Applying through UCAS

For courses starting in 2025

Updated by UCAS: 09 April 2024

Updated ESFC: 12 June 2024

UCAS

Esher Sixth Form College 2025 UCAS Apply deadlines

Students **must** have **a face-to-face** (*in person or Teams*) **HE discussion meeting** with a member of the Progression Guidance team **before** paying and submitting their form. **No forms will be processed** until the face to face meeting has occurred. Please note our 'turn around' time commitment is only valid for forms submitted **without errors**. These deadlines apply to post-results ('6.3') applicants also.

Applications can be submitted from the start of teaching in the autumn term, Monday 9 September 2024.

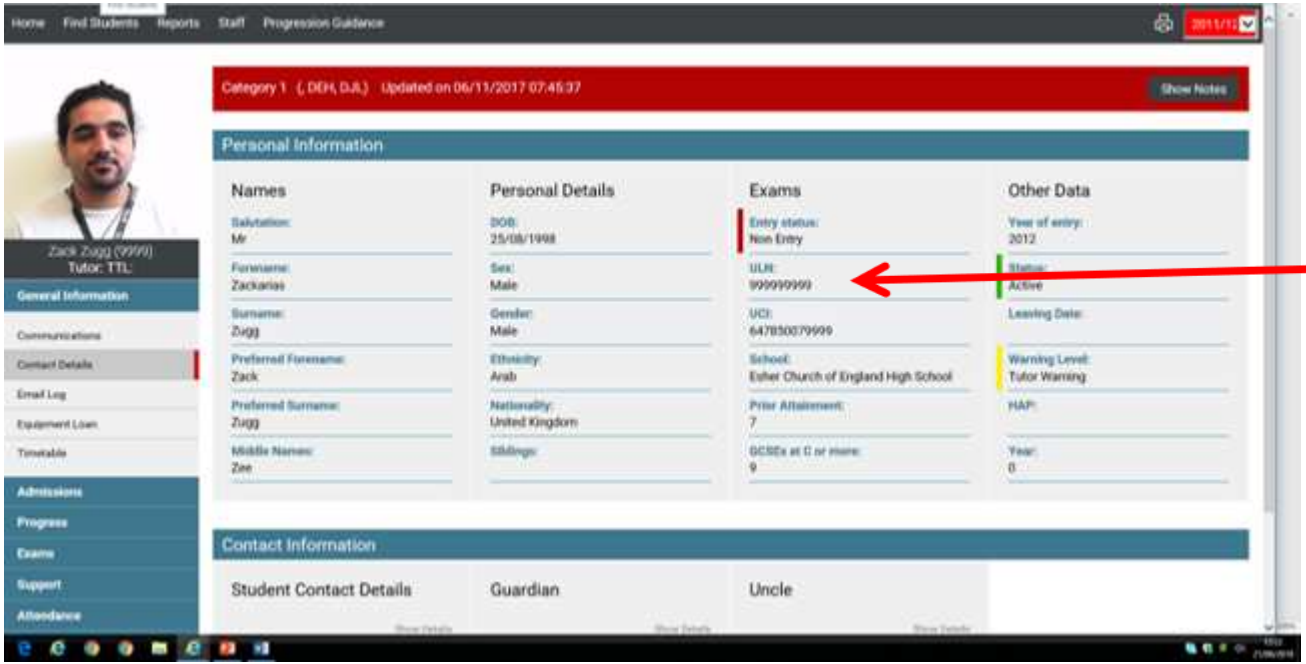
Type of application	**You must submit your form before …**	**…and we will send your form to UCAS**
Medicine, Veterinary Science, Dentistry and Oxbridge applications	8am on **Wednesday 25 September 2024**	by the UCAS early deadline of **15 October 2024**
Competitive applications *(if you want your form to be processed with 10 working days)*	8am on **Monday 21 October 2024**	within **10 working days** of the form being received, provided it is **error-free**
General applications	8am on **Monday 11 November 2024**	by the end of the autumn term, **Friday 20 December 2024**
General applications - final deadline	8am on **Monday 25 November 2024**	by the UCAS final 'equal consideration' deadline, **29 January 2025**

Forms handed in after 25 November will probably meet the 29 January UCAS deadline, but we **do not guarantee** this.
Most universities operate a policy of **'first come, first served'**. An **early application** for any course at any institution **optimises** the chance of receiving an offer. **Get it right, get it checked, get it in!**

Before you begin

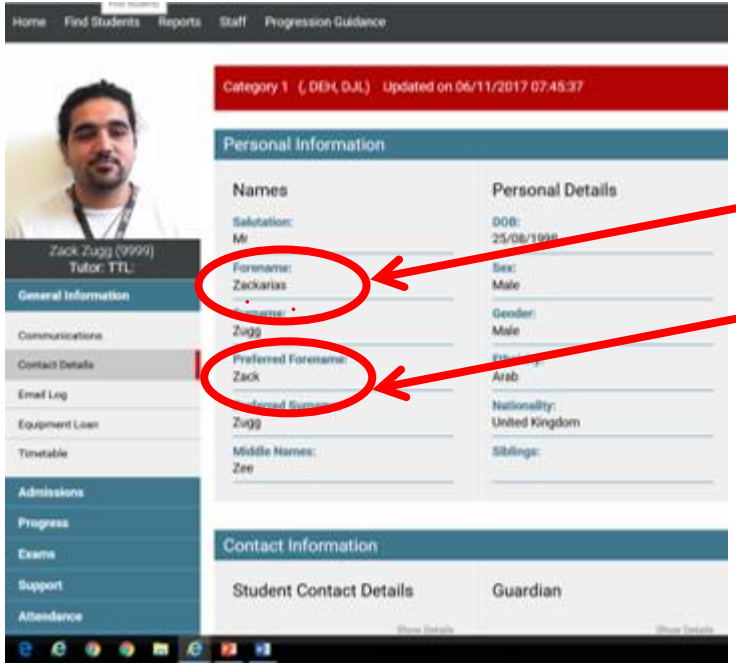
- Information you enter onto your UCAS form must be **accurate**
- Esher Sixth Form College has to **confirm** that certain details are correct
- These include your **full legal name**, all your examination results and your **area of residence**
- We do this by checking against your College **database** entry
- **Record** this information on your After Esher Day handout

Open your database entry on the college portal



This is your Unique Learner Number

Is your college database entry completely accurate?



This should be your formal, legal first name

This is the name you want to be known by

If the data is wrong, you must send a scan of the correct certificates to *MIShelpdesk@esher.ac.uk* and get it changed before you submit your UCAS form.

Are your GCSE results accurate?

(exams > entry qualifications)

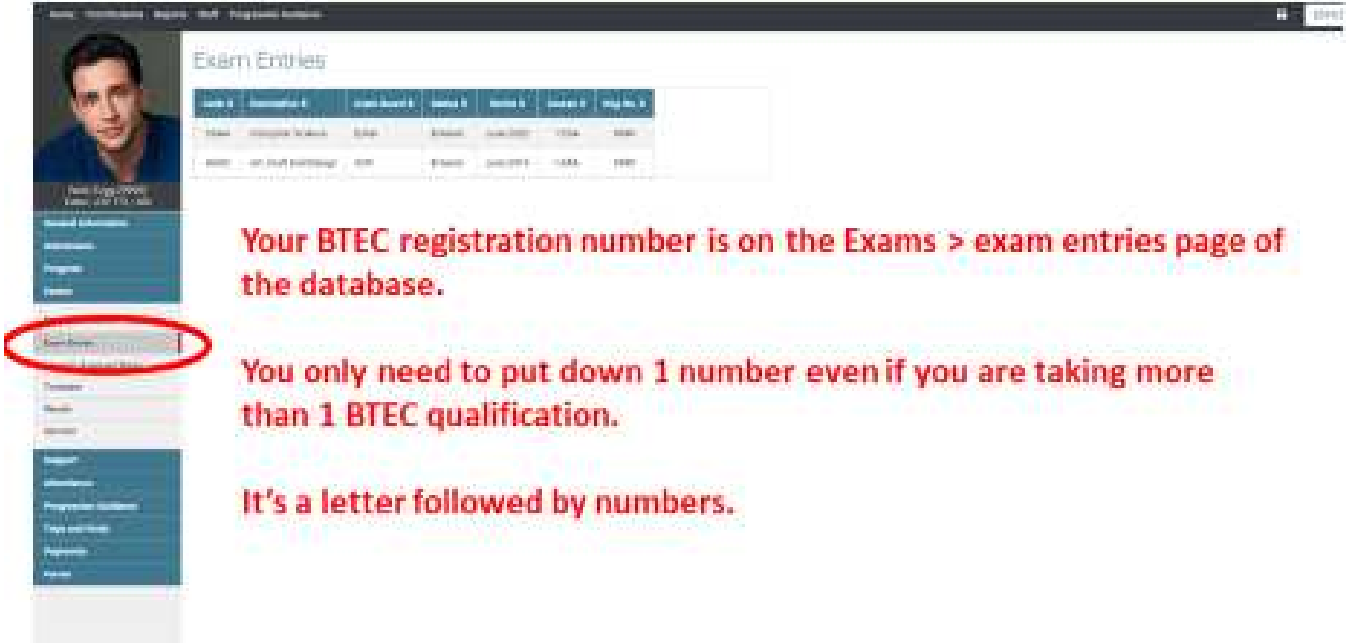
Send scans of GCSE certificates to *MIShelpdesk@esher.ac.uk* if any of these are wrong.

Entry Qualifications

UCI:	Prior Attainment Academic:	Prior Attainment General:
647851239999A	0.00	0.00

Subject	Type	Exam Board	Level	Grade	Session
Combined Science (Higher Tier)	GCSE Double Award (9-1)	Pearson	Level 2	8-8	June 2020
English Language	GCSE (9-1)	AQA	Level 2	9	June 2020
Mathematics	GCSE (9-1)	AQA	Level 2	9	June 2020

Your BTEC number *(if applicable)*



Your BTEC registration number is on the Exams > exam entries page of the database.

You only need to put down 1 number even if you are taking more than 1 BTEC qualification.

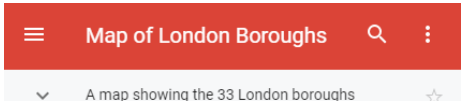
It's a letter followed by numbers.

Your ‘area of residence’

This is very important and harder to complete than you think!

It is the county or borough to which you pay **Council Tax**. It is NOT your postal address.

Use the interactive London borough map
Click the search icon and enter your postcode.



If you are not in a purple-shaded London Borough, you’re in almost certainly in Surrey!

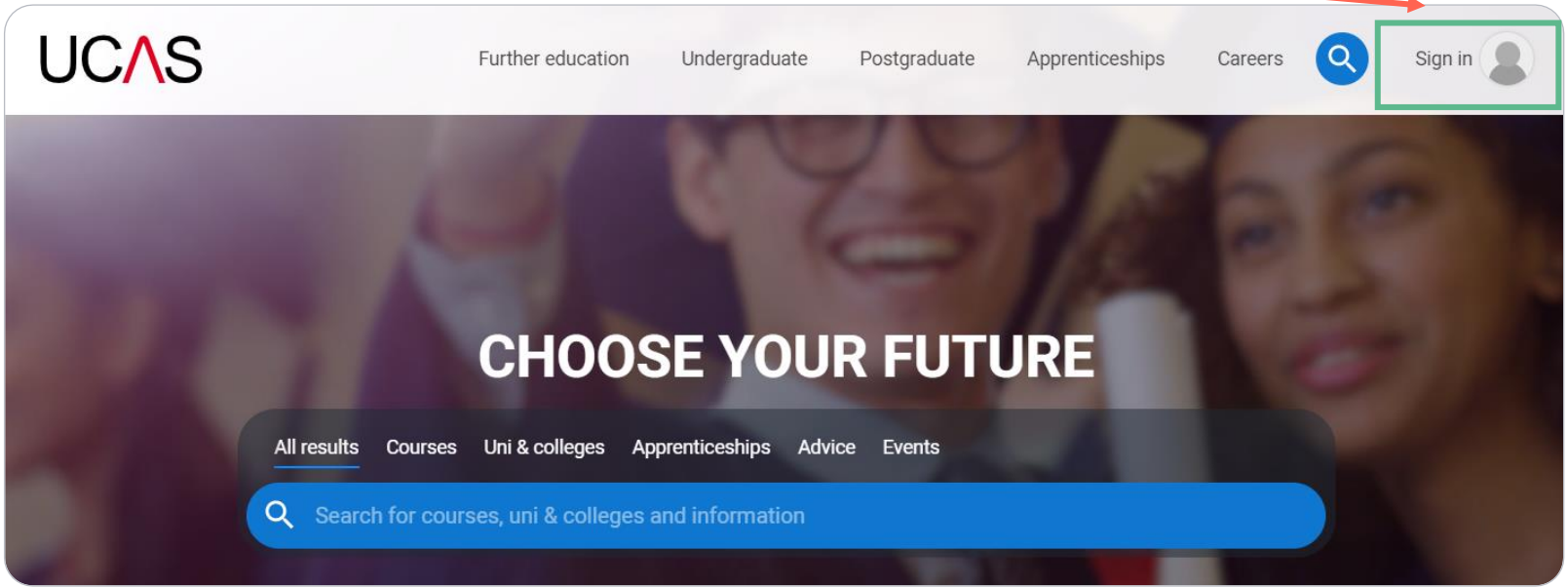
Thames Ditton, Claygate, Hinchley Wood, Long Ditton, the Moleseys, Esher, Walton, Weybridge, Hersham are all **Surrey.**

Note your area of residence on your handout.

Registering for a UCAS hub account…

Registering for an account

Head to ucas.com and select Sign in.

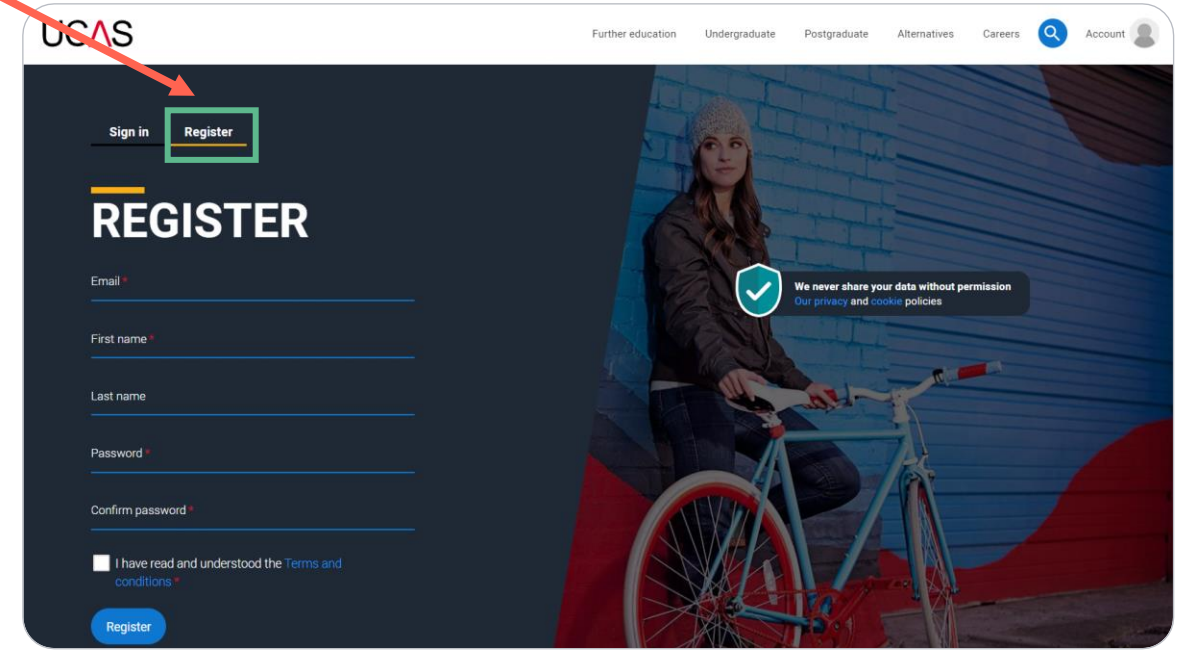


Registering for an account

Complete the short form. Make sure the **password** is **memorable.**

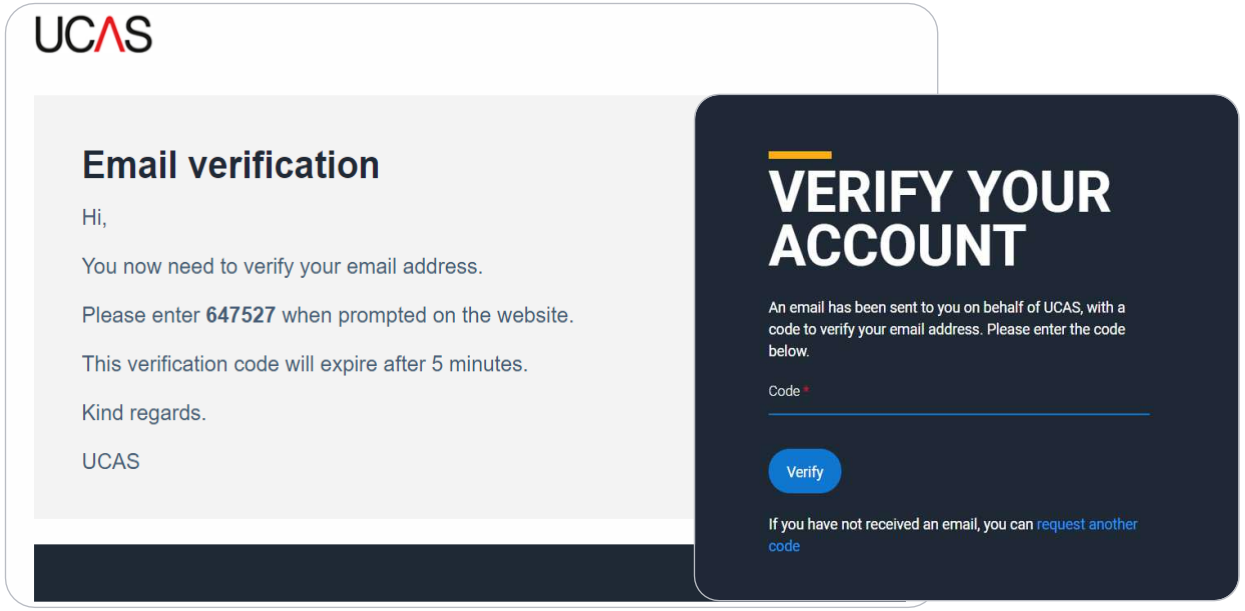
Use a **personal email address not your college one.**

You will have to **verify** this email address shortly so make sure it is one you have access to.



