**Prompt Sheet for UCAS Registration**

* **Go to:** <http://www.ucas.com/apply>
* Watch the short video: https://www.**ucas**.com/events/**2021**-entry-**ucas**-undergraduate-**apply**-live-369566

The video will lead you through the sections that you can complete even before you have decided on your course.

**See also page 1O in the UCAS Guide Booklet** created for our students

**Step I Register…….you are registering for 2021**

* The Buzz word is: Ullathorne21
* You set up your own user name and password
* **READ PAGE 10 of UCAS GUIDE**
* Once you have registered you will see the sections of the form along the left hand side.
* **Start with Personal Details Section**

In this section you have a reference number sub section where it will ask for your Unique Learner Number (ULN). It is the number that was allocated to you when you first started school and remains with you until you leave education. We will give you this number personally at a later stage. So for now leave that part of the section.

The next sub section is Student Support Section which is about the funding infrastructure. Your Fee Code is found by going to the drop down box and click on the code 02. Then for the Student Supplementary Arrangement you go to the drop down box and click on Coventry.

Nominated Access, requires you to nominate someone that could act on your behalf if for any reason you are unable to contact UCAS on results day, should you need to. This is usually a parent, carer, older sibling, who you know would be confident to act for you.

Disability: As universities take the responsibility of supporting their students very seriously and have funding set aside to do so, it is important that you notify them of any specific needs or treatment you would require. For example, exam arrangements if you need extra time or use of a laptop. Or a diagnosed learning difficulty. Or anxiety issues / mental well-being counselling.

* **Education**

Dates for attending Bishop Ullathorne will be for most from year 7, Sept 2014 until July 2021.

If you joined Ullathorne during other years, then identify accordingly

**NB Consortia: if you study a subject at another sixth form, you are still classed as fulltime at Bishop Ullathorne**

**Examinations:** This requires your GCSEs and exam results. You need to know the name of the exam boards which will be on your certificates. Then you need to put in the A Levels being studied. Go to the drop down box and you will find the subjects you are studying. The exam boards for your A levels are at the back of the UCAS Student Guide Booklet. There you will also find the module codes. Obviously you cannot put the results, so in the drop down box you click on pending

**Please do not worry if you are unsure about making an application, registering on UCAS, does not commit you to actually submitting it. The process here is to help you get started and there is still plenty of time to research courses and make decisions. Therefore leave the courses section for now.**