

**UNIVERSITY OF
GREENWICH**

Welcome



**UNIVERSITY of
GREENWICH**

LONDON | KENT



How to Apply and Personal Statements

How much do you know?

What is the online system you use to apply?

How many choices can you make on UCAS?

When is the application deadline?

How much does it cost?

What is the most common phone call to UCAS?

UCAS

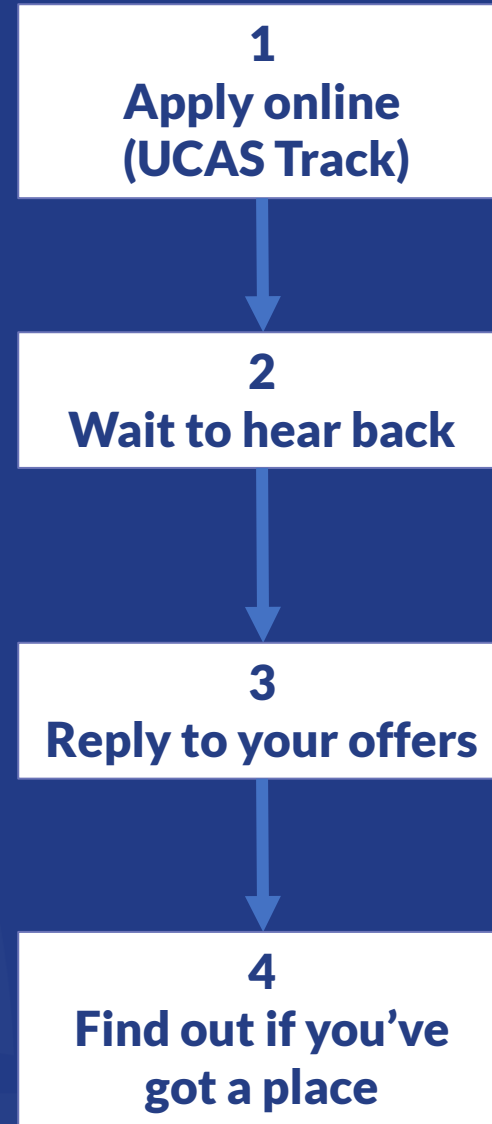
Up to 5 choices

15th January for most course (there is an earlier deadline of 15th October for some courses)

£20 for 1 choice, £26 for 5 choices

I've forgotten my password/ID number and can't log in!

UCAS Application Journey



Application Journey- (1) Apply Online

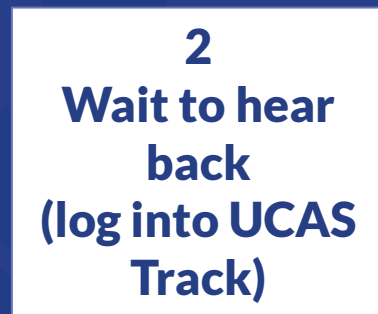
**1.
Apply online
through UCAS
Track**



Your application is submitted to UCAS by school/college by the deadline on **15 January**

(or 15 October for courses at Oxford/Cambridge or courses in Medicine, Veterinary Science and Dentistry)

Application Journey- (2) Wait to hear back

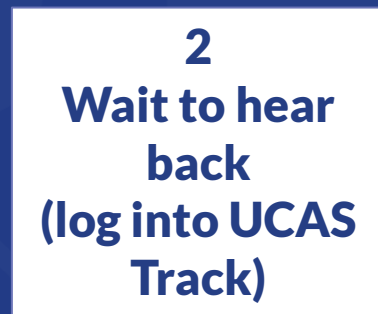


University decisions shown on **UCAS Track** (offer or unsuccessful)

If you receive an offer, this will either be Conditional or Unconditional:

- **Conditional:** this offer is based on your exam results (and successful interview, if relevant)
- **Unconditional:** you have already met the entry requirements for this offer

Application Journey- (2- continued) Wait to hear back



If you do not receive any offers, or do not wish to accept your offers, there is the option of **Extra**

(you can apply for more University choices, one at a time, and using Extra won't involve any additional costs)

Application Journey- (3) Reply to your offers

3
Reply to your offers



Once you have all your decisions back, you need to choose your **Firm** choice (your 1st choice) on UCAS by the May/June deadline

You should also select your **Insurance** choice (your back-up choice)

