



Applying to UCAS

Guidance for SWAP East Students 2017/18



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1. Introduction

Anyone wishing to apply to a university in the UK must apply via UCAS, using the UCAS online system: www.ucas.com

The application deadlines for 2018 entry are:

15 October 2017

For applications to Oxford, Cambridge and degrees in medicine, veterinary medicine and dentistry.

15 January 2018

For all other applications. This is the deadline most likely to be relevant to SWAP applicants.

Your college will probably require you to complete your application much sooner than the UCAS deadline, in order to leave time for your tutor to write your reference before sending the application on to UCAS.

The UCAS application fee is £24. A reduced fee of £13 is payable if you are only applying for one degree programme (not something we'd recommend). Payment is made online by debit or credit card.

2. Registering with UCAS under SWAP

The first step is to register with [UCAS](http://www.ucas.com). You can do this any time, but please **make sure that you register as a SWAP East student. All SWAP students should apply to UCAS through SWAP.** This flags to admissions officers that you are a SWAP applicant and, therefore, eligible for a SWAP offer. It also means that SWAP can monitor your application and check that it is progressing correctly.

UCAS Registration: Step by Step Guide

Step 1

Click on the *Register* tab in the top right hand corner of the UCAS homepage and then *Undergraduate registration* (see screenshots on page 4).



Events and key dates ▾ Key dates ▾ Find key dates

-  [UCAS Conservatoires Track availability: July/August 2017 - Read more](#) 
-  [UCAS Undergraduate Track availability: July/August 2017 - Read more](#) 
-  [UCAS Undergraduate Track availability: 22 – 23 July - Read more](#) 

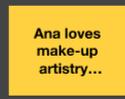
Results & Clearing 2017

 Need Clearing help?	 Track your application	How to use Clearing Related video	
 Check your Tariff points	 Find Clearing vacancies		

Sponsored links

-  [England's top uni for long-term graduate prospects](#)
-  [Can't stop worrying about exam results?](#)
-  [Achieving via Clearing at Kingston University](#)
-  [Do something you love at London Met. 0800 085 3165](#)
-  [Degrees accredited by University of Birmingham](#)

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Events and key dates ▾ Key dates ▾ Find key dates

- [Undergraduate registration](#) 
- [Teacher Training registration](#)
- [Conservatoires registration](#)
- [Postgraduate registration](#)
- [Progress registration](#)
- [Advisers registration](#)
- [Provider registration](#)

-  [UCAS Conservatoires Track availability: July/August 2017 - Read more](#)
-  [UCAS Undergraduate Track availability: July/August 2017 - Read more](#)
-  [UCAS Undergraduate Track availability: 22 – 23 July - Read more](#)

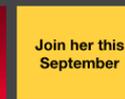
Results & Clearing 2017

 Need Clearing help?	 Track your application	How to use Clearing Related video	
 Check your Tariff points	 Find Clearing vacancies		

Sponsored links

-  [England's top uni for long-term graduate prospects](#)
-  [Can't stop worrying about exam results?](#)
-  [Achieving via Clearing at Kingston University](#)
-  [Do something you love at London Met. 0800 085 3165](#)
-  [Degrees accredited by University of Birmingham](#)

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 CLEARING PLACES AVAILABLE		
		

Step 2 Click on *Register and apply for 2018 entry* (see screenshot below). Then click on *Register*, followed by *Next* (see screenshots on page 6).

Register with UCAS

There are different types of application that you can register for with UCAS – make sure you choose the right one.

If you have already registered go to the sign in page to continue or track your application.

Register for a UCAS Undergraduate course

Click the **register and apply** link to start your UCAS Undergraduate application. You can only apply once in a cycle.

- This route also includes MA/MSc courses in social work, nursing, medicine, LLB accelerated programmes, and Scottish teacher education courses.
- Apply through [UCAS Conservatoires](#) for performance-based courses.
- Apply through [UCAS Teacher Training](#) for postgraduate teacher training programmes.

Please note, registration for our search tool is separate to the registration for Apply.

UCAS Undergraduate Apply is open for 2018 entry. You can start your application now, but completed applications cannot be submitted to us until **6 September 2017**.

