



UNIVERSITY *of*  
GREENWICH

How to  
apply



## 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

15<sup>th</sup> January for most courses  
(there is an earlier deadline of 15<sup>th</sup>  
October for some courses)

£20 for 1 choice, £26 for 5 choices

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

**LOG-IN  
IF  
ALREADY  
SIGNED UP**



The image shows a browser window with the UCAS logo at the top. Below the logo, there are two input fields: the first is labeled "Student Name" and the second contains a series of dots, representing a password field. Below these fields is a button labeled "LOGIN / REGISTER".

UCAS

Student Name

.....

LOGIN / REGISTER

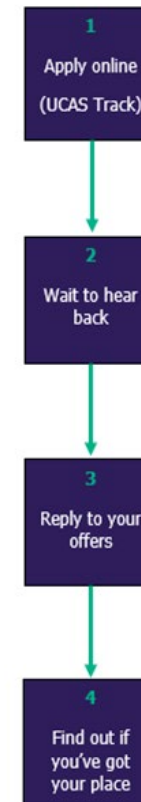
otherwise register and create a profile

# Application journey – (1) Apply Online

- 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)

## Applying to a UK University or College



## 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

### Applying to a UK University or College



## Application journey – (2) 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)

### Applying to a UK University or College



## Application journey – (3) Reply to your offers

- Once you have all of your decisions back, you need to choose your **Firm** choice (your 1<sup>st</sup> choice) on UCAS by the May/June deadline
- You should also select your **Insurance** choice (your back-up choice)
- **Decline** any other offers

### Applying to a UK University or College



## Application journey – (4) Find out if you've got your 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**

### Applying to a UK University or College





## 10 steps to your UCAS application

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

# Personal Statements

How to write your personal statement

## What is a personal statement?

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 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?



Ray Powell  
Admissions Tutor  
Faculty of Business  
University of Greenwich



*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*



## What do Admissions Tutors look for?



**Julie Bowden**  
**Admissions Tutor**  
Department of Adult Nursing &  
Paramedic Science



*As Principal Lecturer, I am looking for applicants with:*

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



# Why is your statement important?

Read the two sample personal statements.

## 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.*

# Why is your statement important?

If you were the Admissions Officer, which applicant would you give your last place to?

## Personal Statement A

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## What should you include?

- Which course(s) you're interested in and why. Demonstrate you understand the course(s) and how you will be taught
- Include any background reading/preparation you have done
- Academic and independent learning skills
- Relevant skills, 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
  
- Your future career plans
- Your hobbies and interests
- Summaries

**70%**  
to  
**80%**

**20%**  
to  
**30%**

## What should you include?

Go above and beyond:

**Job shadowing**

**Current  
Affairs**

**Duke of  
Edinburgh**

**Museums**

**Internships**

**Work Experience**

**Blogs**

**NCS**

**MOOCS**

**Taster Days & Summer  
Schools**

**ASDAN**


**Online forums**

**Journals/reviews**

**“Quality”  
newspapers**

# How should you start?

*What do you think about each of the examples of opening sentences below?*

- *Hi, my name is Aniah and I would like to study Science at University... (Science)*
  - *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)*
  - *I am currently completing my BTEC in Construction and would like to continue my studies in this... (Construction)*
  - *The need to survive is a remarkable thing, for it has allowed evolution to equip organisms with a range of extraordinary capabilities in order to stay alive... (Biochemistry)*
  - *From a young age I have always been interested in Psychology and would now like to further my knowledge in this subject... (Psychology)*
  - *Building my first computer was an experience I will never forget. Looking over what seemed to be a city of silicone, I marvelled at how elegantly the components were arranged on a motherboard... (Computer Science)*
- 

## How should you start?

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

1. From a young age I have (always) been [interested in]... (1,779 times)
2. For as long as I can remember I have... (1,451 times)
3. I am applying for this course because... (1,370 times)
4. I have always been interested in... (927 times)
5. Throughout my life I have always enjoyed... (310 times)
6. Reflecting on my educational experiences... (257 times)
7. Nursing is a very challenging and demanding [career/profession] (211 times)
8. Academically, I have always been... (168 times)
9. I have always wanted to pursue a career in... (160 times)
10. I have always been passionate about... (160 times)

