

Signing up to UCAS for Courses Starting in 2020



- Ensure you have a "suitable" personal (not school) e-mail address
- Go to www.ucas.com/apply and select 'Undergraduate'
- Click on **2020 Entry - Apply**
- Click **Register** beneath the login section
- Go through the next few pages entering your **personal details** as requested
- Ensure you choose to be kept informed about your application by **text and e-mail**, it's the best way
- Read the password instructions before deciding to use one that's not accepted! Enter a password and **MAKE A NOTE OF IT**, and complete the security questions
- When the page saying "Register: success" appears, **MAKE A NOTE OF YOUR USERNAME** - it will usually be your first initial, surname and a number.
YOU WILL NOT SEE THIS AGAIN ONCE YOU LEAVE THIS PAGE!!!
MAKE A NOTE OF YOUR USERNAME!!
(otherwise you will have to start back at the top of this list again)
- Go back to www.ucas.com and this time click through again
Sign in, students, Undergraduate, 2019 apply, then log in with your new username and password
- Click on "applying through my school or college"
- Now you will need to enter the "Buzzword" for this year
-which is LEV2UNI2020
- Select the **correct tutor group** from the list displayed
- MAKE A NOTE OF YOUR APPLICATION ID NUMBER**
- You will now see a menu down the left side of the page. You will need to keep returning back to these sections over the next few days/weeks to complete your **personal details, GCSE exam results, A level courses, and lots more**
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- In **Education**, add **new school / college** and Search for "Leventhorpe"
- Once you have added Leventhorpe and your previous school, you can **add qualifications** - the usual bunch are displayed but you may need to find others yourself from a longer list
- You should add **past results with August, the Year and Grade**, and future subjects as August 2020, and the result as **"Pending"**
- Personal Statement** - you should type a first draft **right after the PS workshop day (Wednesday 11th September)**. **Keep improving until you are happy with it.**
- You can also ask for advice on your PS from a parent, friend of a parent etc. who often sees job application letters, works in HR, runs a company etc.
- Make improvements and keep redrafting to improve
- If you get stuck at any stage, follow these steps in this order:
 - Check the "help" sections of the site or click on the ? marks
 - Ask someone else in your year who might have passed this stage
 - Ask your tutor for advice
 - Ask Mrs Morris for advice
 - Call the UCAS helpline



My Username is	
My Password is	
My UCAS ID No is	

Use this if you are likely to forget the critical details - tear off this strip and put it in a wallet, purse or somewhere else safe, or take and save a photo of it and e-mail to yourself (photos more secure than text)