

UCAS 2024 Log in instruction sheet

- Go to www.ucas.com and select **Sign in** from the drop-down menu. Then select the relevant sign in **Student 2024 entry**. Please be careful because student login 2023 will still be available and what you want is **2024 entry**. This will take you to a new window:
- Choose **Register** at the top of the page which will bring up a new window where you will have a **register log in** screen.
- Make sure the **email address you provide is a personal one** (not your school email address) and that it **is appropriate and professional**.
- Create a **Password** which is chosen by you (**make a note of it in now on your phone and keep it safe!**)
- Read all information carefully, including the terms and conditions. **Select the register button**
- **Verify your account** with the one-time verification code emailed to you
- Once verified you will be asked a few questions -
 - + when you do you want to start studying (this is **2024** even if you know that you wish to take a gap year or defer your entry)
 - + level of Study – **Undergraduate**
 - + where you live – enter your **home postcode**
 - + choose whether to get information on **apprenticeships** and **conservatoires**
 - + select **subjects** that you are interested in (these can be changed later)
- Select the **Create account** button

Next, **Starting your application** on the UCAS hub home screen

- Click **Start** on the Your **Applications** tile and update any preferences
- UCAS will ask if you're applying from a school, college or centre? Select **Yes**
- Our buzzword is **chilternhills24** and **Confirm Chiltern Hills Academy**
- There's no need to select a group at this stage.

Application Overview –

- You will come to a page **My profile** with lots of tiles covering topics such as: personal details, finance and funding, education, employment, statement, etc.
- Click on any **tile** (see overleaf) and **save each section as you complete** it. You can go back and edit it at any time *even if* you **click section complete**.
- Now, in your own time and pace, go through each section, carefully filling in your details as far as possible **see over for more tips and advice!**

Watch all the How-to video guides on UCAS they are there to help you as are we, so if you have any questions, just come and ask a member of the Sixth Form Team!

Tiles:

- **Personal Details** - enter all of your personal details correctly and carefully (title, gender, preferred name, date of birth)

- **Contact and Residency details** – e.g. mobile number, postal address, etc.

You **must** enter your **Nominee Access** – add the name of your parents/carers

Confirm your **Residency details**

- **Nationality Details** – answer all of these carefully and accurately and add your passport number, expiry date and place of issue

- **Education** – you **must** add all the qualifications you have achieved or are working towards and intend to complete by August 2024.

click on **+add place of Education**. Type *Chiltern Hills Academy*, enter your start (when you joined us) and end date – (end date should be 08/2023)

click **+add qualifications**. Click **+GCE Advanced Level**. Remember that the date of your **pending A levels** should be **06/2024** and the result is **Pending**. **Save** and **add another (i.e. list all the A levels you are taking)**.

*click **+add qualifications**. Click **+GCSE (Grades 9-1)**. Remember that the date of your GCSEs should be **06/2022** (unless you sat some in Year 10) **Save and add another (ie. please list all the GCSEs that you took)**. *If you completed your GCSEs at another school please **+add a new place of Education** and list the school name and centre number

In the search box **add all the qualifications/certificates from exam boards that you have** e.g. EPQ, DofE, Music grades, Dance grades, LAMDA etc.

- **Employment** – enter all the paid part time jobs you currently have or have had
- **Supporting information** – All questions are mandatory. If, you do not have a **Disability/special needs** then select “No disability” but **if you do have any needs or requirements** then put it in by selecting from the drop down menu and adding information in the box provided so that your uni can put things in place before you arrive and provide you with the appropriate support and facilities
- **English Language skills** – select the appropriate boxes, click section complete
- **Finance and Funding** – if you want the Government (Student Finance England) to pay your tuition fees then select: **UK, CHI, IoM or EU student finance services** then in the **Student support arrangements** box add your county
- In the **Diversity and inclusion** file for **equality monitoring** purposes there are two mandatory questions, you have the right to not divulge any further information and therefore can select “I prefer not to say”
- **Personal Statement** – your statement should be written in Times New Roman, font size 12 and you will have **only 47 lines** and/or **4000 characters** (approximately a **page of A4 typed**) But, **you must write your statement in unifrog** and then paste **your finished version** into this section in **September**.

Choices – once you have visited a university and are sure the course is right for you; then type in the name of the **institution** and then the **course**, start date (either **2024** or if taking a GAP year 2025). You can send your application with only **1 choice** or up to a **maximum of 5**. The sooner you send your application off the more likely you are to receive a conditional offer of a place.

Good luck! Remember, if you have any questions, just come and see a member of the Sixth Form Team or email ahemsworth@chacademy.co.uk