Registering for an account

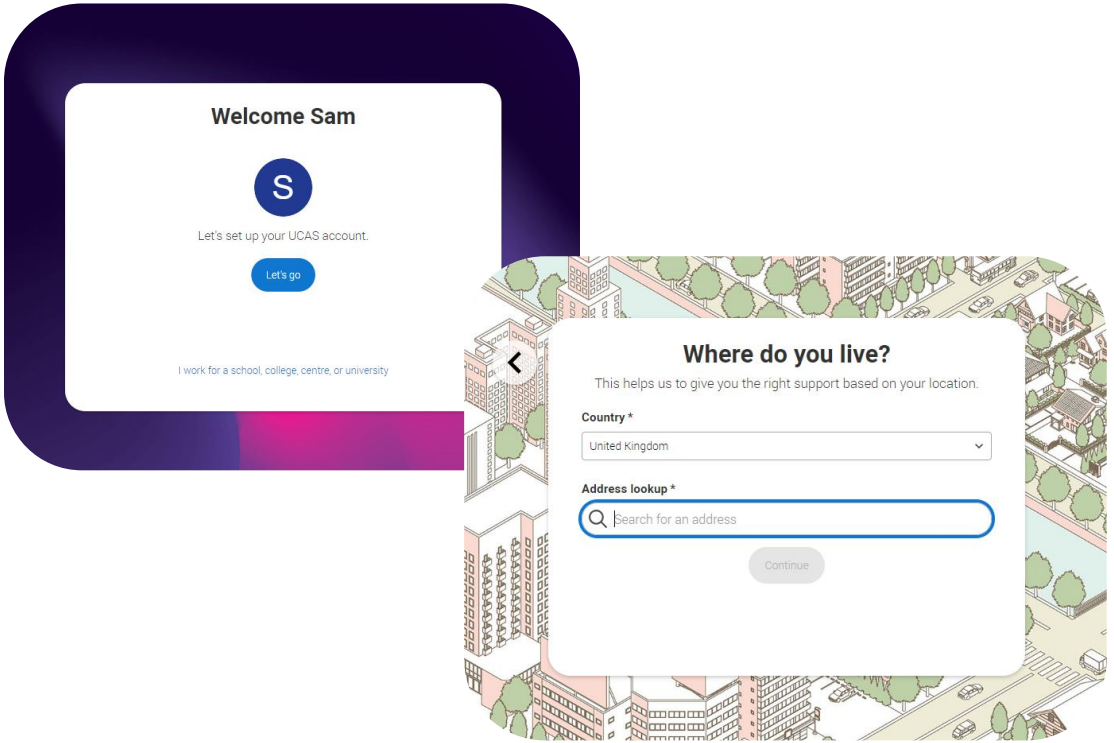
You'll get a **code by email** to **verify** your email address



Registering for an account

Once you've registered, we ask you a few questions like when you want to start studying, where you live and what you're interested in so we can tailor the information you see.

Make sure you choose the correct study year, 2025 if you want to start next year, including if you want to defer entry.

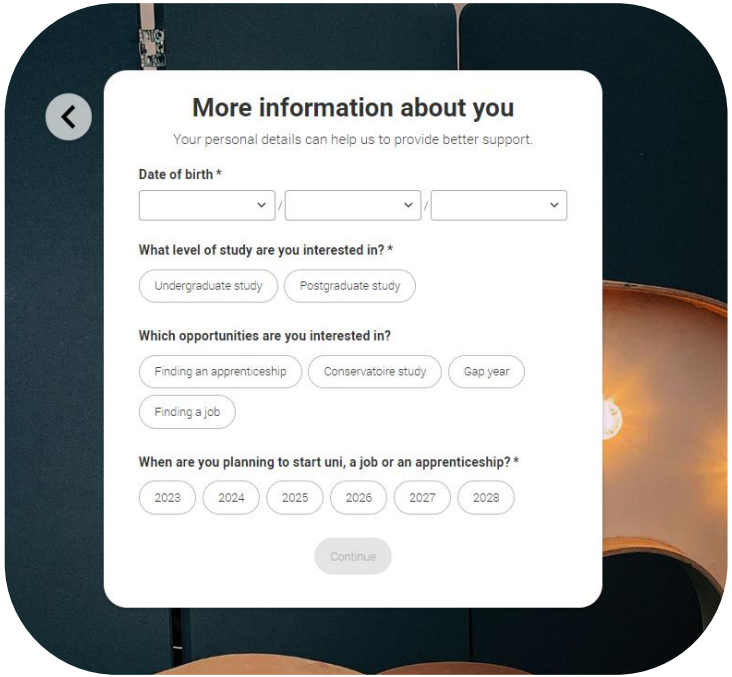


Registering for an account

We'll ask you a few questions about yourself; your level of study is **Undergraduate** if you're still at school/college.

You can choose to get information on apprenticeships, conservatoires, finding a job or gap years.

Select the **subjects** that you are interested in – you can change these at any point in your preferences.



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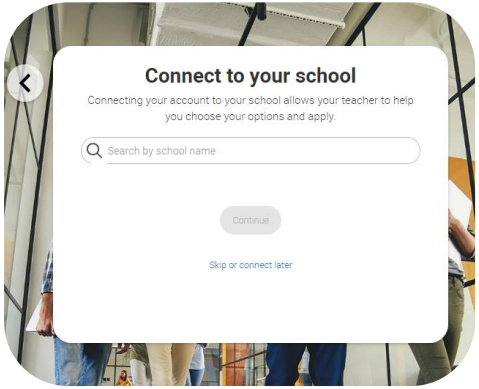
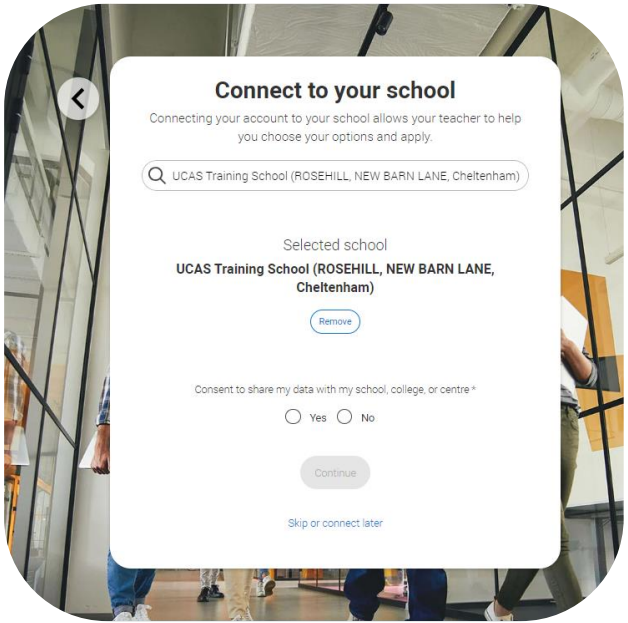
Registering for an account

Start typing Esher Sixth Form College and pick from the drop-down list.

You must consent to share your data, or we cannot support you properly. Then scroll right to the bottom to Create account.

You'll enter the buzzword to link your application to college later. The buzzword is esher25

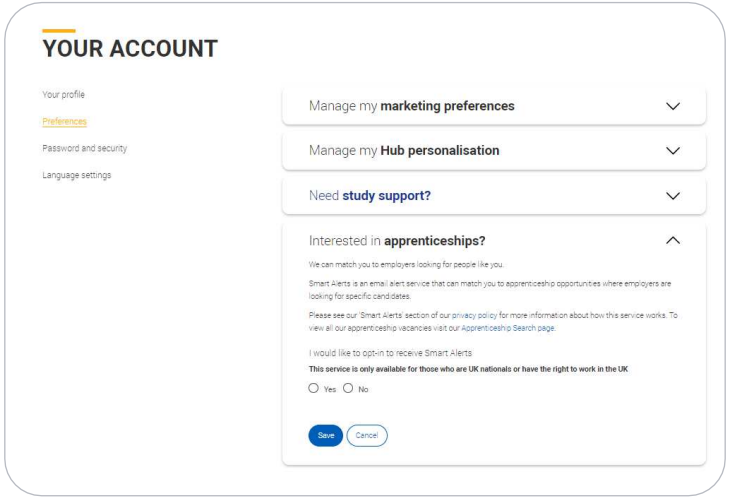




Registering for an account

If you're interested in apprenticeship opportunities, we can match you to potential employers if you sign up to smart alerts.

You'll get these directly to your inbox. It's totally optional.

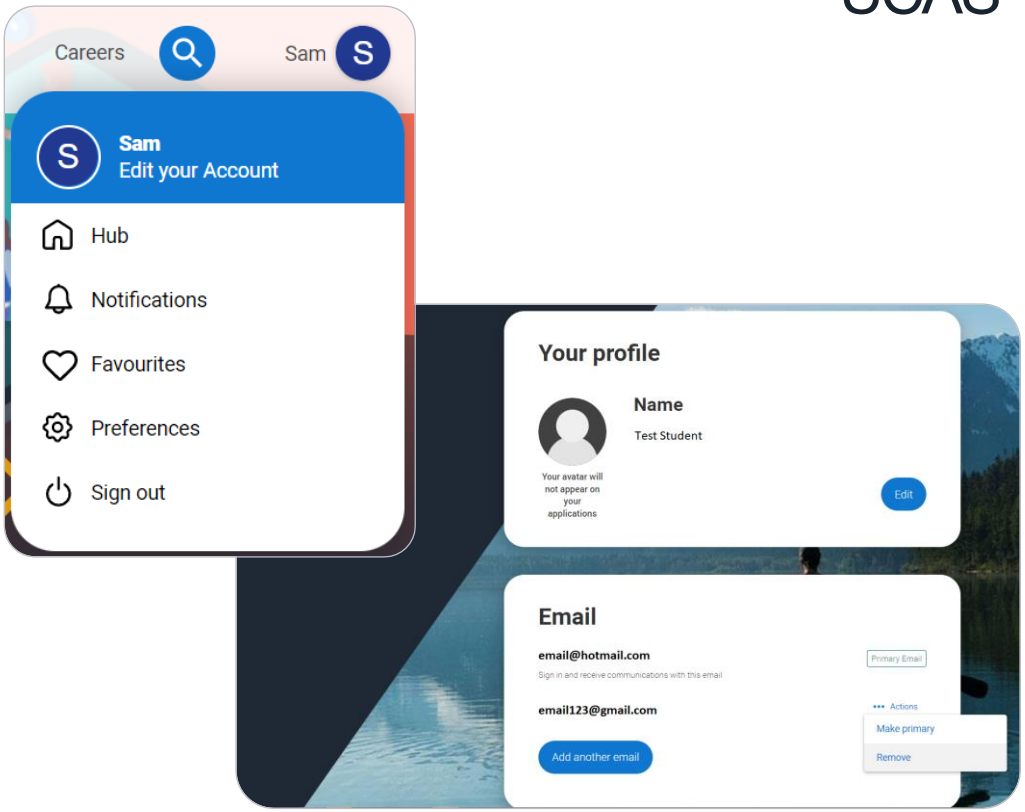


Your email

It’s important your contact details are kept up to date throughout your application.

Use a personal email address as your primary email, rather than a school/college one, so that you have access to it after you leave college.

To update your email address, go to ‘Preferences’ and ‘Edit your account’ from drop-down, where you can change your email.

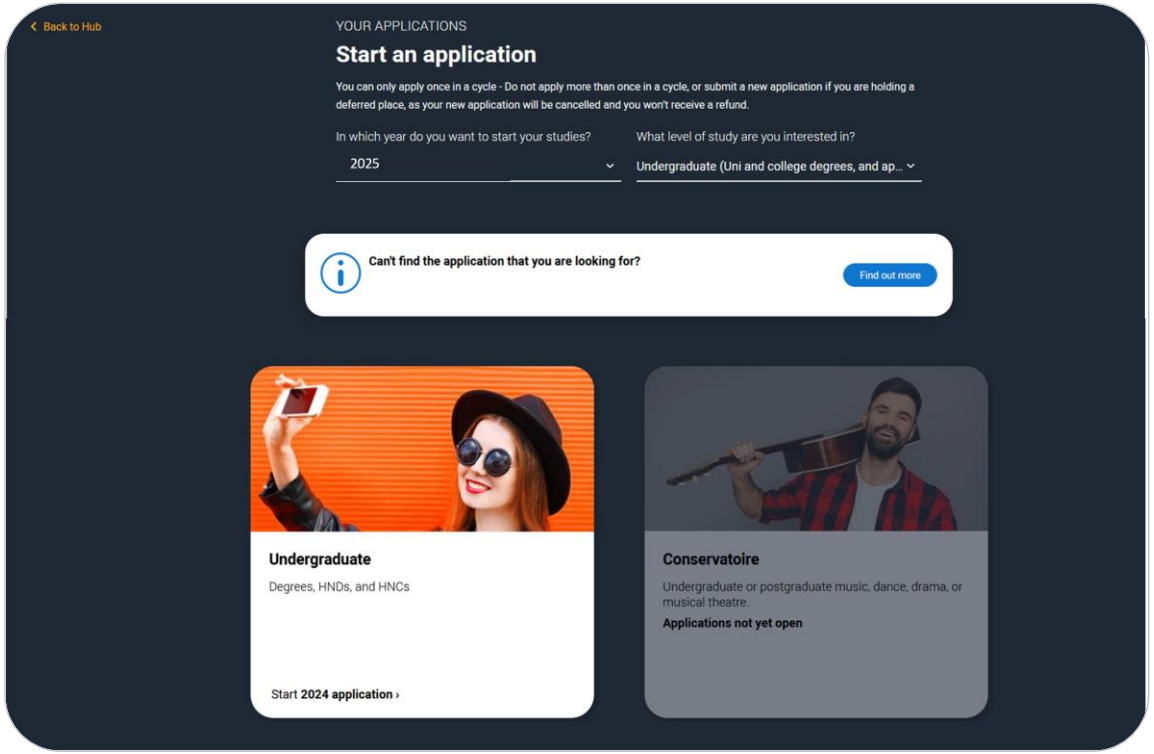


Starting your application.

Starting your application

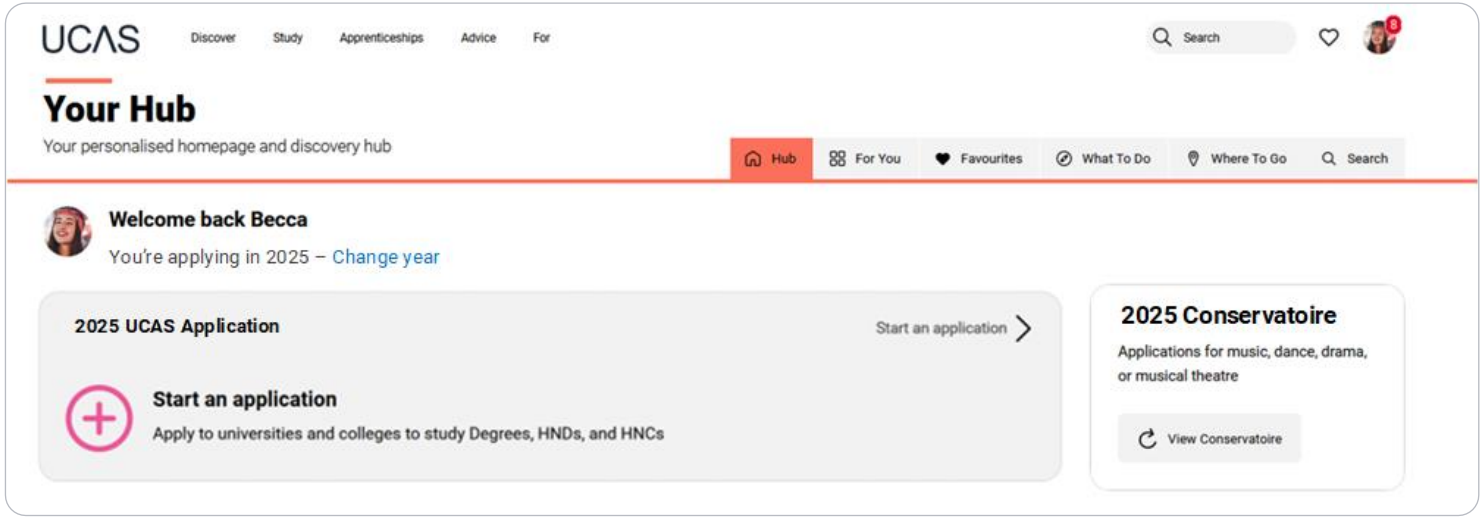
Choose the year you want to start your studies, level of study (it's **Undergraduate** if you are still at school/college) and type of application you wish to make.

Make sure you choose **2025** if you want to start next year, including if you want to defer entry.



Starting your application

To start your UCAS application click on **the red cross** to get started.

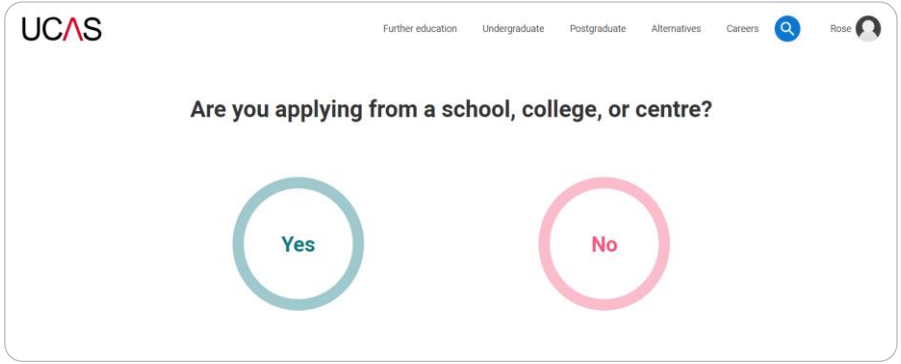


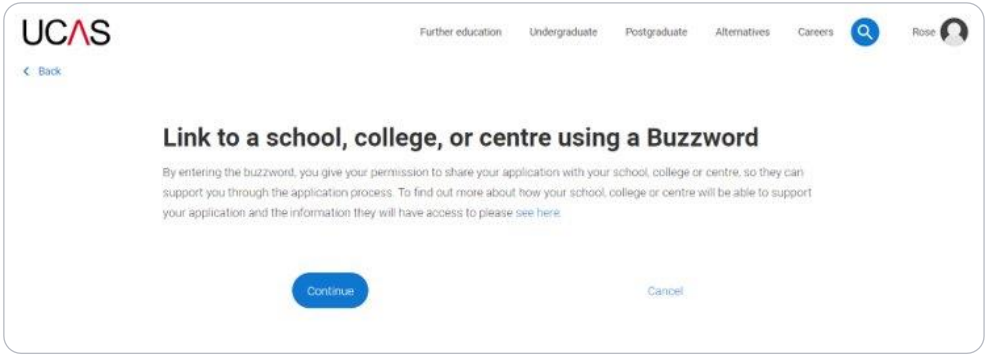
Linking to your school, college or centre

If you're applying with the help of your school, college or centre then select ‘Yes’.

