



The UCAS Application Process

How to write a good UCAS Application & Personal Statement

Aims ...

- Key UCAS Information
- The Application Form
- The Application Process
- The Personal Statement



A big decision...

- **Over 40,000 Higher Education courses in the UK**
- **over 300 places to study**

Research:

- Open-minded
- Thorough
- **Good research helps your application!**



What to study?

Things to consider

- Do you want a particular career?
- What subjects do you like?
- What do you enjoy doing?
- Something new?
- Entry requirements
 - GCSEs, A Levels
 - Different courses, BSc, BEng, MEng



Key Important Dates

UCAS deadlines

- **1st September:** UCAS applications open
- **15th October:** Medicine, Dentistry, Veterinary Science and Oxford & Cambridge universities
- **15th January:** All other applications
- **24th March:** Some art and design courses

Very important to keep to internal school/college deadlines – this is likely to be earlier

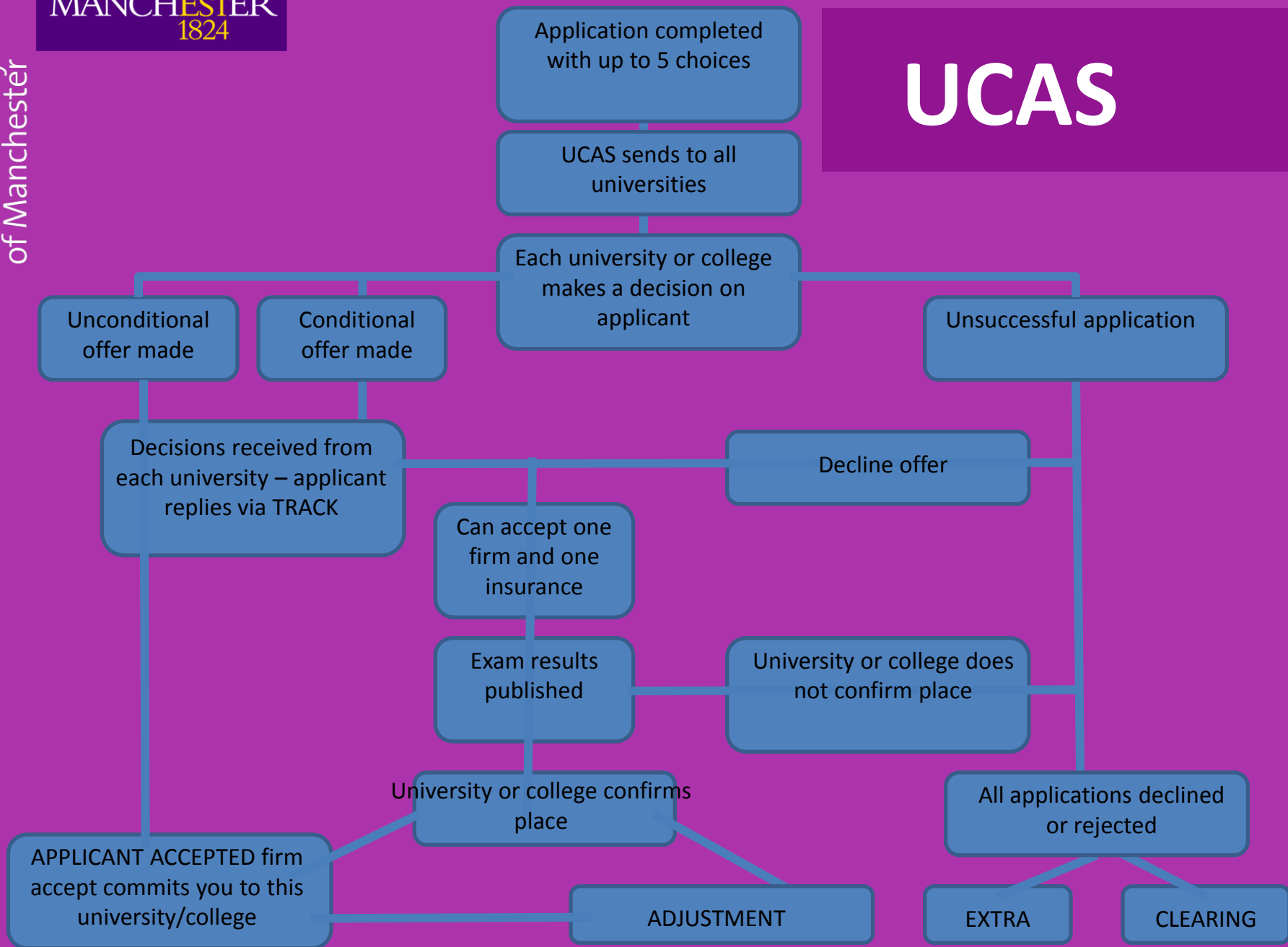
Applications considered equally Sep – Jan 15 *but best to apply early in the cycle*

What is a UCAS form?

