

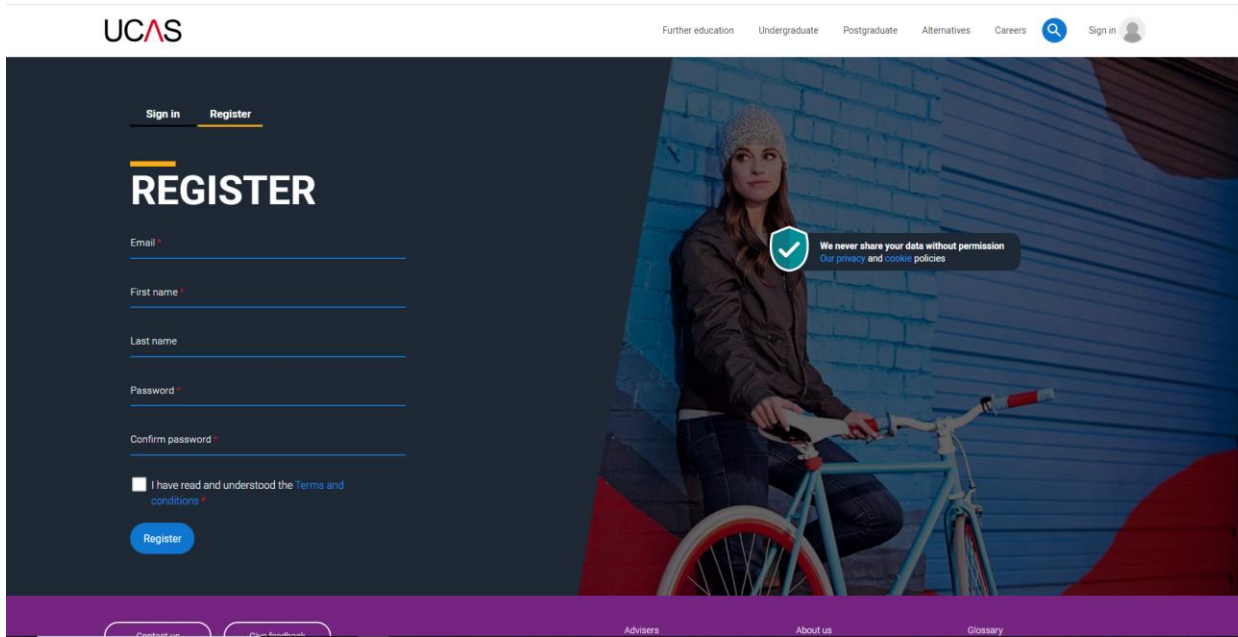
The Grammar School Nicosia

COMPLETING YOUR UCAS APPLICATION FOR ENTRY IN 2023/2024

Go to the UCAS HUB:

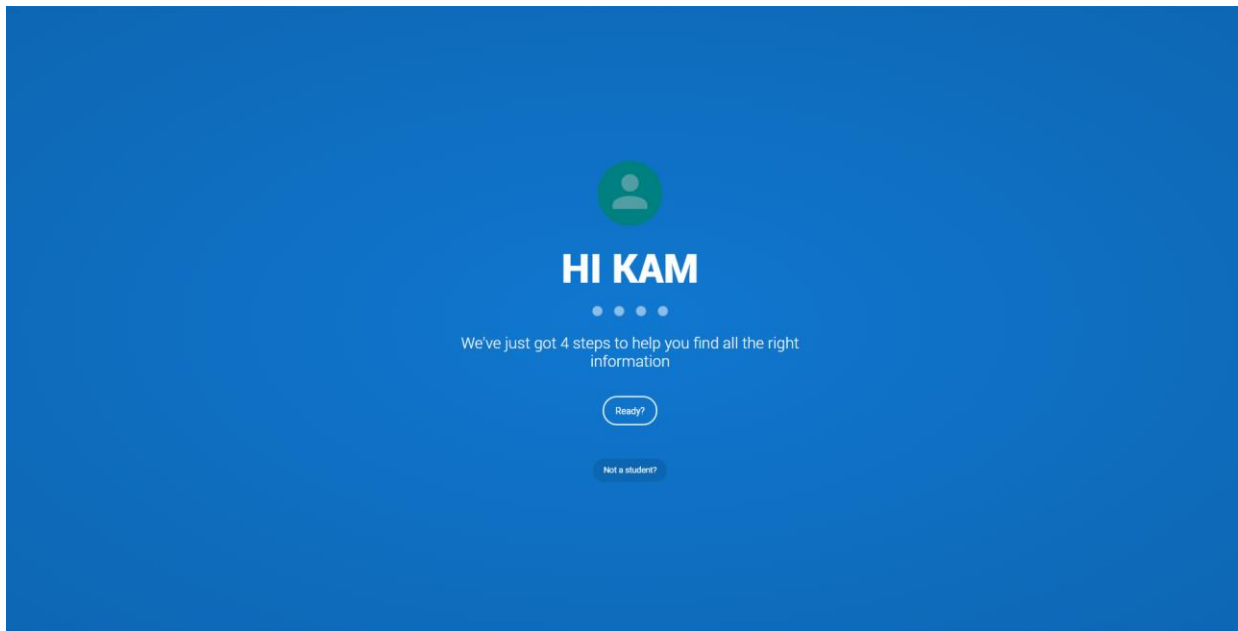
<https://accounts.ucas.com/account/login?returnUrl=https%3A//www.ucas.com/dashboard>