You will then need to enter the Buzzword.

Our buzzword is esher25

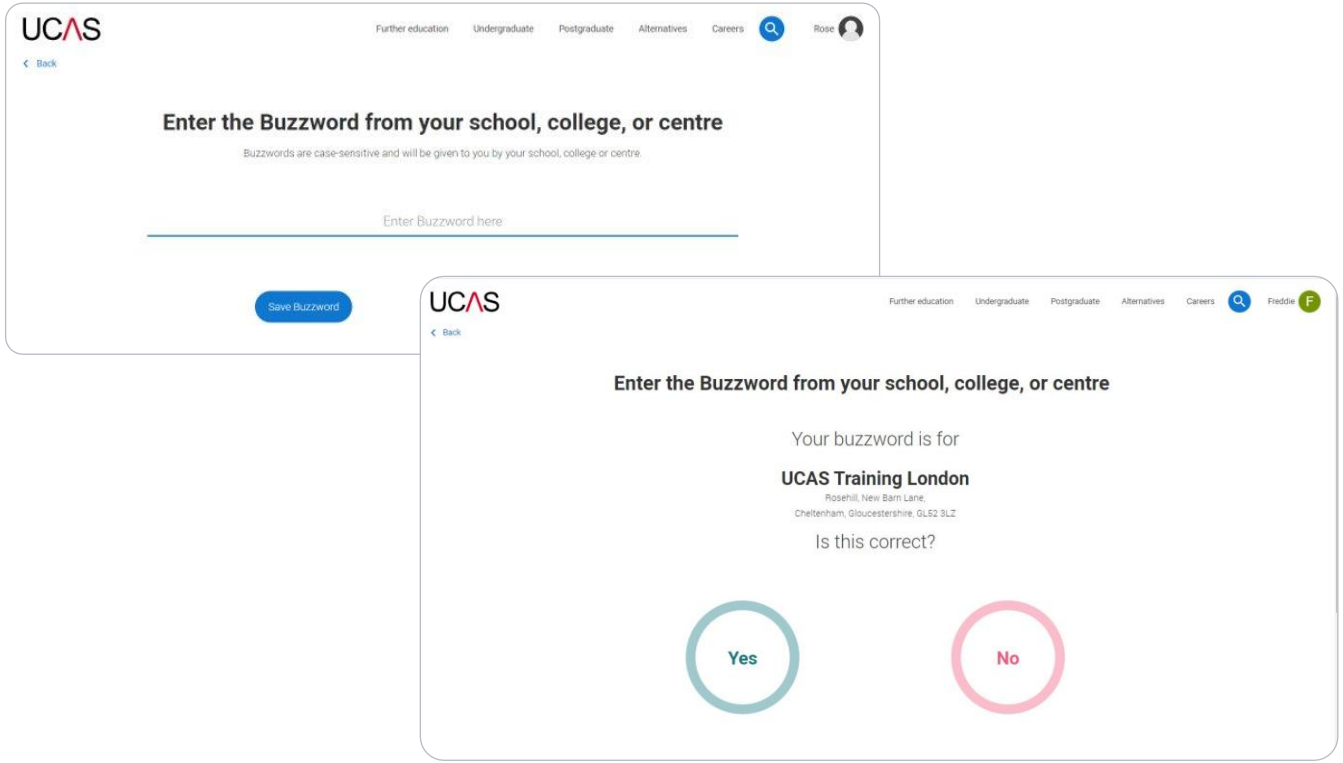




Linking to your school, college or centre

Enter the **buzzword**, and **confirm** the details are correct.

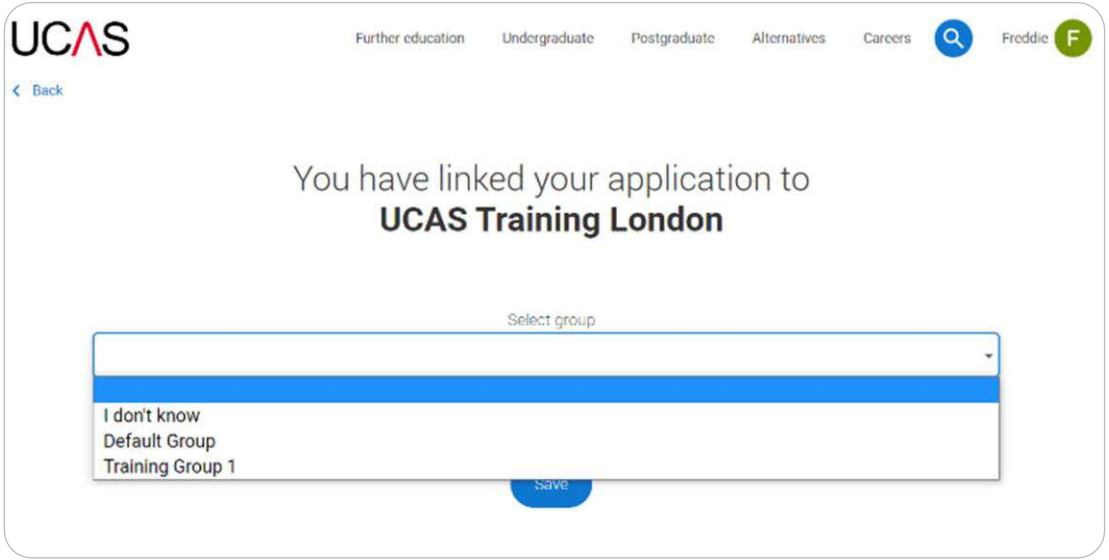
This will **link your application** to your school or college, so they can track your progress and provide support, including adding your reference.



Linking to your school, college or centre

Once your application has been linked, you can then select a **group** for your application. This is your tutor group / your tutor initials.

There is a ‘Default Group’ if you can’t find your tutor for any reason or if you are not sure.



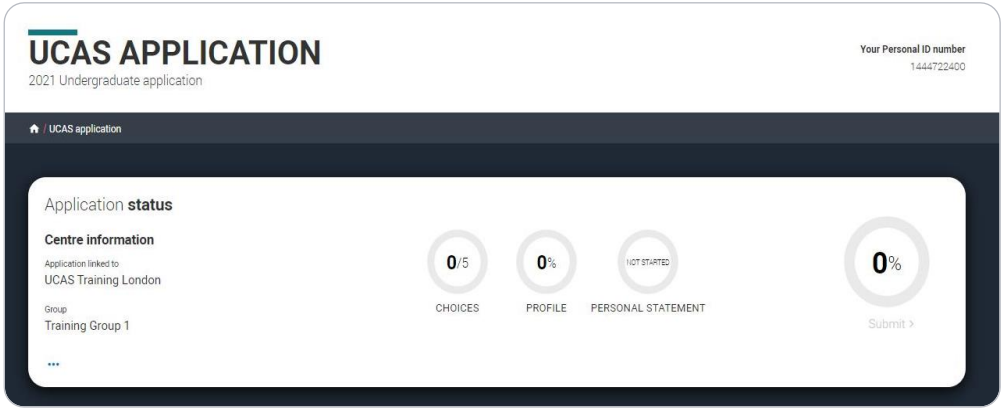
Application overview.

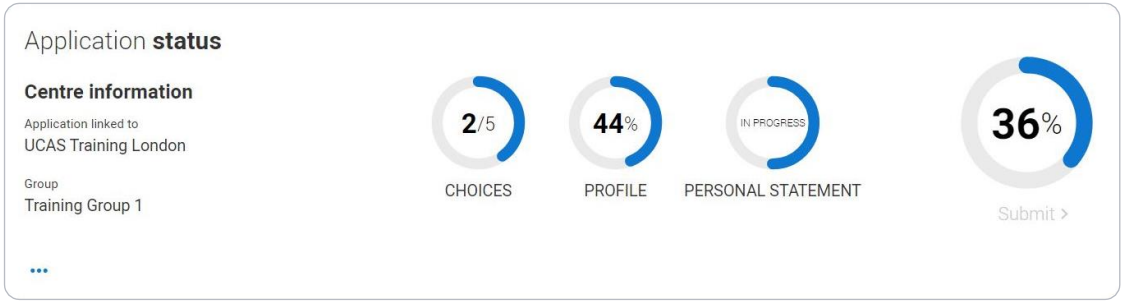
Application overview

Your ‘Application status’ helps you keep track of your progress.

As you add information to each tile, the **percentage complete** updates each time you mark a section as complete.

You don’t need to complete the application all at once; you can log in and out at any time until you're finished.



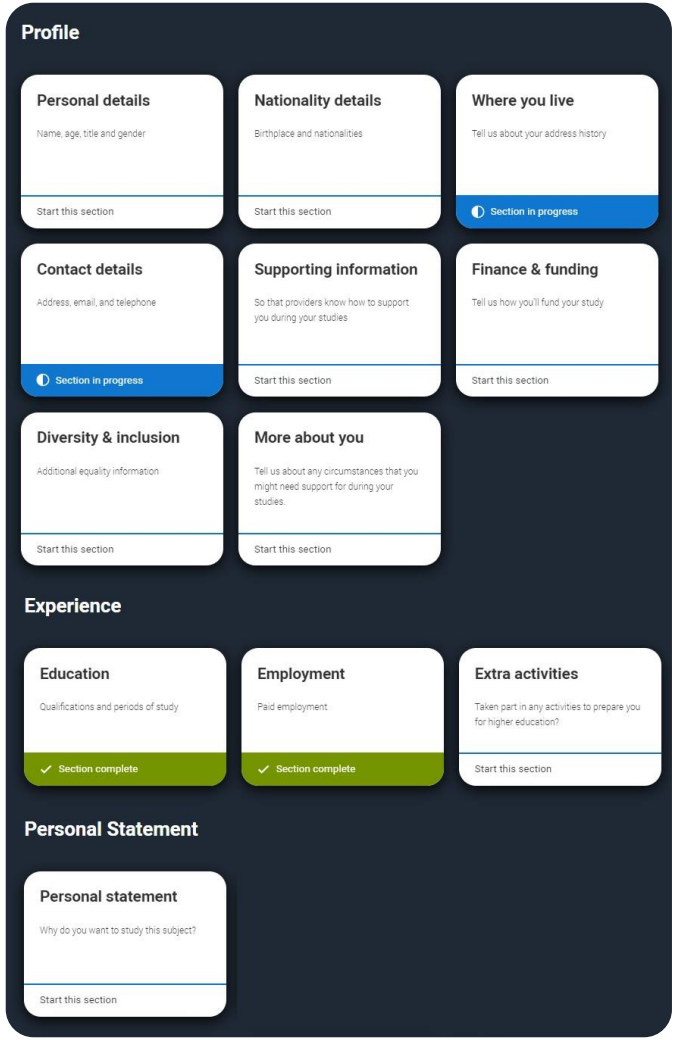


Application overview

The application form is responsive to make it easier to complete.

Once you've completed 'Where you live' if your permanent residence is in the UK, you'll also see the 'Diversity and inclusion' and 'Extra activities' sections to complete.

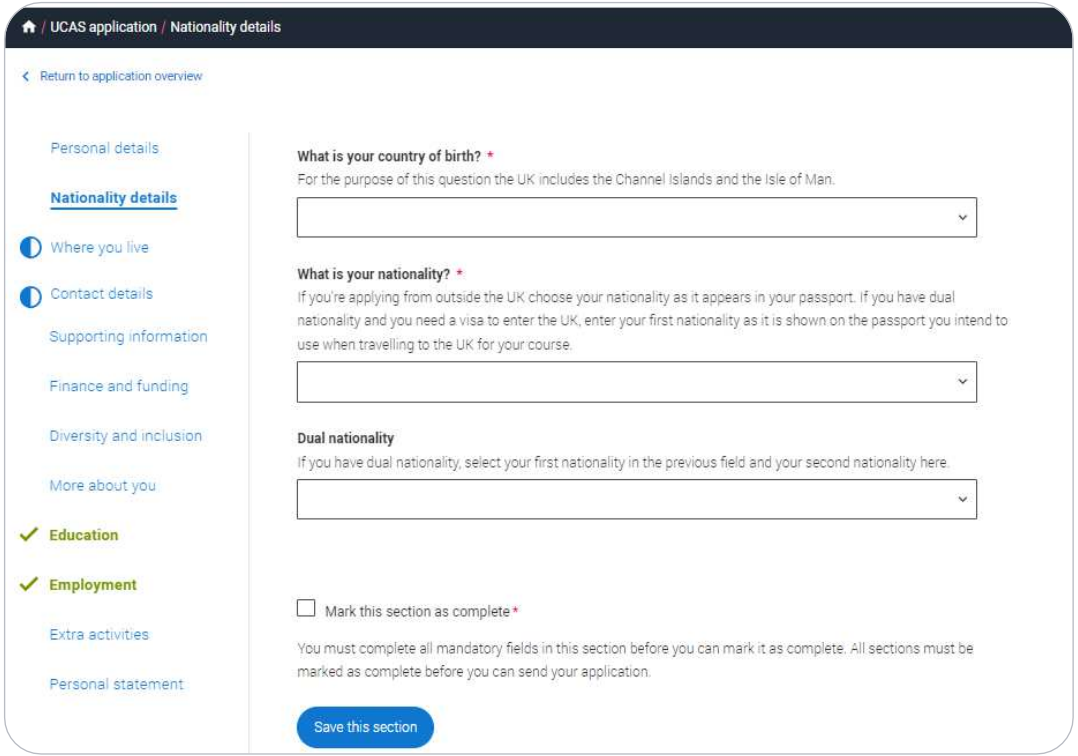
All sections must be marked as '**Complete**' before you come to progression guidance for a form check. You will do this in the Autumn term.



Application overview

The list on the left of each section will show which sections are completed (with a tick), which are in progress (with a half-moon), and which have yet to be started (no icon).

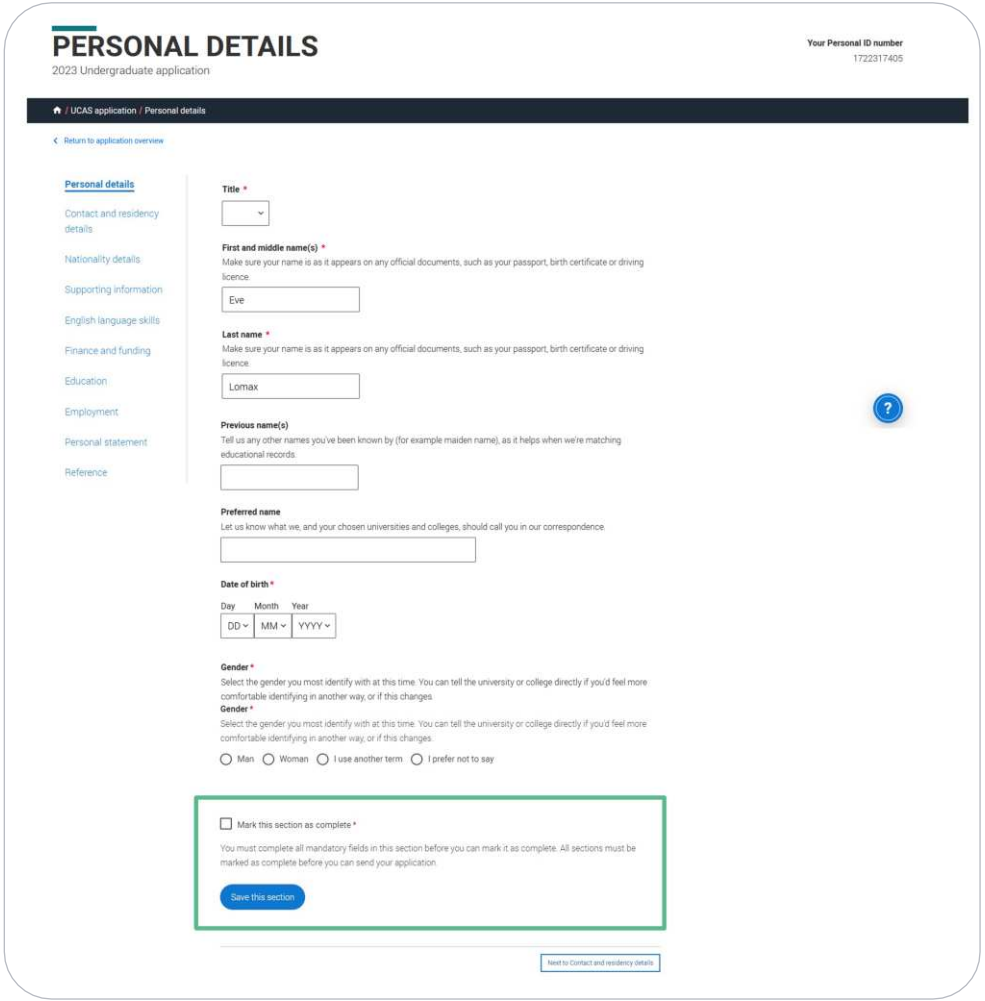
Click on the ? throughout for help text to provide advice about what to put.



Personal details.

Personal details: your name should already be visible, but you'll need to add your title and complete the other mandatory fields (marked with a *).

