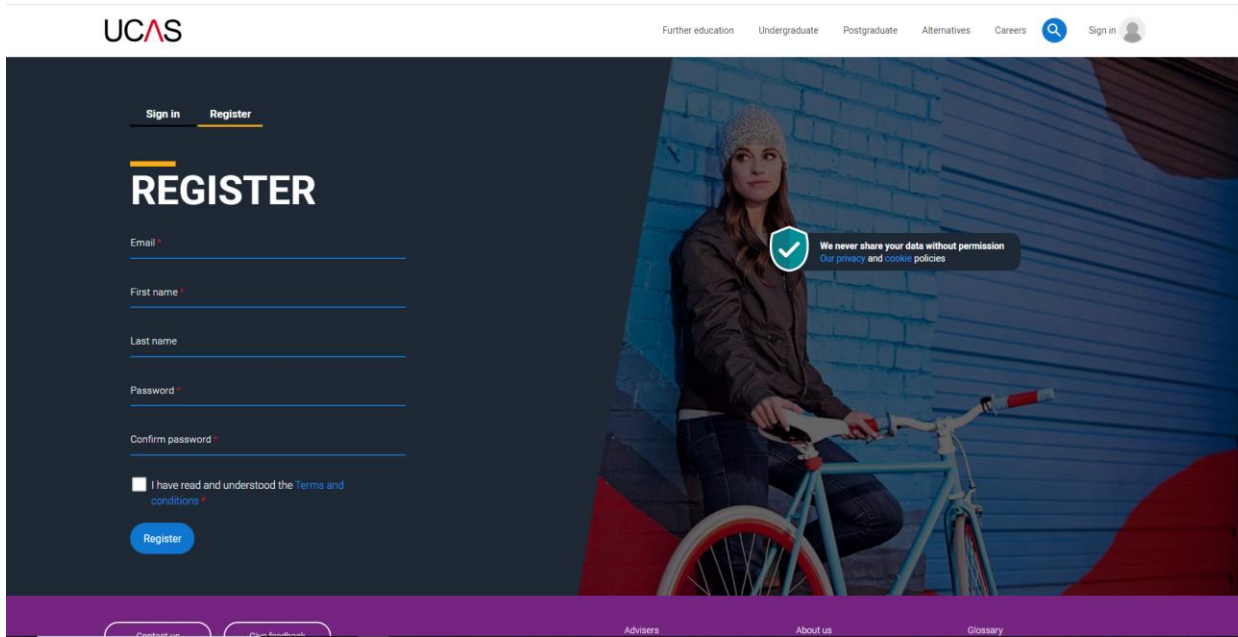**The Grammar School Nicosia**

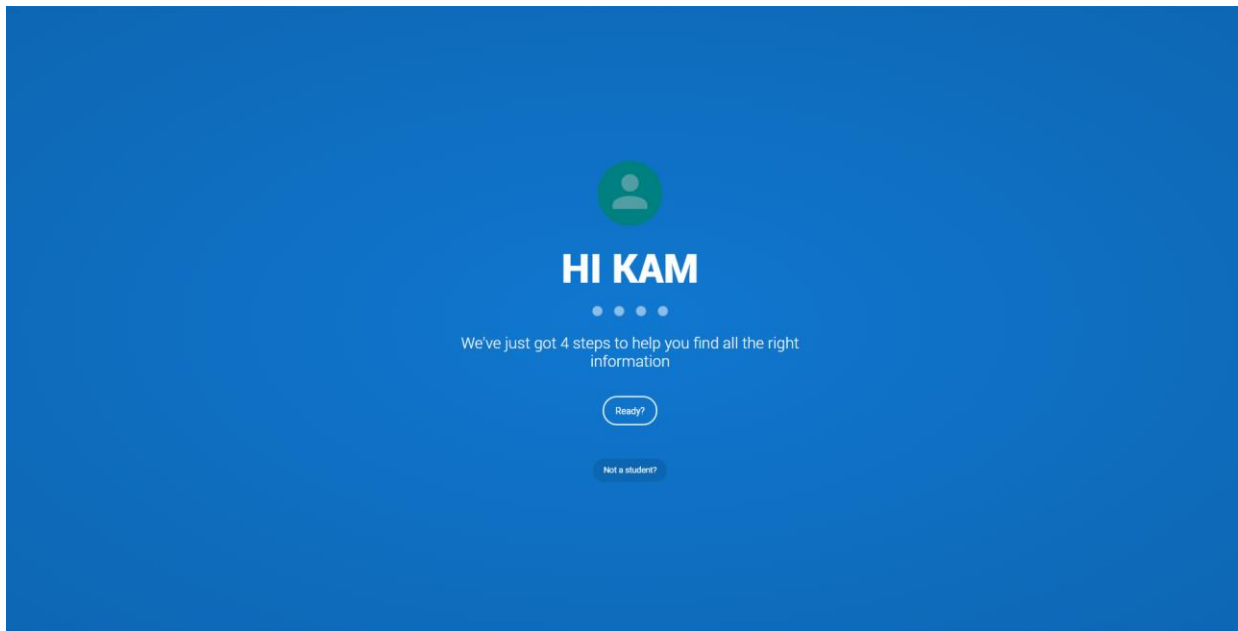**COMPLETING YOUR UCAS APPLICATION FOR ENTRY IN 2023/2024**

Go to the UCAS HUB:

https://accounts.ucas.com/account/login?returnUrl=https%3A//www.ucas.com/dashboard

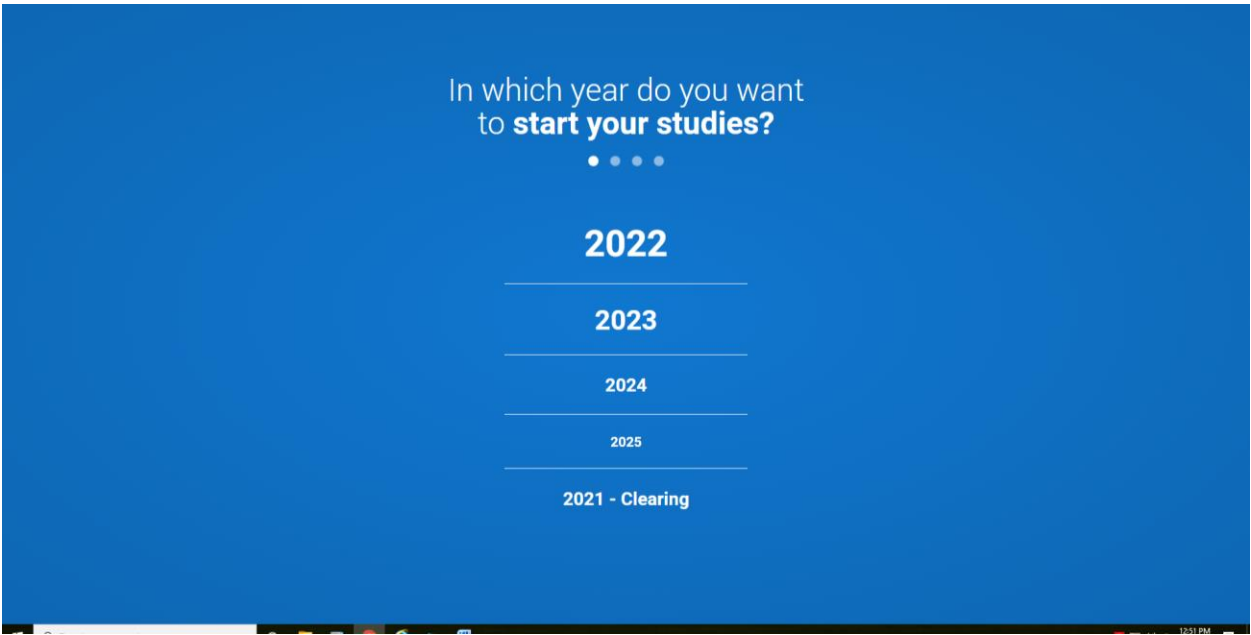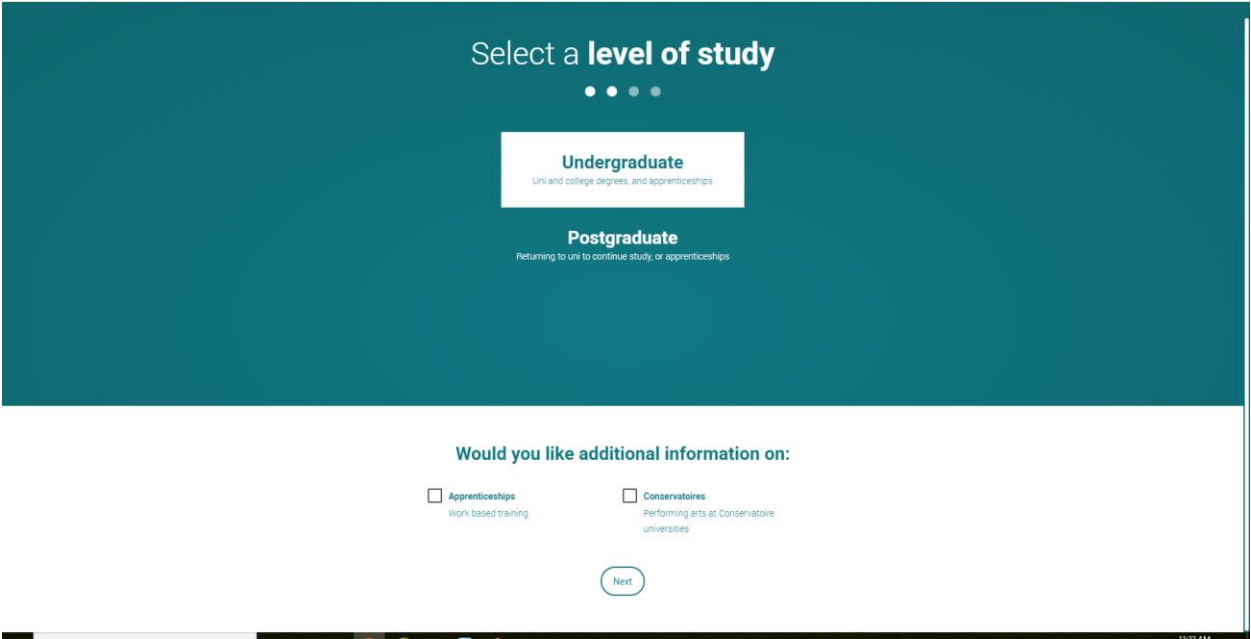Select Register (or sign in if you have already registered):

