

The following information will outline how to complete the final 2 sections of your application – Choices and your Personal Statement.

## Choices

You have a choice of between 1 and 5 choices to fill in. We would encourage you to apply for the maximum number allowed (those of you applying for medicine will only be able to apply for four options plus another), as this increases the number of offers you receive.

### Which university?

Options to consider include:

- Do you want to live at home or at least study in the North West or are you happy to study anywhere in the country, or abroad?
- Do you want to attend a smaller campus based university where often accommodation, lectures and other facilities are all in the same area and where you will get to recognise lots of faces e.g. Edge Hill University or would you prefer to be based in a large city such as Manchester, Liverpool, Leeds or Newcastle with thousands of other students and where facilities can be spread out over a much wider area.
- Do you want to attend a prestigious university? As well as universities such as Oxford, Cambridge or Durham, there are lots of excellent universities in the North of England including Manchester, Liverpool, Lancaster, Leeds and Newcastle.

Different universities will offer different entry requirements which will be based either on points – see [UCAS tariff](#) – or actual grades. You should know what your MAG is and you should try and ensure that you have two aspirational choices for if you do better than expected, two solid choices and one safe choice.

Use [www.unifrog.org](http://www.unifrog.org) to help you select [courses and different universities](#) – there is a lot of information on here to [help you](#) with your research. It is important that when you can actually visit the universities you are thinking about choosing you do this, in the mean time you can do [virtual university tours](#) and [speak to current university students](#) about the institution and your choice of course.

This video walks through how to use the university tool on Unifrog:  
[https://www.youtube.com/watch?v=9oUVPyUL\\_0Y](https://www.youtube.com/watch?v=9oUVPyUL_0Y)

### Which course?

It is important to understand the different types of courses you can choose from – do you know the difference between joint honours, a sandwich degree, a BEng or BMAT? Find out [here](#).

Some of you may already know what subject you want to study at university, if you are not sure what subject to study consider the following:

Do you have a favourite subject you are currently studying? Is there a subject you need to choose to access the career you want? Have you looked at the wide range of degree courses available? Are you keen to complete a degree in a vocational area e.g. teaching, nursing, physiotherapy etc or do you want to complete a degree in a subject just for the love of it e.g. History or English Literature?

**An important note:** if you do want to apply for an vocational degree such as those listed above but also including midwifery, medicine, social work, police or paramedic it is really important you can talk about valid experience you have of these areas, so if you haven't got any yet you need to try and get some this summer.

There are over **50,000 undergraduate courses** at more than **395** providers in the UK, so it's important you do your research.

Check out this great tool where you can [search for a particular degree course](#) or enter your current Level 3 subjects to see where they might take you.

If you haven't got any ideas about what you might want to do for your future career then check out another [great tool](#) on Unifrog where you can search based on career, subject area or by theme or competency. If you want to search for careers based on your creativity or by social impact or travelling or wealth you can search on these and more.

## Personal Statement

This for most students is the most challenging section of their application form. The key points to remember are these:

- This is your chance to sell yourself when you may be competing against many other students
- Even if you may think you have nothing to write about, you are wrong. Everybody has experiences and done things during your life which demonstrate skills and your characteristics
- Universities will receive your results about a week before you do in August 2021. When students just miss out, they will often go back to your application and in particular your personal statement to see if they should still give you a place on the course
- Every personal statement will be run through plagiarism software so please don't be tempted to copy work from others or from examples on the internet. If you do the chances are high you will be found out and your application will be rejected
- You have 4,000 characters or 47 lines to do all this and for some of you it may be even more of a challenge having to edit this down to fit
- Don't forget, universities don't expect you to be the finished perfect article, they are looking for someone who is enthusiastic and passionate about their subject who is keen to learn more and push themselves to develop themselves further
- UCAS provide excellent resources to help with [this](#). This includes a mind map and work sheet to help you start your statement and a personal statement builder
- In addition, there are lots of videos and webinars currently available- many that are run by universities themselves, that you can access to help you with this

### Format of your personal statement:

You should make sure you cover the following areas as a minimum on your personal statement:

- Why do you want to study the course?
- What have you done that makes you suitable for the course?
- What else have you done that makes you somebody who will contribute to the course and to the university?

Although this last section is important, as a rule of thumb, 75% of your personal statement should be about your studies and reasons why you should be offered a place and 25% should be about your extracurricular activities.

Universities know what they are looking for [check out](#) some [great advice](#) from Manchester University. The best tip on this is to use the ABC method when writing your personal statement. Too many students just list their achievements or skills rather than explain how this will make them suitable for reading a particular degree.

The ABC method is a way of writing about these experiences in more detail.

- Activity: What have you done?
- Benefit: What skills have you gained?
- Course: How will this prepare you for the course?

For example, a student is applying for Business Studies.

- Activity eg I am the school captain of the football team.
- Benefit eg This shows I have good communication and team working skills.
- Course eg This is relevant to Business Studies as being able to communicate effectively is an important skill when working on group projects.

In addition, many university websites contain information about what they are looking for from somebody wanting to apply for a particular course so it makes sense to make good use of these.

As always, Unifrog, has [great resources](#) to help you with your personal statement and don't forget UCAS also is a [great resource](#) to help with this.

Once you have put a first draft of your personal statement together, ask your Progress Tutor if they can read it through and provide feedback to you.

If you haven't already done so, sign up for UCAS Hub they have some great streaming resources and Facebook resources you can access through this.

### You've completed it all!

## Progress Tutors

Your Progress Tutor is an invaluable resource and person who will help you with your application, they will be checking your application to make sure you haven't made any mistakes as well as helping you with your personal statement. Make sure you make the best use of your Progress Tutor by attending tutorial and 1:1 arranged sessions. **They have sent off hundreds of applications in previous years so listen to their advice.**

**Once your application is complete, you can select 'Pay/Send'**

Before you press the Pay/Send button you have to agree to the UCAS declaration. This will legally bind you to pay your application fee and also legally binds you that all the information is accurate, complete, and your own work. You should also choose the option to allow college to see your offers so that your Progress Tutor can provide the best advice and guidance to you.

When you press the Pay/Send button it will fix your application and you will be unable to make any changes unless your Personal Tutor returns it to you (**N.B. pressing the button does not send it to UCAS**). At this stage you will pay the fee.

You will need to pay by credit/debit card online direct to UCAS via a secure server.

Your tutor will then check your application. If there are any problems, they will return the application to you so that you can make amendments.

If there are no problems, your tutor will add a reference and the application will be checked by your Senior Tutor. (**N.B. Your Progress Tutor will have a lot of references to write, so you should complete your application as early as possible. The internal deadline is set to guarantee your application is thoroughly checked and sent by the final deadline**).

If there are any problems, the application will be returned to you for correction.

Your application will then be given a final check and **only then** will it be sent to UCAS.

You will then receive an acknowledgement of receipt. **If you have not received this within 7 days see your Progress Tutor as a matter of urgency.**

## IMPORTANT DATES

Please note that UCAS will not accept your application until the September in the year before you are applying for, but if you can it finished by then you can send your application off nice and early and can then just focus on your studies.

The final deadline for most courses is mid-January, in order to guarantee that universities will consider your application. For those students wanting to apply to Oxford or Cambridge or to read medicine, dentistry and veterinary medicine, your final deadline is mid-October.

However, as you can see above the process, to make sure your application as good as it can be does take time so you should be aiming to complete your application by **October half term**. All applications which are completed by the end of the week after the October half term are guaranteed to be sent well before the final deadline. If you leave it until the last minute, there will not be enough time for you to work with your Progress Tutor to make it as good as it could be so it makes sense to complete it early.