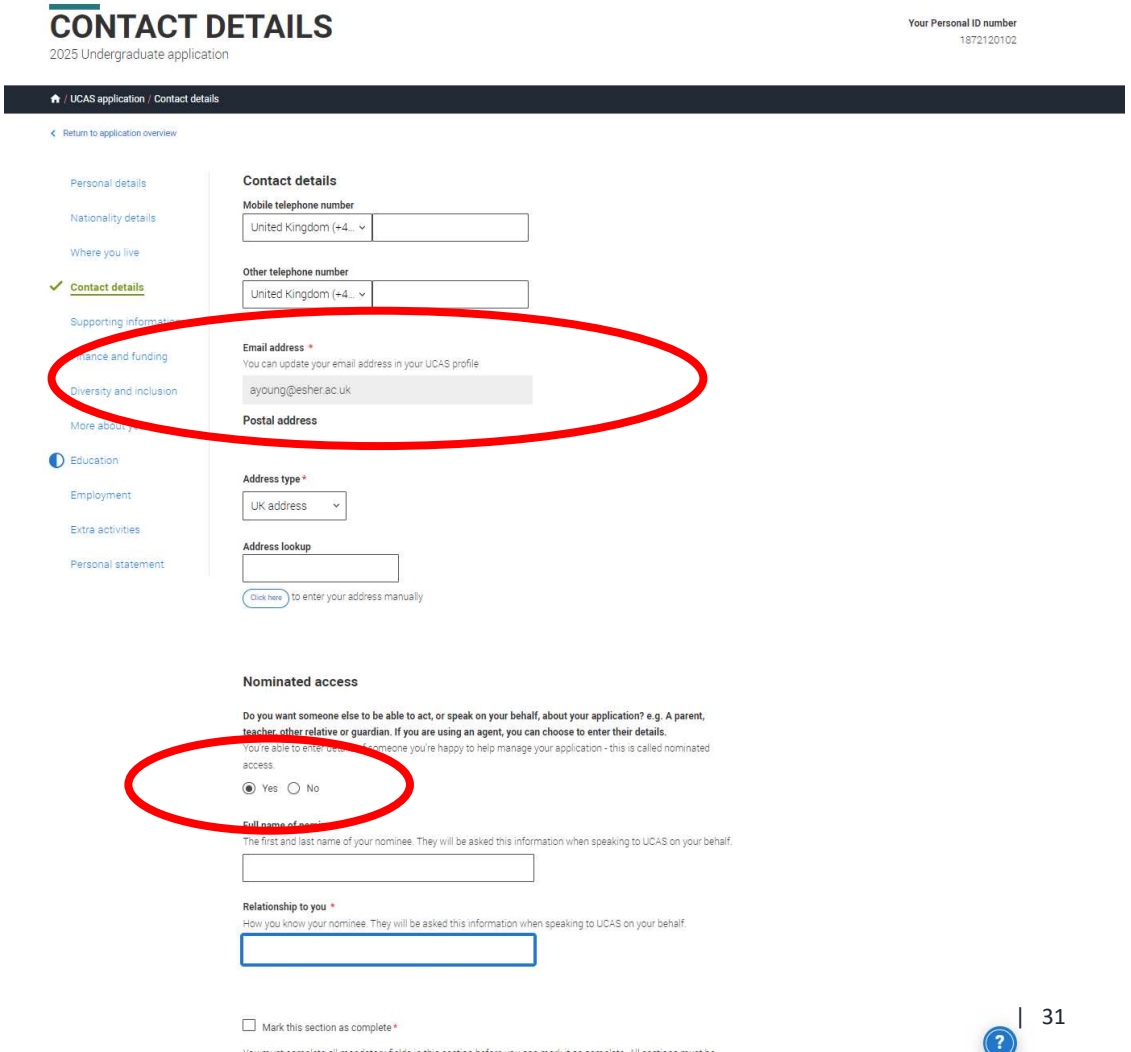
Once you have completed a section you must remember **to mark the section as complete and save it** at the bottom of each page.



Contact details.

We would advise using a **personal email address**. This will be the main way UCAS and your universities communicate with you.

You **must** answer **Yes** to the Nominated Access question. This means someone else – **usually a parent** – can speak to Ucas about your application.



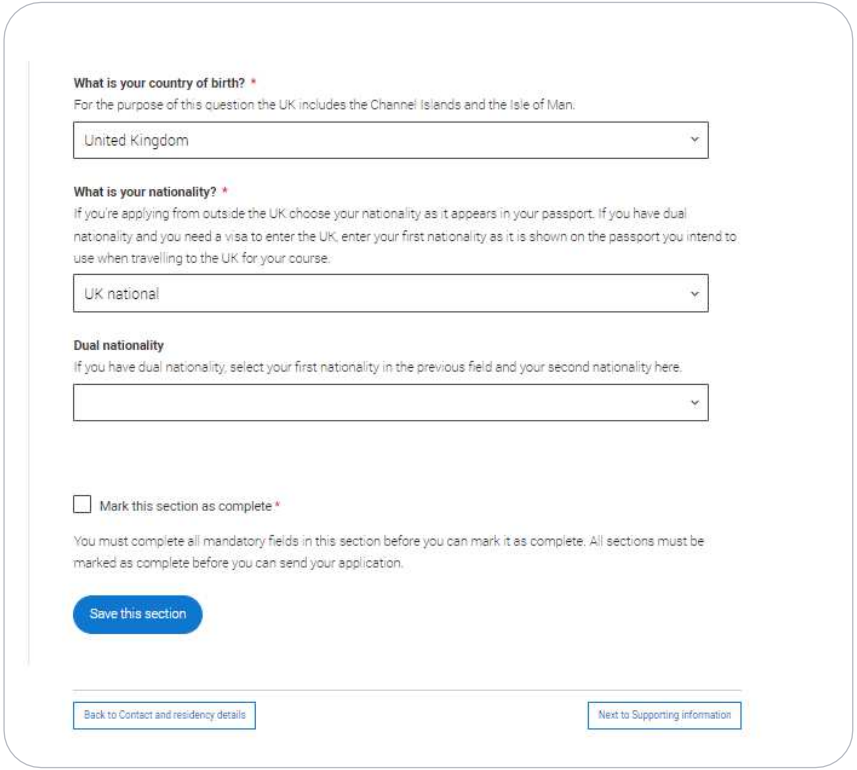
Nationality details.

In the Nationality section, depending on the information you provide, you may see more questions.

Your nationality is associated with the country that would issue you a passport for international travel. If you don't have a passport, it is usually the country in which you were born.

This is not your ethnicity. Ethnicity refers to your cultural identity and ancestry. UK resident applicants are asked about ethnicity in the diversity and inclusion section.

Remember, everything with a red asterisk must be answered. Select ? to see our help text with advice about this.

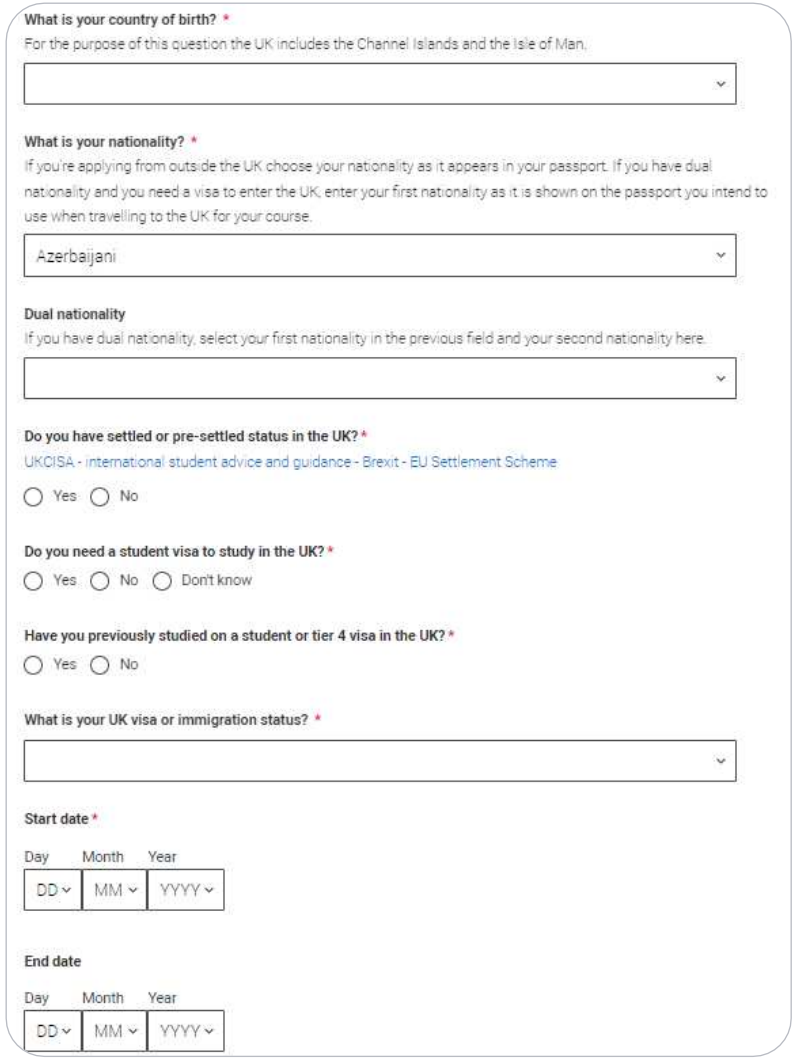


If you have **dual nationality**, please list both nationalities.

The information you provide will help universities and colleges in determining your fee status and allow them to assist you with the visa application process, if required.

There's some possible combinations but we'll only show relevant fields depending on your answers.

Select ? to see our help text with advice about this.

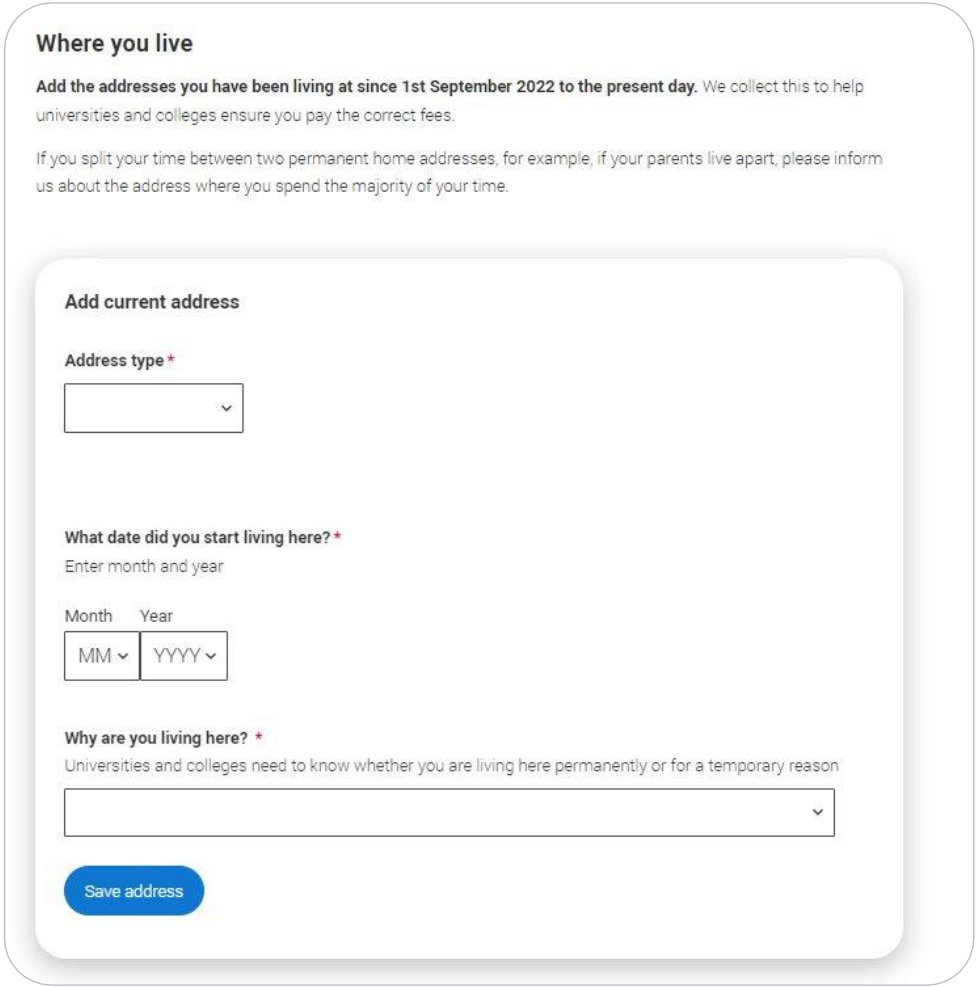


Where you live.

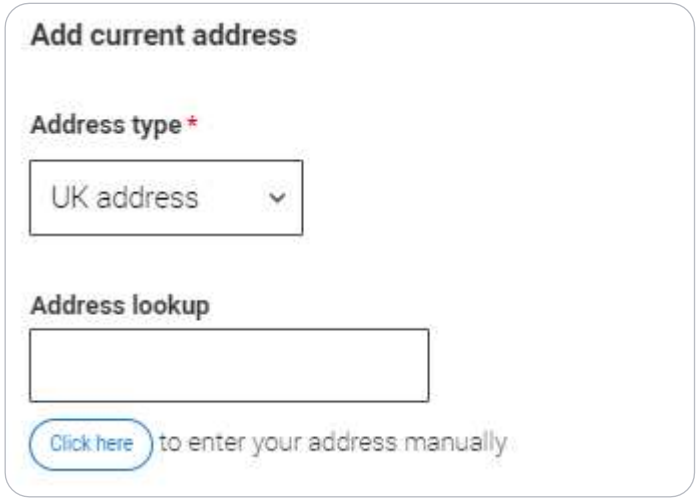
You must add three years of residency history between 1st September 2022 and 1st September 2025.

Your current address should be added first, followed by your previous addresses back to September 2022.

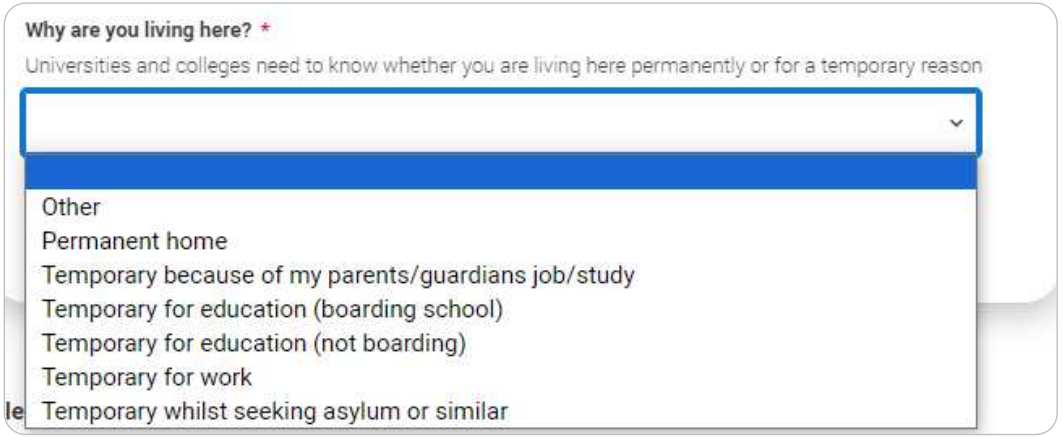
Select ? to see our help text with advice about to help with this section.

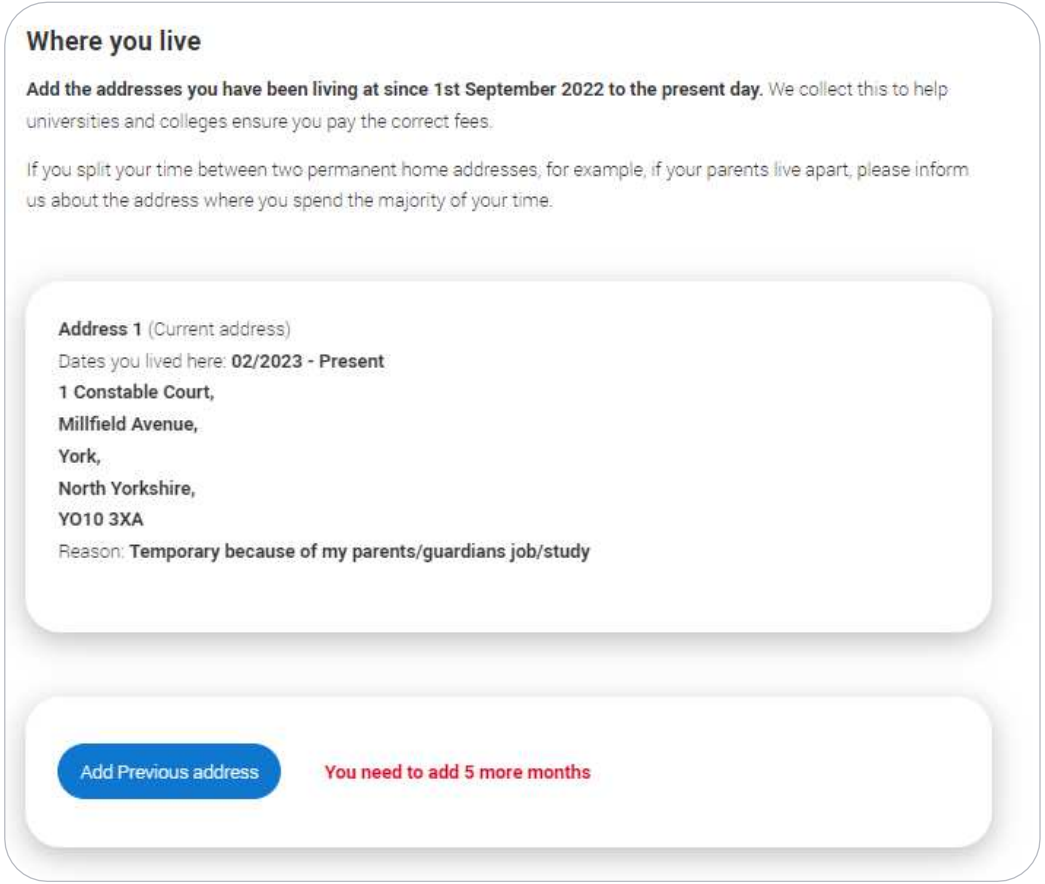


UK addresses can be added using the postcode address look up tool.



For each address tell us why you are living there; any reason can be selected, for example you may have two permanent homes.