Fill in your details and you will be taken to the next screen:

When you click Ready, you will go here:

In which year do you want
to **start your studies?**

● ● ● ●

2022

2023

2024

2025

2021 - Clearing

All students applying this year will click 2023, including boys if they are going to the army. When the boys enter their choices, they will choose the year of entry for either 2023 or 2024 later.

Select a **level of study**

● ● ● ●

Undergraduate
Uni and college degrees, and apprenticeships

Postgraduate
Returning to uni to continue study, or apprenticeships

Would you like additional information on:

☐ Apprenticeships
Work based training

☐ Conservatoires
Performing arts at Conservatoire universities

Next

Select Undergraduate (if you wish to apply for a Conservatoire for Music or Dance, you can tick the box)
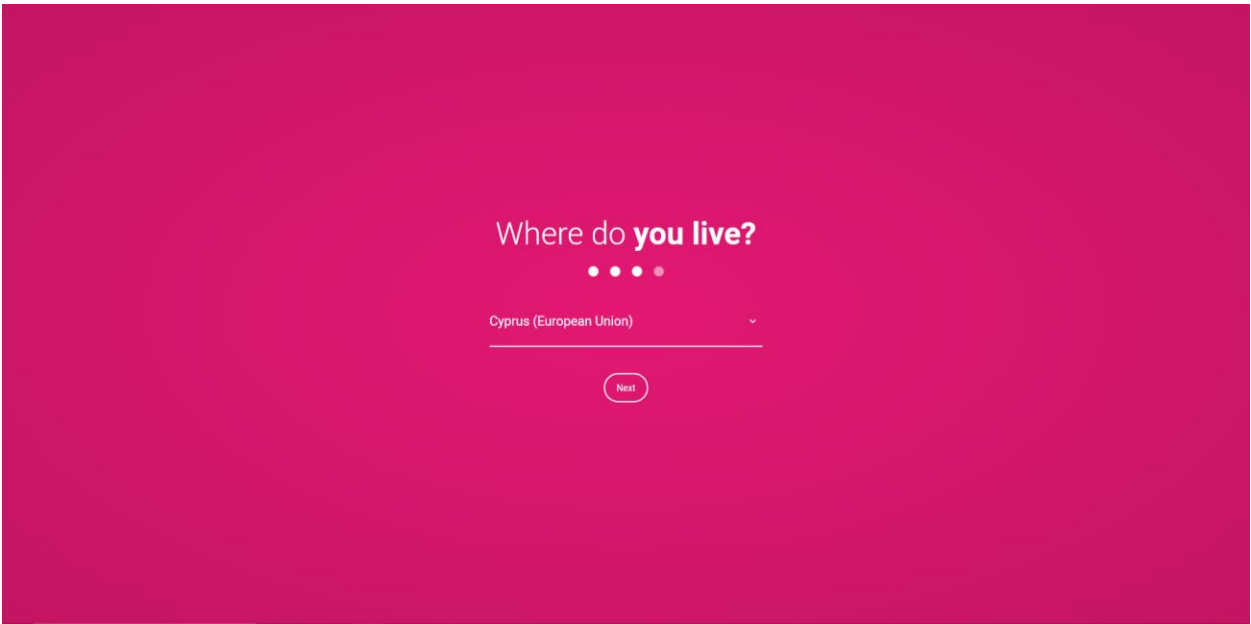
Select Cyprus.
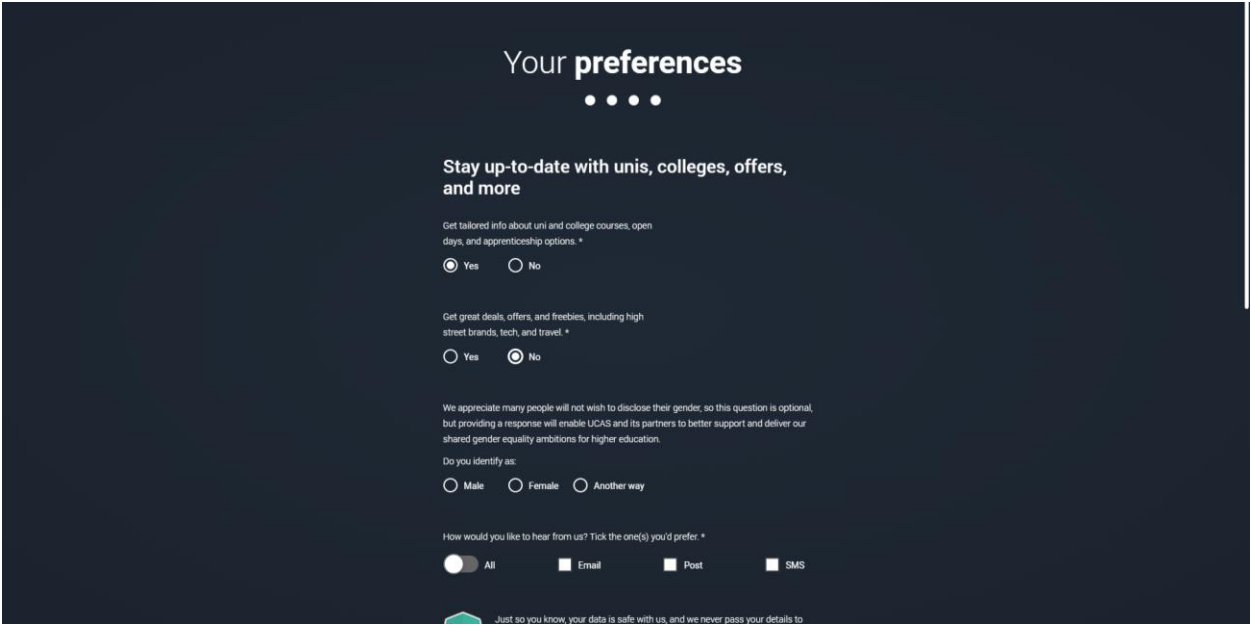
Fill in your preferences. When it asks about your school, type in Nicosia and select Nicosia Grammar School:

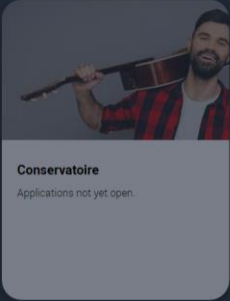When you have completed the above, you will see this:

There are lots of resources in the Hub that are available to you but this guide will focus on filling in the form. Press START to begin.