- Online form
- Up to 5 choices (4 for Med/Dent/Vet Sci)
- Can only apply to Oxford OR Cambridge
- Costs £11 for one choice £22 for 1+
- Application form sent to UCAS
- UCAS distribute to universities
- Other choices are invisible
- Several sections to be filled in by you and your school or college






Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input checked="" type="checkbox"/>
Choices	<input checked="" type="checkbox"/>
Education	<input checked="" type="checkbox"/>
Employment	<input checked="" type="checkbox"/>
Statement	<input checked="" type="checkbox"/>
Reference	<input checked="" type="checkbox"/>
Pay/Send	<input type="checkbox"/>
View all details	
Help	
Options/Opsiynau	

UCAS



Entry Profiles

- On the UCAS website
- Written by the university
- Contain information about
 - The course structure
 - Entry Requirements
 - Selection Criteria
 - Admissions tests
 - What admissions staff are looking for in your personal statement
- A very good resource

The University of Manchester (M20)	qualification
Ancient History (V110)  EP	3FT Hon BA
Ancient History and Archaeology (V14)  EP	3FT Hon BA
Classics and Ancient History (QV81)  EP	3FT Hon BA
English Literature and American Studies (QT37)  EP	3FT Hon BA
History (V100)  EP	3FT Hon BA

Home/EU Search

The University of Manchester

History

3 year full-time Degree

- > [History](#)
- > [Entry Requirements](#)
- > [About this institution](#)

> [Fees, bursaries and financial support](#)

History

[Fact File](#) ↗

[Study details](#) ↗

[About the course](#) ↗

[Academic department](#) ↗

[Selection criteria](#) ↗

Entry Requirements

[Course Specific Requirements](#)

[Access & Supporting Qualifications](#)

[English, Welsh and Northern Irish Qualifications](#)

[Other Qualifications](#)

[Scottish Qualifications](#)

[Click here for more information](#) ↗

[Other Tariff Qualifications](#)

Fees, bursaries and financial support

[Fees for home students](#)

[Bursary and scholarship outline](#)

[Fees for EU students](#)

[Bursary details](#)

[Fees for international students](#)

[Links to further information](#)

Admissions Criteria

Evidence of:

- Potential to successfully complete the programme
- An understanding of what the programme requires
- Independent decision making and commitment
- Capability to contribute to programme and university

Judged through:

- Academic performance to date
- Interview or admissions test (possibly)
- Reference and the **Personal Statement...**

What is a Personal Statement?

- 400 words written by applicant to support application
- Only chance to convey YOU
- **You can only write one**
- Increasingly important element of the application
 - Especially for competitive courses
- Predicted Grades no longer enough to guarantee an offer

What makes a good Personal Statement?

- Should be original, interesting and enthusiastic
 - Varied sentence structure
- Should all be **relevant** - relate *present* to *future*
 - Academic courses/skills
 - Extra-curricular activities
- Should be applying for the course
 - not the *career*
- Should have a strong conclusion

What should it include?

- Reasons for choosing the course/evidence of research
- Academic/personal abilities needed to succeed
- Work experience/voluntary work
- Aspirations (career or academic)
- Further qualifications
- Outside interests
- Deferred entry/positive reasons for

**Saying what you do is not
enough!**

Activity

- What you have done...

Benefit

- What you have learnt from it
- What skills you have acquired

**You need to show
evidence**

Course

- How it relates to your course
- How it will help you succeed at university

Some Examples

I work in a shop where I help customers and...

I undertook work experience in a care home where I talk to residents and prepare meals.

I was part of a football team and have been chosen as captain.

THE

This shows I have good communication skills, commitment and a caring nature.

How long was this for?

What did you gain from doing this placement?

How does it relate to your course?

How

led

age my

ble
ility.

You have lots of transferable skills!

Organisation

Communication

Leadership

Adaptability

Teamwork

Self Discipline

Problem solving

Time management

Initiative

Which are relevant for your course?

Introduction: Why I want to study this course

Main Part: What academic skills and knowledge
do I have that prepare me to succeed in this subject

Work experience / voluntary work / Part-time Job

(You may spend more time on this section for courses where work
experience is a requirement e.g. health-care related courses)

Extra-curricular activities / other qualifications e.g. first aid, DoE

Conclusion

Things to think about

- Have a strong introduction
- Use positive phrasing
 - I learnt from...
 - This has furthered my...
 - I have acquired skills which
- Make it personal
- Have a strong summary
- Draft and re-draft
- Check spelling and grammar!



