

# UCAS

## Apply 2015

A guide to completing  
your application for  
Higher Education

**Username:**

**Password:**

**Personal ID:**



University Centre  
Grimsby

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# UCAS 2015 OVERVIEW

UCAS (Universities & Colleges Admissions Service) Apply is an application system that allows you to apply online for full-time undergraduate courses at universities and colleges in the UK. This booklet will guide you through the registration process, completing your application and sending it to UCAS.

There is a fee for making an application. The amount depends on how many courses, universities and colleges you apply to.

## How much will it cost?

If you apply for more than one course, university or college, the cost is £23. If you only apply for one course at one university or college, you pay £12. You will receive a welcome letter which will explain how you can add more choices later (if you have paid only £12 and choose to add further choices, you will need to pay a additional £11). The cost for applications received after 30 June 2014 is £23 because these applications will be entered into **Clearing**. The application fee includes VAT.

## How do I pay?

You will need to make your payment via the internet using a credit or debit card. The card does not need to be in your own name but you will require the consent of the cardholder. If you pay your fee using a credit or debit card that you do not have permission to use, UCAS will cancel your application.

UK and international Visa, Visa Debit, Delta, MasterCard, JCB, Maestro and Electron credit or debit cards are the accepted methods of payment. If you have trouble paying for your application, please contact the Customer Service Unit on Tel: +44 (0)871 4680468 for information on alternative payment methods.

# UCAS 2015 OVERVIEW

## When do I need to make my payment?

You pay after you have completed your application and are in the process of sending it to us (or to your referee). Click on 'PAY AND SEND' - you will be asked for your card details once you have agreed to the terms of the Declaration and Data Protection statement. The system will automatically know whether you should pay the full £23 or the single choice fee of £12. Your application will then be sent to UCAS or, if you are applying through a school or college, to your referee. Once UCAS receive your application, either from you or your referee, it will be processed and a copy sent to each of your chosen universities and colleges. You will also receive a welcome letter.

Please remember that you can only complete one application in each cycle. If you send a second application, it will be cancelled and you will not receive a refund.



# DEADLINES

## 2014

- 15th October Applications for Oxford, Cambridge or any course in medicine, dentistry and veterinary medicine/science
- 12th December For students currently studying on a course with the Grimsby Institute Group, you must have submitted your application by this date in order to allow time for your tutor to check it, include a reference and send your application before the 15th January. **Please note that applications received after this date are not guaranteed to be submitted before the UCAS deadline and may be classed as late applications.**