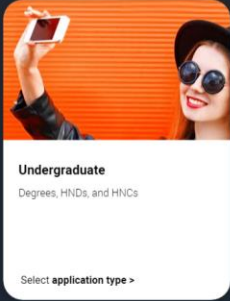- you can save your work as you go, so you don't need to complete the form all at once.

Click on Undergraduate (unless you are applying for a Conservatoire (specific music/dance etc institutions).

Click YES.
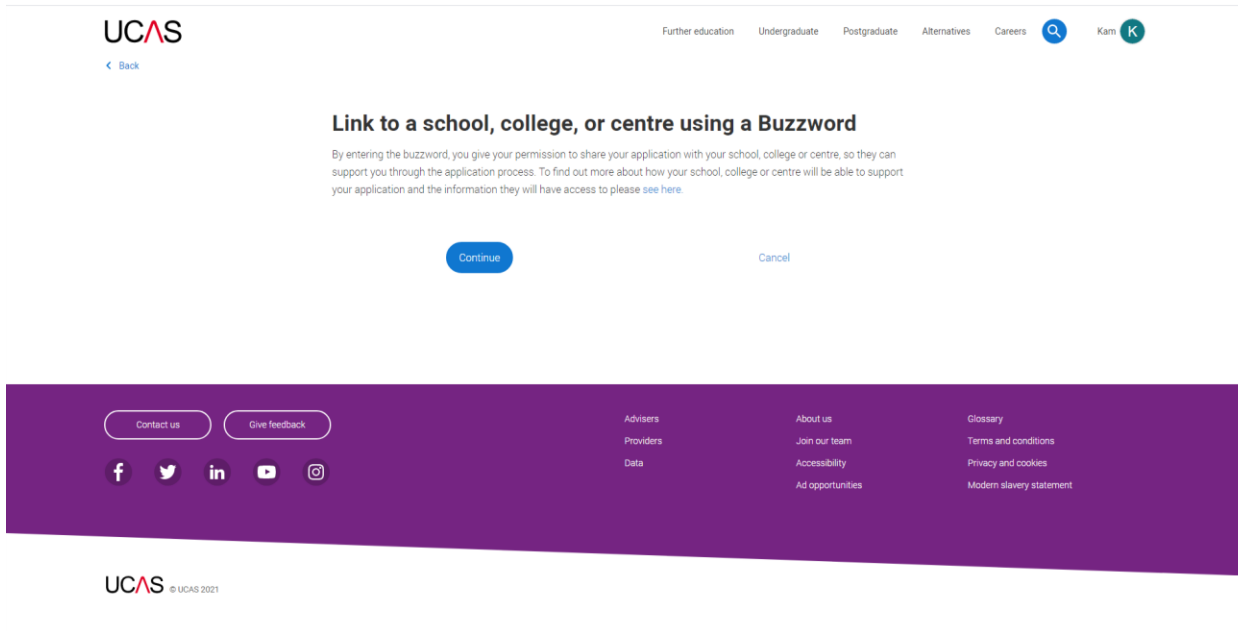
Click Continue:
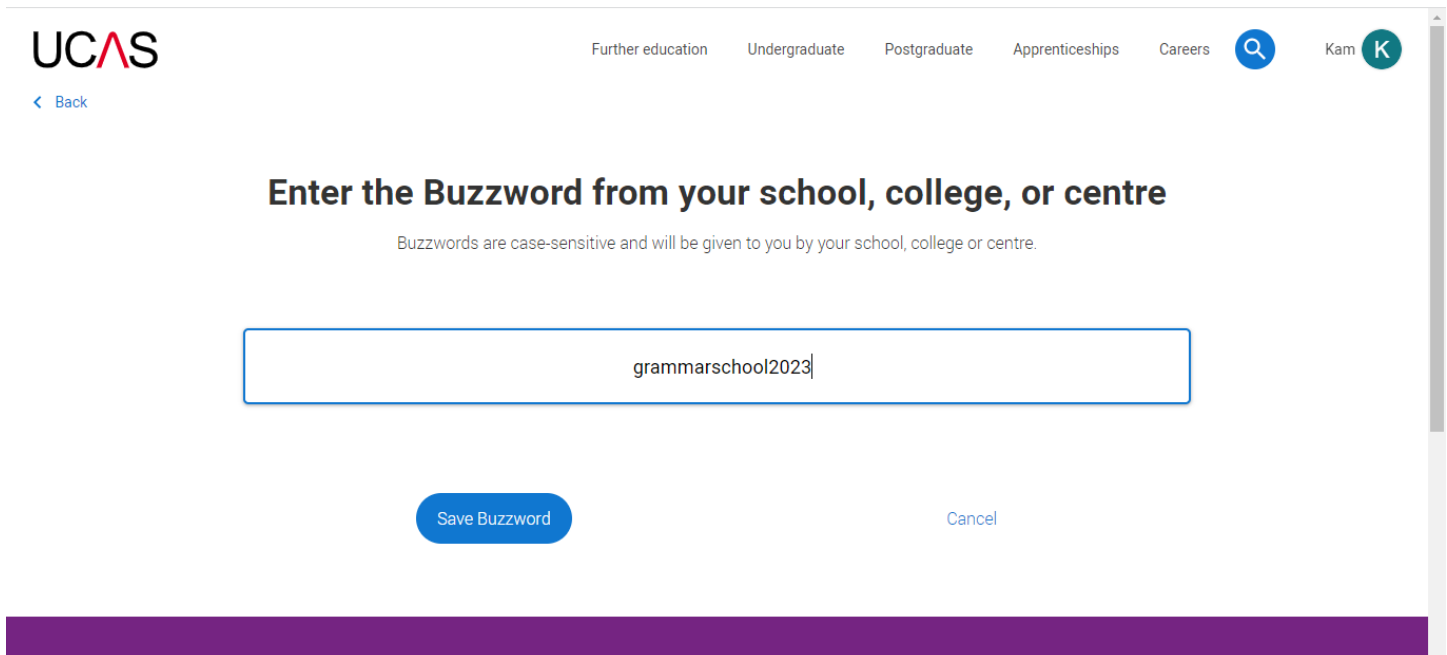
Type the GS buzzword (to link your application to the school so we can attach your reference at a later point). The GS buzzword is: **grammarschool2023**

Save the buzzword and you will then need to confirm it by pressing YES as in the next screenshot:

You are now ready to start your application.

Note: You can find your UCAS Personal ID number at the top of the screen on the right.

If you are ready to add your university choices, you can do so by clicking on Add Choice.

NOTE: you select your university choice and the course. For Location, it is usually main site unless you are applying to a University which requires you to choose a particular campus or a college. Your Start Date will be 2023 unless you are applying for deferred entry and for that you choose 2024. Point of entry should be 1st year UNLESS you are applying for a Foundation Year entry. For *Live at Home* you should choose NO. You then save your choice. You may add up to 5 choices.

Points to note:

1. You may only apply to Oxford <u>or</u> Cambridge (early deadline of 15 October)
2. You may only apply to up to 4 courses for Medicine, Vet Science or Dentistry (early UCAS deadline of 15 October, GS internal deadline 15th September)
3. You **DO NOT** list your choices in order. They are automatically placed in alphabetical order.
4. If you are sure about 3 choices for example you can send your application with those 3 and then add 2 more in as long as you do so before the UCAS deadline of 18.00 hrs on 25th January 2023.

You may then continue adding your choices.

If you scroll down the page you will find the remaining sections of the form that need to be completed:

You can complete the sections in any order. Remember to save your work.

Personal Details:

Complete your Personal Details. You should enter your name exactly as it appears on your ID & Passport. If you have a name that you prefer to be called which is not on your official documents, enter this name under *Preferred name*. Save your work and Mark the Section Complete when you have finished.

Contact and Residency Details:

Make sure you include the dialing code 357 for the phone numbers. Choose Non-UK address if your home address is in Cyprus.

Use a sensible email address!

Fill in your postal address accurately including your postcode. For country, choose Cyprus (European Union)

For Nominated access, choose Yes. Enter my details as on the screen shot above. This means that we can send things to the universities on your behalf or talk to them for you. If you prefer to put one of your parents, you just enter their details. *Note: I can only contact universities as a school if you include my details here*.

Residential category refers to where you live now.

Personal details

Contact and residency details

Nationality details

Supporting information

English language skills

Finance and funding

Education

Employment

Personal statement

What is your country of birth? *

For the purpose of this question the UK includes the Channel Islands and the Isle of Man.