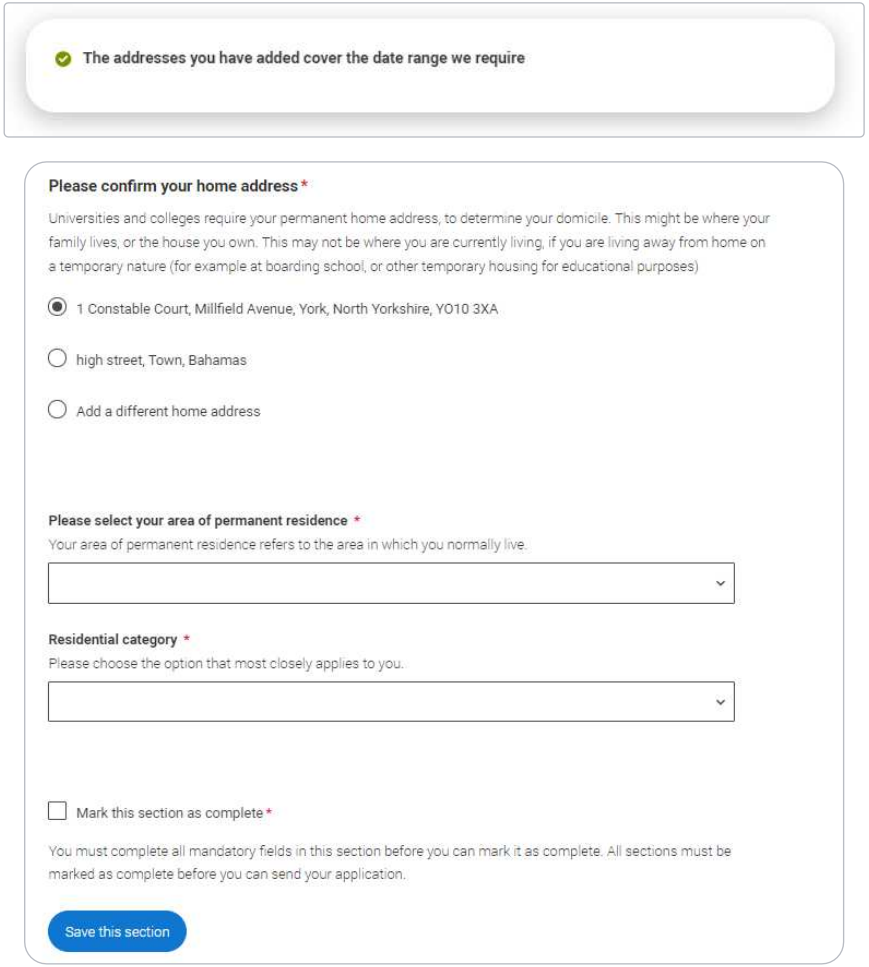


Until the required duration of address history is reached, you'll see the 'Add previous address' option.

Gaps in the address history will be flagged for you to fill in so that a full history is provided.

Overlapping addresses are allowed.

Select ? to see our help text with advice about this.



When you've added enough addresses to cover the required duration, you'll see a success message. You'll then need to confirm your home address.

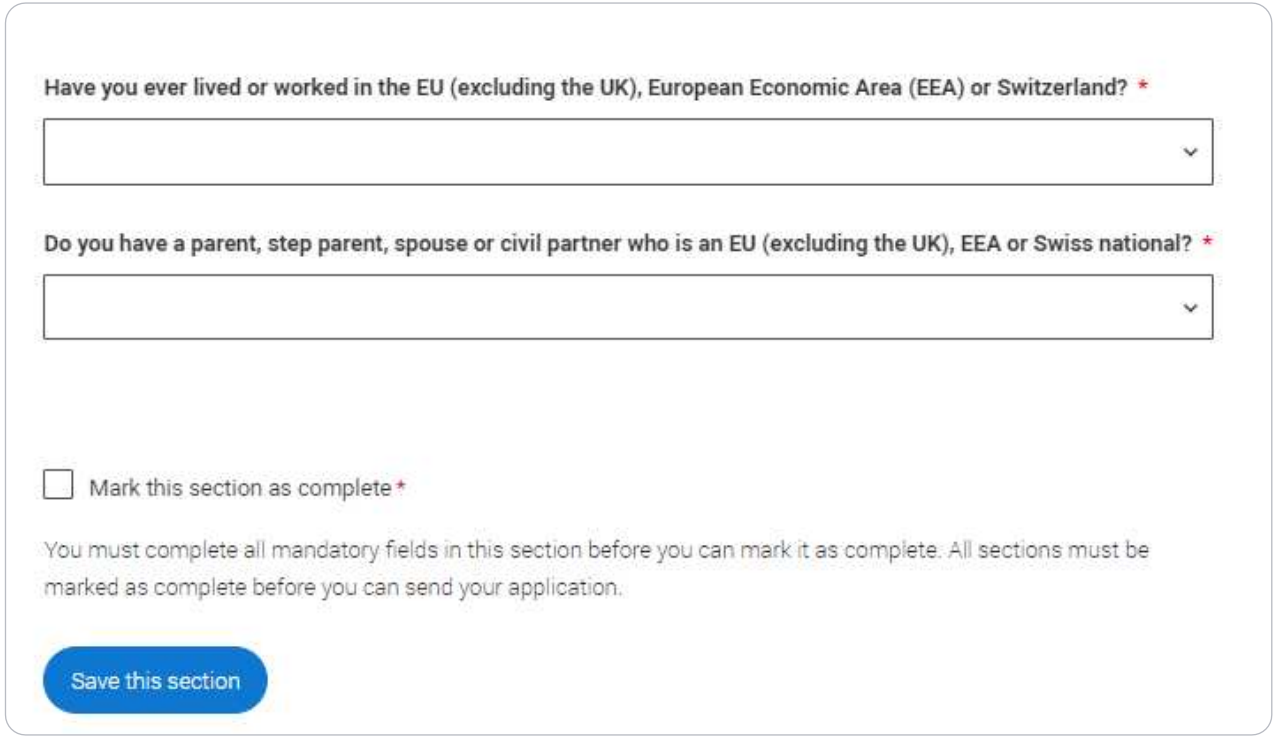
This can be selected from the list of addresses you entered, or a new one can be added.

You then need to select your area of permanent residence which is the area you selected from the map at the beginning of this session.

Supporting information.

All questions are mandatory (*), but you have the option of

- *I don't know*
- *Prefer not to say*.

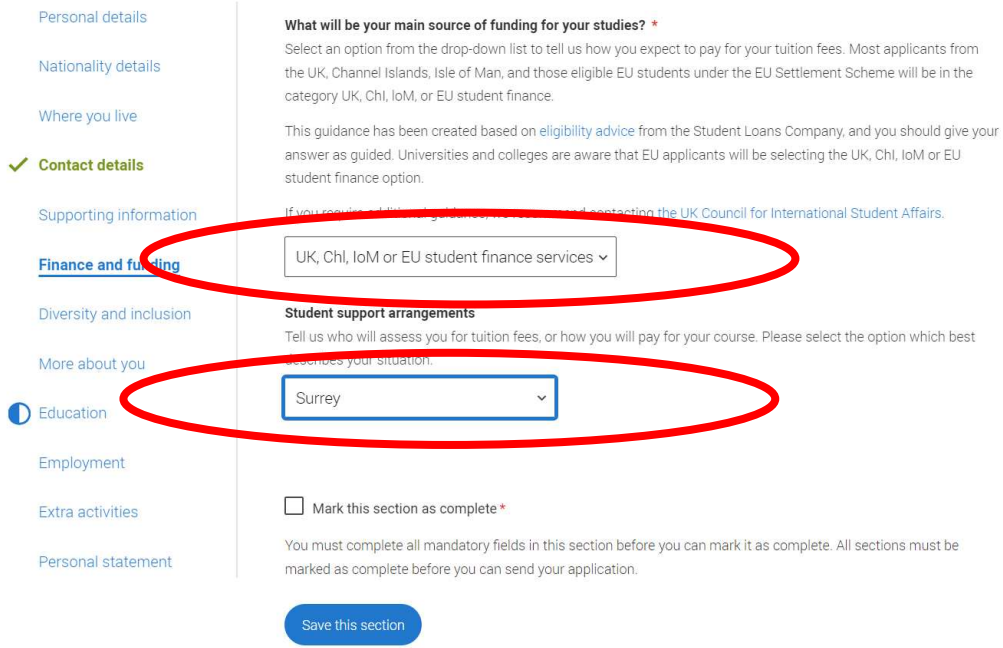


Finance and funding.

If you intend to take out a student loan for tuition fees (almost everyone) you choose **UK, ChI, IoM or EU Student Finance Services**.

'Student support arrangements' is the same as your **area of residence, e.g. Kingston upon Thames, Surrey, etc.**

For more information head to: ucas.com/finance



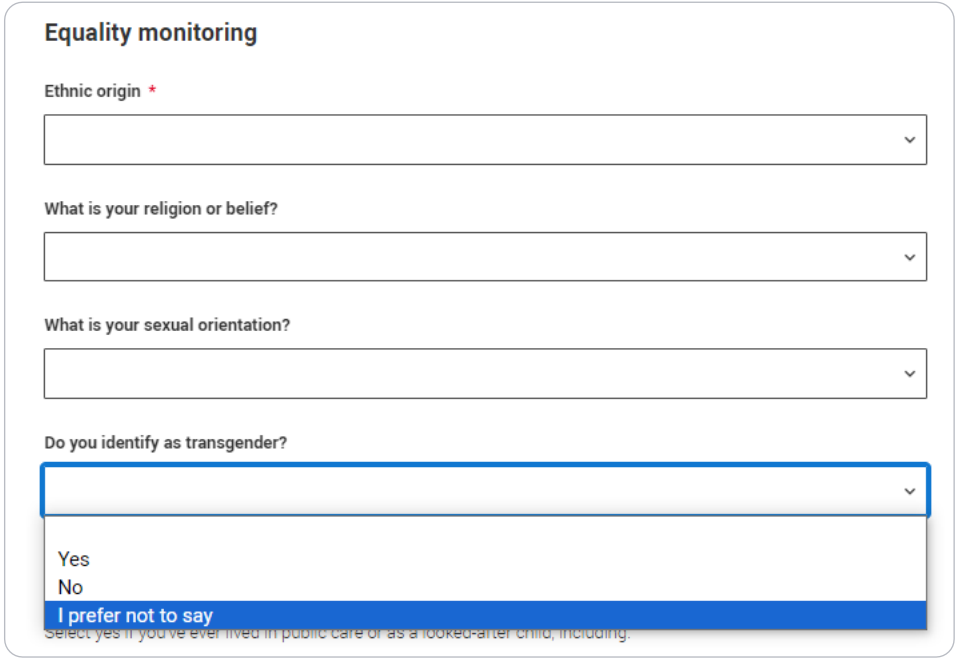
Diversity and inclusion.

You'll only see these questions if you have a UK home address.

You'll only see these questions if you have a UK home address.

There are two mandatory fields(*), but you have the option to respond with **I prefer not to say.**

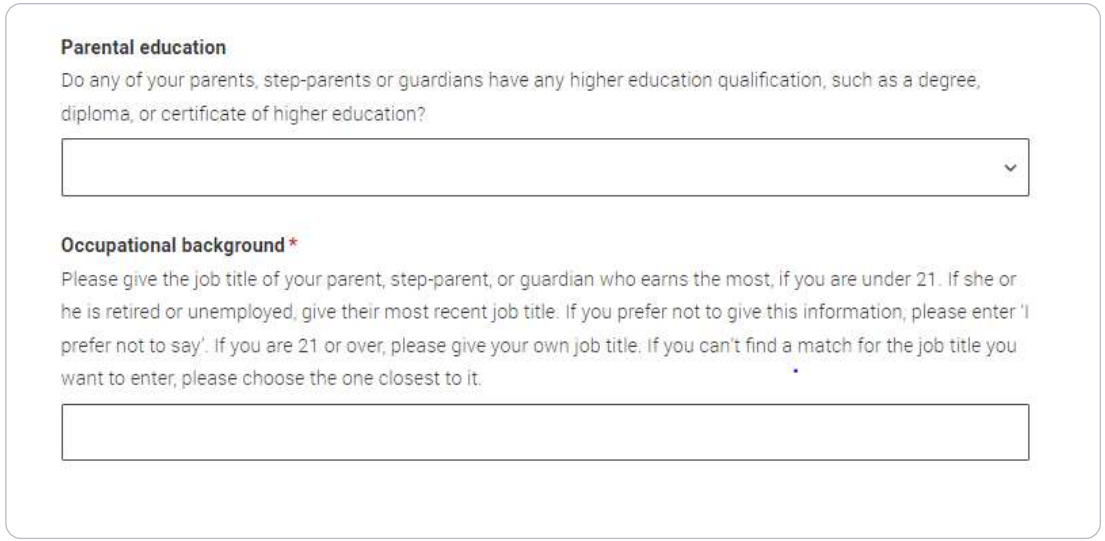
This information is only shared with universities or colleges once you have secured a place, it does not influence any decision making. It's used to ensure applications are treated fairly.



You can select *I prefer not to say* for the parental education question.

For the occupational background, you must type at least 3 letters into the response field, and then select an option from the menu that appears below it.

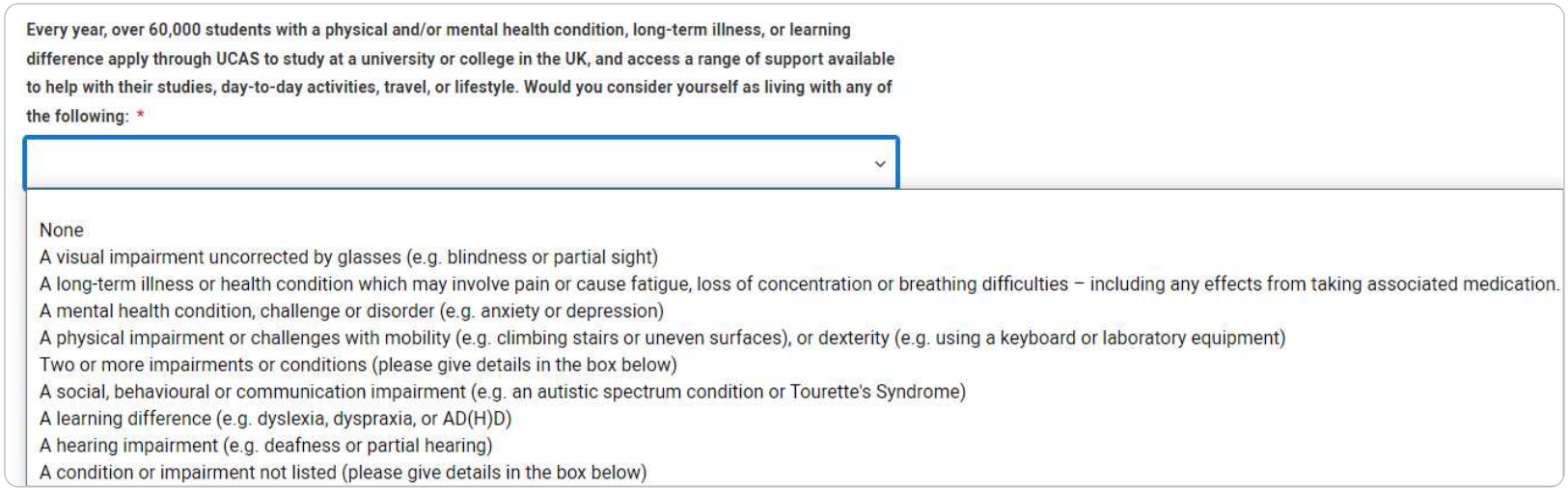
If you prefer not to give this information, please enter *'I prefer not to say'*.



More about you.

You can tell us about any circumstances that you might need support for during your studies. This information will be shared with those involved in making arrangements to support you at the university or college (e.g. the student support team, admissions staff), and they may get in touch to tell you more about the support available to you.

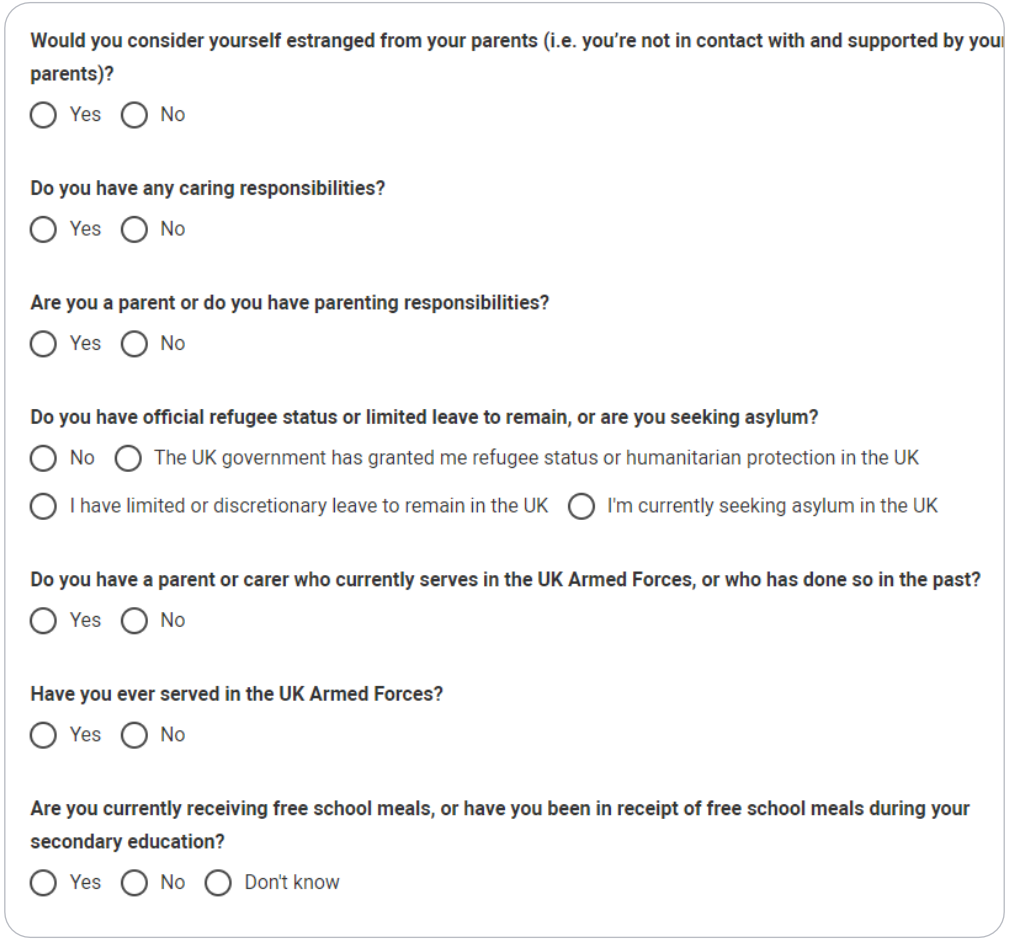
To mark the section as complete you will need to select an answer: either to share information or select 'No disability'. You will see this question if you have a UK or non-UK home address.



