UCAS APPLY 2019 - APPLICATION TIMELINE

Important date/ Deadline	Task
16th May - Enrichment in RPT	enrichment on Pathways including the UCAS application process and using Unifrog
18th May – Early entry talk with Mr Baker	List of students produced
6th June – Enrichment with Tutors	Personal statements started in Unifrog. Mind map issued
20th June – Enrichment 'Register with UCAS' in RPT	UCAS presentation. UCAS application Notes and guidance on how to register and how to log on to Apply 2019 will be issued to students Students advised to register and log on with UCAS by Friday 22nd June (and start completing the application form online @ www.ucas.com) UCAS Apply drop-in sessions – all students can attend during their 'free' time in private study room 1 – Mrs Copley will help with the registration and getting started Universities and courses - Students to research their choices and register for any 'admission' tests, if applicable
25th June – 16th July	Subject Teachers to start writing references in Unifrog **To be completed by 16th July**
4th July – Enrichment session with Tutors	Personal statements
12th July 2018	**Parents** – invited to attend Higher Education evening
18th July – Enrichment session with Tutors	**Students** to have a 'draft' personal statement ready to discuss with Tutors
By 19th July	Students should have - Registered with UCAS - Logged on to UCAS and completed the personal details / Education / Employment sections

	• Completed a draft personal statement in Unifrog and discussed contents with Tutor and subject teachers
During the Summer break	**Students** expected to finalise a 'draft' Personal statement on Unifrog **Students** expected to complete all sections of their application on UCAS with the exception of the personal statement **Students** to register for relevant 'admission' test, if applicable
10th – 21st September	**Students** to discuss 'final' draft personal statements at Tutorials Students to discuss their personal statement with subject teachers **Tutors to edit Subject references and add Tutor reference**
24th September – 28th September	**LK / CI / OBR to check the quality of Tutor references and to ensure no subjects missing**
21st September	**Early entry internal deadline – students to pay/send**
28th September	**All other Students to pay/send applications**
15th October (6pm)	Oxbridge deadline – applications to be sent
16TH October – 30th November	**All applications to be checked and sent to UCAS**
4th January 2019	**LAST** realistic date for applications to be sent to Mrs Copley to guarantee meeting the UCAS deadline of 15th January 2019
15th JANUARY 2019 – UCAS DEADLINE (except for some Art and Design course with a deadline of 24th March)!	**UCAS DEADLINE (6PM) for all applications** except **some Art/Media/design courses** – any applications received by UCAS after this date will be treated as a 'late application' by UCAS (please see UCAS.com for more information)
25th February 2019	**Extra** opens for those students eligible ie hold no offers – please see Mrs Copley
24th March 2019 - deadline at 6pm for Art foundation etc	**Deadline for students applying for a Diploma in Foundation studies in Art / Media / Design**

Student – Notes

- Use Unifrog to search for courses
- Use the UCAS search tool to research courses
- Visit UCAS online – YouTube
- www.qaa.ac.uk reports on the quality and standards of UK HE
- Look at the 'Good University guide' on the Times website
- Remember **always** to 'log off' from UCAS when you have finished as hackers can corrupt your data!
- Please use any 'free' time to research courses and Universities thoroughly paying particular attention to ENTRY REQUIREMENTS. To ensure you meet the entry requirements for a particular course You will need to know your predicted grades (please go and see your subject teacher).
- Be aware that some courses expect you to have or to have organised, subject specific work experience / placements therefore if you haven't already done so organise it now!
- look at Open Day dates immediately and arrange to visit at least 2 or 3 Universities with family and friends.
- Book onto some 'taster' days at Unis – see Miss Iyengar / Miss Khudeza
- For blogs and web chats use ucasconnect.com / twitter / face book / YouTube / Instagram
- Make use of the 'drop-in' sessions in PSR1 with Mrs Copley which are on offer
- **When you 'pay and send' your application IT DOES NOT GO TO UCAS it is sent to Mrs Copley.** The sooner you complete your application and personal statement the sooner Mrs Copley can check it for any errors. She will also meet with you to discuss your application and to return the form to you if there are mistakes.
- Mrs Copley will enter your predicted grades and attach your reference to your application before she approves it and sends it to UCAS.
- When Mrs Copley has sent your application to UCAS you will receive a welcome letter from UCAS. Using your login details and personal ID number, You will be able to log on to 'Track' to receive decisions / offers / invitations
- If the course you have chosen requires you to have an interview / audition / essay / test, then you will receive an invitation via 'Track'. You **must** reply via 'Track'. You will have the opportunity to accept, decline or request an alternative date and time.