Register and apply for 2017 entry



Register and apply for 2018 entry



Step 3	You will be asked to accept the UCAS Terms and Conditions.
Step 4	You will be asked to enter personal information: name, address, date of birth, contact details. Complete the each form and press <i>next</i> .

UCAS

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

2018

apply

Register: Initial details

What is Apply?
Help
Options/Opsiyngau

[Home](#) > Register
 Progress

Compulsory fields are marked with an asterisk (*).

Key[?](#) HelpTitle* [?](#)Gender* [?](#)

Please enter your name as it is stated on official documents, such as your passport, birth certificate or driving licence.

First/given name(s)* [?](#)Surname/family name* [?](#)Date of birth* [?](#)[previous](#) [next](#)

Step 5 You will be asked to make up a password (which must be at least eight characters long, have at least one lowercase and one uppercase letter, one number and one special character). You'll also need to choose four security questions to answer.

UCAS

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

2018

apply **Register: Security**

[What is Apply?](#)
[Help](#)
[Options/Opsiynau](#)

Key

[? Help](#)
[Home](#) > Register

 Progress

Please enter a password and choose 4 unique security questions together with their appropriate answers. Please do not choose answers which might cause offence.

Compulsory fields are marked with an asterisk (*).

Your password must:

- be at least eight characters long
- have at least one lowercase letter (a—z) and one uppercase letter (A—Z)
- contain at least one number (0—9)
- use at least one special character, such as: % \$ £ & @ * ! ?

Our [guidance](#) will help you choose a secure password.

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

Password* ?

Confirm password* ?

It is important that you can remember the answers to your security questions and that they cannot be easily guessed by others. If you lose or forget your password you will be asked one or more of these security questions in order to identify you.

Security question 1* ?

Your answer* ?

Security question 2* ?

Your answer* ?

Security question 3* ?

Your answer* ?

Security question 4* ?

Your answer* ?

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

Step 6	At this point, you will be given a username. Make a note of your username and password. You will need these when you want to log-in again. Click <i>Log in now</i>
Step 7	You will be asked how you are applying. Select <i>Through my school/college</i>

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

2018 apply <Log out

Initial UCAS questions: How are you applying?

What is Apply?

Help

Options/Opsiynau

Key

? Help

Initial UCAS questions

How are you applying?*

Through my school/college ?

Through a careers organisation ?

Through another organisation ?

As an individual ?

next

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Step 8	You will be asked to enter the buzzword. Type in swapeast2018 . Next, confirm that you are registering through the Scottish Wider Access Programme East .
---------------	---

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

2018 apply <Log out

Initial UCAS questions: How are you applying?

What is Apply?

Help

Options/Opsiynau

Key

? Help

Initial UCAS questions

You need to enter your buzzword on this page. If you do not know the buzzword, your tutor or careers adviser will give this to you. You will only need to enter your buzzword at this stage and then it will no longer be needed.

(Buzzwords are case sensitive and should be entered exactly as supplied.)

Buzzword* ?

Your buzzword should have been given to you by your tutor or careers adviser. It is very important as it helps us establish which organisation you are applying from. It also allows your referee to attach your reference and to send your application to us once all parts of the application, including the reference, are complete.

previous next

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2018 apply

Initial UCAS questions: Which centre?

<Log out

What is Apply?
Help
Options/Opsiynau

Key

[?](#) Help

Initial UCAS questions

You are registering through...

Scottish Wider Access Programme, East
34 Buccleuch Place

Edinburgh

...Is this correct?*



Yes No [?](#)

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

Step 9 Select your college and SWAP programme from the list.

2018 apply

Initial UCAS questions: Tutor group

<Log out

What is Apply?
Help
Options/Opsiynau

Key

[?](#) Help

Initial UCAS questions

Please select your tutor group/application group. If you are unsure, please speak to your tutor or careers adviser or select the option 'don't know'.

Tutor/application group*

Edinburgh Sighthill Lang Arts/Soc Sci [?](#)

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

Step 10 You will then be given a UCAS ID number. Keep a note of this; you will need it for all correspondence with UCAS.

