

STUDENT GUIDE

How to Apply to UCAS Online

Registering on the UCAS Apply Website:

1. Go to the UCAS website at <http://www.ucas.com>.
2. Click on "Apply".
3. Choose "Apply 2011 for students and staff" and then "Register/Log in to use Apply".
4. If this is your first time of using this site, you will need to register. This will take about 15 minutes. **DO NOT TRY TO LOGIN IF IT IS YOUR FIRST TIME.** Click on "register".
5. Read the welcome page and click next.
6. Read and accept the terms and conditions.
7. Continue answering the questions on the next few pages.
8. You will be given a username. Write down your username but not your password.
9. You are applying through "my school/college"
10. The school's buzzword is **HARLINGTON2010**. It must be in **CAPITALS** and correctly spelt.
11. Choose your current house group.
12. Make a note of your personal ID.
13. You have now completed the registration.

After you have registered, login and:

14. Complete the easy bits first, e.g. personal details.
15. Do a bit at a time.
16. Leave the "Choices" section until you have decided on your universities.
17. Do a draft personal statement in word and spell check. Before copy and pasting it on the form give a copy to your Form Tutor and Mrs Symonds for checking.
18. Chase your Subject Tutors for your references (before the end of summer term).
19. Ask your Form Tutor to do your school reference.

Finally:

- ◆ If you forget your login details, click on the "forgotten login" link.
- ◆ If you still can't log in/need further help come to the Sixth Form Office