

**Applying to LSBU  
was an easy  
decision for me  
and turned out  
to be the best  
I've ever made.**

*Edit Barnoth, BSc Psychology*





# Making Your UCAS Application

Outreach Team  
London South Bank University





# All about LSBU

- **TEACHING** - Providing vocationally-relevant, accredited and professionally recognised education since 1892. We've been awarded Silver for Teaching Excellence (TEF).
- **EMPLOYABILITY** - Winner of The Times Good University Guide's 'University of the year for Graduate employment' 2018 and 2019 our courses are career-focused and alongside mentoring, we offer the opportunity to undertake placements, internships or work experience.
- **FACILITIES** - Cutting edge and highly specialist. From state-of-the-art virtual engineering labs to our multi-million pound media facility; in fact, specialist laboratories for almost every discipline.

**UAE is part of the LSBU Group**



# What this session will cover

- What is UCAS and how it works
- Reply's and Offers
- Tracking your application
- What a UCAS Personal Statement is and how make yours stand out
- How to make a start on your own personal statement



# Universities and Colleges Admissions Service

# UCAS



**London  
South Bank**  
University

EST 1892



# What is UCAS?

UCAS is the organisation that manages undergraduate applications to universities

You need a UCAS account to apply to a university course, go to the UCAS website and create a login (write it down). Once you have an account you will be able to apply for up to 5 university courses.

**UCAS charges an admin fee to apply. £20 for one course, or £26 for multiple courses. - Your school is paying this for you**




# Your UCAS application will need to include

- Education and qualifications
- Employment
- Reference
- Personal statement

Universities offer places based on your UCAS application.

You can make a maximum of **5 choices** on UCAS.

A screenshot of the UCAS Apply website's 'Personal statement' page. The page has a white background with a grey sidebar on the left containing a menu with options like 'Welcome', 'Personal details', 'Choices', 'Education', 'Employment', 'Statement', 'Reference', 'PaySend', 'View all details', 'Help', and 'Options/Opsiynau'. The main content area is titled 'Personal statement' and includes a breadcrumb 'Welcome > Personal statement' and a '<Log out' link. It contains instructional text about writing the personal statement, a warning about text limits, and a large text input area. At the bottom, there are 'save' and 'preview' buttons. A 'Key' section on the left indicates 'Completed' with a checkmark, 'In progress' with a progress bar, and 'Not started' with an empty box. The footer of the page shows the London South Bank University crest and name.

# Decision-making

After receiving your application, a university or college will make one of three decisions:

- **Unconditional Offer** - No outstanding conditions
- **Conditional offer** - Conditions need to be met, such as achieving specific grades from your current education
- **Unsuccessful** – You have not been offered a place

**Universities and colleges can also:**

- request an interview
- ask to see your portfolio
- ask you to take an admissions test
- offer you an alternative course