Step 11 Lastly, you will need to verify the email address you have supplied; you will see a link that says *Please click here to verify your email address.*

3. Completing the Application Form

The UCAS application is made up of 7 sections, which are listed on the left hand side of the webpage:

1. Personal details
2. Choices
3. Education
4. Employment
5. Statement
6. View all details
7. Pay/Send


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

2018
Welcome
<Log out

Welcome

Personal details

Choices

Education

Employment

Statement

View all details

Pay/Send

Help

Options/Opsiyngau

Welcome

Welcome Nick,

Your Personal ID is: **135-402-8263**

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 [\[Hide video\]](#).



Register: (00:17)
 Log in: (00:31)
 Personal details: (00:59)
 Additional information (UK only): (01:12)
 Choices: (01:22)
 Education: (01:42)
 > Employment details: (01:57)
 Personal statement: (02:10)
 Reference: (02:25)
 View all details: (02:46)
 Pay and send your application: (03:00)

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

! Verify your email address
 Your email address needs to be verified as valid before you send your application to us.
[Please click here to verify your email address](#)

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

- [completing your application](#)
- [applicants applying through a school, college or organisation](#)
- [applicants applying as an individual](#)
- [deadlines for submitting your application](#)

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You can work through the sections in any order you like, but the Pay/Send option is only viewable once all of the other sections are marked as complete. You can log in

and out of the UCAS system as often as you like, but don't forget to save any work you have done before you log out.

Most of the sections in the application are fairly straightforward and self-explanatory. Detailed guidance on completing the form can be found on the UCAS website; it's a good idea to have a look at that before you start.

The document you are reading now is specifically intended to help SWAP students fill in the UCAS application, as there are some particularities which only apply to you.

3.1. Personal Details

This section gathers information on your personal circumstances, including where you live and how your studies will be funded. It is generally self-explanatory; however, you might find the following notes helpful to know.

ULN (Unique Learner Number)	This only applies to applicants in England and Wales. Unless you have studied previously in either of these parts of the UK, you won't have a ULN and should just leave this blank.
Nominated Access	This enables you to nominate someone else to speak to UCAS on your behalf. There may be some circumstances where this is useful (e.g. if you are going to be in hospital or in a remote location at a crucial time). Generally, however, universities much prefer to deal directly with the applicant.
Disability/ Special Needs	This allows you to provide details of any disabilities which may impact on your university studies. Don't worry about disclosing too much in this section. The information is asked for to enable universities to be ready to make adjustments for new entrants. Any details you include here will <u>not</u> be considered by admissions officers when they assess whether or not to offer you a place.
Criminal Convictions	You are asked to declare any unspent criminal convictions. If you are unsure whether you have any unspent convictions, consult the online UCAS advice or speak to UCAS. Having a conviction will not necessarily exclude you from being made an offer, but you should be honest from the start. If a conviction is uncovered at a later date your offer may well be withdrawn or you might be asked to leave if you've already started the course.

3.2. Choices


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

2018
apply
Choices
<Log out

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

Welcome > Choice summary

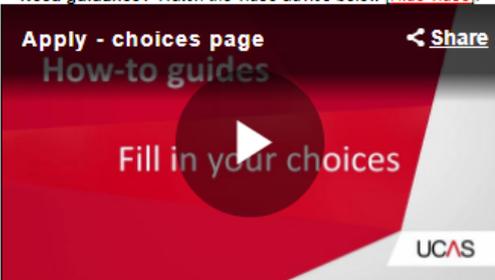
Please make sure you have read the latest information about course fees on our [student finance](#) pages (opens in a new window).

Please add a choice. You can make a maximum of 5 choices.

Compulsory fields are marked with an asterisk (*).

Before leaving this section please click 'save' to avoid losing any information. When you have finished all the entries please click on 'section completed' and 'save'.

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



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

> add a choice

No details entered.

Key

- Completed
- In progress
- Not started
- Help

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This section is where you list the degree courses you want to apply for. You can make a maximum of five choices. It is a good idea to **use all five choices** if you can, especially if you are applying for subjects which are in very high demand (e.g. education, law, physiotherapy, occupational therapy and social work). You should also make sure you **apply to at least one SWAP East partner university** in order to maximize your chance of being made an offer. University admissions staff only see what you have applied for at their institution and don't see what you have applied for anywhere else.

