambitions for higher education.

I prefer not to say



Your data is safe with us, and we never pass your details to third parties for marketing purposes without your permission. You can change your mind, and update your personal details and preferences at any time. For more information see our privacy policy.

Save



Once you click Save it brings up a link to your Hub click the cross in the righthand corner to continue with your application.

2025 Application



### Start an application

Apply to universities and colleges to study degrees, HNDs, and HNCs and dance, drama and music at conservatoires.

Start application

Click - Start application

## APPLICATIONS

Back to Hub

YOUR APPLICATIONS

### Start an application

You can only apply once in a cycle. Do not apply more than once in a cycle, or submit a new application if you are holding a deferred place, as your new application will be cancelled and you won't receive a refund.

In which year do you want to start your studies?

2025

What level of study are you interested in?

Undergraduate (Uni and college degrees, and ap...)

Can't find the application that you are looking for?

Find out more



#### Undergraduate

Degrees, HNDs, and HNCs



#### Conservatoire

Undergraduate or postgraduate music, dance, drama, or musical theatre.  
Applications not yet open

Click - Undergraduate

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



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](#).

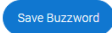


Cancel

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.



Cancel

Enter the buzzword for your campus:

- Attlee: ncctower25
- Epping Forest: NCC2025
- Hackney: hackney25entry
- Havering Ardleigh Green: HE4ME2025
- Havering Sixth Form: havering25
- Redbridge: nccred25
- Tower Hamlets: ncctower25

### Enter the Buzzword from your school, college, or centre

Your buzzword is for

**NCC Havering Colleges Sixth Form**

Careers Centre, Wingetys Lane,  
Hornchurch, Essex, RM11 3TB

Is this correct?



It will then show you the college you have selected. If this is correct click Yes.

## You have linked your application to NCC Havering Colleges Sixth Form

Select group

(Here it will state your college)  
Below, use the dropdown **Select Group** option to select your pastoral tutor or the name of your course.

Save

Your **choices**

Search for courses  
Find courses and providers

**+** Add choice

You can add up to 5 choices to your application. You can change your choices until you send your application to us. All sections must be marked as complete before you can send your application to us.

Mark complete

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

Most sections are self-explanatory, for other sections we have provided further guidance below.

**Profile**

<b>Personal details</b> Name, age, title and gender Start this section	<b>Nationality details</b> Birthplace and nationalities Start this section	<b>Where you live</b> Tell us about your address history Start this section
<b>Contact details</b> Address, email and telephone Start this section	<b>Supporting information</b> So that providers know how to support you during your studies Start this section	<b>Finance &amp; funding</b> Tell us how you'll fund your study Start this section

**Experience**

<b>Education</b> Qualifications and periods of study Start this section	<b>Employment</b> Paid employment Start this section
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**Your personal statement**

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

## Add choice

Queen Mary University of London

Course \*

English

Course code: Q300

Location \*

Course campus location

Main Site

Start date \*

If you are selecting a deferred start date, please confirm this with the university or college before you apply

15 September 2025

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. If you don't select a year, you will be considered for the first year of the course.

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 year you wish to start, e.g. 2nd year.

Live at home while studying? \*

Yes  No

Save

Can

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. Do not 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.

Click 1<sup>st</sup> year for a 3-year degree course. If you are applying for a Degree with a Foundation Year, click this but make sure in course section, the degree code relates to an actual foundation year course this is normally in the title or shows as a 4-year course with lower grade entry requirement.

# NATIONALITY DETAILS

2025 Undergraduate application

Home / UCAS application / Nationality details

[Return to application overview](#)

[Personal details](#)

**[Nationality details](#)**

[Where you live](#)

[Contact details](#)

[Supporting information](#)

[Finance and funding](#)

[Education](#)

[Employment](#)

[Personal statement](#)

## What is your country of birth? \*

For the purpose of this question the UK includes the Channel Islands and the Isle of Man.

## What is your nationality? \*

Please tell us the nationality shown on your passport (or on your National ID if you don't have a passport). You can add two nationalities to your application. Please list the nationality in the passport you'll be using to study in the UK first.

## Dual nationality

If you haven't already, it is important to tell us about any UK or Irish nationality you may have.

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

**Nationality refers to the country you came from, do not confuse this with heritage - which refers to the persons you came from.**

**Follow guidance here.**

## 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 those eligible EU students under the EU Settlement Scheme will be in the category UK, ChI, IoM, or EU student finance.

This guidance has been created based on [eligibility advice](#) from the Student Loans Company, 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.

If you require additional guidance, we recommend contacting [the UK Council for International Student Affairs](#).

**Choose the second option on the list if you intend to apply for student finance (tuition fee and maintenance loans).**

### 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.

**Select the borough that you live in.**

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



## Education

+

Add place of education

**Add your secondary school and your current college.**

### Unique Learner Number (ULN)

**UK Students ONLY** - This is a 10-digit number connected to a UK Student's Personal learning record. You can find this on a qualification certificate or results slip. If you don't have one or don't know yours, please leave this blank.

**This can be found on your student ProPortal.**

**When you click on Add place of education it will ask you if you want to add your college - click yes, this will automatically enter your college details. You will only then need to enter dates and qualification types.**

You are linked to NCC Havering Colleges Sixth Form , would you like to add this centre?

Yes  No

## Add place of education

Add all secondary/high schools, colleges and universities where you have studied or are studying now.