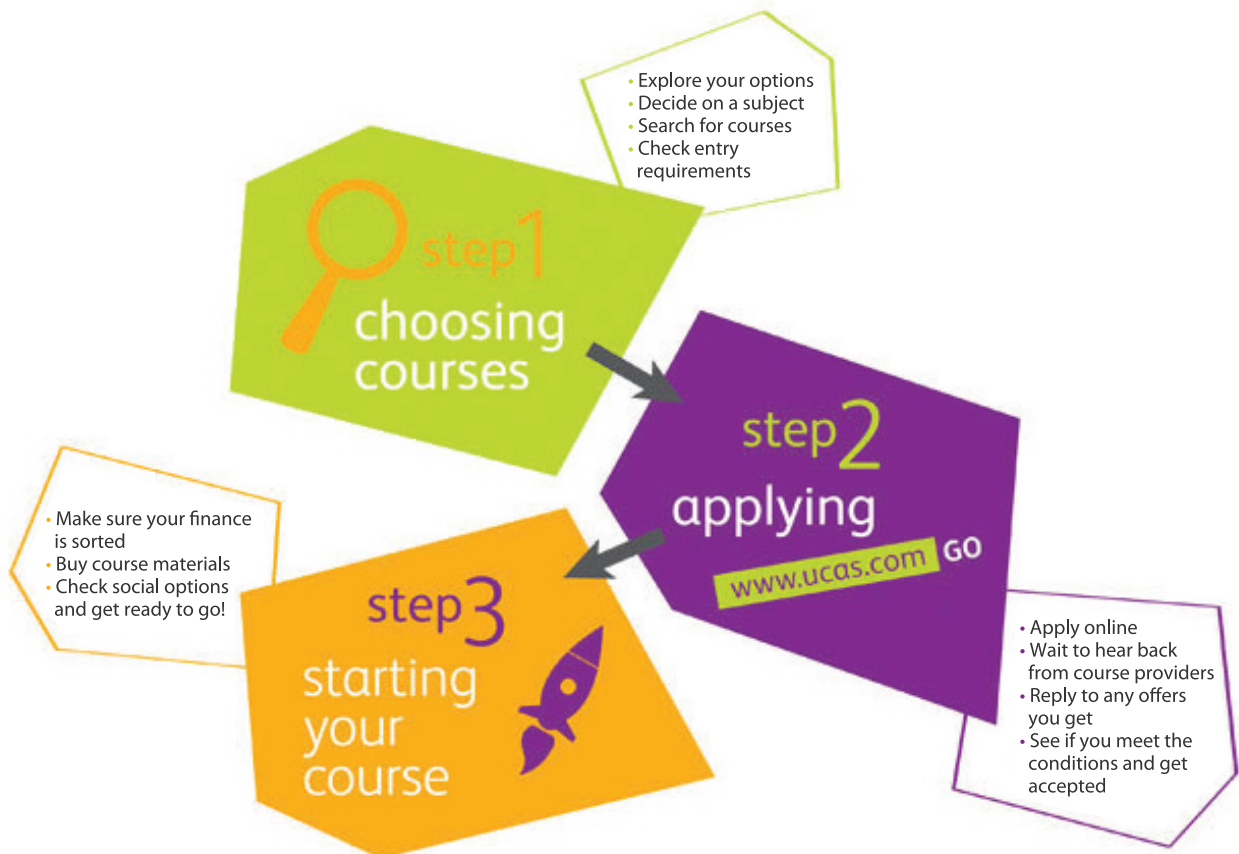
## 2015

- 15th January Applications for the majority of courses should arrive at UCAS by this deadline (check course details for the correct deadline).
- 25th February Extra begins
- 24th March Applications for some Art and Design courses (others have a 15th January deadline – check course details to confirm the correct deadline).
- 6th May If you receive all your Uni/College decisions by 31st March, you must reply to any offers by this date (except for Extra) or they will be declined.
- 7th May If you applied by the January deadline and you're still waiting, University's/Colleges will decide whether they're making an offer by now (otherwise those choices are automatically made unsuccessful).
- 4th June If you receive all your Uni/College decisions by 8th May, you must reply to any offers by this date (unless you applied in Extra) or they will be declined.
- 25th June If you receive all your Uni/College decisions by 5th June, you must reply to any offers by this date (unless you applied in Extra) or they will be declined.
- 30th June If you send your application to us by this date, we'll send it to your chosen Uni/College, after this date you're entered into Clearing.
- 1st July Last date to apply through Extra
- 16th July If you applied before 30th June and are waiting for decisions, Uni/College will decide whether they will make you an offer by this date.
- 23rd July If you receive all Uni/College decisions by 17th July including Extra choices, you must reply to any offers by this date or they will be declined.
- 13th August GCE and Advanced Diploma results day and the start of the full Clearing vacancy search. Adjustment opens for registration.
- 30th August Adjustment closes.

**PLEASE NOTE THE REFERENCE HAS TO BE COMPLETED BEFORE THE APPLICATION CAN BE SENT TO UCAS**

# THREE STEPS TO APPLYING

# THREE STEPS TO APPLYING





# APPLICATION STEPS

## APPLICATION FLOWCHART



# HOW TO REGISTER

When you register, you provide certain personal details, including name, date of birth, address, telephone numbers and email address. These will transfer to your application and you will not be asked to enter them again. If any of these details change whilst you are completing your application, you will be able to amend them. Follow the simple steps below:

1. Go to [www.ucas.com/apply](http://www.ucas.com/apply)
2. Click on **'APPLY FOR 2015 COURSES'**
3. Click on **'REGISTER'** then follow the screens to accept the terms and conditions and enter your personal details, password and security questions
4. You will be issued with a username, make sure you keep a record of this as it will not be displayed again
5. Click **'LOG IN NOW'**
6. Answer the question **"HOW ARE YOU APPLYING"** but see below before answering

## **APPLYING 'AS AN INDIVIDUAL'**

Select this option if you are not currently attending a school, college or centre. To complete your application you will need to supply a reference from someone who knows you well enough to write about you and your suitability for Higher Education. We will not accept references from family, other relatives or friends.