Remember to research the entry requirements you need for all the courses you are applying for. You can find these on the [progression route search tool](#) on the SWAP East [website](#). Try to make sure that **at least one of your choices has lower entry requirements**, as this could provide you with a back-up plan if you don't get the grades you are aiming for.

The order you list your choices in is not important, because the UCAS system will automatically arrange them in alphabetical order. Check that you have typed in the

correct title and UCAS course code, as some courses at the same university have very similar titles and codes.

3.3. Education

This section can be tricky for SWAP applicants. It's very important that you complete the education section in as much detail as possible, making sure to include details of all the units you are currently studying on your SWAP programme as well as full details of your pre-access educational history.

Before starting this section, you should make sure you have a list of all the units you are studying this year, including titles, SQA codes, SCQF Levels and credit values. Ask your SWAP tutor if you are unsure where to find this information.


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

2018
Education
<Log out

Welcome	
Personal details	<input type="checkbox"/>
Choices	<input 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/Opsiynau	

Key

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

Welcome > Education

Compulsory fields are marked with an asterisk (*).

Click on the 'add new school/college/centre' to add the centres you have attended. Enter details of qualifications that you have achieved or are in the process of achieving at that school/college/centre. Click on 'section completed' and 'save' when you have finished.

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



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

You can add up to 10 schools/colleges/centres.

> add new school/college/centre

No schools/colleges/centres entered.

Please state the highest level of qualification you expect to have before you start your course* Below honours degree level qualifications ?

section completed

save

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Step 1

You should start by indicating that you are on a SWAP Programme.

1. Click on *add new school/college/centre*. You will see that the space for *School/college/centre name* is filled in grey.
2. Click on *find*, then type in SWAP. A message will appear saying *No matches found*.
3. Click on the link below which says *Click here to enter my school or centre details manually*. You will then be able to type in your school/centre name yourself.
4. Type in **Scottish Wider Access Programme East** for the school/college/centre and **S75367T** for the centre number.
5. Type in your start and finish dates (most likely August 2017 and June 2018). Indicate that your programme is full-time and that you will receive qualifications from the centre. An automatic warning will pop up stating "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". You can ignore this and click save.



Welcome	
Personal details	<input type="checkbox"/>
Choices	<input 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/Opsiynau	

Key

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

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*

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?*

Step 2

Next you need to list all the units you are taking this year—admissions officers must see this information.

1. Click on *add qualifications* and you will see a link for *National Units-Scotland* under the heading *Popular qualifications*. Click on the link. Now, you will be able to input the details of all the units you are taking on your access programme.

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

2018
Education
<Log out

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

Key

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

Welcome > Education > Choose qualification

Please search for the qualification title, eg 'A level' and not the subject, eg 'chemistry'.

Overseas qualifications will be listed alphabetically under the name of the country they were taken in.

Search:

Or select from the popular qualifications listed below

Popular qualifications

[National Units-Scotland](#)

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N.B.

Qualification Date. You should put the date when you will finish the qualification (e.g. June 2018).

Level. This refers to the SCQF Level of the unit. Your units will be level 5, level 6 or in rare cases, level 7. Check with your tutor if you aren't sure.

Result. Since you have not yet gained the qualification, you should select *Pending* from the drop down list.

UCAS

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2018
Education
<Log out

Welcome

Personal details

Choices

Education

Employment

Statement

View all details

Pay/Send

Help

Options/Opsiynau

Welcome > Education > Enter National Units-Scotland

National Units-Scotland

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

Title and unit code* ?

Qualification date* ?

Awarding organisation* (other) ?

Level* ?

Result* (other) ?

> back to summary

Key

Completed

In progress

Not started

Help

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- You should also add Prep for HE and any college-based units you are taking. Just type in the title of the unit; you don't need a code, since it is not an SQA unit. For the awarding organisation, type in "College" in the *(other)* box. The level will most likely be either SCQF level 5 or level 6.

Step 3

If you are taking external exams such as Highers or National 5s, these are added separately.

- Click on *add qualification*.
- Enter the qualification type into the search box (e.g. National 5 or Higher). It should then appear in a list. Click on the relevant exam type.