[dropdown ⌄]

What is your nationality? *

If you're applying from outside the UK choose your nationality as it appears in your passport. If you have dual nationality and you need a visa to enter the UK, enter your first nationality as it is shown on the passport you intend to use when travelling to the UK for your course.

[dropdown ⌄]

Dual nationality

If you have dual nationality, select your first nationality in the previous field and your second nationality here.

[dropdown ⌄]

Complete your Nationality Details and save your answers. Different questions will appear depending on what you answer. If you have a British passport or pre-settled status, you do NOT need a visa to study in the UK. If you are Cypriot without either of those, you need a visa to study.

NOTE: for a VISA application to study in the UK you will need a valid passport.

Personal details

Contact and residency details

Nationality details

Supporting information

English language skills

Finance and funding

Education

Employment

Personal statement

your second nationality here.

[dropdown ⌄]

Do you need a student visa to study in the UK? *
⦿ Yes   ◯ No

Have you previously studied on a student or tier 4 visa? *
◯ Yes   ⦿ No

Do you have settled or pre-settled status in the UK? *
UKCISA - international student advice and guidance - Brexit - EU Settlement Scheme
◯ Yes   ⦿ No

Do you currently have a passport? *
Where relevant, UCAS collects applicants' passport information on behalf of universities and colleges, who need it for purposes of visa application and checks with the UK Visas and Immigration (UKVI). For further details about UK Visas and Immigration please visit the UKVI website.
◯ Yes   ◯ No

Complete the two questions for Supporting Information.

Complete the English language skills section according to whether English is your first language or not.
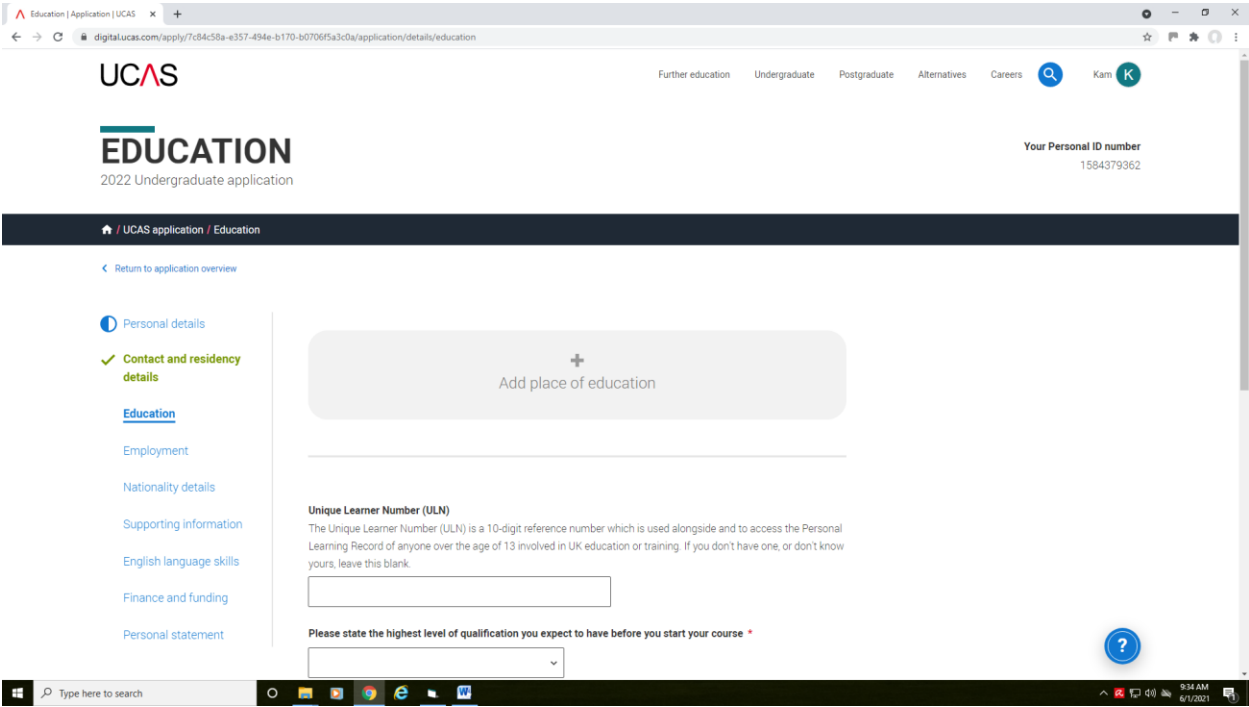
Complete the Finance and funding by choosing the most appropriate from the dropdown menu. Choose the 2nd option.

Education Section:

Click Add place of Education:

Start typing 'Nicosia' and the Nicosia Grammar School, Cyprus will come up as a choice.

You do not need an Examination center number.