You might feel uncertain about sharing personal circumstances, please feel reassured this information is confidential and will not negatively impact your application.

These questions are intended to connect you to the right support for your needs.

You will only see these questions if you have a UK home address.



Would you consider yourself estranged from your parents (i.e. you're not in contact with and supported by your parents)?

◯ Yes ◯ No

Do you have any caring responsibilities?

◯ Yes ◯ No

Are you a parent or do you have parenting responsibilities?

◯ Yes ◯ No

Do you have official refugee status or limited leave to remain, or are you seeking asylum?

◯ No ◯ The UK government has granted me refugee status or humanitarian protection in the UK

◯ I have limited or discretionary leave to remain in the UK ◯ I'm currently seeking asylum in the UK

Do you have a parent or carer who currently serves in the UK Armed Forces, or who has done so in the past?

◯ Yes ◯ No

Have you ever served in the UK Armed Forces?

◯ Yes ◯ No

Are you currently receiving free school meals, or have you been in receipt of free school meals during your secondary education?

◯ Yes ◯ No ◯ Don't know

UCAS

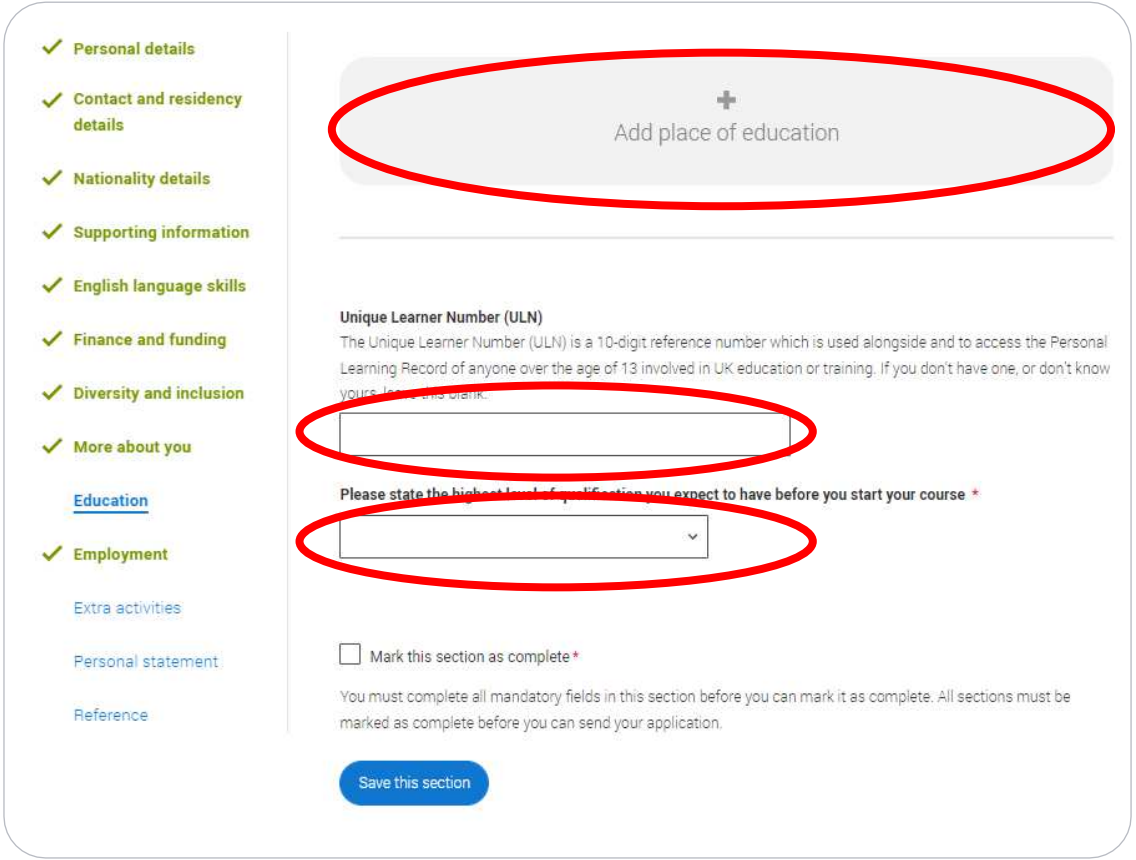
Education.

Enter your **Unique Learner Number** you noted on your handout.

The highest-level qualification you have is **Below honours degree**.

You must enter **all** your qualifications from secondary education onwards – whatever the result (even any that were ungraded) or you're still awaiting exams and results.

Start by clicking **Add place of education.**

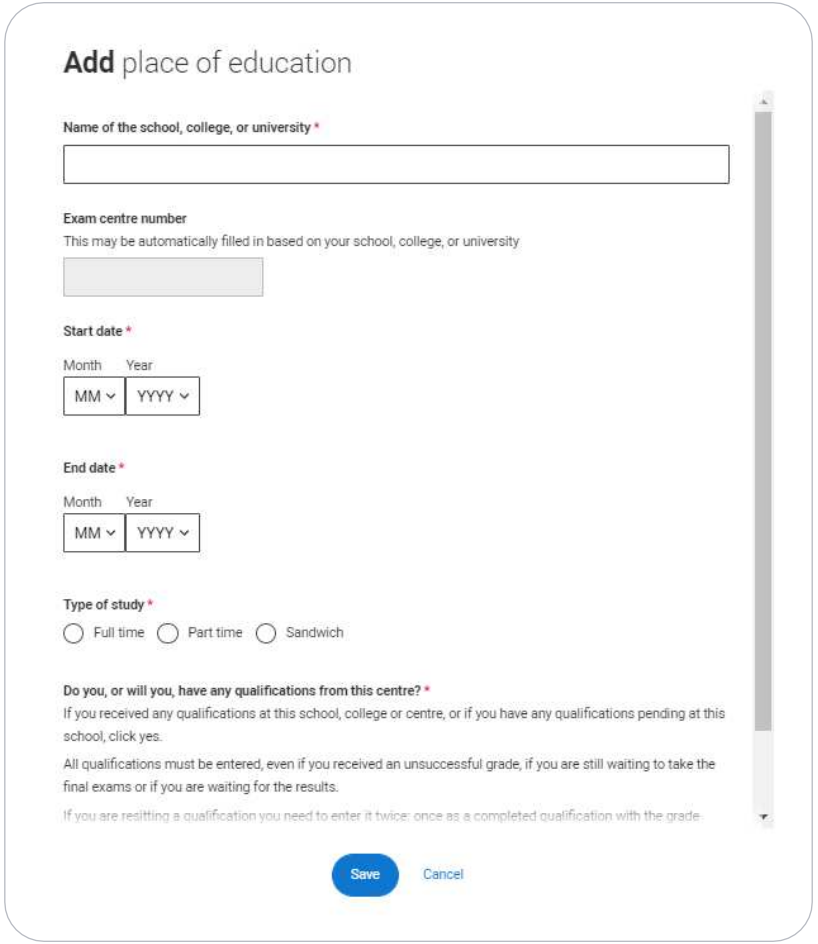


.

Type the name of your secondary school. Click on the name and the **Exam centre number** will automatically populate.

If an exam centre number doesn't appear that's ok, it's because we don't have it.

Enter school start and end dates, which will probably be **09/2018 to 06/2023** for current 6.1s.



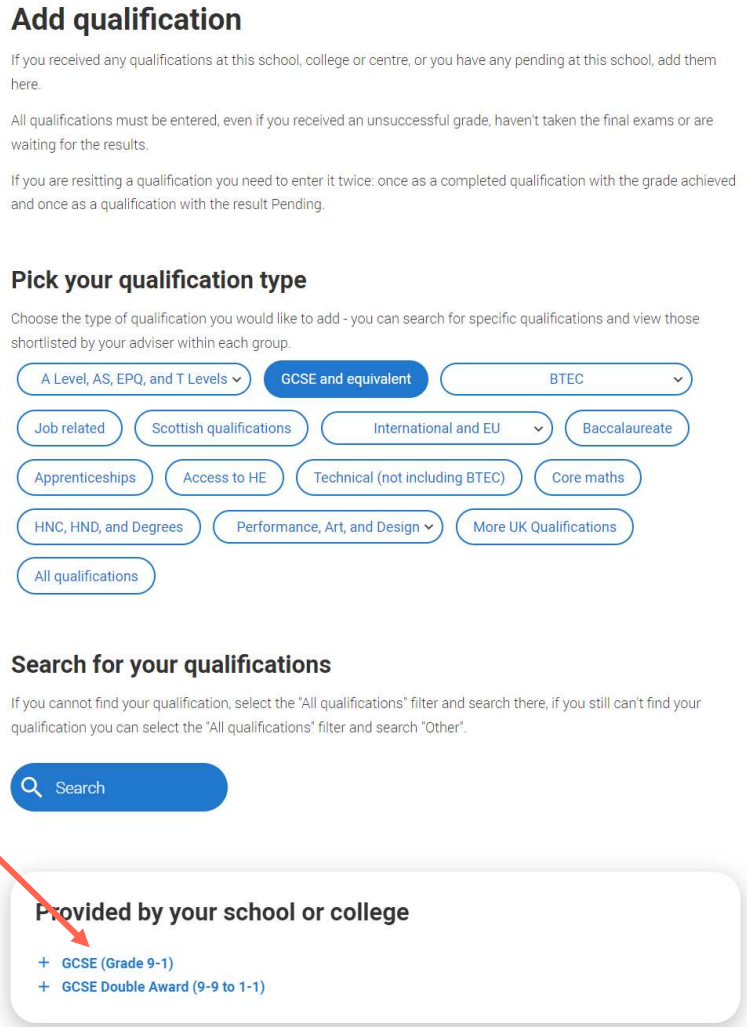
Adding your GCSE level qualifications

Once you've added where you studied a secondary school you need to '**Add qualification'.**

Common ones like GCSEs are shortlisted.

Note that **Double Science** is a Double GCSE 9-9 – 1-1 and a **different qualification.** If you did any **iGCSEs**, they are also **different qualifications.**

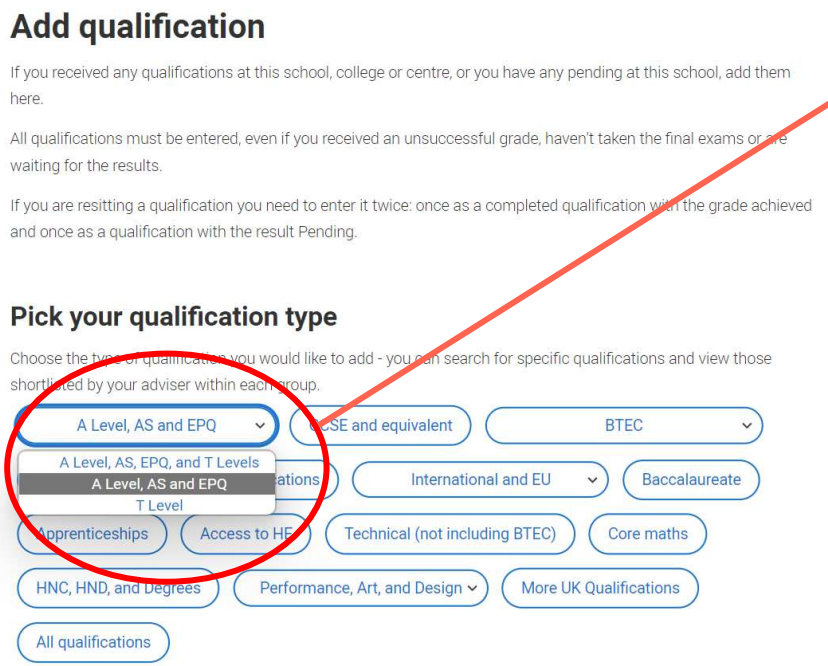
This information must be exactly as it is on your database entry.



Once you've added your secondary school and all your GCSE level qualifications, add Esher Sixth Form College as another **place of education**.

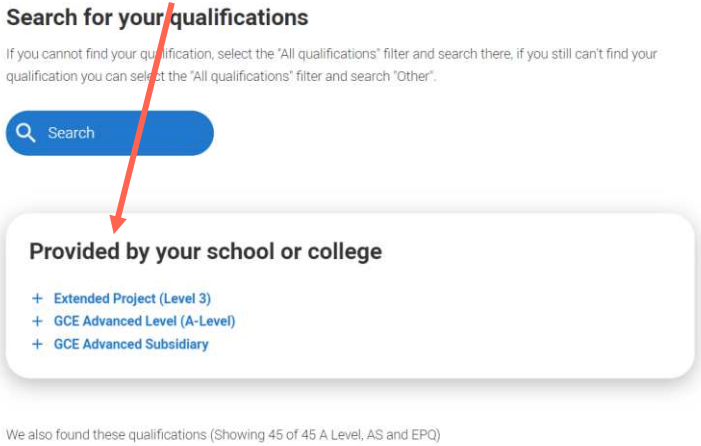
Your dates at Esher will be 09/2023 to 06/2025.

Once you've added Esher Sixth Form College you need to '**Add qualification**'.



For A Levels, AS Levels and EPQ, Select the **second** option on this drop down menu.

You can then add the most common qualifications from our shortlist



You will also need to add all your GCSEs to your secondary school

How to add the qualifications you are studying at Esher College

Click on the links to find exam boards and course codes. These must be correct or we cannot send your form to UCAS!

How to put A level and GCSE courses offered at Esher College on your UCAS form 2025.pdf

How to put examined extension and enrichment courses on your UCAS form 2025.pdf

How to put your BTECs on your UCAS form 2025.pdf

BTECs are very tricky to get right. You must follow these examples.

How to put your BTECs on your UCAS form 2025.pdf

Extended Project

Add Extended Project (Level 3)

Enter qualification modules/units here if you want to. Universities and colleges find it useful if there are specific subject requirements for the courses you choose.

Subject *

A brief version of your title or topic

Qualification date * 08 2025

Awarding organisation * AQA

Grade * Pending

Save qualifications | Save and add another | Cancel

Core Maths

Add AQA Level 3 Certificate in Mathematical Studies (Core Maths)

Enter qualification modules/units here if you want to. Universities and colleges find it useful if there are specific subject requirements for the courses you choose.

Title * Core Maths

Qualification date * 08 2025

Awarding organisation * AQA

Grade * Pending

Save qualifications | Save and add another | Cancel

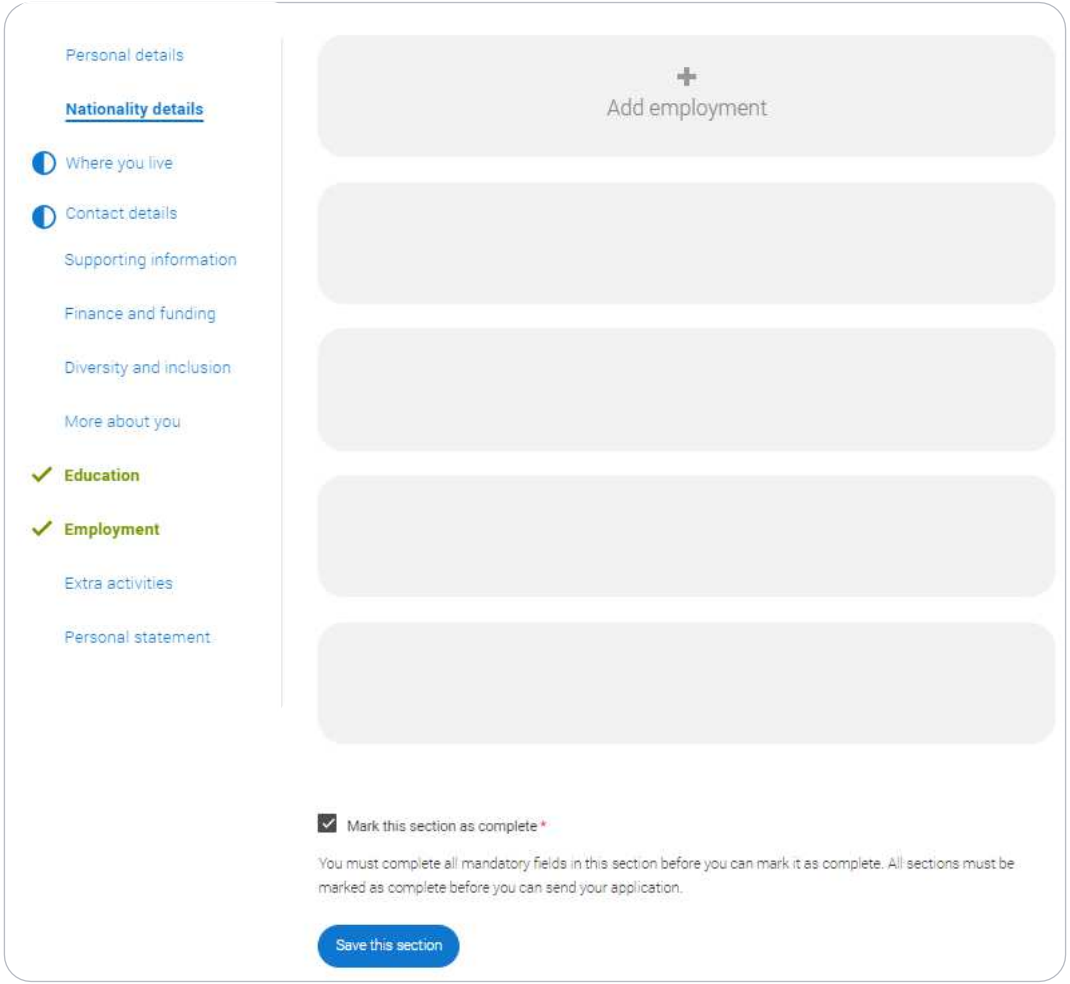
Employment.

Only enter paid work here, so not everyone will have something to enter.

If you add more than one employer, it will appear in chronological order with the most recent at the top.

Any work experience or volunteering should be covered in your personal statement.

If you leave this section blank remember to mark it as complete.



Extra Activities.