- Select the subject from the drop-down menu, enter the date you will take the exam, and choose *Pending* for the result. You do not need to enter details of the individual units again here.

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

2018
apply Education
<Log out

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

Key

- Completed
- In progress
- Not started
- Help

Welcome > Education > Enter Scottish Highers

Scottish Highers

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

You should not enter details for the units that make up these qualifications unless your chosen universities or colleges have asked you to provide this information.

Number and title*

Qualification date*

Awarding organisation*

Result*

Module / unit 1

Unit number and title

Qualification date

Result

[> back to summary](#)

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When you are finished you should be able to see all of the units you are taking this year listed, as well as any external exams you need to sit in June.

N.B. The screenshot below is just an example. Each programme is different; you will need to make sure you list the units relevant to your programme.

 Please select the highest level of qualification you expect to have before you start your course.

Warning: please enter your SCN, as you have entered Scottish qualifications.

You've added details for 1 school/college/centre(s) so far. You can still add details for 9 more.

[> add new school/college/centre](#)

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.

				> edit
				> remove
Scottish Wider Access Programme East (S75367T, 08/2017 - 06/2018, FT)				
National Units-Scotland				
Communication FA1W 12	06/2018	SQA	6	
Core Maths 3 D11T 10	06/2018	SQA	4	
Creative Writing DQYF 12	06/2018	SQA	6	
Historical Study: European and World H20D 76	06/2018	SQA	6	
Historical Study: Scottish H205 75	06/2018	SQA	5	
International Issues H23G 76	06/2018	SQA	6	
Literature 1 FA58 12	06/2018	SQA	6	
Moral Philosophy H24M 76	06/2018	SQA	6	
PC Passport F1FC 11	06/2018	SQA	5	
Political Structures DV4T 11	06/2018	SQA	5	
Preparation for Higher Education	06/2018	College	6	
Psychology: Individual Behaviour H261 76	06/2018	SQA	6	
Psychology: Research H260 76	06/2018	SQA	6	
Psychology: Social Behaviour H262 76	06/2018	SQA	6	
Sociology: Human Society H26J 75	06/2018	SQA	5	
Sociology: Social Issues H26L 76	06/2018	SQA	6	
Using Learning Skills ED4X 11	06/2018	SQA	5	

[> add National Units-Scotland](#)

[> add qualifications](#)

Candidate Number for Scottish Qualifications



Adding Previous Qualifications

Enter details of any educational qualifications you gained before you started the SWAP access programme, regardless of how much time has elapsed since then. Click on *add new school/college/centre* to add these details. If you gained qualifications at more than one school or college, you will need to add each separately. Most schools and colleges in the UK are already listed on UCAS and will appear automatically when you type the name into the search box.



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

Key

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

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*

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?*

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You should now see that school/college/centre listed on the summary screen below the SWAP entry. Click on *add qualifications* to enter details of the qualifications you gained at school. If you didn't gain any qualifications at the school/college/centre you entered, then just leave this blank. Once complete, you should see a full list of everything you are taking this year and all the qualifications you already have.

If you have lost or forgotten details of previous qualifications, the relevant awarding body (e.g. SQA for Scottish qualifications) might be able to help you. If you are offered a place at university, you could be asked to supply copies of educational certificates, so it is important to make sure that you are entering accurate information.

The screenshot on the next page is an example of what your final education summary page will look like. For each student this will be different, since it depends on the access programme you do and your own educational history.

You've added details for 2 school/college/centre(s) so far. You can still add details for 8 more.

> add new school/college/centre

Scottish Wider Access Programme East (S75367T, 08/2017 - 06/2018, FT)

> edit

> remove

National Units-Scotland

Communication FA1W 12	06/2018	SQA	6
Core Maths 3 D11T 10	06/2018	SQA	4
Creative Writing D0YF 12	06/2018	SQA	6
Historical Study: European and World H20D 76	06/2018	SQA	6
Historical Study: Scottish H205 75	06/2018	SQA	5
International Issues H23G 76	06/2018	SQA	6
Literature 1 FA58 12	06/2018	SQA	6
Moral Philosophy H24M 76	06/2018	SQA	6
PC Passport F1FC 11	06/2018	SQA	5
Political Structures DV4T 11	06/2018	SQA	5
Preparation for Higher Education	06/2018	College	6
Psychology: Individual Behaviour H261 76	06/2018	SQA	6
Psychology: Research H260 76	06/2018	SQA	6
Psychology: Social Behaviour H262 76	06/2018	SQA	6
Sociology: Human Society H26J 75	06/2018	SQA	5
Sociology: Social Issues H26L 76	06/2018	SQA	6
Using Learning Skills ED4X 11	06/2018	SQA	5