### Name of the school, college, or university \*

### Exam centre number

This may be automatically filled in based on your school, college, or university

### Start date \*

Month Year

09 2023

### End date \*

Select the date you left or plan to leave.

Month Year

07 2025

### Attendance type \*

Full time  Part time  Exam only

### Study Mode \*

If you had lessons that were taken online over COVID lockdowns but now returned to school-based, please select 'In person'.

Online  In person

Click on the dropdown arrow relating to the qualification type.

### Pick your qualification type

Choose the type of qualification you would like to add - you can search for specific qualifications and view those shortlisted by your adviser within each group.

**A level** → [A Level, AS, EPQ, and T Levels](#) [GCSE and equivalent](#) [BTEC between 2016 and present](#) **BTEC**

[Job related](#) [Scottish qualifications](#) [International and EU](#) [Baccalaureate](#) **GCSE**

[Apprenticeships](#) [Access to HE](#) [Technical \(not including BTEC\)](#) [Core maths](#)

[HNC, HND, and Degrees](#) [Performance, Art, and Design](#) [More UK Qualifications](#)

[All qualifications](#)

This will then generate a list below each time.

Click on your subjects relating BTEC.

- + [Pearson BTEC Level 3 National Extended Cert RQF \(360\) \(2016 to Present\)](#)
- + [Pearson BTEC Level 3 National Extended Diploma RQF \(1080\) \(2016 to Present\)](#)
- + [Pearson BTEC Level 3 National Foundation Dip RQF \(510-540\) \(2016 to Present\)](#)

Equivalent to 1 A level.

Equivalent to 3 A levels.

This is the first year of the above Extended Diploma, both should be entered.

Click on your relating qualification type this will then bring up a new section for you to fill in subject details.

- + [Extended Project \(Level 3\)](#)
- + [GCE Advanced Level \(A-Level\)](#)

- + [GCSE \(Grade 9-1\)](#)
- + [GCSE Double Award \(9-9 to 1-1\)](#)

## NCC Havering Colleges Sixth Form

September 2023 - July 2025

Full time

Add qualification

### Pearson BTEC Level 3 National Extended Cert RQF (360) (2016 to Present) in Business

Title	Awarding organisation	Grade	Qualification date
Business	Pearson	Pending	August 2025

### GCE Advanced Level (A-Level) in English

Subject	Awarding organisation	Grade	Qualification date
English	AQA	Pending	August 2025

### GCE Advanced Level (A-Level) in Geography

Subject	Awarding organisation	Grade	Qualification date
Geography	AQA	Pending	August 2025

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 ProPortal.

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

Leave the grade pending for August 2025 if you are completing your qualifications next year.

## Hall Mead School, Upminster

September 2018 - July 2023

Full time

Add qualification

... More

Make sure that you enter all GCSEs obtained from your secondary school whatever the Grade.

## Employment

### Boots Ltd.

Retail Assistant

Company/organisation address Lakeside Shopping Centre, West Thurrock, RM20 2ZG







Start date 04/2023

Finish date 02/2024

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

Enter paid employment. Do not include voluntary work or work experience here. You can mention this in your personal statement.

## The personal statement

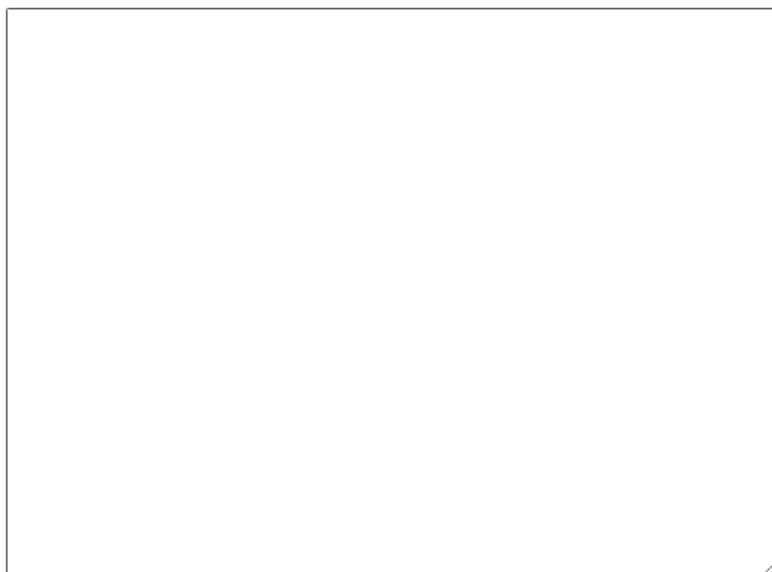
-  The only section you have full control over
-  Your only chance to market yourself as an individual
-  The same for all of your choices
-  A maximum of 4,000 characters, or 47 lines
-  A minimum of 1,000 characters- write more
- You must check your spelling and grammar
-  No formatting allowed

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

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 \*



Characters used: 0 of 4000 characters

Save draft

Save & Preview

**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.**

**When you have completed statement, click this option to be able to save and mark section as complete.**

## 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 3rd September 2024. 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  
Coral Green

5/5  
CHOICES

100%  
PROFILE

PERSONAL STATEMENT

READY TO SEND  
Review and submit

### Review & Submit-

You should not be able to pay until 3rd September 2024 when submissions can be made. \*Make sure you are applying through the college and not as an individual\*

### IMPORTANT:

Once you have submitted your application, it will be released to the college to ensure that your reference and predicted grades are added. We can only do this, if you **have applied through the college** so please make sure you have done this before you pay and submit.

### 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.