**Relevance
and Evidence**

Your Reference

Communication between you and your referee is crucial

- Make sure they are aware of what you do outside the classroom e.g. extra-curricular, involvement in school/college activities, work experience
- Teachers like to be positive, but have a duty to you and your university choices to be realistic



4 “R’s” of a Personal Statement

Relevance

Real You

Readability

Realistic

FINALLY...

We recommend that you spend the coming months researching your application

- Have clear goals but also be realistic and listen to the advice of your teachers on your predicted grade
- Ensure deadlines are met and details on UCAS Forms are accurate to avoid delays
- Ensure you are available on A' level Result day to confirm your Firm or Insurance choice, or enter the Clearing Process if necessary
- Good luck for what should be an exciting year ahead for you!

Any Questions?



Personal Statement Workshop

Would you offer a place...?

Pharmacy (4 Years) [MPharm]

Entry requirements

A level: Grades AAB-ABB. This must include Chemistry, either Mathematics or Biology, and one further rigorous academic subject.

Example 1

eg of an Excellent Statement (1)

8 PERSONAL STATEMENT

Why Pharmacy? I first became interested in this field of study by having conversations with some local pharmacy students. I am also very keen and interested to know about medicines and how they can treat different diseases and illnesses in the body. The work experience I have done has reinforced my very intense interest, and after being in the company of a community pharmacist I now know what I would like to achieve in the future. After having gained a professional insight in the profession of Pharmacy; I strongly believe that my logical, analytical and communicative skills would be best suited towards a career in pharmacy.

I am studying Chemistry, Biology and Physical Education for my A Levels. Throughout year 12 I have developed my practical skills immensely and I am now familiar and comfortable working with various types of apparatus and equipment in the laboratory. I am a member of "The Royal Society of Chemistry, ChemNet" where I receive copies of "Chemistry World" and "InfoChem" monthly.

Last July, I spent a week at my local Lloyds Pharmacy. During my time at the pharmacy, I graduated to become a healthcare assistant. This gave me the opportunity to co-work with the pharmacist and a chance to become familiar with people waiting for their prescriptions; by doing this, it helped me exercise my social and communication skills. I was also trained to take prescriptions, to sell over-the-counter GSL medicines under the supervision and guidance of senior staff and give very limited healthcare advice to the public. To gain more experience, I will visit the Pharmaceutical department of a Hospital in October.

I am very active in the extra-curricular activities within the school. I play football and rugby for the school teams and have represented my school in various athletics competitions. For the annual school leistersford I was elected captain of my house, and for the annual sports day I was named as vice-captain for my house. This required great responsibility, hard work and a dedicated and committed member of the "Buddy Leader Award Scheme" which is run by the school's special needs department. Here I am given the opportunity to read books with children who have learning and reading disabilities. I played the role of a fundraiser for the charity "Marie Curie" by swimming 500 metres. I am currently in the middle of achieving my silver award for the "Duke of Edinburgh Award" in school which will provide me with vital survival and leadership skills. For the annual school magazine, I was chosen as sports editor which required responsibility, thought and initiative.

Outside school, I am involved in various clubs and activities. I play football regularly for my local club side; I have represented my county in various competitions at national level and also for the local Academy side. Last season my fellow team mates voted me as Player of the Month for December and January and I was also voted the Players' Player of the Year. The opportunity of playing football has given me essential teamwork skills and has helped me develop my decision making and leadership abilities. I have taken charge of some of my local clubs' training sessions and by playing the role of a coach, this experience has given me great confidence and has developed my communicative skills. I keep in close contact with the Primary School I attended and have assisted in after school P.E. lessons. I am employed as a part-time bar assistant at a local hotel which has improved my social and communicative skills. I also recently took part in a first aid course which has improved my responsibility skills.

Personally, I feel that I have the academic ability and social skills necessary to study pharmacy successfully and to uphold the high standards required. I feel very convinced that pharmacy will be a very satisfying and interesting career for me.

Offered a place

Example 2

eg of an Excellent Statement (2)

8 PERSONAL STATEMENT

COURSE CHOICE: I am committed to pursuing a career in Pharmacy as it encompasses the scientific, social and practical skills that make for an extremely rewarding career. The wide range of careers post registration also excites me. I am keen to pursue my interests in Biology and Chemistry and in particular the biochemistry and organic chemistry components of these subjects which have inspired me during my A level studies. I am looking forward to learning about the different medical conditions and how drug usage can slow down, halt and reverse the disease processes.