> add National Units-Scotland

> add qualifications

Linlithgow Academy (69866, 08/1990 - 06/1996, FT)

> edit

> remove

Scottish Highers

Geography C733 76	C	06/1996	SQA
Mathematics C747 76	C	06/1996	SQA

> add Scottish Highers

Standard Grade

Accounting and Finance	2	06/1994	SEB
Economics	2	06/1994	SEB
English	3	06/1994	SEB
Geography	3	06/1994	SEB
German	2	06/1994	SEB
Mathematics	2	06/1994	SEB
Physical Education	3	06/1994	SEB
Science	3	06/1994	SEB

> add Standard Grade

> add qualifications

Candidate Number for Scottish Qualifications

 ?

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

 ?

section completed

save

EU/International Qualifications

If you have previously studied outside the UK, your school/college is unlikely to be listed and you will need to type it in (follow Step 1) and then add the qualifications you gained there. Leave the *Exam centre number* blank.

Overseas qualifications are listed alphabetically under the name of the country they were taken in. When you have added details of your school or college, click on *add qualifications*. In the search box, type in the name of the country you studied in. This will bring up a list of qualifications from that country. If your qualification is not listed, go back to the education home page and type in “Other” in the search box. Then choose from the options listed (e.g. Other (International EU Qualifications)).

Below is an example of the choices that appear when you enter “France” into the search box.

The screenshot shows the UCAS 2018 apply Education page. The top navigation bar includes the UCAS logo, a 'Contact us | Help | Print page' link, and a '<Log out' button. A red banner at the top contains the text '2018 apply Education'. On the left, a sidebar menu lists various sections: Welcome, Personal details, Choices, Education (highlighted), Employment, Statement, View all details, Pay/Send, Help, and Options/Opsiynau. Below the sidebar is a 'Key' section with checkboxes for 'Completed', 'In progress', 'Not started', and 'Help'. The main content area shows the breadcrumb 'Welcome > Education > Choose qualification' and a search instruction: 'Please search for the qualification title, eg 'A level' and not the subject, eg 'chemistry''. Below this, it states 'Overseas qualifications will be listed alphabetically under the name of the country they were taken in.' A search box contains the text 'france'. The search results are a list of links for various French qualifications, including Brevet d'Etudes Professionnelles, DUT, Baccalaureat, Brevet de Technicien (BT), Baccalaureat Technologique (BTn), Brevet de Technicien Supérieur (BTS), Brevet des Colleges, and Option Internationale du Baccalaureat (OIB). At the bottom, there is a section for 'Or select from the popular qualifications listed below' with a link for 'National Units-Scotland'. The footer contains 'About us | Terms & conditions | Privacy policy' and '© UCAS 2017'.

3.4. Employment

This section is only for details of paid employment. Details of any voluntary work, work experience or work shadowing that you have done should be included in your personal statement.

3.5. Personal Statement

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-processing package and paste it in to Apply.

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



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

Personal statement

Click 'save' within **31 minutes** so that your work is not lost.

You have used 0 of 47 lines based on the preview and 0 of 4000 characters.

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

?

This is your key opportunity to demonstrate to university admissions officers that you deserve a place at their university. You are aiming to show that you are **committed** to your chosen subject and that you have relevant **skills and experience** to succeed at university.

There is no right or wrong way to write or structure a personal statement; you need to find a way that suits you. It is important to keep it clear, concise, relevant and interesting. Admissions officers read thousands of UCAS applications, so try to make yours stand out— for the right reasons!

You are allowed a maximum of 4000 characters in 47 lines (including spaces and blank lines). This may sound like a lot, but it isn't. It's a good idea to work on the application in Word or Pages and then copy and paste it into the online form once you're happy with it. This means you can count characters and edit as you go along; it also means you won't risk being "timed out" and losing your work.