# Replies to offers

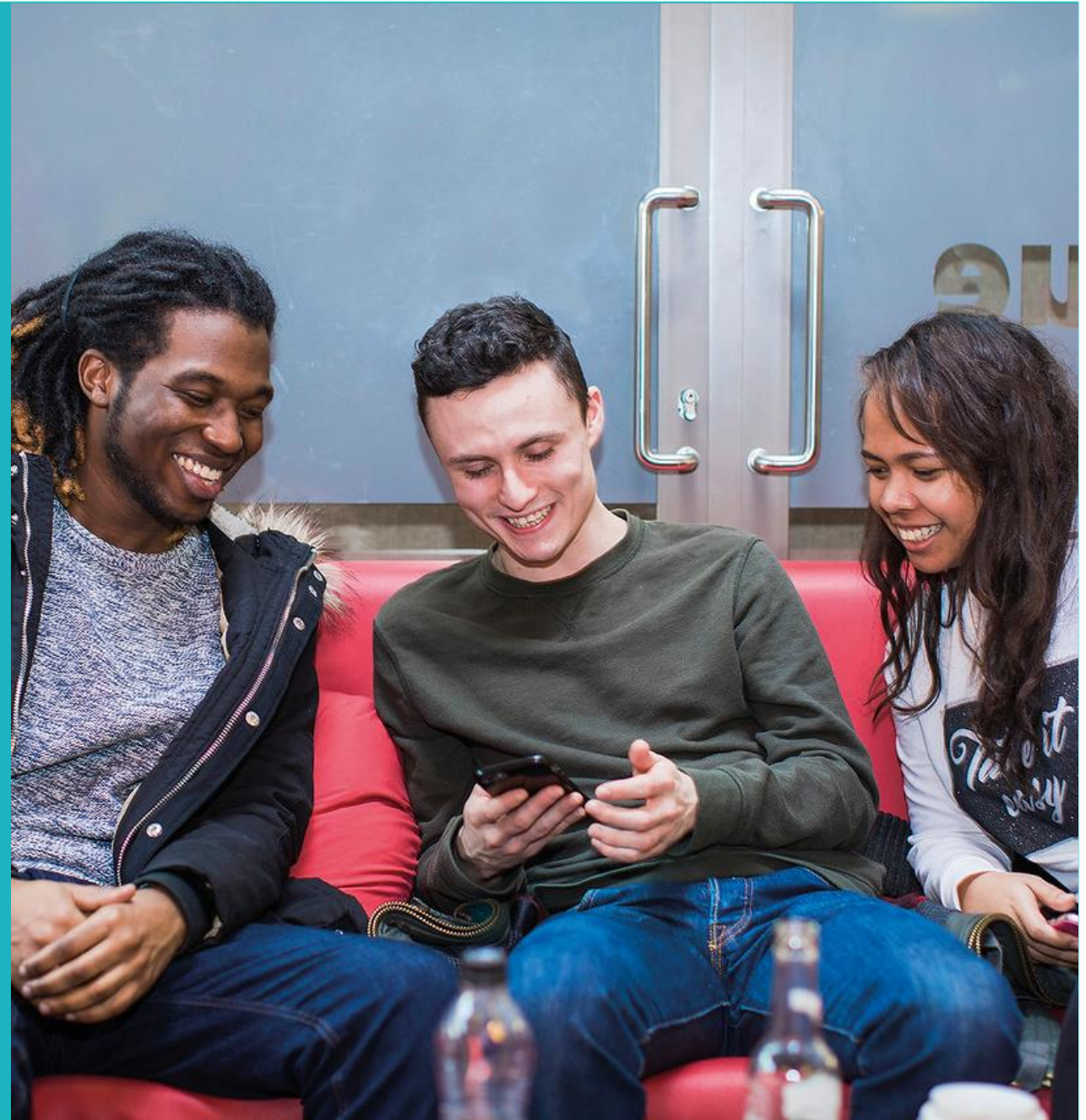
Once you have decisions on all your choices, you can hold a maximum of two offers:

one as a **'firm' acceptance** – your first choice

the other as an **'insurance' acceptance**.

This acts as a back-up if you do not get into your 'firm' choice

You must then **decline** any remaining offers.



# Tracking your application

**UCAS Track allows you to:**

- follow the progress of your application 24/7
- see your choices and personal information
- view your offers
- reply to offers online





# Personal Statement



# A personal statement is...

Max. 4000 Characters (including spaces) or 47 lines.

It should begin with a statement about why you want to study the subject you have applied for.

It should be concise, stating all of your relevant skills, attributes and experience, and how they are relevant to the course.

It should attract the Admissions Tutors' attention.

It's important. It is the first, and sometimes only, chance you have to express why you want to study the course you've chosen and to convince the admissions staff that you're capable.





# A personal statement is not..

A letter so do not format it like one.

A personal essay. We don't need to know where you were born.

It is not an academic essay. Don't list all the books you have read.

It is not a place to list your qualifications.

“I am currently studying a BTEC in...” is the most common phrase, admissions staff already know what you are studying a BTEC in. You have filled that in elsewhere on the form. We want to know what you enjoyed in your BTEC how it has led to you applying for this course.



# Skills and Qualities

Through your experiences you will have developed skills. The next activity will be a way for you to start thinking about the relevant skills you already have.

**ACTIVITY:** Can you think of any skills you have that would help your UCAS personal statement. List them in the chat box.



# Skills and Qualities

Here are some examples of skills and qualities you may have come across during this activity:

- Communication
- Time management
- Essay writing
- Passionate about subject
- Leadership
- Compassion
- Organisation
- Team working
- Initiative



# Questions to ask yourself:

**Why am I applying for my chosen course(s)?**

**Have I taken part in any other activities that demonstrate my interest in the course(s)?**

**Why does this subject interest me?**

- Include evidence that you understand what's required to study the course, e.g. if applying for psychology courses, show that you know how scientific the subject is.