## How should you start?

Be yourself:

- Making a start can be a challenge – begin by mind mapping some ideas of things you want to include
- Expect to do quite a few drafts before settling on the final version
- Don't worry if your first draft is much too long – you can edit it later
- If you are finding it hard to think of things to include – chat to your teachers, peers or family members about your strengths and achievements

## 7 questions to ask yourself

Key Questions	Example answers: BA Business Management
<b>1. Why do you want to study this subject and how can you demonstrate your interest in this subject?</b>	<p>My interest in Business Management has developed through the knowledge I have gained in my BTEC Business and my experience working in a start up business.</p> <p>I have enjoyed taking part in enterprise and fundraising activities at college which have developed my understanding of commerce.</p> <p>I watch TED talks on Business Management and I listen to “The Bottom Line” on Radio 4 where business leaders talk about current issues, which has helped to enhance my own presentation skills.</p>
<b>2. Why are you suitable for the course you wish to study?</b>	<p>I am very motivated to start my own business and therefore keen to learn about all aspects of Business Management.</p>

## 7 questions to ask yourself

Key Questions	Example answers: BA Business Management
<p><b>3. What relevant skills and/or achievements do you have?</b></p>	<p>Duke of Edinburgh Silver Award. Skills gained: team working, resilience, problem solving. Member of Runner Up Team in College Enterprise Competition 2017</p>
<p><b>4. How can you evidence your academic and independent learning skills (other than exam results)?</b></p>	<p>I am organised about my assignments making sure, I have time to research them, read around the subject, write a draft and discuss it with my tutor, so I can submit by the deadline. I always hand my assignments in before the deadline. I am focused on being objective in my assignments, ensuring that I analyse and evaluate the topics I write about.</p>
<p><b>5. What relevant work or voluntary experience do you have?</b></p>	<p>I have worked in 'Coffee Velvet', an upmarket coffee house/café in Camberwell since it started in 2015. This has enabled me to develop good customer service, organisational and time management skills.</p>



## 7 questions to ask yourself

Key Questions	Example answers: BA Business Management
<b>6. What are your career and academic goals?</b>	I hope to start my own business ideally in the interiors/lifestyle sector
<b>7. What are your hobbies and interests and how is this relevant to your application?</b>	I play basketball and am part of the college team – this is good for fitness and team work, which is important for working with people in the area.

## 7 questions to ask your friend

Split into pairs and interview each other:

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?

Know the answers to these questions before you start writing your personal statement.

## Personal Statement Top Tips

- Be original, honest and authentic
- Write your personal statement yourself - your personal statement may be discussed with you as part of your interview!
- Ensure your spelling, punctuation and grammar are all correct
- Avoid using flowery language – it isn't your autobiography
- Avoid the use of jokes or gimmicks
- Evidence your academic curiosity and subject interest
- Be interesting, and show what is unique about you – your USPs
- Ensure you write in a well-structured and clear manner
- Identify your goals and reasons for wanting to study the course
- Demonstrate how you are a resilient and independent learner

## Personal Statement Top Tips

Register for our HE Application Journey and use the personal statement feature.

HE Application Journey is an interactive online tool created by the University of Greenwich to guide you through your UCAS application.

[explore.gre.ac.uk](https://explore.gre.ac.uk)



HE Application  
Journey



## STAART

Supporting prospective and current disabled students (post-16). This includes physical disabilities, long-term health conditions, learning difficulties and/or mental health conditions through:

- Sharing information with disabled students, preparing them for successful transition into higher education.
- Supporting students to access support and apply for Disabled Students' Allowance (DSA).
- Workshops in schools, colleges and on university campuses.
- Social media and a closed WhatsApp group and specialist inductions.
- Assistance with UCAS, DSA and \*AccessAbility Ambassador applications

To access our support and join STAART see website or contact the coordinator, Melanie: [M.Thorley@gre.ac.uk](mailto:M.Thorley@gre.ac.uk)

## TRUE or FALSE

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**

# Education Support Unit

Email: [esu@greenwich.ac.uk](mailto:esu@greenwich.ac.uk)

**CHANGE  
STARTS  
HERE**

*Resources produced for use during 2019-20 academic year, information correct at time of writing- Oct 2019*

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