## **APPLYING 'THROUGH MY SCHOOL, COLLEGE'**

**Only select this option if you are a currently attending a course at School, College or Centre.** A buzzword links your application to your centre so that your referee can write and attach their reference. Once you have completed your application it will be sent to your referee. Your referee will then add the reference, check and approve your application and send the completed application to UCAS.

You will need to obtain a 'buzzword' from your current education provider. The Grimsby Institute Group buzzwords are:

<b>GRIMSBY INSTITUTE GROUP LOCATION</b>	<b>BUZZWORD</b>
Nuns Corner, Learning Centres, LRC & LRAC	GRIMSBY15

You will then select your current course from the listed Tutor/application group.

**If you have recently left full-time education**, you should contact your school or college before making an application as you may be able to apply through them, especially if you will be asking them to provide your reference.



# COMPLETING YOUR APPLICATION

You will need to log in using your username and password. Now complete all the sections listed to the left of this screen (see below).

The screenshot shows the UCAS 2015 application interface. At the top, there is a red banner with '2015 apply' and 'Welcome' text, and a '<Log out' link. On the left, a navigation menu lists sections: Welcome, Personal details, Choices, Education, Employment, Statement, View all details, Pay/Send, Help, and Options/Opsiynau. Each item has a checkbox. A yellow arrow points from a box labeled 'SECTIONS TO COMPLETE' to the 'Personal details' checkbox. Below the menu is a 'Key' section with checkboxes for 'Completed', 'In progress', 'Not started', and 'Help'. The main content area displays a 'Welcome' message, a Personal ID of 119-855-2805, and a video player titled 'Introduction to... Apply 2015' with the UCAS logo. Below the video, there are links for help and support.

Welcome

<Log out

2015 apply

Welcome

SECTIONS TO COMPLETE

Welcome Denise,

Your Personal ID is: **119-855-2805**.

Please make a note of this number and keep it handy. You will need to quote this number if you call our Customer Contact Centre.

Need guidance? Watch the video advice below [\[Hide video\]](#).

Introduction to...  
Apply 2015  
UCAS

(Unable to view videos here? You can watch them at [www.ucas.com/tv](http://www.ucas.com/tv) instead)

Before starting your application, please read through the relevant information below regarding:

- [completing your application](#)
- [applicants applying through a school, college or organisation](#)
- [applicants applying as an individual](#)
- [deadlines for submitting your application.](#)

*Each of the sections has a 'section complete' tick box at the bottom - tick this when you are happy that all answers are correct and completed*

Watch the video or click on the links for extra help and support with your application, this is available in all sections

# COMPLETING YOUR APPLICATION

**In addition to the video there are two other types of help available in Apply.**

- Help that gives you an overview about the current page that you are viewing.
- Help that is specific to any field that requires you to enter details or select an option on-screen (click on the question mark next to each field).

*Please make sure that you read the help text before completing each section of your application!*

Your application does not have to be completed all at once and the system allows you to leave a section partially completed. Until you complete the payment process, you can return to any section and change the information that you have entered.

Each section listed on the left will need to be marked as complete before you can send your application to UCAS (or to your referee if you are applying through a school, college or other organisation). To do this, please tick the 'section completed' box at the bottom of each page and click 'save'. A red tick will then appear next to each completed section. Applications can be sent from mid-September.

**The Pay/Send link will be available once your application is complete.**

If the Pay/Send link is not available, please check the following:

1. Each section of your application has been marked as complete (a red tick will be displayed next to each section);
2. If you have entered an email address, it has been verified;
3. The date is after mid-September.

***Please do not continue with this application if you have already submitted an application for the 2015 entry cycle. This includes deferred entries that you are currently holding from previous cycles. All duplicate applications will be cancelled without refund.***

# PERSONAL DETAILS

Your title, gender, name and address and date of birth will be filled in automatically with the details provided during registration.

## Further details about your personal circumstances are required

You are asked for extra information so that the Universities and Colleges can decide what tuition fees you should be charged and what entitlements or special requirements you might be eligible to receive. UCAS need to know your residential status, where/whether you will be looking for funding and/or sponsorship, and if you have any special needs or disabilities which they would need to address.

As part of the duty of care to all applicants/existing students UCAS will need to declare if you have any relevant criminal convictions. You are asked to tick a box if you have a relevant criminal conviction. If you do not, please leave the box blank.