Enter the date **you started** at GS and the date you will graduate. If you transferred from another secondary school, this should be entered. ONLY secondary schools are entered on UCAS.
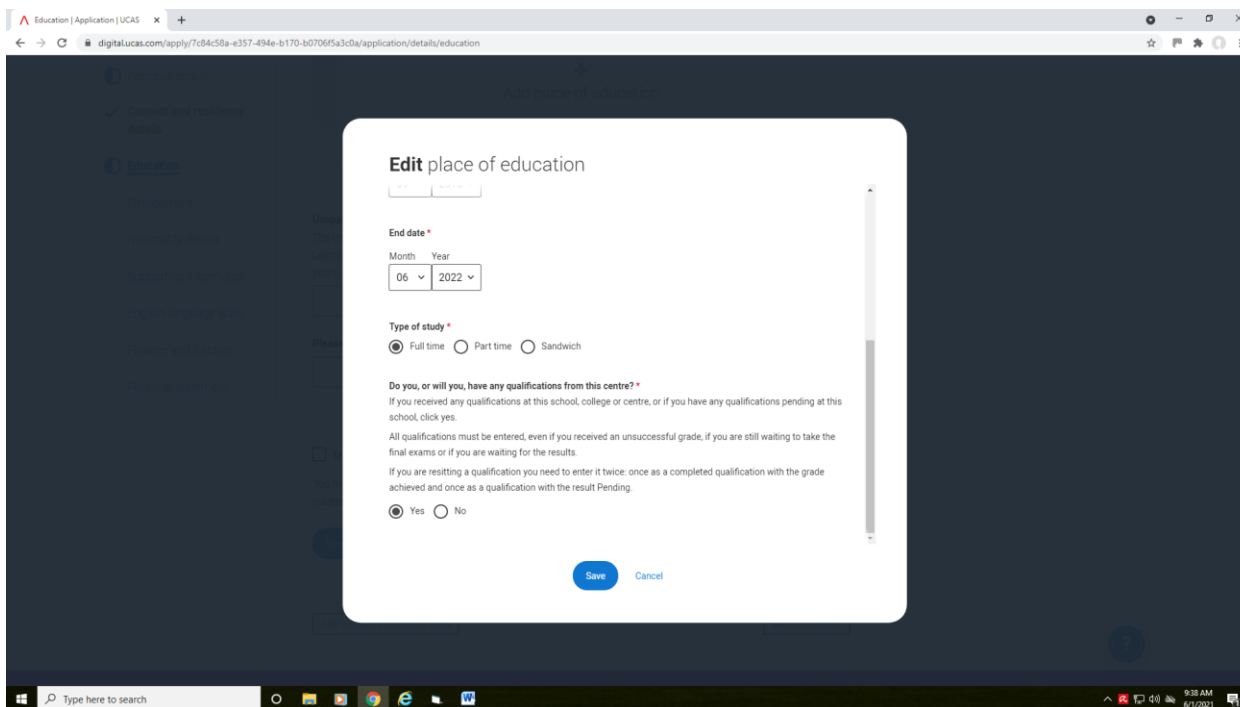
Click on Full Time for Type of Study and Yes for qualifications as above and SAVE.
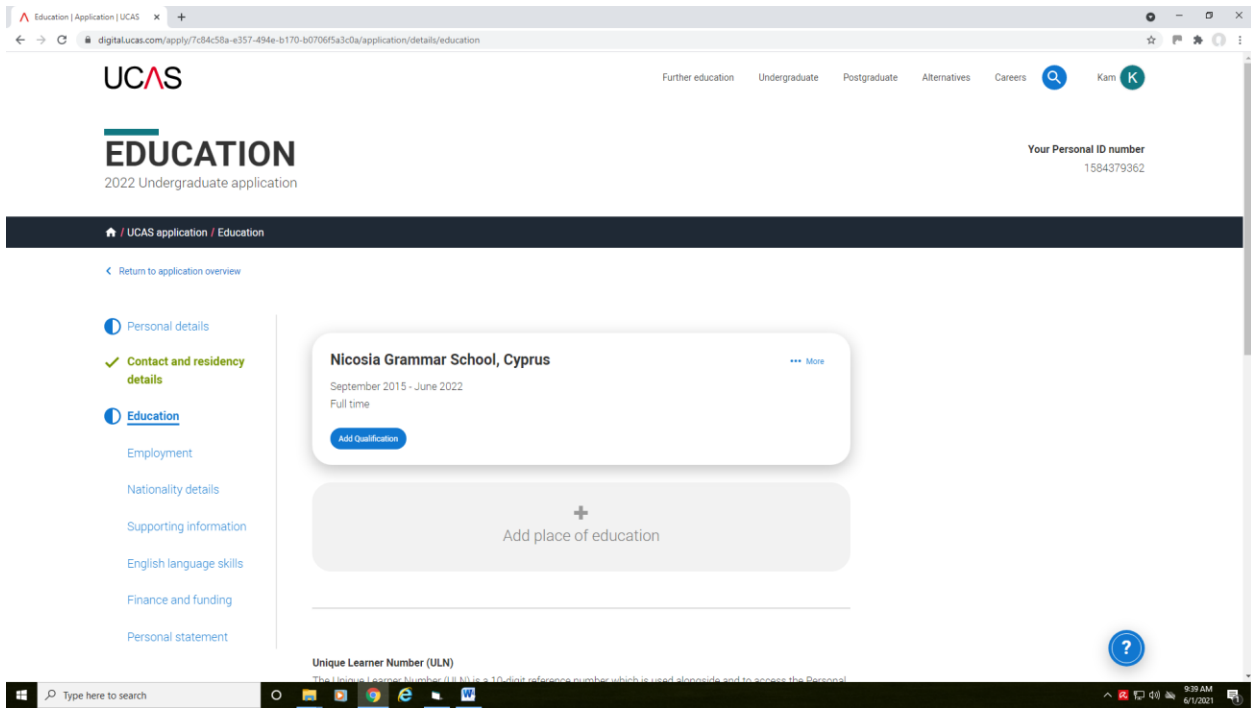
Click on Add qualification.
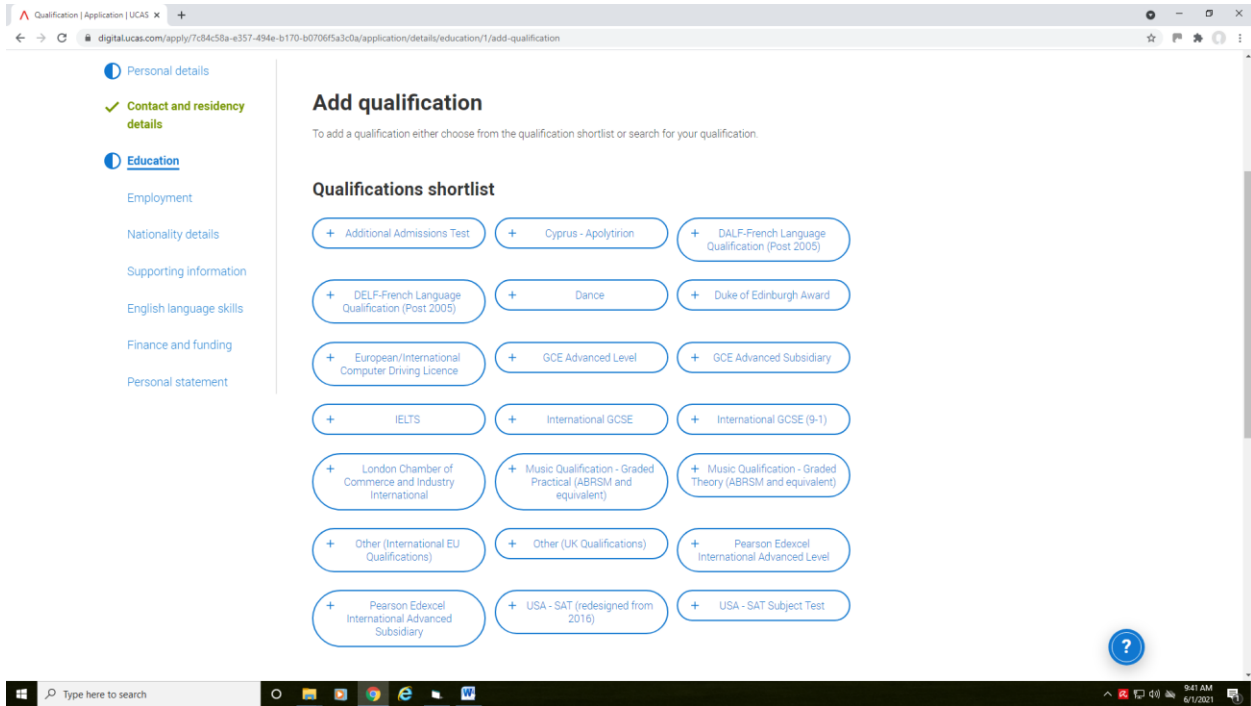
To add your qualifications, click on the tabs accordingly as in the example below:
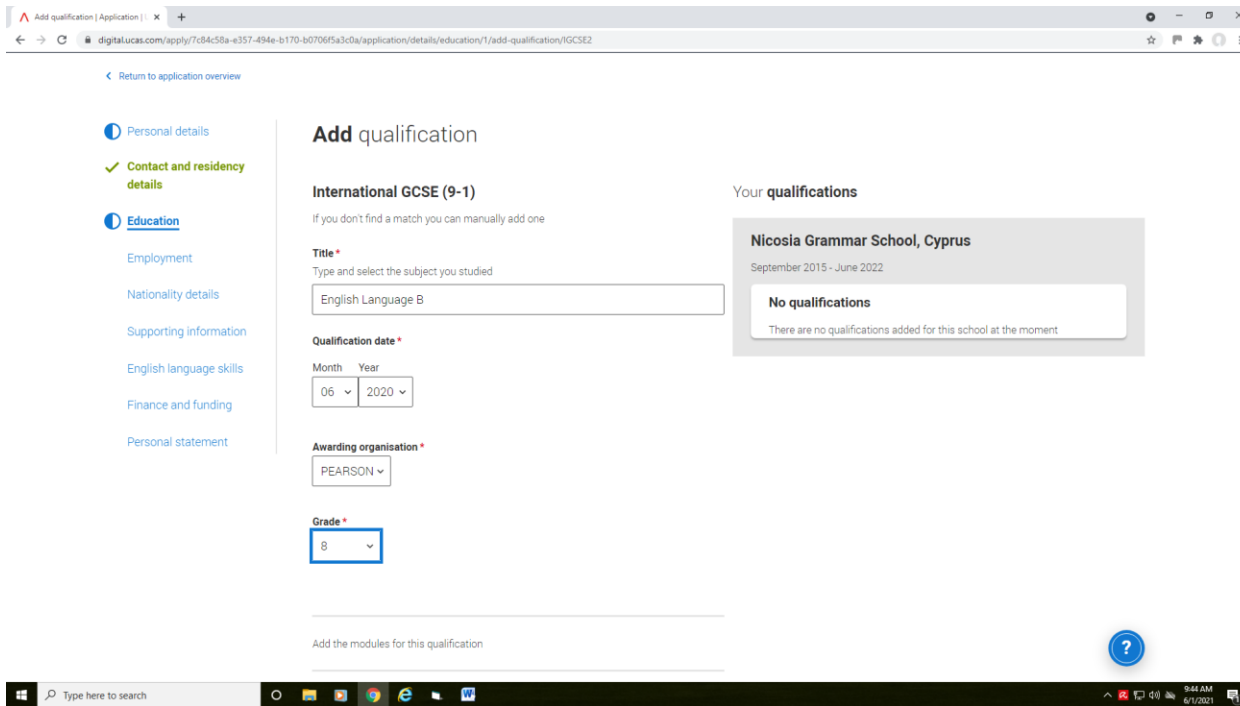
Add **all** your IGCSEs. The Qualification Date is the date on your certificate. At GS you have taken English Language B.