3.6. What should your personal statement cover?

In the first place, it is sensible to highlight that you are a SWAP student. Then, you should aim to cover the following four areas.

Why?

- Why do you want to go to university?
- Why have you chosen these subjects and degree courses?
- How do you demonstrate enthusiasm for education and commitment to academic work? (It's especially important for adult returners to show they will cope with university).

Chosen subjects

- What aspects of the subjects are you most interested in and why?
- What are your expectations of the course? What are you hoping to learn more about? (N.B. Make sure you have researched what the course actually offers).
- How might you use the skills and knowledge you will gain? For example, do you have any particular career aspirations? (Don't worry if you don't).
- If you are applying for courses in more than one subject, you should try to cover all of them, which is not always easy.

Knowledge, experience and skills

- Do you have any relevant study experience or qualifications? How has this developed your knowledge or passion for the subjects you want to study?
- Do you have any relevant experience (e.g. employment, placements or volunteering)? What skills did your experience develop? How will those skills benefit your studies?
- Have you had any experiences which have helped to develop transferable skills (e.g. organizational skills, communication skills, analytical skills or team-working)?

Notable achievements and personal attributes

- Have you been involved in any activities or do you have hobbies which might be relevant to your studies?
- Do you have any notable personal achievements which are worth a mention?
- What are the qualities which set you apart from other applicants?
- How will you contribute to university life?
- Do you have any examples of when you have demonstrated desirable qualities, such as commitment, determination and reliability?

University admissions officers are looking for evidence of maturity, ability, commitment and knowledge of your subject.

Advice on writing your personal statement can be found on the [UCAS website](#). You might also find it helpful to have a look at the UCAS personal statement [mind map](#) (a version is included at the end of this document).

3.7. Personal Statement: Dos & Don'ts

Do	Don't
Make a plan.	Leave it to the last minute.
Draft, redraft ... and redraft again.	Think you can get it right first time.
Try to be clear and concise and have an enthusiastic, professional tone.	Waffle, repeat yourself or use long sentences.
Be careful with humour, quotes or anything too unusual.	Use slang, colloquial (spoken) language or clichés.
Give examples of achievements and say what you learned from them.	Just list your skills and attributes. You need to show evidence and relevance.
Have a strong introduction and conclusion. A sentence for each is fine.	Start randomly or end suddenly—or both!
Be honest about your skills and achievements.	Copy. UCAS uses plagiarism detection software to screen applications. It will flag up any similarities with other statements (past or present).
Read over what you have written and get someone else to read it too.	Forget to check for spelling and grammar mistakes.
Say that you are a SWAP student.	Mention universities by name unless you are only applying to one.
Submit it as early as you can, so that your tutor has plenty of time to write a reference for you.	Expect your tutor to write a reference the day before the UCAS deadline. Or to check that you have filled the form in correctly or made appropriate choices—that is your responsibility.

4. What happens next?

When you have completed all seven sections and you are happy that your personal statement is as good as it can be, you are ready to submit your application to your tutor. You'll only be able to do this if you have paid the UCAS fee. If you need to change anything you'll need to ask your tutor to send the form back to you.

Your tutor will then write up your reference and, provided they are happy with the rest of the application, they will submit the application to UCAS. **Once the application has been submitted to UCAS no changes can be made.**

When will I hear back from my choice?

It depends on the university and the subject. Some universities process applications very quickly and others take a lot longer. Most universities will aim to decide by end of March but the final deadline for their response is 5 May. Some of your classmates may hear back before you. This does not necessarily mean that you have been unsuccessful. It just means you have to be more patient.

How long do I get to decide?

If you hear back from all of your choices by 31 March, you have until 3 May. If you don't hear back from all your choices until after 31 March, you have until 7 June to decide. **If you don't reply by the deadline all of your offers will be declined automatically.**

What if I get no offers from any of my choices?

You can use **UCAS Extra** to add an extra choice. If you've used all five choices and have had no offers or have declined all your offers, you are eligible to use UCAS Extra. See [Extra choices](#) on the UCAS website for information.

What if I don't get what I need to get into either my firm or insurance choice?

