Facts and Figures from last years’ Gateshead College UCAS Applicants

The Careers Guidance Service delivered 33 UCAS Talks to 528 students (Sep to Oct 2014).

525 individual UCAS Advice Sessions were taken up by students between September 2014 and January 2015.

494 students registered with UCAS.

A total of 424 applications were submitted to UCAS for September 2015 entry (as at September 2015).

352 applicants received offers of a place in higher education. This is a success rate of 83% (as at 29 Sep 2015).

Every effort was made to ensure the information in this guide was correct at the time of publish (Sep 15). Gateshead College reserves the right to amend the information at any time.
Feedback from last years’ Gateshead College UCAS Applicants

100 learners gave feedback on the UCAS support they received from the Careers Guidance Service

99% of learners agreed support from Careers Adviser met their agreed outcomes.

100% of learners agreed they were treated fairly by Careers Adviser with respect to Equality and Diversity.

Learners comments include:

“They didn’t know me personally and it was therefore like a university course leader was reading it but this way you can see what you need to improve on to give you an extra chance.”

“The service I have received today has been fantastic. I was given advice and helped to gain an understanding of what my next step is. Before the meeting I was unsure and somewhat scared to make a choice but now I am feeling confident and I am going to make my decision today!”

“A excellent service from someone you don't know looking at something just like a university would, such a good idea to have within college”

“The service I received was brilliant they went to their best ability to help me achieve the things I needed and made sure that my application was to a high standard and made sure that I was happy throughout the process. They were very cheerful and happy people and I would recommend anyone to come and see them if they are struggling with anything to do with their Excellent service, wouldn’t be able to get into University without the help applications.”

“I was treated fairly with respect and with the support I managed to get my application sent of much sooner than I hoped.”

“Very helpful and informative, excellent advice for whole application process and offered to help further with interview advice.”
Careers Guidance/UCAS Resources

The Careers Library in the IAG Centre at the Baltic Campus should be the focal point of your research and planning when making an application to Higher Education. Students based at other campuses will be able to access paper and electronic resources at their main site of study.

You should research courses for your choices using general guides, reference books and individual prospectuses from universities and Higher Education Colleges. You can also access the UCAS website www.ucas.com which contains course information and links to University and College web pages.

THE IAG Centre at the Baltic Campus is open for access to resources at the following times:
Monday: 9.30am-5.00pm
Tuesday-Wednesday: 9.30am-6.00pm
Friday: 9.30am-4.30pm
Support During your UCAS Application

Applying through UCAS can be a daunting prospect, particularly if you have not completed a competence based application before, or had to write a personal statement.

There is a lot of detail contained in this guide to help you to complete the online application form. The Apply system itself has an online help facility to assist applicants complete their application.

Should you require any further help, or indeed assistance in completing the application, including the personal statement, then the Careers Guidance Service in college is here to help you. The Careers Guidance Service has four Careers Advisers:

- Mike Burns
- Ashleigh Carr
- Gemma Matfin
- Gwen Siegel

All of which can support you with the completion of your UCAS Application

Although we are based at the Baltic Campus, we provide UCAS support at your main centre of study, or you can access our support via email or telephone. When accessing UCAS support please be patient as there are a limited number of advisers for the whole college. You may find that an email or telephone conversation will enable you to access support a lot quicker and easier!

To contact us by telephone call: 0191 490 2216

To contact us by email go to career.guidance@gateshead.ac.uk
UCAS Advice Sessions

The Careers Guidance Service provides support to students seeking advice and guidance when applying to university across college through UCAS Advice Sessions.

The UCAS Advice Sessions provide students with an opportunity to speak to an adviser on an individual basis who need help with any of the following:

- What to study?
- Personal Statements
- Registering with UCAS Apply
- Completing on-line application
- Choices and Deadlines

Typically we do this on a one to one basis, usually 30 minutes per student. The adviser may also be able to provide you with supplementary materials to help support you to write your personal statement and/or complete your UCAS application.

UCAS Advice Sessions for Autumn Term 2015 (Sept 28– Dec 11) (Jan 2016)

How do I access a UCAS Advice Session?

Come along to one of our UCAS Advice Sessions bookable via our online booking system at https://www.gatesheadcollege.ac.uk/Careers/ (you will need your college login details to access this) or in person at the IAG Centre.