## Entering and verifying an email address

If you enter an email address, you will be asked to verify that it is correct. You will receive an email containing instructions on what to do. Your email address needs to be verified before you can send your application to UCAS.

UCAS need your email address so that once your application is processed; emails can be sent alerting you to changes to the status of your application, including decisions made by your chosen colleges or universities.

Your email address will be seen by UCAS and the universities and colleges, so please make sure that it does not cause offence.

## Nominated access

If you are likely to be away at any time during the application period, for example on a gap year, you may wish to appoint someone to act for you who can make decisions on your behalf in your absence and with whom we can discuss your application if necessary.

On your application, enter the name of the person you appoint and their relationship to you. Parents, other relatives and guardians would be obvious choices.

**This section of your application is not compulsory - you do not have to provide details if you do not wish to nominate anyone.**

Please remember that Universities and Colleges have their own policies for discussing applications with third parties.

# ADDITIONAL INFORMATION

## Further information required by Universities and Colleges

This section is available to applicants who are a permanent resident in the UK. You are asked to enter the following details:

- **Ethnic origin and national identity** - you also have the option to select a dual national identity
- **Activities in preparation for Higher Education** - you can enter details of up to two activities such as summer schools or taster courses. If you have been involved in more than two, then enter the most recent. These take place at all times of the year and may go under another name, such as summer schools, Saturday University, campus days, summer academies, taster courses and booster courses. If you have not taken any such course, please leave the related sections blank. These activities do not include attendance at open days.
- **Care, parental education and occupational background** - choose your response from the drop-down lists except in the case of occupational background, which allows you to enter 22 characters of free text. These questions are not compulsory. Universities and Colleges may have different policies as to if, when and/or how the information may be used. For example, it could be for statistical monitoring purposes after decisions have been made, or it could be used at the application stage. If you have any concerns as to how a University or College may use this data, please see the university or college website or contact the institution for further details.

You can also select to receive written communications in Welsh from UCAS and Welsh Universities and Colleges from this screen.

Your national identity reflects how you choose to classify yourself. It is different to ethnicity and nationality and can be based on many things, such as culture, language or ancestry/family history. If you would rather not provide this information, you can select 'I prefer not to say' from the list of options.

Your answer will help to inform research on the provision and take-up of Higher Education across the population. Your ethnic origin and national identity will not be released to your chosen Universities or Colleges until after a decision has been made regarding your application.

## student finance england

This section is only available to applicants who are permanently resident in the UK.

If you will be applying for student finance to help with tuition fees for your course and living costs, you can make the process easier by allowing UCAS to share some of your application details with your student finance company. This makes applying for student finance much quicker.

You can request that UCAS remind you by electronic means when the application process for student finance opens. You will need to log into your UCAS application and opt into sharing your details with the student finance company. Your application for student finance will then be pre-populated with information from your UCAS application, such as personal details and course choice. This will make applying for student loans and grants much quicker.

You can opt out of this process at any time once we have processed your UCAS application.





# CHOICES

In this section you enter the courses and Universities and Colleges to which you are applying. You can enter up to five choices in any order because there is no preference order - Apply will store your choices in alphabetical order. For each choice, UCAS ask you to indicate whether you will be living at home or in student accommodation and if you are applying for deferred entry, for example starting the course in 2016. It is important that you check the information carefully before marking the section as complete.

Each University and College will only see details of their course or courses for which you have applied. They will not see other choices until you have received your final decision.

## The combination of choices allowed depends upon your chosen course(s)

You can apply to a maximum of:

- Four courses in any one of Medicine/Dentistry/Veterinary Medicine/Veterinary Science
- One course at either the University of Oxford or the University of Cambridge (unless you already have a degree or will have gained a degree before September of this cycle in which case you can apply to both).

You can use your remaining choice(s) for any other subject. For example, if you apply to four Medicine courses, you could still make one choice for Veterinary Medicine. However, be aware that your personal statement will be sent to all Universities and Colleges you've chosen.

## Be prepared for additional requirements

Some courses require an admissions test. It is your responsibility to find out whether your chosen course(s) need you to take one and to register by the relevant deadline.