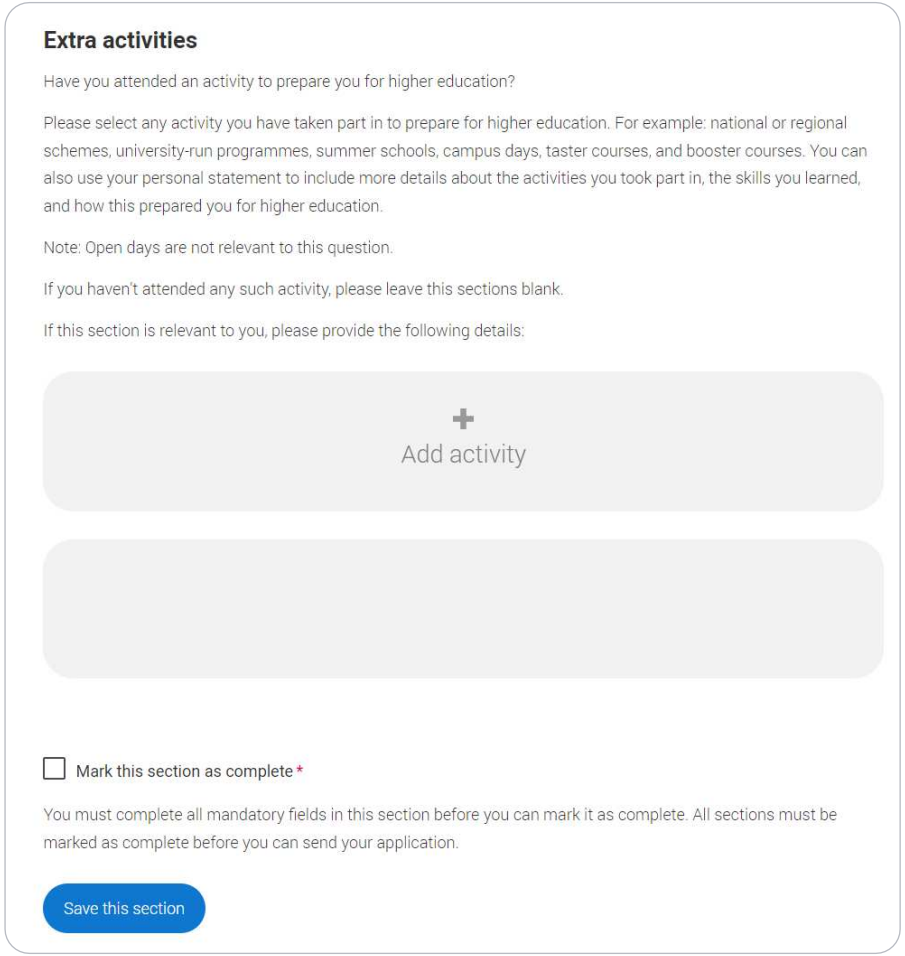
You'll only see these questions if you have a UK home address.

Please add any activity you have taken part in to prepare for higher education.

These include national or regional schemes, university-run programmes, summer schools, taster courses, and booster courses.

Open days are **not relevant** to this question.

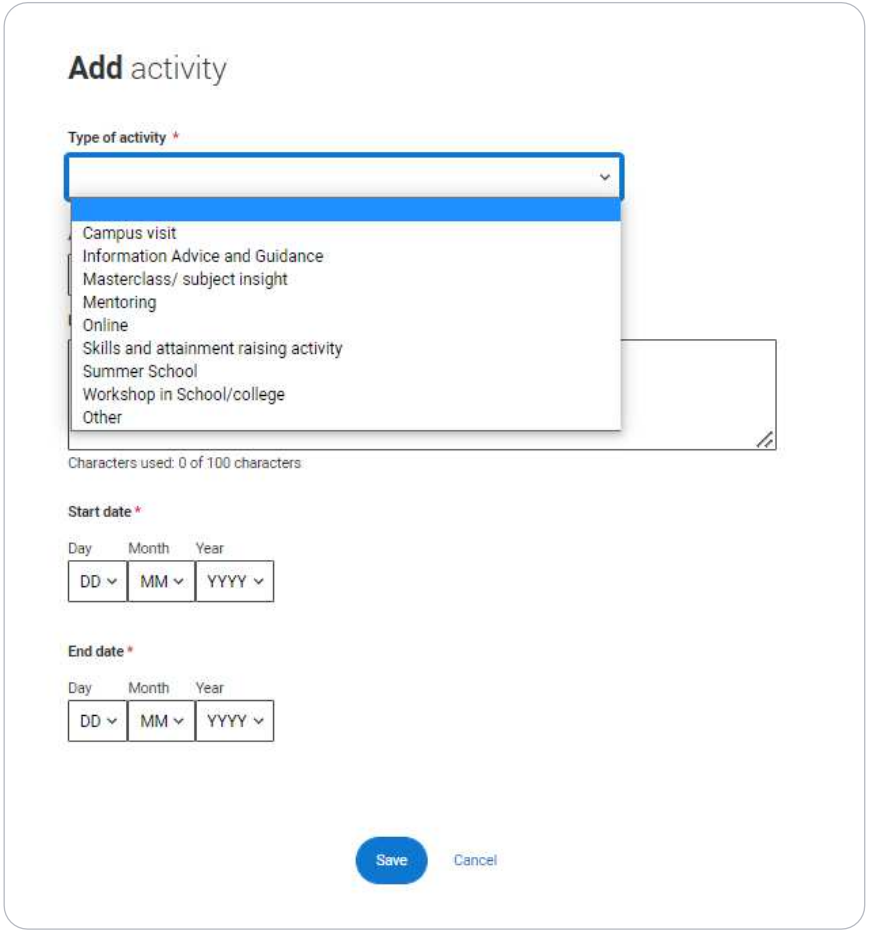
If you haven't attended any such activity, please leave this sections blank.



If this section is relevant to you, you need to include:

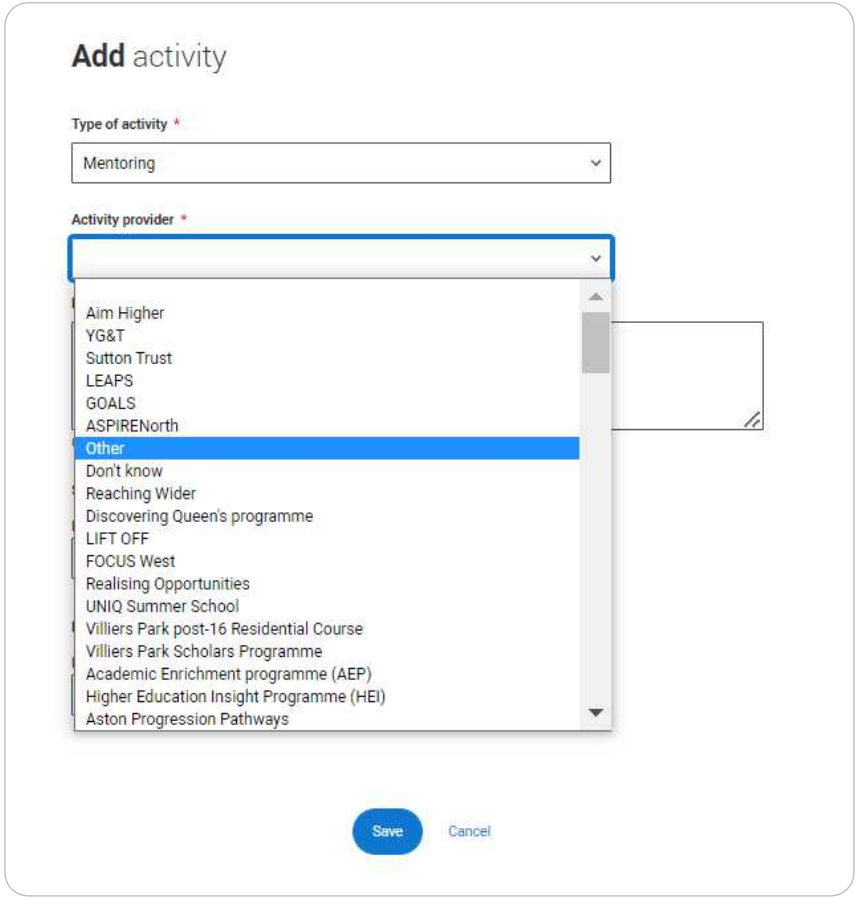
- type of activity
- name of the activity provider (from a drop-down list)
- name of the activity/programme (a free-text box)
- dates of the activity.

If the type of activity you attended is not listed, please select ‘Other’.



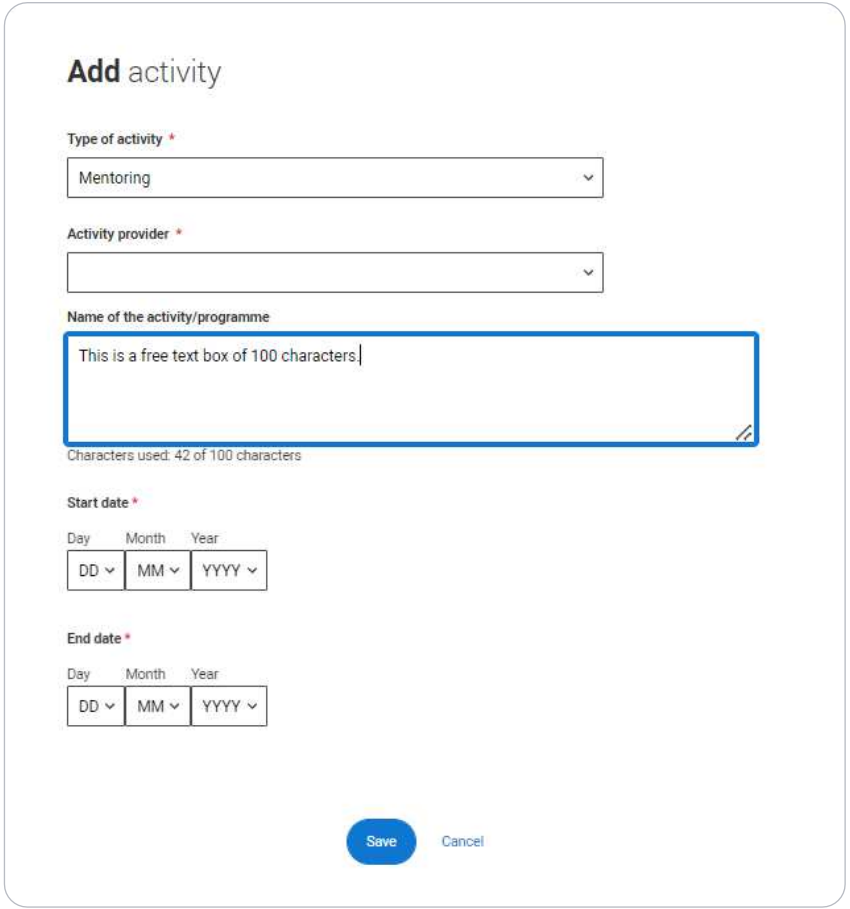
The activity provider is the organiser of the activity. It may be a university or college, or a national, regional, or local organisation.

If the activity provider isn't listed, please select "Other". If you're unsure of the answer, contact whoever organised the activity to find out, and, if you're still unsure, select 'Don't know'.



Add the official title of the activity. If you're unsure of the answer, contact whoever organised the activity to find out.

Remember you can use your personal statement to include more details about the activities you took part in, the skills you learned, and how this prepared you for higher education.

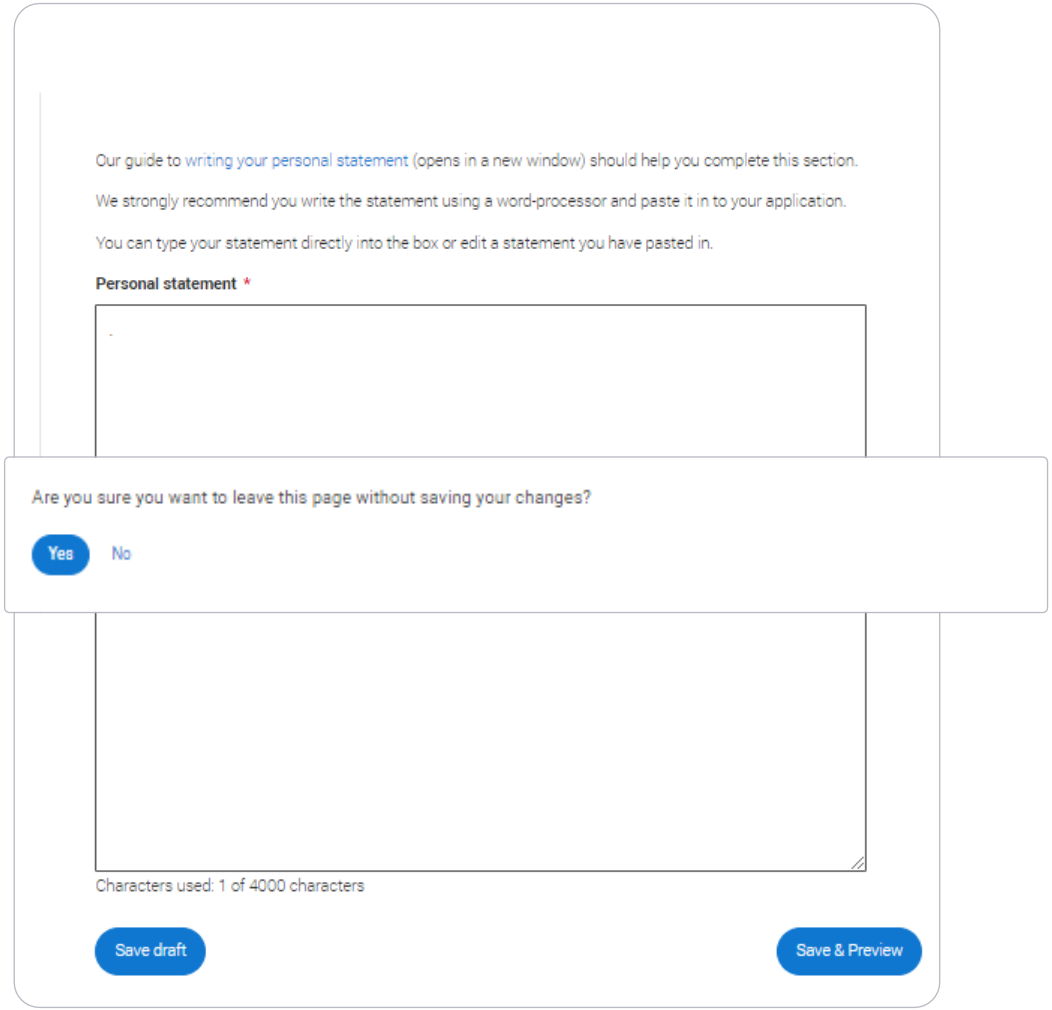


Personal statement.

You can save and edit this section as many times as you need to.

If you try to navigate away without saving your work. We'll remind you with a pop-up warning.

For advice on how to write your personal statement head to ucas.com or use the personal statement builder in the UCAS Hub.



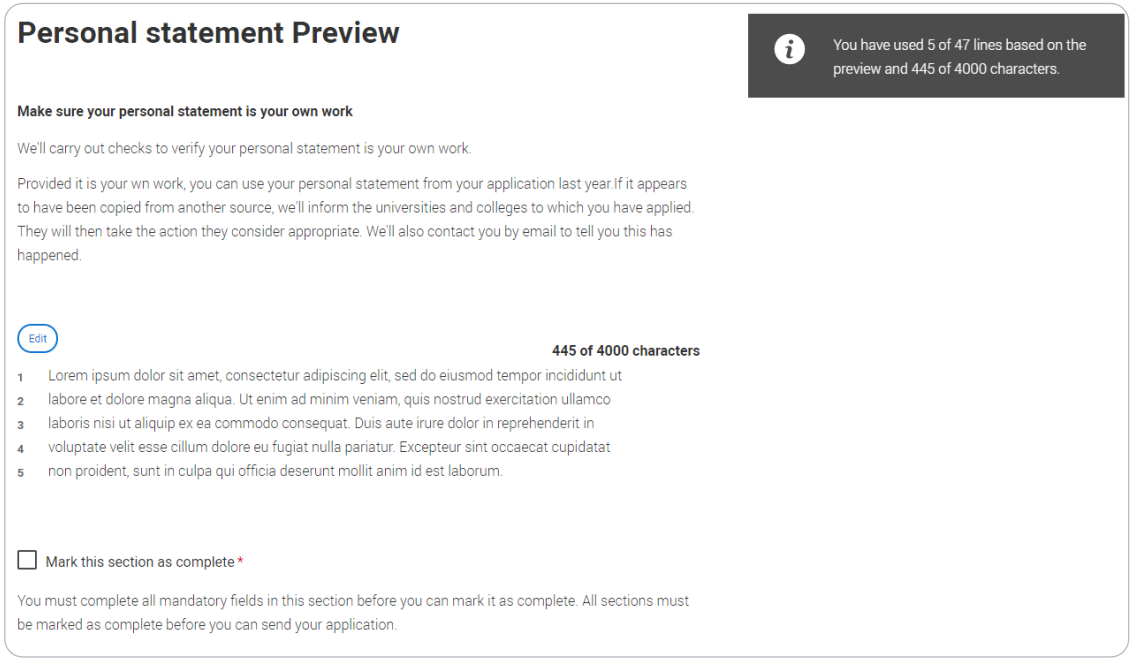
Security marking: **PUBLIC**

You can only mark **this section as complete** on the **Preview** screen.

Remember we'll carry out checks to verify your personal statement is your own work.

If it appears to have been copied from one or more other sources, we'll inform the universities and colleges to which you have applied. They will then take the action they consider appropriate.

We'll also contact you by email to tell you this has happened.