Sessions are bookable from 8am for that day.

UCAS Advice Sessions are available at the Baltic Campus IAG Centre and Sports Campus, Student Services Office. UCAS support is also offered at the Automotive Skills Academy (arranged via tutorial).
Your UCAS Advice and Guidance Appointment
September – December 2015

Help us to help you

From September, the careers advisers help many students with their UCAS applications. We can offer 30-minute guidance appointments and we want to give everyone as much support as possible. Please prepare for your UCAS appointment by doing the following things:

**Before your UCAS appointment**

- Read your UCAS Guide
- Be aware of UCAS deadlines (in the Guide)
- Research Higher Education programmes (look at University websites and UCAS website)
- Register on the UCAS application website [www.ucas.com/students/apply](http://www.ucas.com/students/apply)
- Ask your tutor for a Reference as soon as possible
- Start writing your Personal Statement (use the guide to help structure this)

**What you need to do at your UCAS appointment**

- Please be on time for your appointment
- Let us know if you are not able to attend so we can allocate the time to another student
- Don’t forget your Gateshead College student login password
- Don’t forget your **UCAS LOGIN USERNAME** and **PASS-WORD** and **UCAS ID NUMBER**
- If you need advice on your Personal Statement please bring a draft for us to see how far you have got with it

“Thank you for helping to make the sessions run effectively!”
Recommended Timetable

UCAS: Although all universities and Colleges guarantee to consider your application if received by 6pm, January 15th 2016, it is best practice to apply early as some higher education courses fill up quickly by looking at and accepting applications as soon as they receive them. Examples of subjects where you may benefit from an early application include: Physiotherapy, Midwifery and Nursing. Those students who complete well prepared applications by the end of October will stand the best chance of being considered by the universities of their choice.

N.B. If you are considering applications for Medicine, Dentistry or Veterinary Science or are wanting to apply to Cambridge or Oxford, an earlier deadline of **6pm, 15 October 2015** applies.

The UK Clinical Aptitude Test (UKCAT)

Applicants for Medicine and Dentistry courses must also complete the UKCAT. Applicants applying to go to university in September 2016 or deferred entry for September 2017 must complete this test before 06 October 2015. For more information visit [www.ukcat.ac.uk](http://www.ukcat.ac.uk) or contact the Careers Guidance Service.
October
- Students should have attended a UCAS Application talk (normally delivered in tutorial sessions).
- Completed a first draft of your personal statement and had it checked by a Careers Adviser/tutor

November
- Shown your redrafted personal statement to your tutor for checking.
- Attended UCAS Advice Sessions with a Careers Adviser for a final check through of your application.
- **15 November 2015**—this is the College advisory submission date for ensuring your application will reach UCAS by their deadline. By this date you should have had your application checked through by a Careers Adviser and submitted your payment to UCAS (debit/credit card).

Your application will then be held by the Careers Guidance Service who will send your application to UCAS once the college reference has been completed by your tutor and attached to your application.

**NO APPLICATION CAN BE FORWARDED TO UCAS UNLESS THE APPROPRIATE FEE HAS BEEN PAID.**

Students wishing to apply for Art & Design courses need to check whether their chosen course has a deadline date of 15th January 2016 or 24th March 2016. Remember to check the deadline for the course you are applying for at each university.
Late Applications

Applications received by UCAS after 6pm 15th January until 30th June 2016 will be referred to institutions for consideration at their discretion (except art and design courses with later deadline of 24th March).

Applications received after 6pm 24th March until 30th June 2016 for art and design courses with 24th March deadline will be referred to institutions for consideration at their discretion.

All applications received after 30th June 2016 will be entered into clearing.
# Dates for your Diary

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 15</td>
<td>Opening date for receiving applications to UCAS</td>
</tr>
<tr>
<td>15/10/15</td>
<td>Closing date for applications to Oxford, 18:00</td>
</tr>
<tr>
<td>15/11/15</td>
<td>College advisory date for submission of UCAS applications</td>
</tr>
<tr>
<td>15/01/16</td>
<td>Final deadline for on-time applications. 18:00</td>
</tr>
<tr>
<td>24/03/16</td>
<td>Deadline for art and design courses that have a later deadline of 24/3/16</td>
</tr>
<tr>
<td>30/06/16</td>
<td>Last date for all applications before Clearing 18:00</td>
</tr>
<tr>
<td>20/09/16</td>
<td>Last date for applications for courses starting in 2016</td>
</tr>
</tbody>
</table>
Getting Started: Accessing the Apply Website

To begin to complete your UCAS application, you will need to access the UCAS Apply website.