Decline any other offers

Application Journey-

(4) Find out if you've got your place

4
Find out if
you've got a
place

Offers will be confirmed by Universities in **UCAS Track**

If you are unsuccessful in meeting the conditions of your offer, you can use **Clearing** to apply for more courses

If you exceed the conditions of your Firm choice, you can use **Adjustment**

10 steps to your UCAS Application

- 1. Registration**
- 2. Personal Details**
- 3. Additional Information**
- 4. Student Finance**
- 5. Choices**
- 6. Education**
- 7. Employment**
- 8. Personal Statement**
- 9. Reference**
- 10. Payment**

1. Keep a record of your ID No. and Password
2. Use a sensible email address
3. Details about your personal circumstances
4. Indicate how you will pay for your studies
5. Up to 5 (or just 1 if you prefer)
6. A-Levels, BTEC, Access, GCSEs and Equivalents
7. Professional (voluntary goes in Personal Statement)
8. Enthusiasm, Skill and Knowledge
9. Teacher, Adviser or Professional who knows you academically
10. £26 for 5 choices, £20 for 1 choice

Support for Disabled Students



- Please remember to tick the relevant box on the UCAS form if you have a disability; long term health condition; specific learning difficulty and/or a mental health difficulty.
- It is your personal choice to share this information with UCAS, but disability and mental health staff cannot support you if they do not know.
- The advantages for sharing far outweigh the disadvantages.

Support for disabled students- what can you do?



Join **STAART** which supports prospective and current students who have a disability; long term health condition; specific learning difficulty; and/or mental health condition. Follow Facebook and Twitter accounts, attend preparation and transition days, talk to STAART ambassadors at events.

For more information, please go to our web pages [here](#) or contact STAART Lead Melanie- M.Thorley@gre.ac.uk

Personal Statements

UCAS explain that:

“A personal statement supports your application to study at a university or college. It’s a chance for you to articulate why you’d like to study a particular course or subject, and what skills and experience you possess that show your passion for your chosen field”

- **4,000 characters or 47 lines**
- **A piece of writing all about you**
- **A summary of your academic commitment and skills as well as your careers and aims**
- **A marketing tool to advertise your best qualities and potential**

What should a personal statement not be?

- It is not a **letter**, so do not structure it like one
- It is not your **life story**, we don't need to know where you were born
- It is not an academic essay, don't **list all the books** you've read
- It is not a place to **list your qualifications**, these are listed elsewhere on your UCAS application

What do admissions tutors look for?

“As an Admissions Tutor, I am looking for applicants with:

- Strong subject interest*
- Resilience and motivation to complete their degree*
- Good qualifications and academic suitability for the course*
- Relevant experience”*



Ray Powell
Admissions Tutor
Faculty of Business

What do admissions tutors look for?

“As an admissions tutor, I am looking for applicants with:

- An ability to care for other people selflessly*
- A strong and realistic interest in the profession*
- Evidence of skills and qualities*
- Resilience and motivation to complete their degree”*



Julie Bowden
Admissions Tutor
School of Health Sciences

When might an admissions tutor look at your personal statement?



Why is your personal statement important?

Activity

- Take a look at the two personal statements on the following slides.
- If you were an admissions tutor with one place left on a course, who would you offer the place to and why?

Personal Statement A

Hello, My name is Sean. i am from Peckham Sixth Form and currently in my final year. i am 17 years old and study BTEC Computing.

Business has always fascinated me so naturally, I have decided to peruse this at university. I think the study of Business would lead to a career.

I am interested in all aspects of Business, and that's why i want to study it at Middlesex University – that and the chance to live in London!

My hobbies and interests range from football, learning the piano and writing poetry. i currently play for Peckham FC, which is a Sunday league football club located in Peckham. My position for the club is centre midfield and i can also play as a right midfielder but prefer centre midfield. As well as football I also play cricket, go to church and work partime.

Over all i think i would be a great asset to any community , school , college. i would excel and pass many students and prove first to myself and then to everyone esle that not only i can do it but never doubted myself in the beginning.

Personal Statement B

Business is not just about buying and selling: it is about the interaction between people, the innovation, the knowledge and determination to be a success. I believe I am a hardworking, driven individual with natural interest in business. For example I used to question why video games were priced differently. My enthusiasm for Business Studies then grew from a visit in my youth to my father's office. I was intrigued by the amount of work and effort that was put into running a business, wondering how it was possible to manage so many people involving such careful delegation and use of time.