WORK EXPERIENCE: My experience at the Pharmacy Open Day at the Royal Victoria Hospital in October 2007 further fuelled my interest in my career choice, as I gained an insight into the work of the hospital's Clinical Pharmacist. I also shadowed a pharmacist in the paediatric ward and was impressed by the interaction between the pharmacist and the patient. To gain experience of the work of a retail pharmacist, I arranged to shadow a pharmacist close to my GP practice. His responsibilities were many and varied and I became aware of how the pharmacist is often the first line of contact for many patients. His expertise in drug usage allowed him to advise and educate patients on dosage and drug interactions. I was impressed by the important clinical role he played in the community in areas such as the new repeat dispensing scheme, medicine for the elderly, emergency contraception, smoking cessation advice and the management of those with drug addiction problems. I particularly enjoyed this clinical side, but gained an appreciation of the strong business element too. I worked as a receptionist in a general practice during the summer of 2008. As well as being the first contact point for patients, I was responsible for processing prescriptions and booking appointments. I enjoyed this experience as the interaction with patients allowed me to develop my communication skills. I spent time with the practice pharmacist gaining an insight into her role in the practice and her involvement in increasing generic prescribing and also in advising on prescribing and drug monitoring. This work experience confirmed that pharmacy was the career for me.

ACTIVITIES AND INTERESTS: My main interest is sport and for the past four years I have played hockey for the school's 1st XI. My ability to work as part of a team together with my determination, motivation, dependability and desire to work with others towards achieving a common goal contributed to me being voted by my peers to become the Captain of the Hockey Club and 1st XI for this year. This challenging role has given me the opportunity to develop my leadership, communication and organisational skills. I have also been a member of the Senior Tennis Team for four years. My commitment to representative school sport has taught me the importance of time management as I must balance my studies with my extracurricular activities. In return for this commitment and enthusiasm I have been rewarded with school honours for hockey and school colours for tennis. I have been appointed a school Prefect this year and I am delighted to give something back to the school by helping with its smooth running. My interest in hockey is furthered outside school. I play premier league hockey for Belfast Harlequins, enjoying playing at the highest level in order to fulfil my potential. Naturally reserved, the social interaction I have achieved through sport has allowed me to grow in confidence. In July 2008 I was part of a team who visited Uganda to work in a school complex in the village of Kitetikka. We painted the school, taught the children games and songs, took assemblies, built a new set of swings and helped in any way we could. I know that the fundraising involved prior to the trip together with my exposure to a different culture and the hardship of others has made me a more rounded individual.

Offered a place

Example 3

eg of a Poor Statement (3)

8 PERSONAL STATEMENT

A county level squash player and regular member of Wigan Athletic Ladies football team has taught me the importance of working hard as an individual and a team member to achieve targets and goals. Determination and dedication are examples of the attributes I needed to attain the levels of achievement in squash and football which in turn bring rewards and a high level of enjoyment. I won the Lancashire County Closed Squash Championships on two occasions, at U15 and U17 level, combining and managing my sporting interests and studies effectively and efficiently. Self discipline and hard work are other important traits in achieving success and I have developed these over the years of attending regular training sessions and playing competitive team and individual sports to a high standard.

I am able to transfer these skills seamlessly into my educational profile, demonstrated in my good GCSE results. At this level I gained 2 A*, 5A's, 3B's and a C grade. In addition, I achieved full marks in my PE practical and obtained an excellence award in English Literature.

My general attitude, hard work and sensible demeanour are qualities that led to my appointment of prefect in year 11 at high school. Similarly, I was appointed football team captain which was a huge honour.

My other personal qualities include, good team player, level headed, thoughtful and sincere. My sporting background has taught me to play hard, but fair and whatever the result acknowledge and respect my opponent(s).

As part of my final year studies at high school I gained two weeks work experience working in a local hotel and sports club. During that period I learned the importance of punctuality and dealing with the general public.

I have chosen to study Pharmacy at university as a progression from 6th form college. I am currently studying Biology, Chemistry and English Combined at A level. I have also completed Mathematics to AS Level. I am keen to develop a career that uses Biology and Chemistry. The importance of the sciences subjects is good as they lend itself to pursuing a career in this field. I will consider my skills as a big strength which will benefit my essay and report writing at university.

My decision to follow a career path in Pharmacy will allow my full potential to develop. I am very interested in science as it involves critical thinking and thinking independently with new ideas. The thought of working as a collaborative team also appeals to me.

I aim to build a career which involves research to help overcome medical boundaries and improve treatment and medicine to the benefit of everyone in society. I am still undecided which specific route my career path will take, whether it is in community pharmacy, hospital pharmacy, pharmaceutical industry or in research. I have no doubt my further studies at university will define a clear way forward and focus on a particular discipline in this broad scientific base.

Finally, I am looking forward to university life and the chance to make new friends from all courses and backgrounds. I fully intend to continue my sporting activities and hopefully I can represent the university at football and squash given the opportunity.

Not offered a place