You may still be able to find a suitable place via the **UCAS Clearing** system. UCAS Clearing opens in July. Not all universities will enter clearing and there will only be places on a few courses. Check what's available and contact the relevant university directly if you see anything of interest. See the [Clearing](#) section of the UCAS website for info. If all else fails, your SWAP qualification is valid for another year and so you could apply again next year or you could look at alternatives, such as an HNC/HND at college, which could potentially still lead you to university.

5. UCAS Process

After the 15 January deadline, universities start to consider applications and will decide whether to make you an offer. This could take months, so you'll need to be patient. For some subjects (e.g. primary education, nursing and social work) you might be invited to attend an interview.

Hopefully you will receive at least one offer. Your offers are most likely to be **conditional (C)**. You'll need to meet the specific conditions set by the university to be given the place. The university will tell you what these are when it makes the offer.

You decide (by a specific date) whether you want to **accept** or **decline** your offers. You can accept two offers, one as your **firm choice** and one as your **insurance choice**. You are committed to taking up your firm choice if you meet the entry conditions. Your Insurance choice is your back-up, in case you don't meet the conditions. So, ideally, your insurance choice should have lower conditions of offer.

In June, you'll be given your final SWAP profile grades by your college tutor. SWAP East will send those on in early July to the universities you have made your firm and insurance choices with.

If your offer is conditional only on achieving specific profile grades, the university will then either change your offer to unconditional, if you've got the Grades you need, or retract it, if you've not got what you needed. If your offer is also conditional on external exam grades, the university will wait until it receives your exam results from SQA in August before confirming your offer.

If you've got a university place, you'll receive written confirmation from UCAS; then you can start getting yourself organised for university. If you've not managed to get a place yet, you might still be able to find something suitable through UCAS Clearing, which opens in July.

6. Help and Advice

Your college is likely to have guidance or student support staff who can advise on the UCAS application process. Lots of useful hints and tips can be found on the UCAS [website](#). If you encounter any technical problems or need to make a change to your application once you've submitted it, you should contact the UCAS Helpdesk on 0371 468 0468.

SWAP East is happy to help with any queries or problems relating to your UCAS application. We can be contacted on 0131 650 6816 or 0131 650 6685 or by email at swapeast@ed.ac.uk

A list of useful links for university applicants is provided below. There are more, but these are a good start.

Researching Degrees and Universities
http://swapsurvey.org/progression/east Search degree progression routes at SWAP East partner universities.
www.UCAS.com University and Colleges Admission Service: The online system for applying to any UK university. Also provides details of all degree programmes at UK universities.
www.thecompleteuniversityguide.co.uk/ Information on UK universities and degree courses.
https://unistats.direct.gov.uk/ Compares UK universities and degree courses on the basis of performance in the annual National Student Survey.
https://www.timeshighereducation.com/student/news/complete-university-guide-reveals-its-top-uk-universities-2018 The Times.
Researching Future Careers
www.myworldofwork.co.uk Help and advice on careers
www.prospects.ac.uk/ Careers information for graduates
Fees & Funding
www.saas.gov.uk/ Student Awards Agency Scotland. Information on tuition fees and student loans.
http://www.scottishwideraccess.org/files/documents/SWAPEast/2017_18_funding_guidance.pdf Funding guidance for SWAP East students.
Writing A UCAS Personal Statement
www.ucas.com/how-it-all-works/undergraduate/filling-your-application/your-personal-statement UCAS advice on how to write your personal statement.
http://university.which.co.uk/advice/your-ucas-personal-statement-10-more-things-to-put-in Tips on writing your personal statement from Which?

www.telegraph.co.uk/education/universityeducation/9565872/Personal-statement-Ucas-guide-to-the-personal-statement.html

Advice from a UCAS director.

UCAS Extra & UCAS Clearing

www.ucas.com/how-it-all-works/undergraduate/tracking-your-application/adding-extra-choices

Information on how UCAS Extra works

<https://www.ucas.com/ucas/undergraduate/apply-and-track/results/no-offers-use-clearing>

Information on how UCAS Clearing works.

See also <https://www.ucas.com/sites/default/files/personal-statement-mind-map.pdf>

MY UCAS PERSONAL STATEMENT