Studying BTEC Business has strengthened these early interests. I have particularly enjoyed learning about the human behaviour side of business, and am keen to explore this further at university.

Over the last two years I have successfully managed my time playing football for my local team and studying, and believe time management will be a skill important to university when meeting different assignments and deadlines.

I currently work at Sainsbury's as a shelf stacker, moving around the shop floor and getting a wide range of views on how the company works. Again, I have enjoyed being on the inside, see how everyone works together and how different roles and staff contribute to the smooth running of the company. With my personal experience, and the knowledge gained through my degree, I am keen to pursue a career in Management.

What should you include in your personal statement?

70-80% of your personal statement should cover:

- Which course(s) you're interested in and why. Include any background reading/preparation you have done
- Academic and independent learning skills
- Relevant attributes and experience (e.g. class rep/volunteering)
- **If vocational**, you should show understanding of career, challenges you might face and your ability to cope with these challenges

What should you include in your personal statement (continued)?

20-30% of your personal statement should cover:

- Your future career plans
- Your hobbies and interests
- Summaries

What should you include?

Job shadowing

Internships

MOOCS

Journals/reviews

Work Experience

Taster Days & Summer
Schools

Duke of
Edinburgh

NCS

“Quality”
newspapers

Online forums

Blogs

Museums

How should you start?

What do you think of these opening lines?

- Hi, my name is Aniah and I would like to study Science at University... (Science)
- I am currently completing my BTEC in Construction and would like to continue my studies in this... (Construction)
- From a young age I have always been interested in Psychology and would now like to further my knowledge in this subject... (Psychology)
- Witnessing the excellent care my grandfather received from palliative care nurses and their dedication to his complex needs, initiated my interest in Nursing... (Adult Nursing)

How should you start?

The ten most common opening lines used in personal statements in the 2018 UCAS application cycle were:

1. From a young age I have (always) been [interested in]...
2. For as long as I can remember I have...
3. I am applying for this course because...
4. I have always been interested in...
5. Throughout my life I have always enjoyed...
6. Reflecting on my educational experiences...
7. Nursing is a very challenging and demanding [career/profession]
8. Academically, I have always been...
9. I have always wanted to pursue a career in...
10. I have always been passionate about...

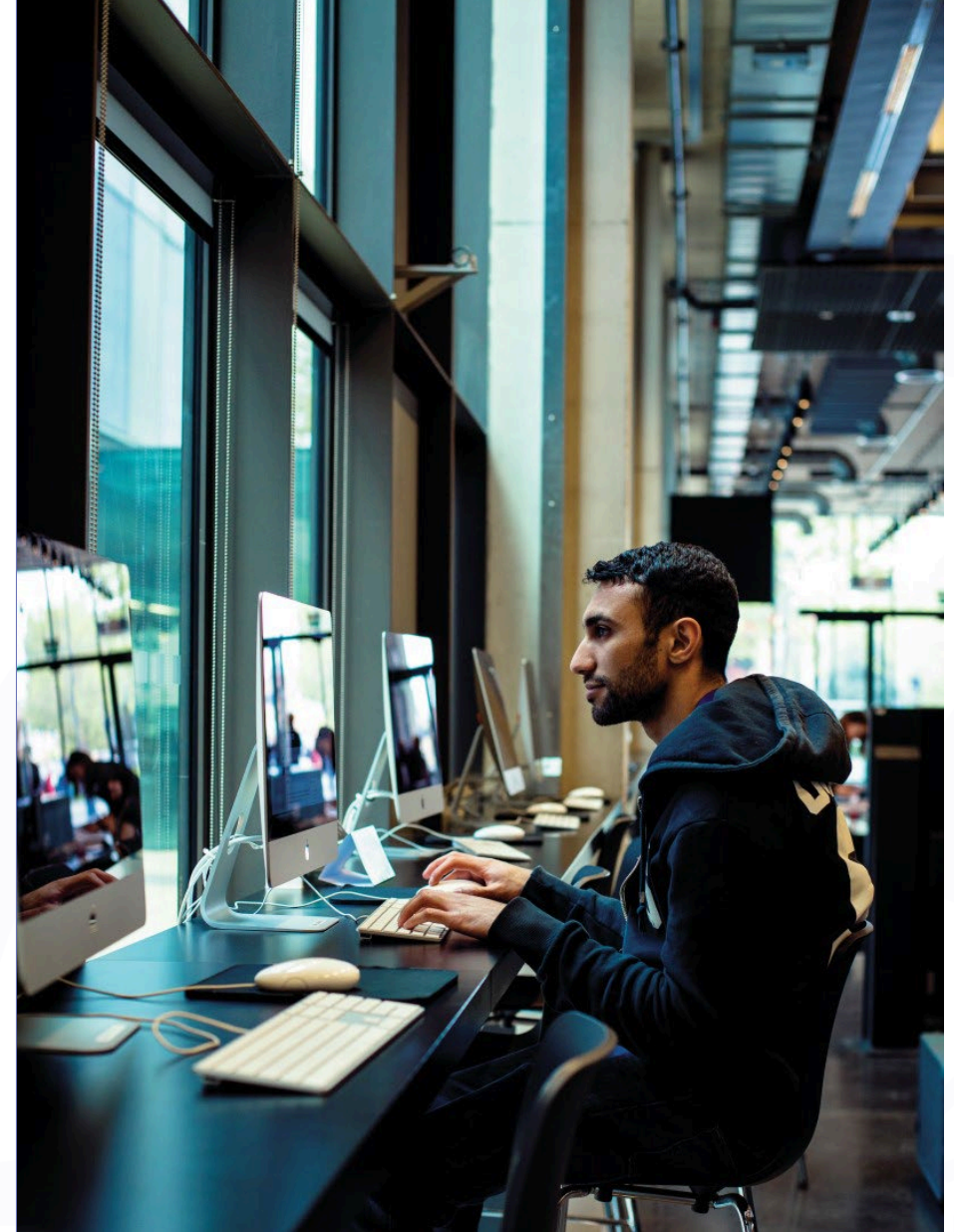
How should you start?