**Have I taken part in any other activities that demonstrate my interest in the course(s)?**

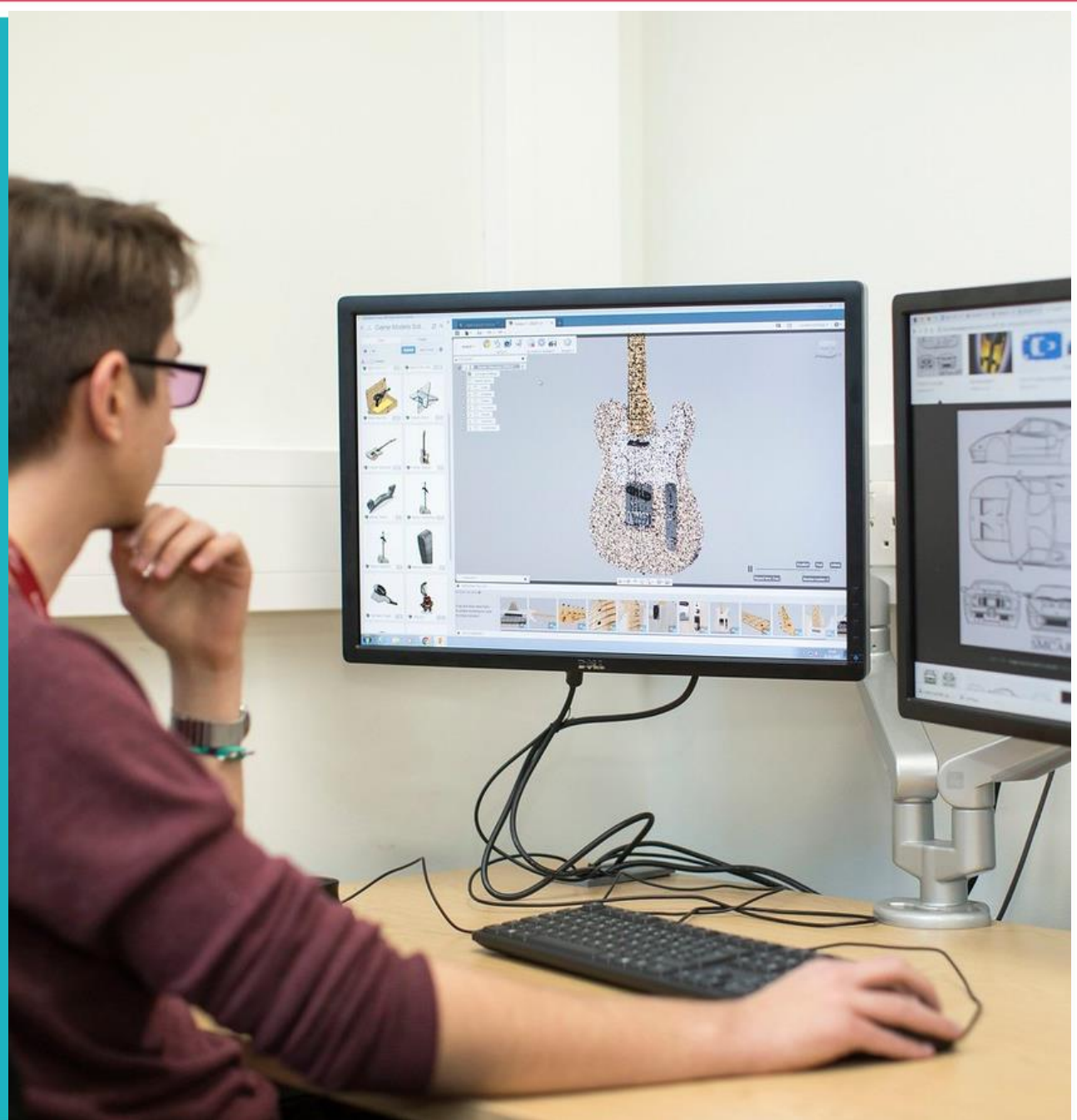




# Hobbies and Interests

Make a list of your hobbies, interests and social activities. Then think about how they demonstrate your personality, skills and abilities.

Try to link them to the skills and experience required for your course(s).



# Work Experience

Include details of jobs, placements, work experience or voluntary work, particularly if it's relevant to your chosen course(s).

Try to link any experience to skills or qualities related to the course(s) you are applying for.