*Note: ALL GRADES MUST BE ENTERED BECAUSE THEY APPEAR ON YOUR CERTIFICATES (WHICH UNIVERSITIES REQUEST LATER) AND YOU SIGN A DECLARATION THAT YOU HAVE ENTERED ALL YOUR GRADES ON THE UCAS APPLICATION WHEN YOU SUBMIT OUR FORM. **FAILURE TO ENTER THEM ALL MAY LEAD TO YOUR APPLICATION BEING CANCELLED FOR THAT UCAS CYCLE.***

You do not need to enter modules, remember to save your work.
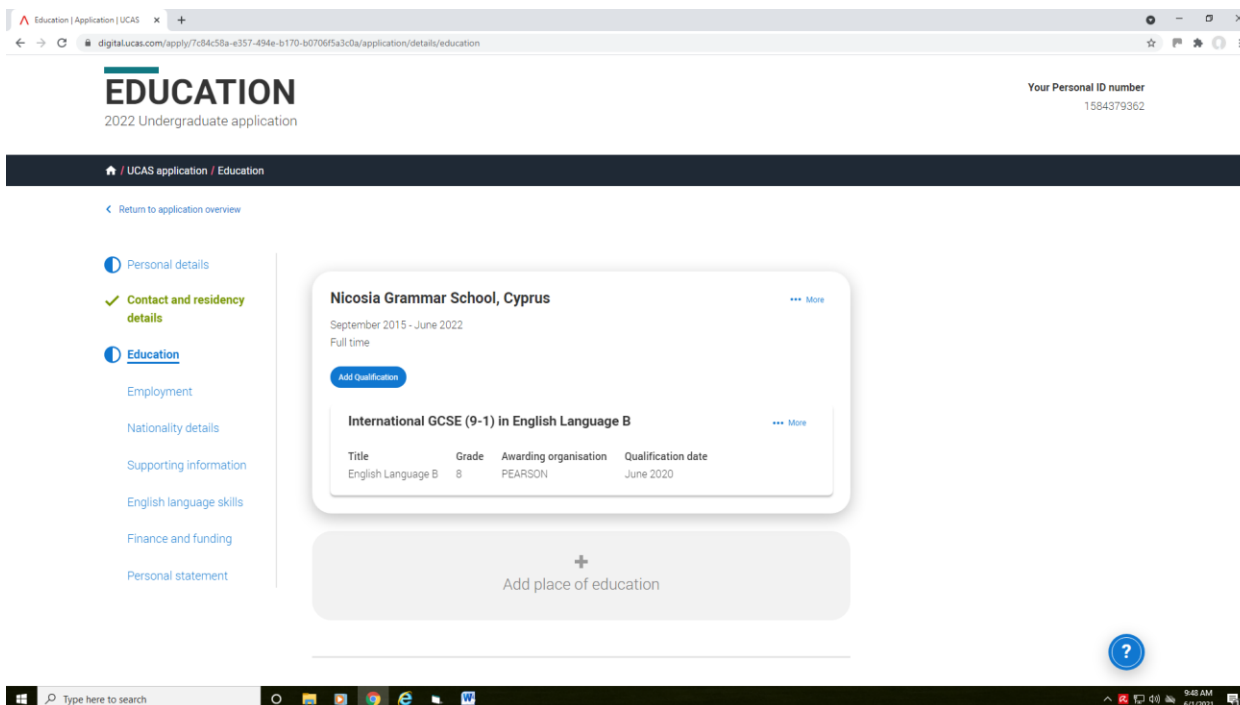
You can see the qualifications you have saved and can continue.

If you are taking an admissions test such as LNAT, BMAT or UCAT, click on an Additional Admissions Test:
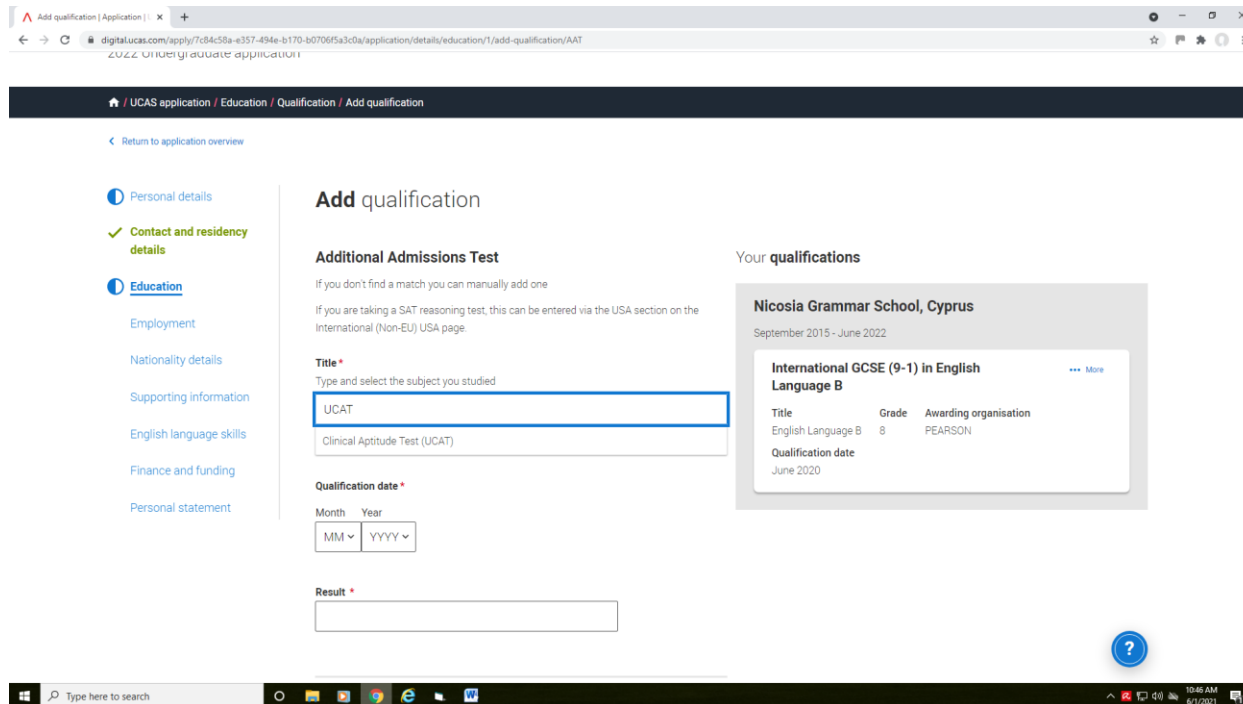
All students should enter their Apolytirion as Cyprus – Apolytirion:

Each lesson is a module:

- if you take 3 A Levels you will enter your 3 AL subjects & English Language, Physical Education and Computers (6 modules in total)
- if you take 4 A Levels you will enter your 4 AL subjects & English Language, Physical Education and Computers (7 modules in total)

Entering your A Levels:

For Law and Accounting, enter them under Pearson International Advanced Level.

NOTE: if you have taken Greek AL in 2022, it is the International A Level. If you took AL Greek BEFORE 2022 it is NOT international