If you are applying for Medicine, Dentistry, Nursing, Midwifery or certain other health courses, UK health authorities recommend you should be immunised against Hepatitis B before you start training. Universities and colleges may also ask you for certificates to show that you are not infected. If you are applying for one or more of these subjects, you should check the immunisation and certification requirements with the universities and colleges you have chosen:

<http://www.ucas.com/students/startapplication/apply09/choices/nursing>

Some courses in fields such as social work will require that you undergo a check through the Criminal Records Bureau and/or become a member of the Independent Safeguarding Authority or its Scottish equivalent. Check with the universities and colleges you have chosen for their requirements and advice on how to fulfil them.

For information on courses please check the 'Course Search' section of the UCAS website [www.ucas.com](http://www.ucas.com)



# EDUCATION

We need to know where you have studied and which qualifications you are taking/have taken. You need to fill in details of your schools or colleges and then list your qualifications, one by one. You must include all schools, colleges and universities that you have attended since the age of 11, even if you withdrew from your course. There is space to enter up to 10 centres. For each school and college you must provide details of the following qualifications to help universities and colleges consider your application:

- All qualifications for which you have accepted certification from an awarding body, even if you are retaking all or part of the qualification
- All qualifications for which you are currently studying or for which you are awaiting results  
The universities and colleges may make you an offer based upon the information you give so it is vital that it is correct.

## Mature students

You are advised to enter details for all your qualifications. If you do not have any qualifications, you should still enter details for your schools. You will be asked whether you obtained any qualifications at each school or college and can then select 'no'. You should ignore the warning message and click on 'section completed' and 'save' to complete the education section.

If you are hoping to enter Higher Education through the Accreditation of Prior Learning (APL) or the Accreditation of Prior Experiential Learning (APEL), you still apply through UCAS, but you should contact your chosen universities and colleges to discuss whether APL or APEL is acceptable and what evidence they will need.

## How to enter qualifications

Add details of all of the schools, colleges and universities that you've attended, then click on the 'add qualification' link below each one and enter the qualifications you've taken or are currently taking, at that centre.

If you are applying through a school or college, you might see a short list of qualifications that are relevant to you. Otherwise, you'll see that the qualifications are listed alphabetically on the A-Z list. If you can't find your qualification name in the list, try looking under the country where you completed the qualification (for example, France - French Baccalaureate). If you still can't find it in the list, click 'O' in the A-Z list and select the relevant 'other' option.

If you are resitting a qualification you need to enter it twice: once as a completed qualification with the grade achieved and once as a qualification with the result 'Pending'.

## Units/modules

You must enter units/modules for some qualifications but for others it's optional. Check if there is an asterisk next to; if there is, you need to add these details. If they are optional, check the Entry Profiles in Course Search to see if universities want your units or module results and add them if they do.

# EDUCATION

## International students

You should check the suitability of your qualifications with the admissions offices at each of your chosen universities and colleges before applying. Each one will decide whether or not your qualifications meet or could meet their entry requirements for the course(s) you are interested in. When you apply, you should give full details of all your qualifications, including exams you took when you left school, exams you took to get into Higher Education, vocational exams and any other qualifications or awards. Please do not try to give a UK equivalent. If your first language is not English, you should say whether or not your qualifications were completely or partly assessed in English and enter details for any English language tests you have taken or plan to take.

# EMPLOYMENT

## Tell your chosen universities and colleges about your paid employment experience

This section is where you give brief details of up to five employers, including company name and address, a description of your job, and start and finish dates. You will also be asked to say whether you worked full or part-time. This includes weekend and holiday jobs.

If your work experience has been unpaid, please include the details in your personal statement.

If you find this section too small (for example, if you have had several jobs) and you feel more information would benefit your application, you should send full details direct to your chosen universities and colleges once your application has been processed by UCAS. Alternatively, you may wish to provide more details in your personal statement.

If you have not had any paid work experience, you can leave this section blank, but you will need to mark it as complete.



# YOUR PERSONAL STATEMENT

The personal statement is your opportunity to tell universities and colleges about your suitability for the course(s) that you hope to study. You need to demonstrate your enthusiasm and commitment, and above all, ensure that you stand out from the crowd.