You can access this at:

www.ucas.com/students/apply

Once you have accessed the Apply main page, then you can start to register and use the Apply system.

Registering and Receiving your Login Details

When you access the main Apply 2015 page for Undergraduates, you will see an option to ‘Register/Log in to use Apply’. Click register and you will be presented with the registration pages.

To begin with you need to agree to the ‘Terms and Conditions’ of the Apply system. This essentially covers UCAS sharing your information with universities and that you will not put false statements in your application. Be warned - UCAS do check qualifications etc., so make sure that everything you put in your application is correct, or UCAS can cancel your application!
You then need to enter your details e.g. name, address, email etc. The Apply system uses a postcode recognition system to input your address, although you do have the opportunity to complete the address manually if it does not recognise your postcode.

You will need to enter an email address to register your application. Once your application is set up UCAS will send an email to your email account with a VERIFICATION CODE - this will need to be entered into your application form to verify your email address. You must do this before submitting your completed application.

Always check phone/emails regularly as UCAS will send texts and emails regarding your application rather than via a letter.

Once you have entered all of your details, you will then be asked to create a password and answer 4 security questions. Make sure you remember the answers to these, as UCAS will use these to re-issue your login details should you ever lose them.
Once all of this information has been entered, UCAS will then issue you with a login username. **WRITE THIS DOWN.** Your username will not be displayed again and the Careers Guidance Service **CANNOT** access this for you. Should you lose your username, **you** will have to contact UCAS on (0371) 468 0 468.

When you have completed your registration, you can then click on ‘log in now’.

You will be presented with a screen asking you ‘How are you Applying?’ Click on the ‘school/college’ section, you will be then be asked to input the college buzzword.

For 2016 applications the college buzzword is:

**2016success**

You **must use the College buzzword** to submit your application. Using the buzzword means that your application becomes accessible to the College Careers Guidance Service for adding reference details and sending to UCAS.

Once you enter the buzzword, the system should recognise you as a Gateshead College Student.
It will then ask you to enter the course group you belong to. These are as follows:

<table>
<thead>
<tr>
<th>Course Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Level Academy</td>
<td>All Gateshead College A Level Students</td>
</tr>
<tr>
<td>ESOL</td>
<td>Students studying ESOL qualifications</td>
</tr>
<tr>
<td>Foundation Degree/HND</td>
<td>Foundation Degree or HND students applying for top up years at university</td>
</tr>
<tr>
<td>Foundation Studies in Art &amp; Design</td>
<td>All students studying on this one year pre-degree course</td>
</tr>
<tr>
<td>Full Time Students</td>
<td>Students studying on Extended or other full time level 3 courses, choose your particular subject area</td>
</tr>
<tr>
<td>Access to HE</td>
<td>Students studying on a Access to Higher Education Diploma.</td>
</tr>
<tr>
<td>Other Part time</td>
<td>Any other part time student e.g. GCSE</td>
</tr>
<tr>
<td>Work Based Learner</td>
<td>Apprentices</td>
</tr>
</tbody>
</table>

Once you select this you will be presented with the Welcome Page, which will provide you with your UCAS ID number and enable you to start completing your Application. You will need verify your email address by inputting the Email Verification Code received in an email from UCAS to the address you registered with.

We will now go through each of the sections of the application form. Each sections can be accessed from the menu to the left of the main welcome page.
Entering your Personal Details

In this section, you need to include all of the information required (indicated by a small red star). This section essentially covers your eligibility to study and receive any higher education funding as well as provide UCAS with statistical information on who is applying to university.

If you have any questions about any of the statements, then you can click on the ‘?’ and it will provide you with more information. **Also if a box appears saying ‘see list’ use this to select your answer rather than inputting it manually.**

‘**Is your permanent home in the UK?**’ - The answer to this should be ‘yes’ if you normally live here on a permanent basis. You should answer ‘no’ if you normally live outside the UK.