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

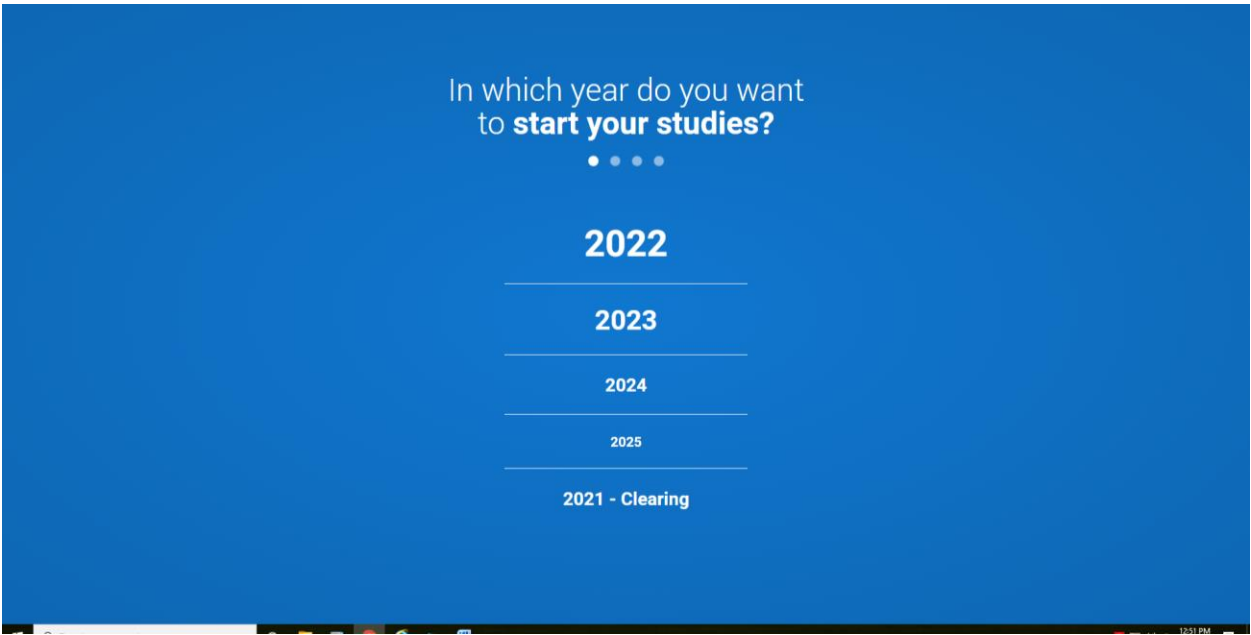


The screenshot shows the UCAS Register page. At the top, the UCAS logo is on the left, and navigation links for Further education, Undergraduate, Postgraduate, Alternatives, Careers, and Sign in are on the right. The main content area is dark grey with a large background image of a woman on a bicycle. On the left, there are input fields for Email, First name, Last name, Password, and Confirm password. Below these is a checkbox for 'I have read and understood the Terms and conditions' and a blue 'Register' button. A green checkmark icon and a message 'We never share your data without permission' are visible on the right side of the form area. At the bottom, there are links for Contact us, Give feedback, Advisers, About us, and Glossary.