This is a very important part of your application, where you need to give some relevant background information about yourself, your interests, reasons for your choice of course and why they should want you as a student. You may want to include:

- What career plans you have for when you complete your course
- Any job, work experience or voluntary work you have done
- Out of school activities – Duke of Edinburgh Award, Young Enterprise, Summer schools etc
- If you are planning to take a year out and your reasons why
- Your social, sports and leisure interests
- Key skills – IT, communication, numeracy, etc.

Consider using paragraphs and headings to help the admissions tutor and make sure you check for spelling mistakes.

We recommend that you prepare your personal statement offline as a word-processed document and then copy and paste it in as the Apply system will time-out after 60 minutes of inactivity. You can also enter your personal statement online directly into Apply but remember to save it to prevent your work being lost.

## Does it matter?

Some course tutors find personal statements crucial when making decisions, whereas others might not put as much emphasis on them. Since you do not know who will be looking at your statement, the safest thing is to do a good job. In many cases, applicants are not interviewed, so this may be your only chance to make the case for you to be offered a place. Remember that the person reading your statement is an expert in your chosen area of interest so they will want to know the reasons why you have chosen the subject. As Universities and Colleges get thousands of applications each year, it's sometimes difficult to make a selection just from the facts on an application form. This is your chance to really sell yourself, so take the time to prepare it well.

## Make sure that your personal statement is your own work

UCAS will subject your application to similarity detection tests, designed to identify work copied from another source. Do not be tempted to copy another person's application materials or download your personal statement off the web. There could be serious consequences to using other people's work. If UCAS have cause to question your application, UCAS will inform all the universities and colleges to which you have applied. They will then take the action they consider to be appropriate. UCAS will also contact you by email.

# WHAT TO INCLUDE IN YOUR STATEMENT

## Interests, experiences and abilities that can be included in your statement

Below are some suggestions of what to include in your personal statement. These are guidelines only so don't worry if some of the suggestions do not apply to you.

- Why you have chosen the course(s) - this is particularly important when you're applying for a subject that you have not studied before
- The reasons why that subject area interests you
- Evidence that you understand what is required to study the course, e.g. if applying for psychology courses, show that you know how scientific the subject is
- How your current or previous studies relate to the course(s) that you have chosen
- Any activities that demonstrate your interest in the course(s)
- Why you want to go to university or college
- Details of jobs, placements, work experience or voluntary work, particularly if it's relevant to your chosen course(s)
- Hobbies, interests and social activities that demonstrate your skills and abilities
- Details of non-accredited skills and achievement which you have gained through activities such as:
  - Diploma of Achievement
  - Duke of Edinburgh Award
  - Millennium Volunteers Scheme
  - v 50Hour Award
  - WorldWide Volunteering Certificate of Volunteering Achievement
  - Young Enterprise
- Details of accreditation achieved for any activities in preparation for Higher Education, for example through the ASDAN Aimhigher Certificate of Personal Effectiveness (CoPE qualification)
- Any other achievements that you are proud of, e.g. reaching Grade Three in Piano or being selected for the county cricket team
- Positions of responsibility that you hold/have held both in and out of school, e.g. form prefect or representative for a local charity
- Attributes that make you interesting, special or unique
- Whether you have any future plans of how you want to use the knowledge and experience that you gain.

## If you are an international student, also give your answers to these questions:

- Why do you want to study in the UK?
- What evidence do you have to show that you can successfully complete a Higher Education course that is taught in English? Please say if some of your studies have been assessed in English.
- Have you had a position of authority or used your communication skills in any activity?

# DO'S AND DON'TS

## Do's and don'ts when constructing your Personal Statement

**Do** create a list of your ideas before attempting to write the real thing.

**Do** expect to produce several drafts before being totally happy.

**Do** ask people you trust for their feedback.

**Do** check university and college prospectuses, websites and Entry Profiles, as they usually tell you the criteria and qualities that they want their students to demonstrate.

**Do** use your best English/Welsh and don't let spelling and grammatical errors spoil your statement.

**Do** be enthusiastic - if you show your interest in the course, it may help you get a place.

**Don't** feel that you need to use elaborate language. If you try too hard to impress with long words that you are not confident using, the focus of your writing may be lost.

**Don't** say too much about things that are not relevant - if you think that you are starting to, take a break and come back to your statement when you feel more focused.

**Don't** lie - if you exaggerate you may get caught out at interview when asked to elaborate on an interesting achievement.

