



The James Young High School UCAS Registration Instructions 2020-21

Please follow the steps below to register on UCAS Apply:

- www.ucas.com/ucas/students
- Click on Sign In, Undergraduate, **2021 entry** and click register – make sure you click for 2021 entry, if you click the 2020 entry your information cannot be transferred across.
- Click on Register
- Fill in your email, name and choose a password.
- **Email – Please use a sensible email address.** You are applying to Universities and you want to create a good impression. Admission tutors will expect you to be mature and professional. It may be best not to use your school email address though as you will not have access to this after you leave school. Choose one you can easily check regularly (**UCAS will text you to remind you to reply to offers but will not advise you of changes to your application or decisions made by universities**)
- **Password** - must include at least one number; upper and lower case letters; one special character (% , \$, £ , @ , _) and be at least 8 characters long
- **Please use a sensible email address.** You are applying to Universities and you want to create a good impression. Admission tutors will expect you to be mature and professional. It may be best to use your school email address. (**UCAS will text you to remind you to reply to offers but will not advise you of changes to your application or decisions made by universities.**)
- Tick box to accept terms and conditions & click “register”
- You will need to verify you email address and then can go and login to Apply Undergraduate 2021.
- Click on ‘ready’ to answer the 4 questions.
- When do you want to apply?- click ‘2021’
- Select Level of study – click ‘Undergraduate’ and select if you want more information on apprenticeships or conservatoires and then click ‘next’
- Where do you live – put in your home postcode
- Set your preferences – we would recommend getting SMS and email alerts. Put in our school name so you can linked to us. Accept the term and conditions and click ‘Create Account’
- Apply open on 19th May and you can then begin filling in your details. The system has changed and we will update instructions once we have more

details after 19th May. In the meantime you can register and watch the following video to find out about completing your application.

<https://www.ucas.com/connect/videos?combine=&v=/how-use-apply-2021>

-
-
- Enter school **BUZZWORD JamesYoung2021**
- Confirm you are registering through The James Young High School
- Click “next”

SECURITY:

TUTOR GROUP:

- Select the House you are in from the list. If you are in class A/B select **JURA**, C/D –**YELL**, E/F-**HARRIS**, G/H-**SKYE**
- Your **Personal UCAS ID** will now be displayed – (**Make note of this somewhere and retain it for future reference. You will need this if you contact UCAS regarding any aspect of your application**)
- Verify your email address
- Begin filling in application sections

A few things to note when filling in your application:

- **Personal Details section/Student Support/Fee code** – Enter **02**
- Student Support Arrangements – Select **Student AA Scotland** from drop down list
- Criminal Convictions – **Only tick box if you have any criminal convictions which have not been spent**
- Nominated Access – You can nominate a parent, guardian, teacher or other appropriate person to liaise with UCAS and Universities on your behalf if you are not available. This is advisable
- **Education section** – when it asks you to state highest level of qualification you expect to have before you start your course, select **BELOW HONOURS DEGREE LEVEL QUALIFICATION**
- Your REFEREE will be your HOUSE HEAD

JURA	Mrs Colthart
YELL	Mrs Pirie
HARRIS	Mrs Hope
SKYE	Mr Caddick
- **Pay/send section** -All applications will be paid for by credit/debit card when you reach the pay/send section of the application. If you are

applying for one course, the fee is £20. If you apply for 2 courses or more, the fee is £25.

UCAS Timeline:

- All pupils to have registered by **17th June 2020**
- Pupils should have entered **5 choices and entered all personal details and qualifications by the end of summer holidays.**
- Personal Statements preparation should have begun in earnest by the **end of June.** Pupils will already have received their UCAS packs
- Applications for **Medicine, Dentistry, Vet Medicine, Oxford, Cambridge** will be submitted by official deadline of **15th October 2019**
- All other Applications will need to be submitted by the **15th November 2019**
- **DEADLINES FOR PERSONAL STATEMENTS TO BE CONFIRMED**

G Pirie- May 2020