‘Country of Birth’ - If this is other than the UK, you will then be asked when you first entered the UK.

‘Nationality’ - If you were not born in the UK, and have yet to receive citizenship, this should be your home country. Your nationality will be stated in your passport. If you are a dual national i.e. have 2 passports e.g. Irish - English, French - Canadian, then you can put your second nationality in the ‘Dual Nationality’ section.

‘Area of Permanent Residence’ - For UK applicants this is the region in which you live e.g. Gateshead, South Tyneside, Newcastle upon Tyne, Durham etc. If you stated that you live outside the UK choose the country from the list.

‘Residential Category’ - For all UK/EU nationals, this should be ‘UK Citizen or EU National’. If you are unsure then click on the ‘?’ and it will give you a short series of questions to determine your residential category. It is important that this is completed correctly, as universities use this to assess whether you need to pay home or international fees.
‘Reference Numbers’ - If you have a Unique Learner Number’ enter it into the box, if not leave it blank. If you have or are taking a TOEFL or IELTS test please enter the appropriate test numbers. For further explanation of this click on the ‘?’

‘Fee Code’ - This determines where the main funding will be coming from for your course. **You should select one of the following two codes:**

02 - any degree other than NHS courses  
05 - NHS funded courses  
**DO NOT USE ANY OTHER CODE.**

‘Student Support Arrangements’ - This will be your local education authority e.g. Gateshead, Newcastle, Durham etc.

‘Criminal Convictions’ - Universities and colleges must know about any relevant criminal convictions that an applicant has. For help on this question click on the ‘?’.

‘Nominated Access’ - Include these details if you want someone other than yourself to be able to discuss your application with UCAS. This is considerably useful should you be considering taking a year out.

‘Disability/Special Needs’ - If you have a disability or specific learning disability you can put details here. If not, then select ‘no disability’.

Once these sections are complete, tick the ‘section completed’ box and you can then move onto the next section.
Entering Additional Information

This section is used by UCAS for statistical monitoring. This information will not affect your application.

‘Activities in Preparation for HE’ - Complete this section if you have taken any Aimhigher workshops at a university e.g. the Partners Programme. This does not mean college based UCAS activity or university open days.

‘Parental Education’ - Complete this if either of your parents have a achieved a higher education qualification.

‘Occupational Background’ - this is the job title of either of your parents or guardians who earns the most. If you are over 21, put either your current or most recent job.

Student Finance England

You can make the process of applying for Student Finance quicker by agreeing to UCAS sharing some of your details with the Students Loans Company in preparation. Please remember this is not your actual finance Application.
Your University Choices

For September 2016 you can have a maximum of 5 choices. Please note that students applying to medicine, dentistry or veterinary science have a maximum of 4 choices across these course areas. To enter your choices, click on ‘add a choice’.

You do not need to have the details to hand, UCAS Course Code and UCAS Institution Code can be found by clicking on the ‘see list’ button, and then selecting the correct university and course information.

For ‘Campus Code’ click on ‘see list’ and select the campus you wish to study at. Many universities only have one but those that have multiple e.g. Durham, ask that you identify your chosen place of study. A list appears once you click on the ‘see list’ button.

For ‘Start Date’ you should choose September 2016 UNLESS you are planning on taking a gap year, in which case enter September 2017.

‘Further Details’ are normally identified within university prospectuses. This information is rarely used but it is worth checking if you do need to include anything in the section e.g. Inputting a ‘P’ if applying to Newcastle University Partners Programme.
‘Live at home’
Select this if you anticipate living in your parents/guardians’ home or your own home if you are an independent student. If you are not sure, then select no so universities will consider you for student accommodation.

Point of Entry’ is only used for Foundation Degree and HNC/D students. Contact the Careers Guidance Service for details on what needs to be entered in the box.

Save after inputting each of your choices. Once you have completed all of them, then you will be provided with a summary page.

Art and Design Applications

Art and design courses may use either of two application deadlines: 15th January or 24th March. The later closing date is to allow students taking a Diploma in Foundation Studies (Art and Design) time to identify their specialisation and put together a portfolio of work, which they will need to present at interview.