Security marking: **PUBLIC**

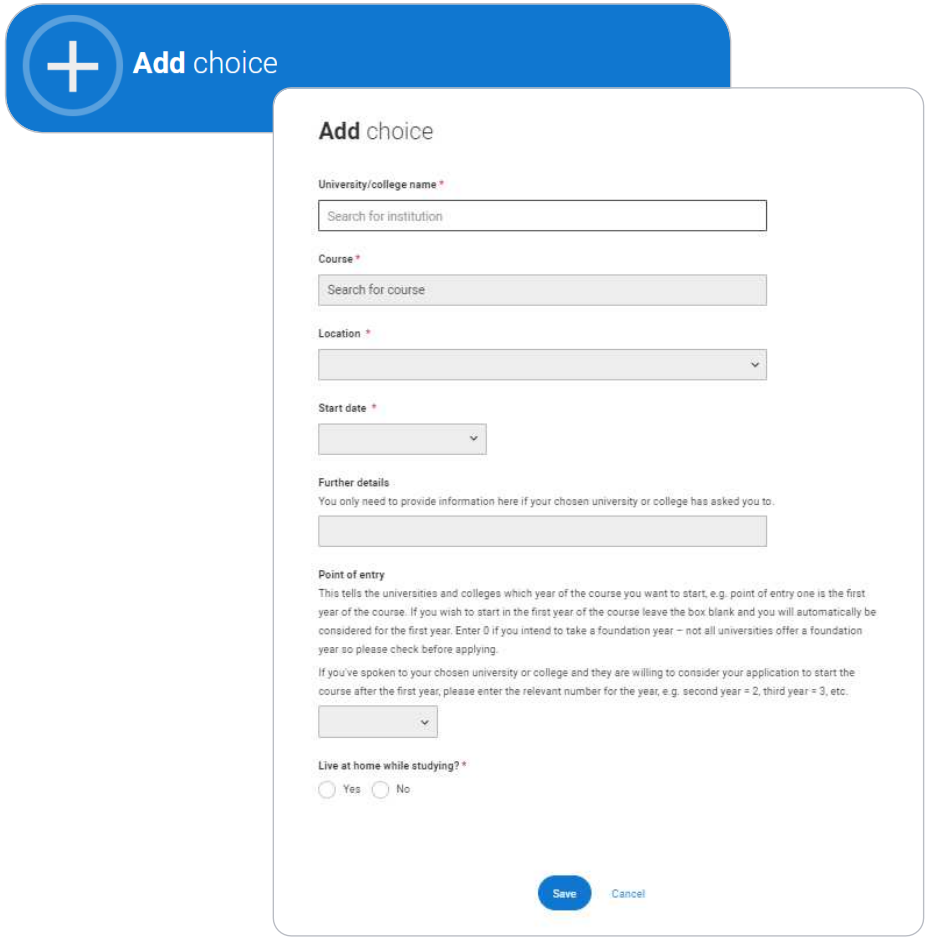
Adding a choice.

To add your choice start typing the **name** of the university or college into the institution field. Select from the options displayed.

Do the same for the course you have selected.

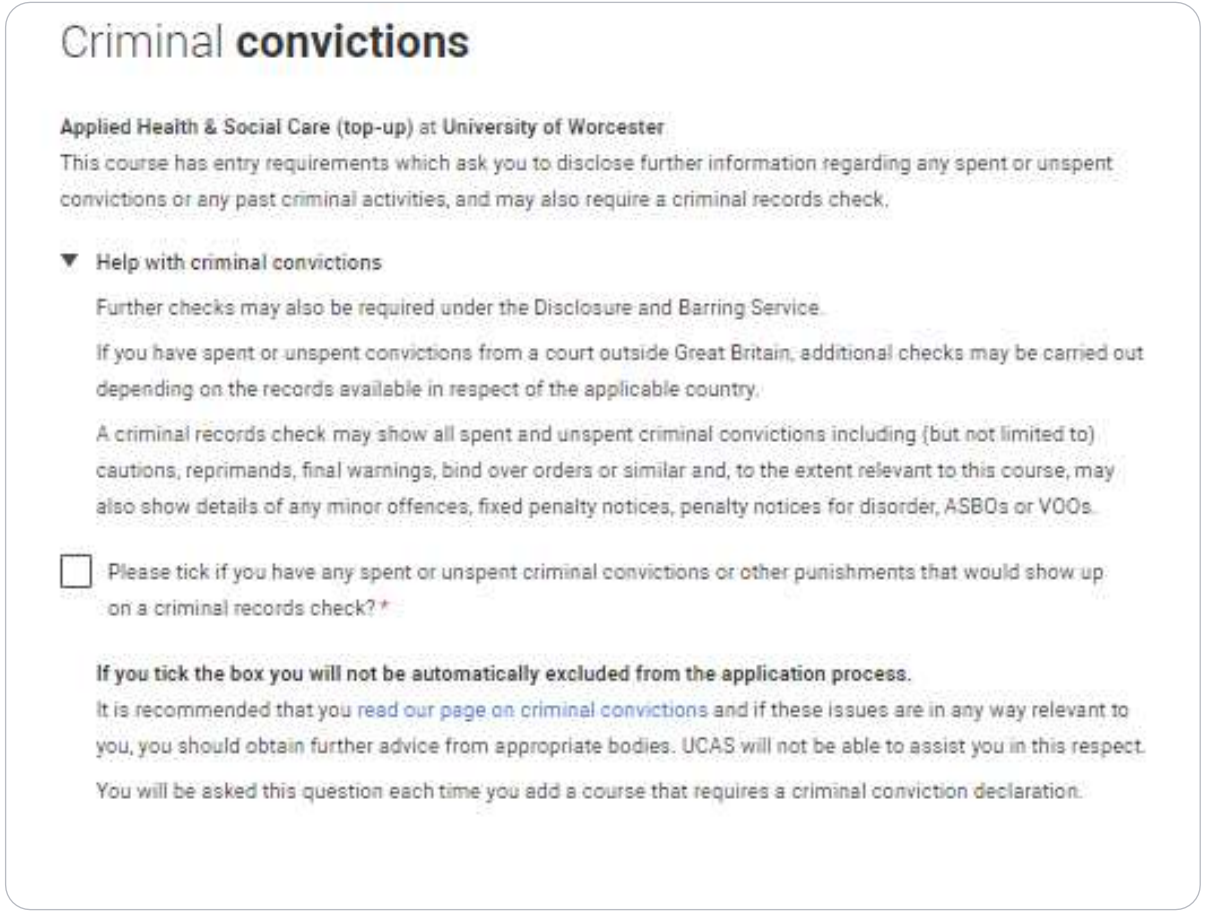
Locations and start dates are displayed according to the course details.

You don't have to select a point of entry, but if you want to, it will usually be year 1 or foundation year (if available).



Some courses may require you to disclose your criminal conviction status.

We'll only show this question if the course choice requires it.



Criminal **convictions**

Applied Health & Social Care (top-up) at **University of Worcester**

This course has entry requirements which ask you to disclose further information regarding any spent or unspent convictions or any past criminal activities, and may also require a criminal records check.

▼ **Help with criminal convictions**

Further checks may also be required under the Disclosure and Barring Service.

If you have spent or unspent convictions from a court outside Great Britain, additional checks may be carried out depending on the records available in respect of the applicable country.

A criminal records check may show all spent and unspent criminal convictions including (but not limited to) cautions, reprimands, final warnings, bind over orders or similar and, to the extent relevant to this course, may also show details of any minor offences, fixed penalty notices, penalty notices for disorder, ASBOs or VOOs.

☐ Please tick if you have any spent or unspent criminal convictions or other punishments that would show up on a criminal records check? *

If you tick the box you will not be automatically excluded from the application process.

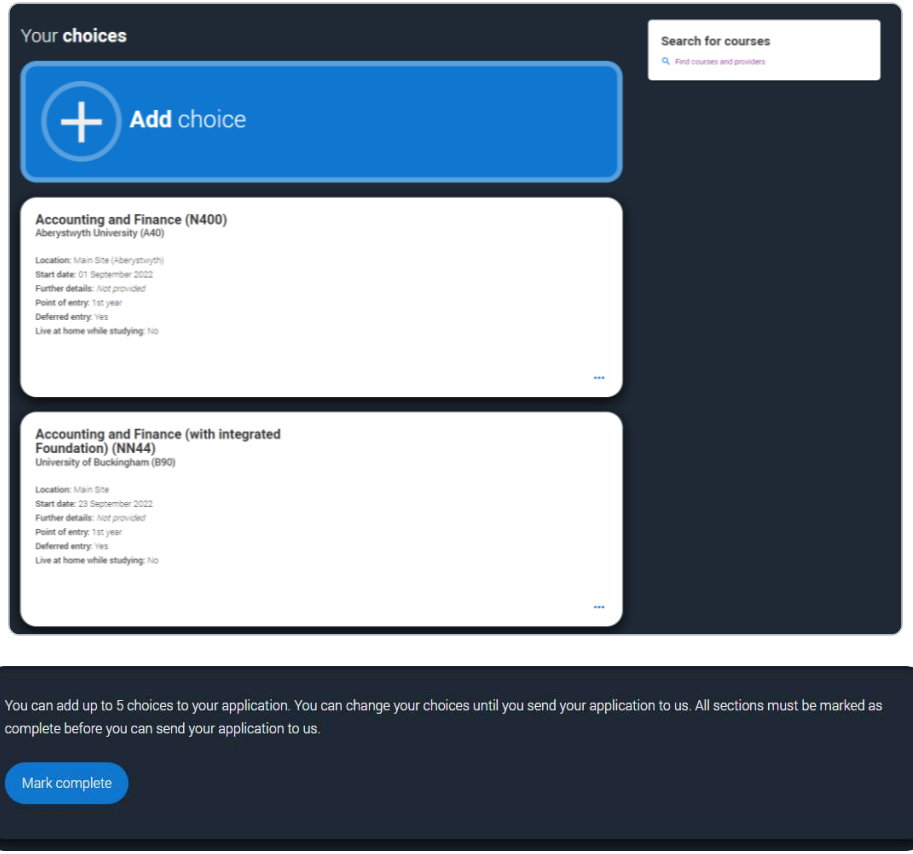
It is recommended that you read our page on criminal convictions and if these issues are in any way relevant to you, you should obtain further advice from appropriate bodies. UCAS will not be able to assist you in this respect.

You will be asked this question each time you add a course that requires a criminal conviction declaration.

There is a maximum of **five** choices and choice restrictions may apply. A maximum of **four** courses from medicine, dentistry, veterinary medicine or veterinary science, and either the University of Oxford OR the University of Cambridge).

Once all choices are added you must mark the section as complete to be able to submit.

Choices do not need to be added in any preference order. Universities / colleges can only see where else you've applied once they've made their offer and you've decided whether to accept them as your firm or insurance choice.



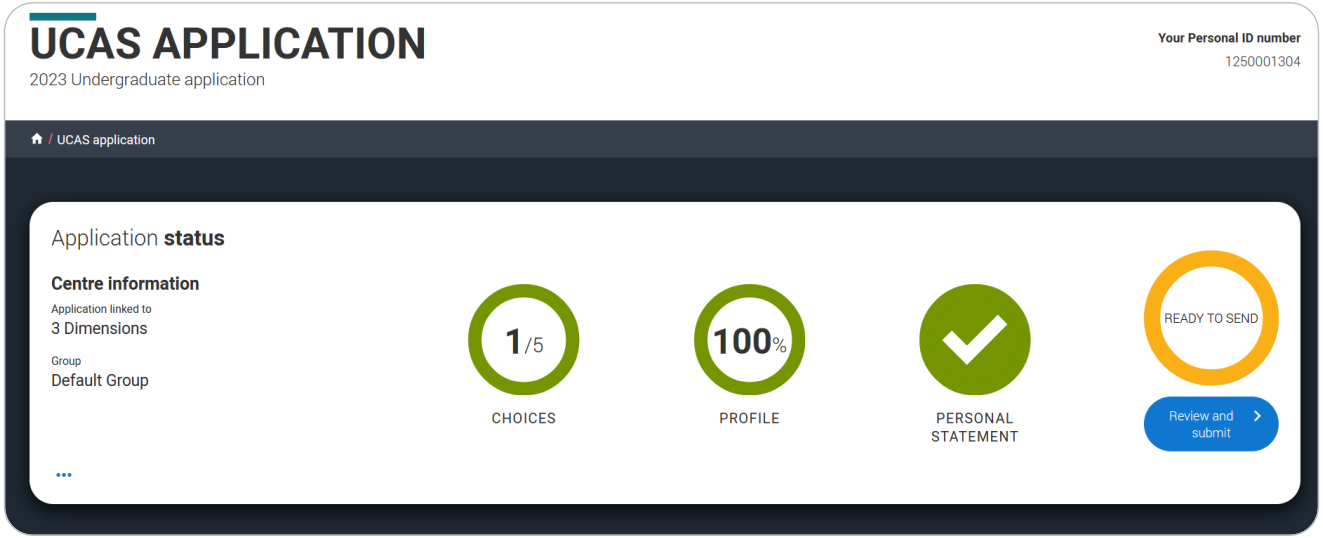
Pay and Submit.

Before you pay and submit, you MUST get your form checked by someone in Progression Guidance in R105 (along the corridor from the Maths department).

Your form will be delayed if it is not checked before paying and submitting.

After checking at Esher, there are 4 steps to the submission process.

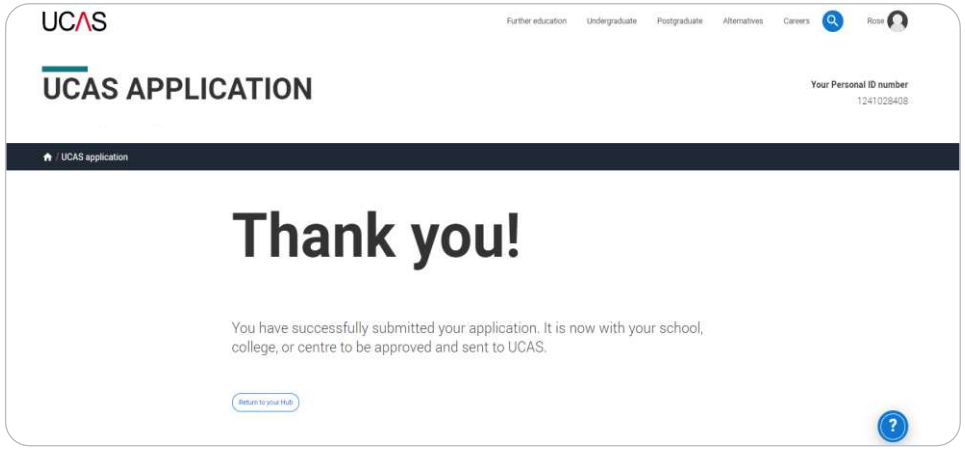
This takes TIME – make sure you pay attention to our internal deadlines

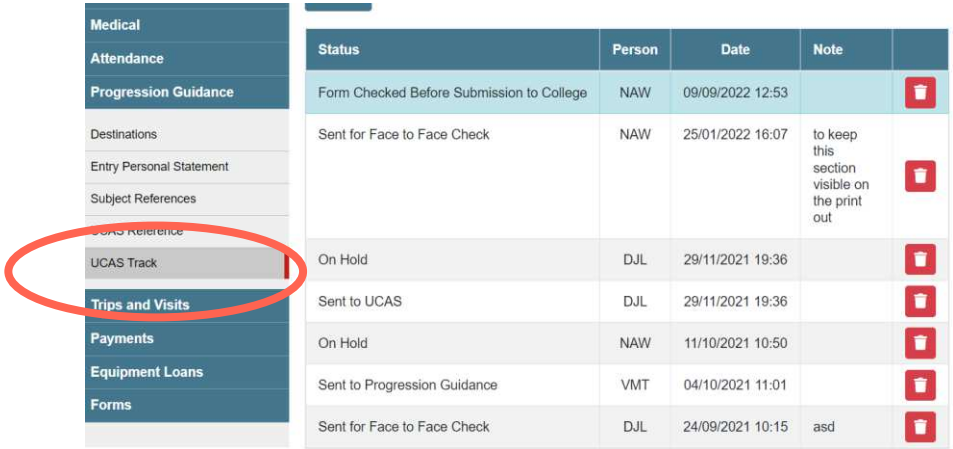


Security marking: **PUBLIC**

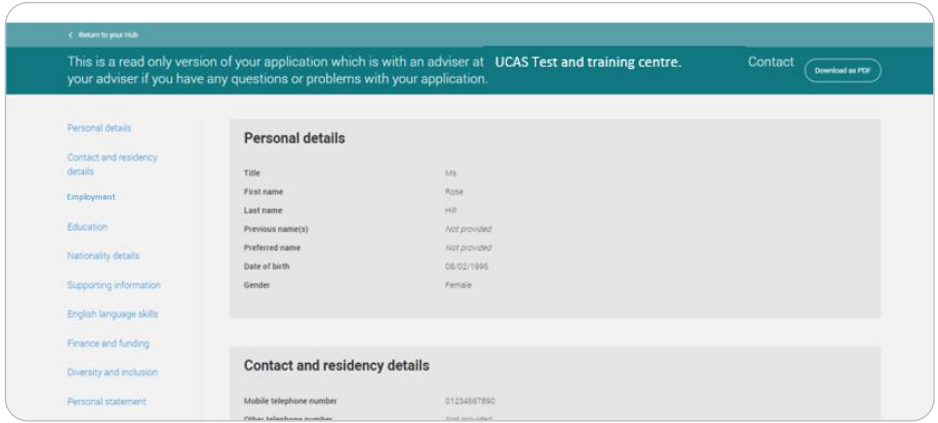
When you've paid and submitted your application, it will go to Esher Sixth Form College to add your reference.

You can follow the progress of your form in college through UCAS Track on the Progression Guidance section of your database.





College submits the application to UCAS.
If you log in you to the UCAS hub will see a read-only version.



Once we have sent your form to UCAS use the **UCAS Track tool** in the **UCAS hub** to monitor the progress of your application, receive and respond to your offers.

And finally …..

- Please meet the deadlines!

Esher Sixth Form College 2025 UCAS Apply deadlines

Students **must** have **a face-to-face** (*in person or Teams*) **HE discussion meeting** with a member of the Progression Guidance team **before** paying and submitting their form. **No forms will be processed** until the face to face meeting has occurred. Please note our 'turn around' time commitment is only valid for forms submitted **without errors**. These deadlines apply to post-results ('6.3') applicants also.

Applications can be submitted from the start of teaching in the autumn term, Monday 9 September 2024.

Type of application	**You must submit your form before …**	**…and we will send your form to UCAS**
Medicine, Veterinary Science, Dentistry and Oxbridge applications	8am on **Wednesday 25 September 2024**	by the UCAS early deadline of **15 October 2024**
Competitive applications *(if you want your form to be processed with 10 working days)*	8am on **Monday 21 October 2024**	within **10 working days** of the form being received, provided it is **error-free**
General applications	8am on **Monday 11 November 2024**	by the end of the autumn term, **Friday 20 December 2024**
General applications - final deadline	8am on **Monday 25 November 2024**	by the UCAS final 'equal consideration' deadline, **29 January 2025**

Forms handed in after 25 November will probably meet the 29 January UCAS deadline, but we **do not guarantee** this.
Most universities operate a policy of **'first come, first served'**. An **early application** for any course at any institution **optimises** the chance of receiving an offer. **Get it right, get it checked, get it in!**