# Linking it all up

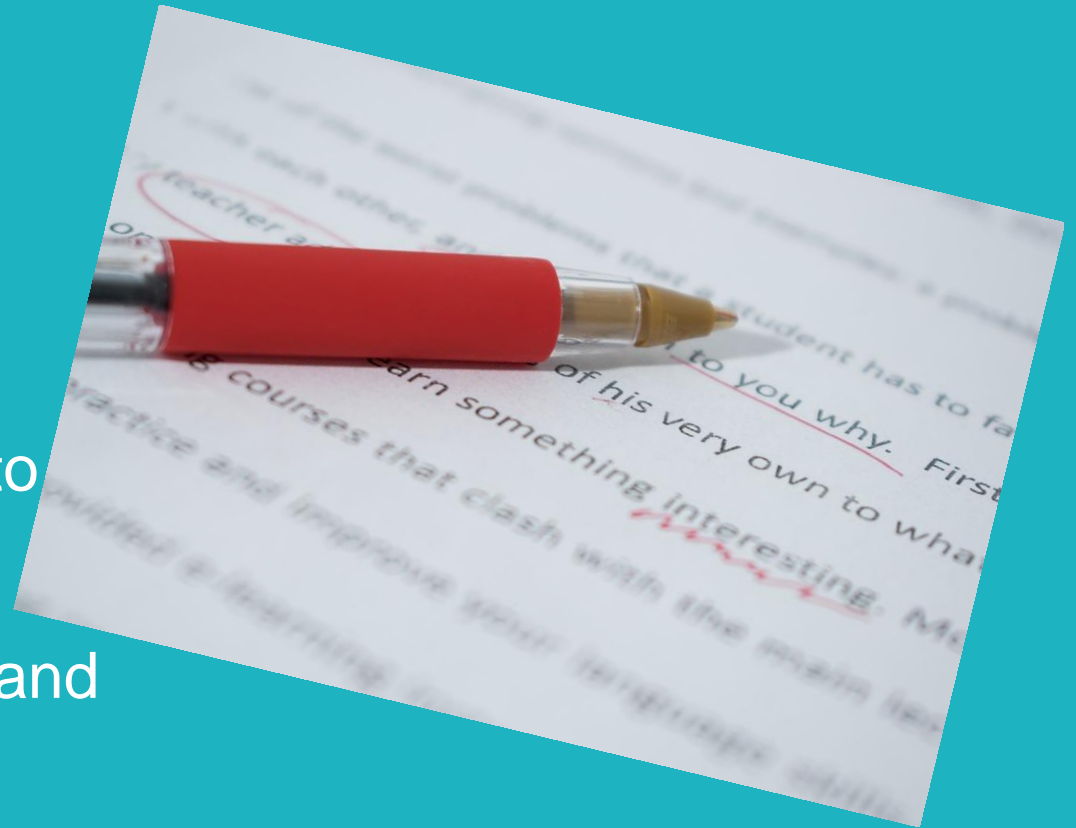
<b>Step 1: Example</b> This could be a job, a hobby, an interest or a position of responsibility.	<b>Step 2: Outcome</b> What skills, experience or knowledge did you gain from this experience?	<b>Step 3: Relevance</b> How are the skills, experience or knowledge gained relevant?
I did the Duke of Edinburgh award and play cricket.	I enjoy working in a team.	I will need team working skills university study.
Alongside my studies, I successfully completed the Duke of Edinburgh award and represented my school by playing cricket.	I enjoy working in a team and developed good organisational skills managing my time between my activities and studying.	I hope to develop these skills further during my university course and put them into practice whilst on my placements as a nurse.



# Top Tips

**DO** start early and prepare several drafts  
**DO** be honest  
**DO** make all of your experience relevant to University or your subject  
**DO** show your statement to other people  
**DO** check that your spelling, punctuation and grammar is accurate

**DON'T** make your statement too short  
**DON'T** use Google to find interesting quotes  
**DON'T** simply list information  
**DON'T** copy someone else's statement, UCAS has plagiarism detection software



# When to apply for 2021 entry

<b>19 May</b>	UCAS Undergraduate Apply opens for 2021 entry.
<b>8 September</b>	First day for receipt of completed applications.
<b>15 October</b>	Application deadline for courses in medicine, veterinary medicine/science, and dentistry, and courses at Oxford <b>or</b> Cambridge.
<b>15 January</b>	Equal consideration application deadline.
<b>25 February</b>	Extra opens.
<b>30 June</b>	Last date for applications before Clearing.

# LSBU Admissions

Once you've submitted your UCAS application your chosen universities admissions departments will receive your application for consideration.

At LSBU you have a friendly Admissions Team who are available to help answer your admissions enquiries. Please visit [www.lsbu.ac.uk](http://www.lsbu.ac.uk)





# Disability, dyslexia and mental health

If you have a disability, dyslexia, medical or mental health condition please tell us on your application form.

Our Disability and Dyslexia Support (DDS) will send you a questionnaire to understand how your disability affects your ability to study and what reasonable adjustments, such as extra time or enlarged text, you need to support your studies.



# Visit us

## Virtual Campus Tours

- Any time, any day from anywhere
- Download a copy of undergrad prospectus

[www.lsbu.ac.uk](http://www.lsbu.ac.uk)





**Our lecturers had industry experience, so were able to prepare us using real life examples alongside the theoretical elements of the course.**

---

*Rosie Chavba, BEng (Hons) Chemical and Process Engineering*