Students who want to apply for a mixture of courses with different deadlines should not delay submitting their applications beyond the normal closing date (15 January 2016). Provided you have left sufficient room for further choices, these can be added later by using UCAS Track.
Entering your Education and Qualifications

THIS SECTION IS VITALY IMPORTANT FOR UNIVERSITIES TO ASSESS YOUR ABILITY TO COPE WITH HIGHER EDUCATION. THEREFORE IT IS ESSENTIAL YOU COMPLETE IT CORRECTLY!

When completing this section it is necessary for you to enter all existing qualifications and those that you are currently studying. You need to include all qualifications, even those with lower than A-C grades etc.

You will need the following information for qualifications:

- Where it was studied e.g. school, college or university
- When it was studied (Date completed)
- Type of qualification
- Exam Board

This information is usually on result strips or certificates. If you cannot access these then contact the school/college or examination awarding bodies for more information.

You start this section by entering details of where you are studying now, and where you have studied in the past. You can enter up to 10 institutions, but should only go back as far as secondary education. Click on ‘add new school/college’.

Search for the institution name using the ‘find’ button. Type in the first few letters and it should find your school/college/university. Clicking on this will automatically complete the school centre name etc. THIS ONLY WORKS FOR UK AND MAJOR INTERNATIONAL INSTITUTIONS.

At the end of the list, it asks if you received formal qualifications - you should select yes for this, as it allows you to input qualification details for this school/college or university.

Save after each one, adding in additional colleges or schools as necessary.

Do not forget to include Gateshead College!
Once you have completed all of the details of school/colleges, you will be presented with a summary page, as seen here.

You are now ready to start adding in qualifications. Please note that you select the school/college and enter qualifications studied there, then go back to include other qualifications at other institutions.

In the image above, GCSEs would be added under Heworth Grange, A Levels or BTEC Extended Diplomas would be added under Gateshead College.

To make entering your qualifications easier, the College has already tailored the list of qualifications available to those most commonly studied. Should any qualifications you have or are studying not be on this list, then type the name of the qualification in to the search box to search the full listing of qualifications.

**ENTERING GCSEs**

There are 2 main sections to include GCSEs. The main GCSE section is where you input all single GCSEs, Double Awards e.g. Science are then entered into the ‘Double Award GCSEs’ section.

Enter the date you completed the course (usually the June of the year you left school) and the exam board. Finally input your grade. If you are still studying any GCSE’s the grade stays as ‘pending’.

Click on ‘save and add similar’ to continue adding the GCSEs until you have them all included. Be aware that Apply will automatically insert the exam board and date after this, so you need to check if your GCSEs were from different exam boards, and change this accordingly.
A Level entry is almost identical to GCSEs. Again select the subject from the drop down box and enter the exam board. Unless you have already achieved your A2’s, the grade should remain as pending. The date should be when you complete your A levels.

You can also include unit information, and any unit grades you have already achieved in this section.

Once more, click on ‘save and add similar’ until you have completed all of your A Level subjects.

**FOR INFORMATION:** You only need to include A2 level information for all subjects you carry through to A2. Only enter AS level information (in the AS section) if you have certificated these e.g. dropped them at the end of your first year of A levels.

**BTEC/EDEXCEL EXTENDED DIPLOMAS**

You should select ‘BTEC Extended Diploma (QCF)’ and then choose level 3 to show that it is the equivalent of 3 A Levels.

**90 credit dip**

Again select your subject from the drop down list. Your grade should remain ‘pending’ unless you have already completed the qualification and the date should be when you complete it e.g. June 2016.

Once this is complete, click on save.
ACCESS QUALIFICATIONS

Students currently studying an Access to Higher Education Diploma should enter the qualification under Access to HE Diploma (2014 onwards)’. The awarding body should be One Awds.

Module information must be entered for all those modules you are completing as part of your Access to HE Diploma, it is essential that you enter the level and number of credits for each one (Universities must have this information to consider your Application).
Once you have completed all of the qualifications, you will be presented with a summary. This will contain a question about your BTEC Registration Number if you have included BTEC qualifications - this number should be gained from your Tutor or the Careers Guidance Service.

Click on section completed and then move onto the employment section.

**Entering your Employment Details**

You can add up to 5 employers if you wish to include them. If you do not, or have no employment history, just click on section completed.

