

## CHECKLIST FOR UCAS APPLICATIONS 2019

[ucas.com/ucas/undergraduate/register](https://ucas.com/ucas/undergraduate/register)  
 Buzzword: **Ottoman1299**

**Langton deadlines:**  
 Oxbridge/Med/Vet/Dent—**Fri. 28th Sept.**  
 All other courses—**Thurs. 15th Nov.**

You must meet **internal deadlines** to guarantee that Ms Barker has your application ready to send on to UCAS by their official deadlines.

### 'Personal details' section:

1. **Reference numbers:** leave blank.
2. **Student support:** 'Fee code' is **02**.
3. **Student support:** 'arrangements' put **Kent**.

### Choices:

4. **University courses:** Ask to view the *Heap 2019* book in the library for course listings, required grades, and UCAS tariff points. We also have prospectuses.

### 'Education' section ('Add qualification' to bring up qualification headings):

5. **EPQ:** Enter under '**Extended Project (Level 3)**'. Abbreviate your 'title' using interesting keywords, put grade 'pending', 06/2019, Edexcel.
6. **A-levels:** Enter under '**GCE Advanced Level**', as 'pending', 06/2019. **CIE 'Philosophy and Theology'** goes under the heading '**Cambridge Pre-U Certificate (Principal Subject)**'. **Subject titles:** **Government & Politics** not Politics, **English Literature** instead of just English, and **Further Mathematics**.
7. **GCSEs:** Enter all of your **GCSE** Grades 1-9 (or A\*-G for some). [Boys who attended Langton in 2017 should add their: CIE **English 1st Lang 0522**/CIE **English Literature 0477** and the '**Edexcel**' **German** (not AQA), under the heading '**Level 1/Level 2 (Ofqual-approved IGCSE)**'].
8. **Duke of Edinburgh awards:** list award and pass date under the **DofE** heading. If you have not yet passed, put as 'pending' with the future date.

9. Enter any **Music, Dance, 'Higher Sports Leaders 3', Arts Award, LAMDA, Drama**, under their specialised headings. List other qualifications, such as, **Crest Awards, First Aid, Karate, Maths Challenge**, etc., under 'Other (UK) qualifications'.

10. Under: 'Please state the highest level of qualification you expect to have before you start your course' put: **Below honours degree level qualifications**.

### Employment:

11. **Employment:** enter only **paid employment** (put work experience or volunteering in your PS).

### Statement:

12. **Personal Statement:** goes to your Tutor to be checked. It should be under 4,000 characters, incl. spaces. If it is just under this limit but won't upload to your application, try taking off another 20-30 characters.

### Interview (all applicants must have an interview):

13. **Interview with Dr Soderholm:** book with Mrs Begg (office on right before Staff Room). This is the only way that your **references** can be completed. Make sure your **Personal Statement, course choices**, and completed **Education** section are on your application before the appointment.

### References and Predicted Grades:

14. **Reference:** ready about a week after your interview. Ms Barker will add it to your application after you 'Pay/Send' the form to school.
15. **Predicted grades:** Ms Barker will email you your predicted A-level grades. Check that the grades meet your course requirements and **reply** to confirm they are correct. She can then add them to your application.

### Errors/Help:

16. **Errors:** If Ms Barker finds mistakes after you 'Pay/Send' your application, she can 'return' the form so that you can **log-in, amend, save, and re-submit** (you will not have to pay again).
17. **Help?:** See Mr J. Eagle for Oxbridge, Dr Rawson for Med/Vet/Dent, and Mr Wells for other UCAS enquiries. For questions regarding the application form, see Ms Barker in the Library: [jbarker@thelangton.kent.sch.uk](mailto:jbarker@thelangton.kent.sch.uk)