All other A Levels should be entered under GCE Advanced Level (see below):
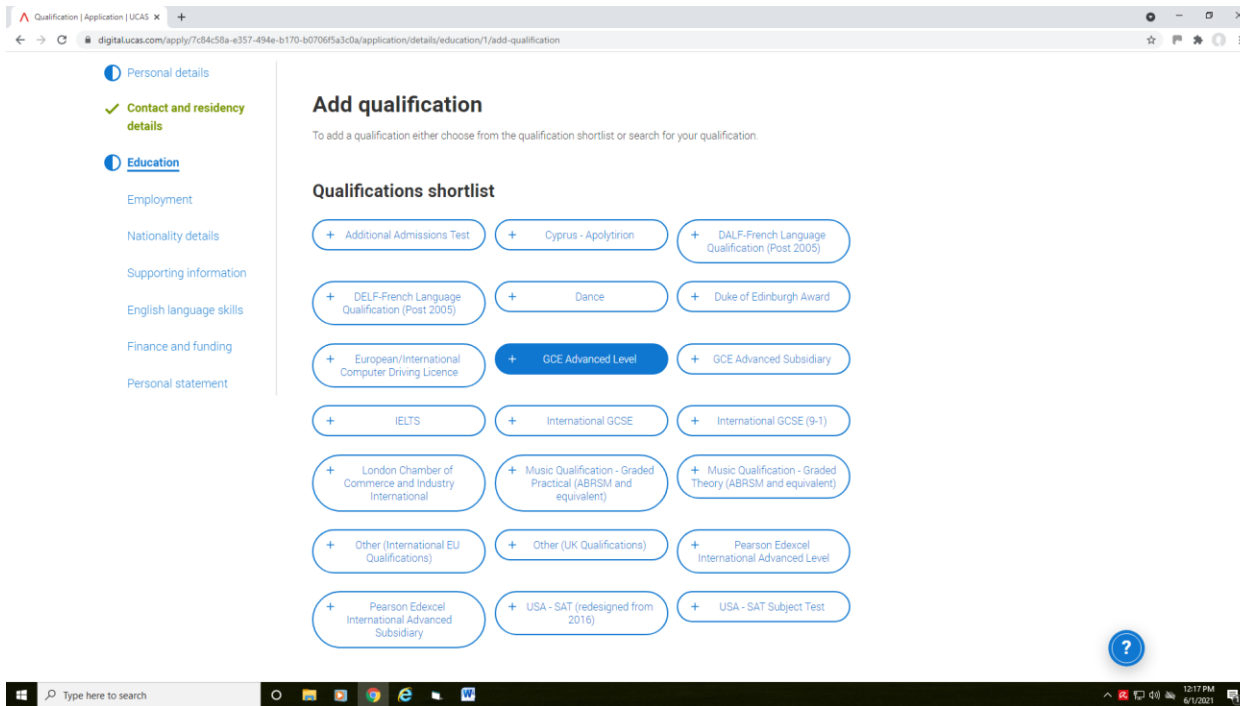
Note: All A Levels are Edexcel apart from Computer Science and Geography which are Cambridge (CAIE):
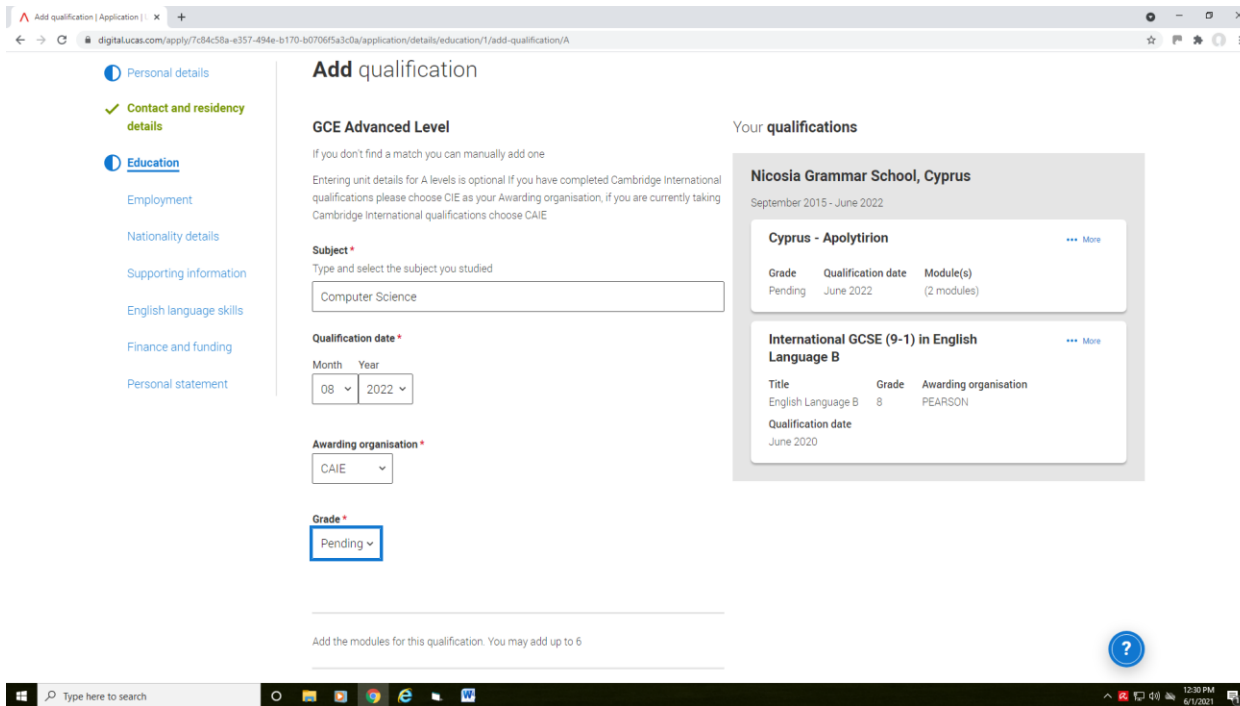
If you have not yet received your result, the grade is Pending.

If you have completed AS grades you follow the same rules as above but enter them under the tabs that say: GCE Advanced Subsidiary or International GCE Advanced Subsidiary.

All other qualifications eg. Duke of Edinburgh, IELTS, Music and Dance can be entered by clicking on the relevant tabs.

For any examinations not included here you can use the Search bar and if nothing comes up, you can enter them under *Other International EU Qualifications*.

NOTE: if you are retaking your A Levels you **must go to the grey tab, Add Place of Education** and either enter The Grammar School or the British Council depending on where you are retaking your examinations:

When you have entered all of your completed and pending qualifications, you must mark the section as complete and save your work.

Employment:

Paid jobs may be entered here. If you had an impressive unpaid internship you wish to enter, do so:
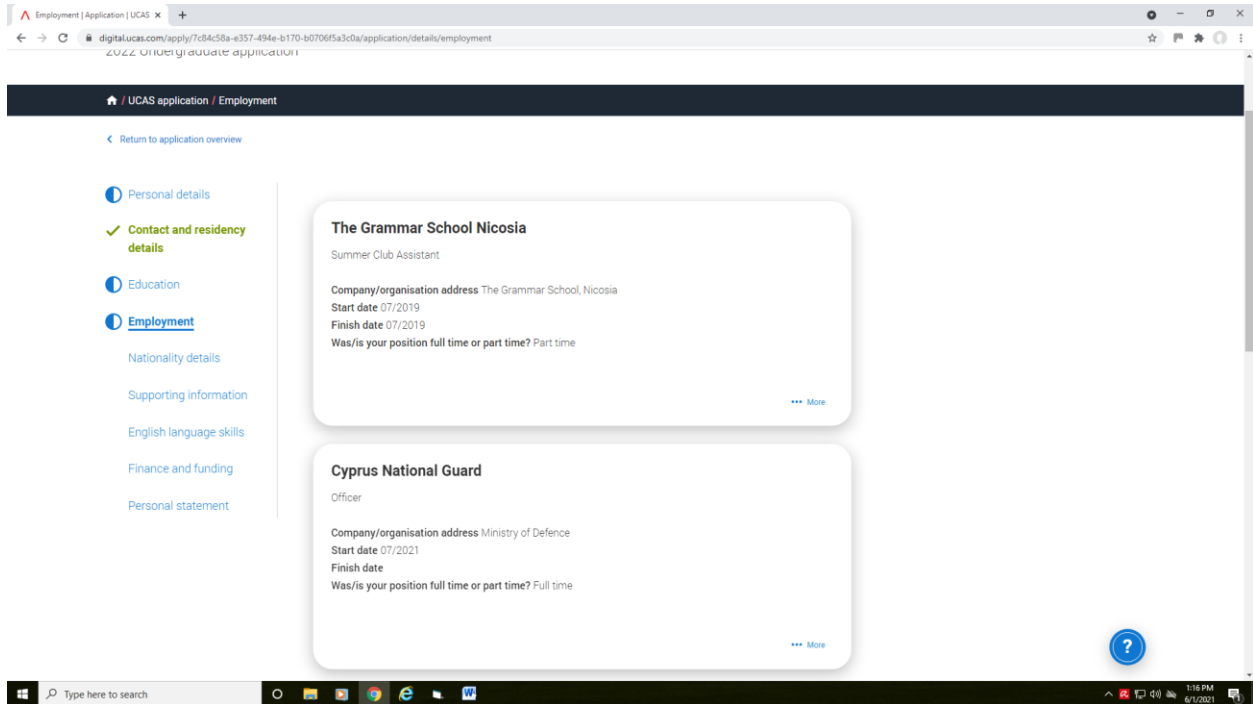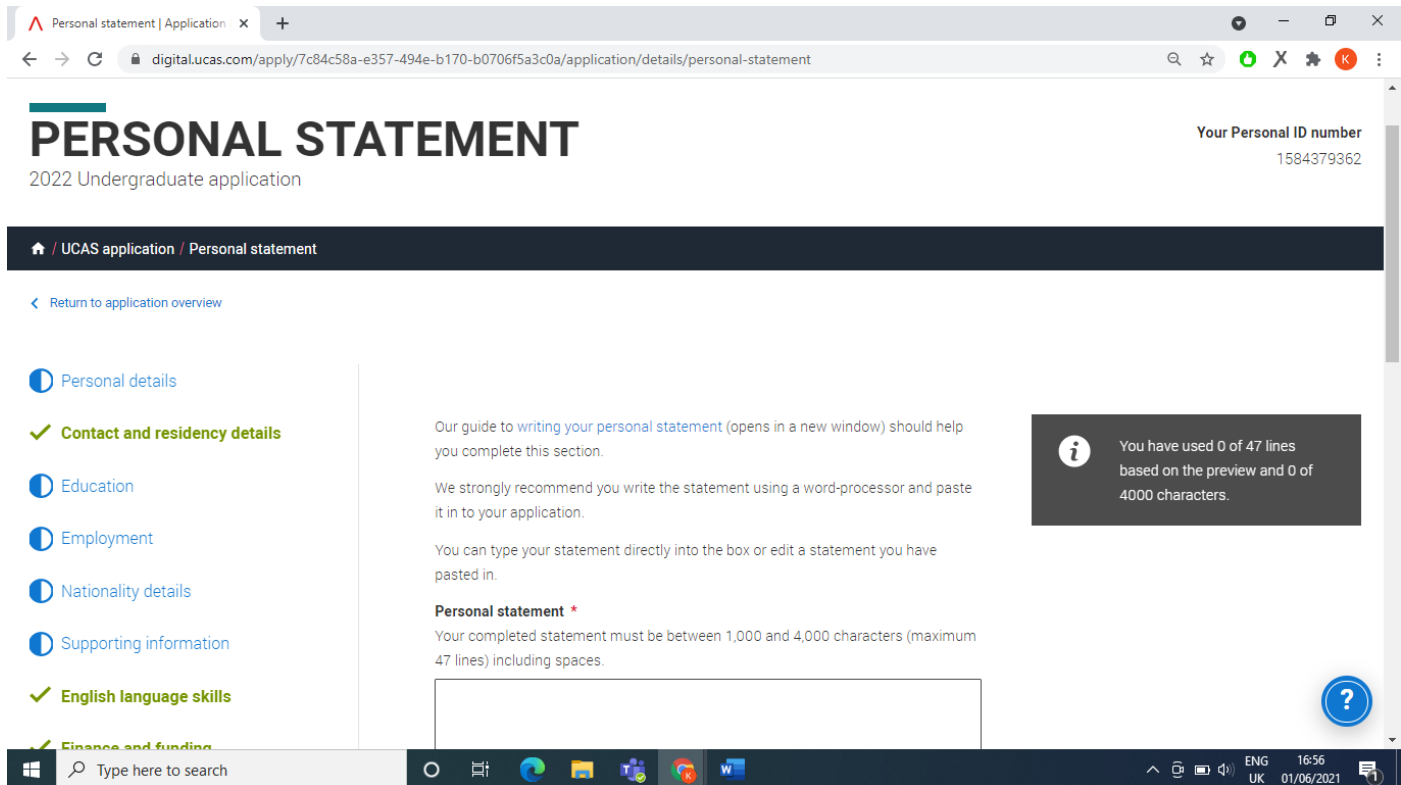

You can enter up to 5 positions.

If you are completing military service, this should be included here.
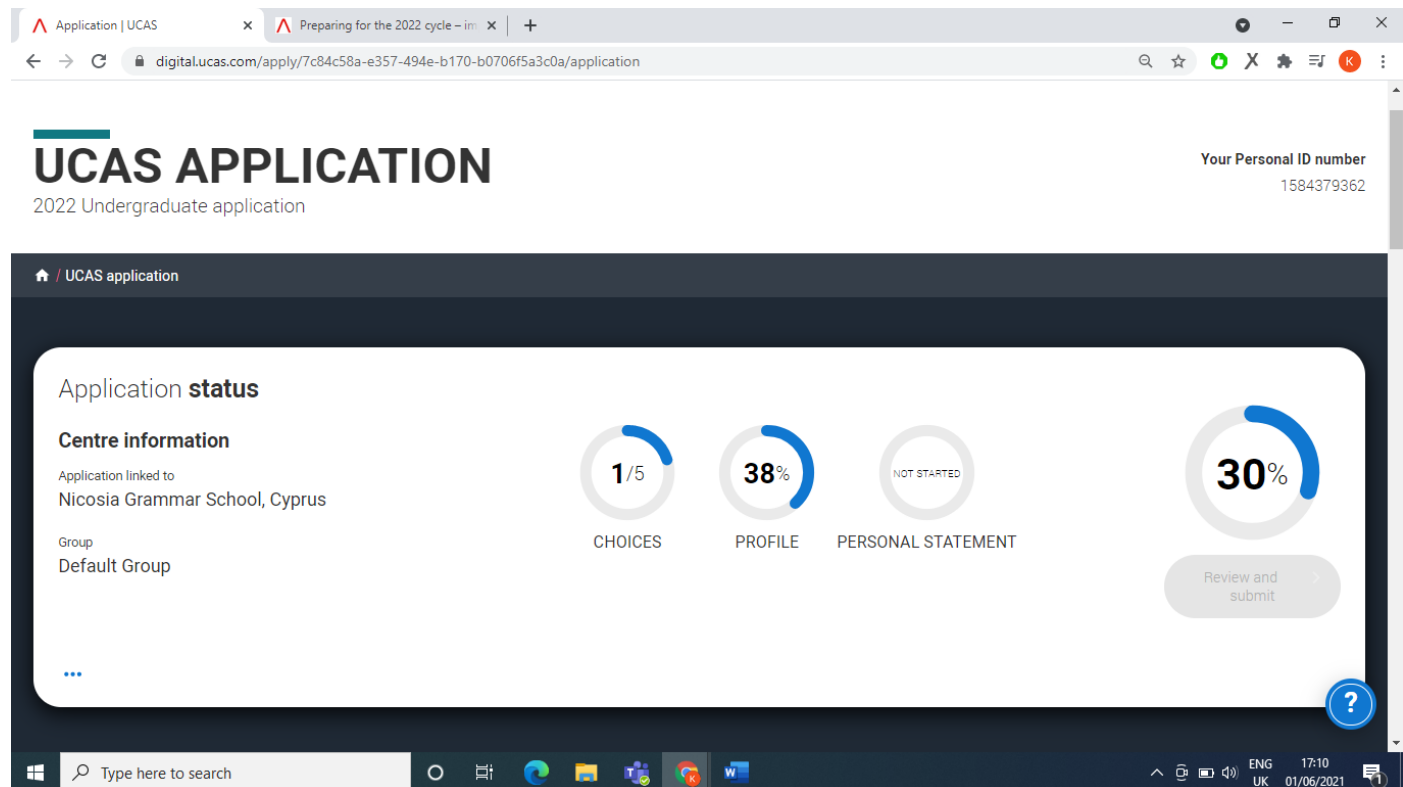

Personal Statement:

Note: you should copy paste your statement on after it is finalized from a Word Doc. Check your spelling and be sure not to copy any part of it. UCAS runs a plagiarism check on all statements.

Note: Sometimes when you paste your work on, it will show as a few more characters than your word document so you may have to fix it. Try to have 3995 characters (with spaces) max on your word document. You are allowed no more than 47 lines so do not leave lines between paragraphs. Start a new line to show a new paragraph.

When you have fully completed all sections on the UCAS form, you will see all the sections on the left of your screen appear in Green with a tick next to them.

Review and Submit (from 7th September 2022):

- When you have completed all sections, it will say 100% next to your Application Status. You will then be able click on Review and Submit under the 100%. *The above example is just to show you where to find Review and Submit*
- You will then go through the payment process. You will need to pay online to UCAS by Visa card and it costs £22.50 for ONE choice and £27.00 for 2-5 choices
- Because you have used the GS buzzword, your UCAS will come to the School so your predicted grades and reference may be added
- The form will be checked and if there are any errors, it is returned to you to fix
- If there are no errors, it will be sent to the UK. You should allow at least 10 days for it to be sent after you have paid.
- After it has been submitted by the School, no changes can be made.
- You may change your university choices only within 14 days of the application being sent to UCAS.
- For guidance on the UCAS website: www.ucas.com/undergraduate/applying-university/filling-your-ucas-undergraduate-application