- Be yourself
- Begin by mind mapping some ideas that you want to include
- Don't worry if your first draft is too long- you can edit it later.
- Expect to do a few drafts before settling on the final version.
- Chat to your teachers, peers or family member about your strengths and achievements.



7 Questions to ask yourself

1. Why do you want to study this subject and how can you demonstrate your interest in this subject?
2. Why are you suitable for the course you wish to study?
3. What relevant skills and/or achievements do you have?
4. How can you evidence your academic and independent learning skills (other than exam results)?
5. What relevant work or voluntary experience do you have?
6. What are your career and academic goals?
7. What are your hobbies and interests and how is this relevant to your application?

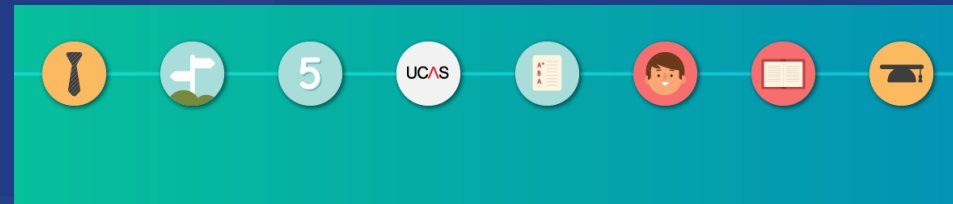


Personal Statement Top Tips and Tools

- Be original, honest and authentic
- Write your personal statement yourself
- Ensure your spelling, punctuation and grammar are all correct
- Don't assume your sense of humour is the same as the admissions tutor
- Evidence your academic curiosity and subject interest
- Show what is unique about you – your USPs
- Ensure you write in a well-structured and clear manner
- Identify your goals and motivations
- Demonstrate that you are a resilient learner

Personal Statement Tools

- Register to use our HE Application Journey tool via [Moodle Direct](#) and use the personal statement feature. This is an interactive tool created by the University of Greenwich to guide you through your UCAS application.
- Sign up for the UCAS Hub to access personal statement mind maps and [worksheets](#)



True or False?

Test how much you know by
answering the following questions

1. You always apply directly to your university of choice for your undergraduate place **FALSE**
2. Once you have made your university choices, you need to select two of these as 'Firm' **FALSE**
3. Any offers you receive on UCAS will always be unconditional **FALSE**
4. UCAS has some of the best developed plagiarism software in the world **TRUE**
5. Your personal statement should be authentic and not written by someone else **TRUE**
6. There is no limit to how much you write for your personal statement, it's up to you **FALSE**

Any Questions?

Education Support Unit

Phone: 020 8331 9127

Email: ESU@gre.ac.uk

Resources produced for are for use in 2020/2021 academic year.

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