If you want to include employers then:

- **‘Employer Name’** - Company
- **‘Employer Address’** - Town
- **‘Job Description’** - Job title

Continue adding up to 5 employers then click on ‘Section Completed’ to finalise the section.
Your Personal Statement

THIS IS PERHAPS THE MOST IMPORTANT SECTION OF YOUR APPLICATION FORM. THIS SHOULD ALWAYS BE SHARED WITH TUTORS TO ENSURE REFERENCES ARE APPROPRIATE TO YOUR COURSE CHOICES.

University admissions tutors rarely interview for the majority of courses. Therefore it is important that you impress them in the personal statement, as this is the only way they can gauge your level of motivation and enthusiasm to study their subject.

Your personal statement must contain a minimum of 1000 characters. You can enter up to a maximum of 4000 characters/47 lines of text in the personal statement. You should type your personal statement in a word-processor e.g. Microsoft Word then copy and paste it across into the system. It is best to complete your draft personal statement in Times New Roman, Size 12 font as these are the default settings in the Apply system.

When thinking about your personal statement you should consult your tutor and the Careers Guidance Service on the content.

Content of the Personal Statement

Your personal statement should always be relevant to the choice of course you have made at university. It doesn’t make any sense to them if it isn’t. You should also make sure that you do not waffle and repeat yourself. As a general rule of thumb use examples from recent experience, as the Admissions Tutor is not that interested in your library monitor role when you were in year 6.

There are things you should include:

1. **Why you want to study this subject?**
   - What interests you about it?
   - Any personal experiences which may make you wish to study this area.
   - Are there particular subjects you wish to explore in more detail?
   - Show them that you are enthusiastic about the subject you wish to study at university.

2. **What do you know about this subject already?**
   - How is it related to your college studies?
   - Give examples of areas you have already touched upon and how this will help you at university.
   - Talk about coursework or modules that you particularly enjoyed.
   - Show that you are prepared to study this subject at a higher level.
3. **Any relevant experience/additional understanding**
   - Include details of experience that is relevant.
   - Think about the subject and experience that is necessary - this is an essential section for many degree subjects, including healthcare and medicine.
   - If you are applying for an arts subject, talk about your experience in this area e.g. for an English course you would discuss your favourite author, writing style, theatre visits etc.
   - If you are applying for a science subject, talk about any experiments you may have conducted, any lab experience etc.
   - If you are applying to a vocational course e.g. nursing, physiotherapy then you MUST include details of work placements you have undertook, shadowing, care work etc.
   - When putting in experience, always say what you have learned from it. It is no good just listing it all.

4. **Your Personal Qualities**
   - Are you enthusiastic, motivated, a good time keeper? Then tell the university about it. It is more than your studies that they are interested in.

5. **Career Aims**
   - Do you have any particular career aims. Universities might like to know if you have grand plans! If you haven’t then it isn’t a problem as many students enter higher education without a clue about what they will do afterwards. If you are applying to a vocational subject, then this section will probably not be relevant: if you are applying for nursing then they will assume that you actually want to be a nurse!

6. **Hobbies/Interests**
   - Include details of any hobbies and interests you might have.
   - Universities like applicants who are ‘well rounded’. In other words, who have interests other than their studies. This gives you an opportunity to discuss anything you like to do in your spare time.
   - **DO NOT** mention socialising with friends. Universities assume you probably have at least one friend and will occasionally socialise with them.

7. **What can I offer?**
   - End the statement by telling the university what you have to offer. Are you going to be a benefit to them? Will you be motivated? A good student? Let them know!

**REMEMBER:** You should get the final draft checked by a Careers Adviser before adding it to your application.

Once you have had your personal statement checked, then copy and paste it into the system. You will be told how many lines it is, and how many lines you have left. Save, then preview the statement. If everything is OK, and you have completed all sections of the application, then you will be able to process the pay and send part of the application.
Paying and Sending the Application

You cannot send your application directly to UCAS. It has to come to the Careers Guidance Service, who will attach your reference and then submit it to UCAS. When you have completed all of your application prior to the ‘Pay and Send’ section, you can ask a Careers Adviser to check it through for you in a UCAS Advice Session. If this is not convenient you may email a Careers Adviser and ask for the application to be checked online. They will then get back to you to confirm whether it is ready for submission. Once this is complete, then you can pay and send the application, it will then come through to the Careers Guidance Service.