**Don't** rely on a spellchecker as it will not pick up everything - proofread as many times as possible.

**Don't** leave it to the last minute - your statement will seem rushed and important information could be left out.

**Don't** expect to be able to write your Personal Statement whilst watching TV or surfing the internet - this is your future, so make the most of the opportunity to succeed.

# YOUR REFERENCE

Your application requires a reference from a tutor, careers adviser or other professional who knows you well enough to write about you and your suitability for the course.

References are usually written by someone who knows you academically. Most references will talk about you from a teacher's or tutor's perspective: how you work academically and how you interact with other students and teachers. Your reference does not have to be academic, but if you are studying or have recently left school or college, a reference from your School or College will be expected.

**If you are currently studying or have recently left school or college**, you should ask your headteacher, principal or an appropriate teacher/tutor to provide a reference.

**If you are a mature student and cannot obtain an academic reference**, you should ask a responsible person who knows you to provide your reference. This could be an employer, training officer, careers adviser, a teacher on a recent relevant Further Education course, or a senior colleague in employment or voluntary work.

You cannot send your application to UCAS without a reference unless you have an agreement from your chosen universities and colleges that a reference is not required. We will not accept references from family, other relatives or friends.





# PROVIDING YOUR REFERENCE

The way that your reference is entered into your application depends on whether you are applying as an individual or through a school, college or other organisation.

## Applications through a school, college or other organisation

You will not have access to your reference. This will be completed on your behalf by your centre.

1. You should check that each section of your application is correct and mark them all as complete
2. Pay for your application and send it online to your referee
3. Your referee will check and approve your application
4. Your referee will write the reference
5. Your centre will approve the reference and send it to UCAS
6. Your application will then be processed

## Applications made as an individual

You will need to contact your referee to make sure they are willing to give you a reference using the online method. Find out their telephone and email details so that they can be contacted to request your reference. Enter their contact details in the reference section and click 'Ask referee to complete reference'.

An email will be sent to them with a link to the UCAS website and a password. Your referee can click on the help text links to read advice on what to include in the reference. UCAS check that they are still able to supply your reference and ask them to confirm their identity. If they decline to give you a reference for any reason UCAS will notify you. UCAS notify you by email when the reference is complete and a red tick will be displayed next to the 'Reference' section in the left-hand navigation section. You can then complete and submit your application.

## If no reference is needed

You need to provide details for a referee and a reference unless you have contacted all your universities and colleges and they have all agreed that no reference is required.

If you don't need a reference, please click the link on the Reference welcome page. This will display a warning before allowing you to proceed. If you confirm that you do not need a reference you can then mark the reference section as complete.

# PRACTICAL TIPS FOR WRITING A REFERENCE

Your referee must write your reference in English (or optionally in Welsh if you are applying to Welsh universities and colleges only).

## Most references will contain the following information:

- Their opinion of your suitability for a particular profession (for example, you have demonstrated your dedication and calm nature for nursing)
- Your proposed career plan - if you have one - so make sure your referee is aware of your career ideas and of any work experience you have undertaken
- Information about your performance in individual modules or course components: for example, if you were one mark from a higher grade, they may highlight this
- Anything that may have happened to you that has effected your academic work (e.g. an ongoing illness)
- Any other personal circumstances which may have effected your performance or will do in the future.
- Information about any specific needs you may have, such as a disability or learning difficulties, and how you cope with these at School/College.

## Any health issues or disabilities can only be mentioned with your permission.

If you have any issues that you would like the universities and colleges to be aware of when considering your application, these should be included in the reference rather than the personal statement, so discuss this with your referee.

The reference should be written using a standard word-processing package and should not exceed 4,000 characters (this includes spaces) or 47 lines (this includes blank lines), whichever is the shorter. You cannot use bold, italics or underlining in the reference; if these types of formatting are used they will be removed from the text when your reference is pasted into the application and saved.

Referees must confirm that they have read the 'advice and guidance for referees for independent applicants' before they can attach your reference. To aid your nominated referee you can print these guidance notes from the reference section of your application.

## CONTACTS

If you experience any problems or have any queries about UCAS APPLY please contact the UCAS Apply Coordinator:

**University Centre (OH02)  
Nuns Corner  
Grimsby  
NE Lincs  
DN34 5BQ**

**Tel: 01472 311222 ext 1416**

**Freephone: 0800 328 3631**

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Alternatively, you can contact UCAS:

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