The UCAS Apply System will only allow you to complete the pay and sent part of your application when you have completed the whole application.

Once you have selected the ‘Pay and Send’ option, it will ask you to read a Data Protection declaration and confirm that it has been understood. Once you have completed this, then you are asked to pay.
You can pay for your UCAS application online using a credit or debit card. **YOU CANNOT PAY USING CASH OR CHEQUE.**

**IF YOU ARE PAYING WITH A CREDIT OR DEBIT CARD WHICH IS NOT IN YOUR NAME, THE PERSON MUST BE PRESENT TO CONFIRM THEY AGREE WITH THE TRANSACTION, OR ALTERNATIVELY MUST BE AVAILABLE ON THE TELEPHONE TO CONFIRM VERBALLY WITH THE CAREERS ADVISER.**

Enter the details of your debit/credit card, your application is then sent electronically to the Careers Guidance Service. You will see the screen giving you a summary of your payment and a receipt number. **YOU SHOULD PRINT THIS PAGE.**
What next?

Once the Careers Guidance Service has received your completed application, and you have made your payment then your application will wait in the system until your reference is complete. Make sure you let the member of staff who is preparing your reference know your application is complete and awaiting a reference. Give the staff member a copy of your personal statement, if you haven't already done so, to help them in the writing of your reference.

Once the reference has been completed and approved, the Careers Guidance Service will attach it to your application and then send your application to UCAS. Once processed you will then receive notification from UCAS.

REMEMBER: If the Careers Guidance Service feel that you could improve on your application, or have missed vital information, they can send your application back to you to amend. In these circumstances, you should receive an email asking you to amend your application, or ask you to attend a UCAS Advice Session to discuss the amends.

The normal method of communication will be via the email address in your UCAS application. PLEASE ENSURE YOU REGULARLY CHECK YOUR EMAILS.

Once the Careers Guidance Service have submitted your application to UCAS, and you have received confirmation from UCAS, you should now use the online ‘Track Progress’ system on the UCAS website to check the progress of your application. Now sit back and wait for the offers to come in!

Replying to your Offers

You should wait until you have received decisions from all of your choices before making your final decisions. Reply to your offers in UCAS Track by the date UCAS gives you. It is vital that you reply to your offers by this date, if not all of your offers will be withdrawn. You will normally accept 2 offers, one firm and one insurance, you will then decline any other offers received. When making decisions your insurance offer should have lower entrance requirements than your firm offer so that it actually is an insurance choice.

<table>
<thead>
<tr>
<th>Last decision received on or before...</th>
<th>Means your reply date is...</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 March 2015</td>
<td>6 May 2015</td>
</tr>
<tr>
<td>7 May 2015</td>
<td>4 June 2015</td>
</tr>
<tr>
<td>4 June 2015</td>
<td>25 June 2015</td>
</tr>
</tbody>
</table>

If you need any more information or support contact the Careers Guidance Service on 0191 490 2216 or via email at career.guidance@gateshead.ac.uk
Financial Support for Higher education

You should be able to apply online from December for your student support. **Do not wait until your place has been confirmed.** You can change any information on your application to Student Finance England at any time prior to the start of your course. For full details about the application process, forms and student calculator see: [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

Students applying to NHS funded courses e.g. Nursing, Midwifery, Physiotherapy etc will have information provided by their chosen institution once their place is confirmed. Further details are on the website [www.nhsbsa.nhs.uk/students](http://www.nhsbsa.nhs.uk/students)

Fact sheets are available from Student Services or you can download them from **Student Advice and Finance Pages on Moodle.** The Students’ Advice Service can also offer detailed advice about entitlement, grants, allowances and welfare benefits. Contact the Student Adviser on (0191) 490 2325 or email student.advice@gateshead.ac.uk

Finance talks are arranged in January/February. **You need to attend one of these to make sure you apply for your full entitlement.** We can offer assistance with your application, but you must have at least registered with Student Finance England first and completed your basic details.

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Every effort was made to ensure the information in this guide was correct at the time of publishing (August 2015). Gateshead College reserves the right to amend the information at any time.