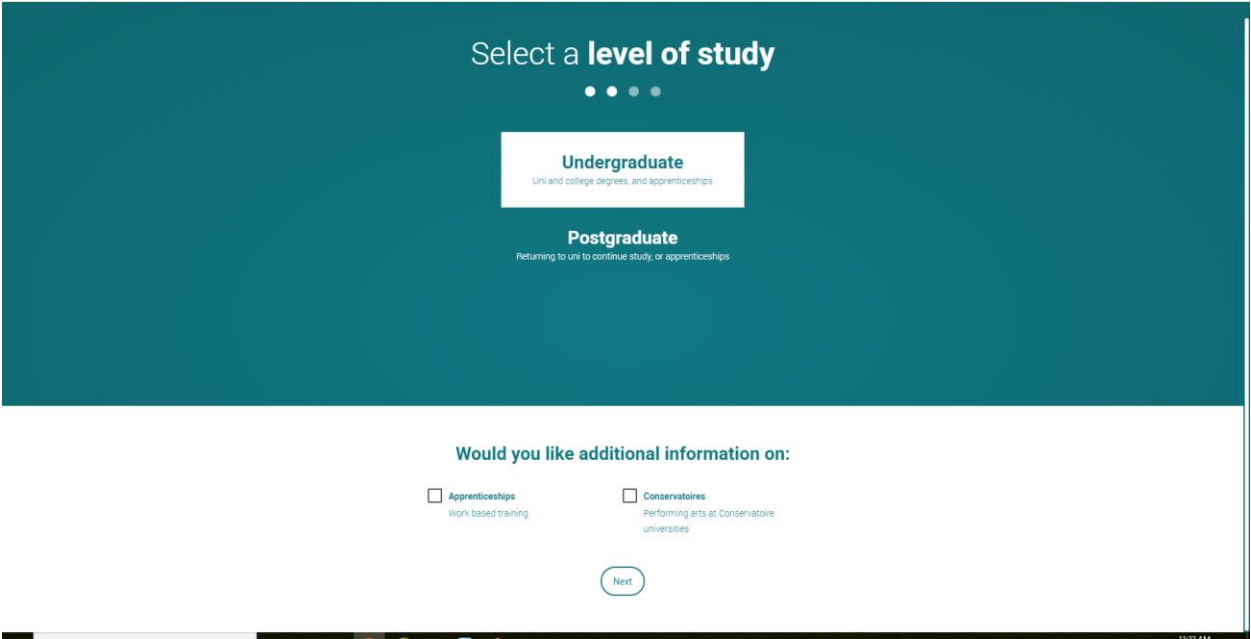
Fill in your details and you will be taken to the next screen:



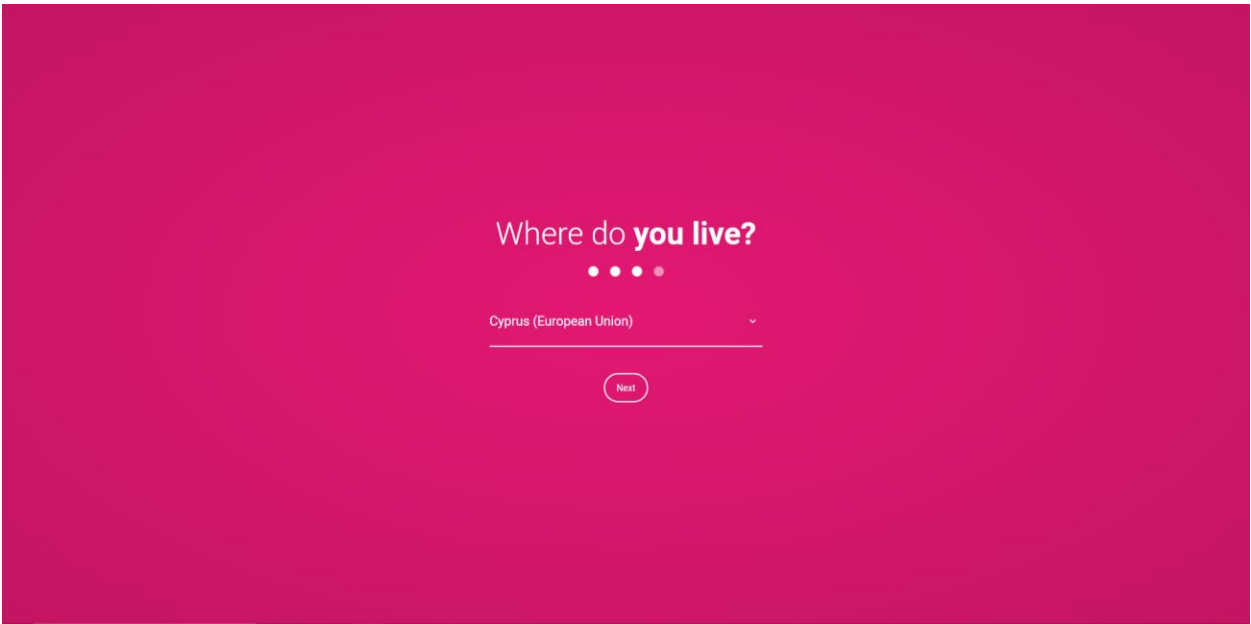
When you click Ready, you will go here:



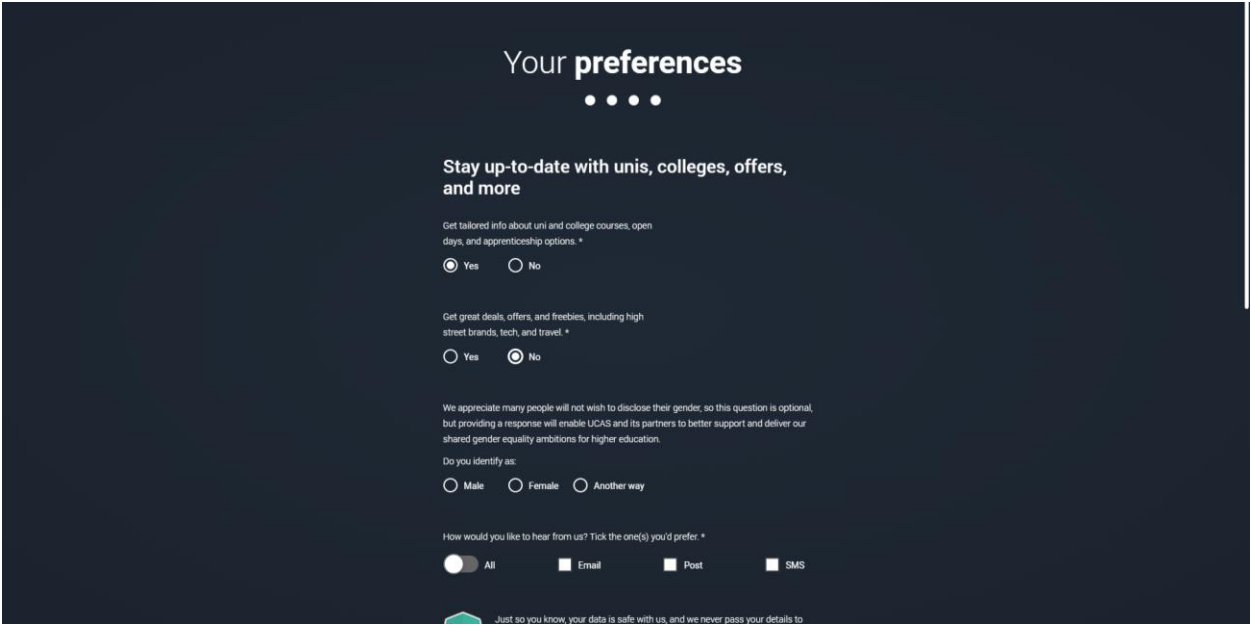
All students applying this year will click 2023, including boys if they are going to the army. When the boys enter their choices, they will choose the year of entry for either 2023 or 2024 later.



Select 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:

Postcode *

Which subject(s) are you interested in studying?

Subject 1 *

Aerospace engineering

Subject 2

Select an option

Subject 3

Select an option

Get the right support

Are you still at school/college? *

Yes No

Your school/college *

Nicosia

Nicosia Grammar School, Cyprus (Nicosia 1519)
 University of Nicosia (1700 Nicosia)
 American Academy Nicosia (Nicosia 1515)

Can't find your school/college?

Create account

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

CHAT WITH STUDENTS STUDYING COURSES RIGHT NOW

FIND OUT WHAT LIFE IS REALLY LIKE AT UNI >

YOUR HUB

0% Your to do list
Open to do list >

Your preferences
Update for a better experience >

2 Your notifications
Open notifications >

YOUR APPLICATIONS

START

START APPLICATION

FAVOURITES

TOP 5 COURSES UNI & COLLEGES LOCATIONS SUBJECTS PAGES

Select a favourite

Select a favourite

Select a favourite

Select a favourite

Select a favourite

VIEW ALL FAVOURITES

Get found with Google advertising.

Start now

With €75 credit *

Google Ads

MAKE THE RIGHT DECISION FOR YOU

Opt in for the full story >

UCAS

Feedback

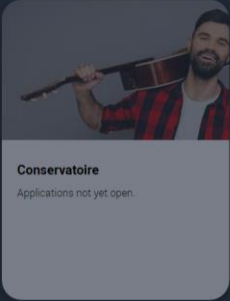
There are lots of resources in the Hub that are available to you but this guide will focus on filling in the form. Press START to begin.

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

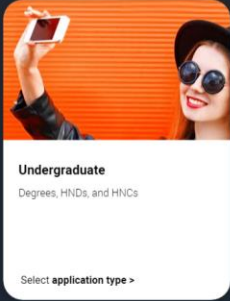
[Back to Hub](#)

START NEW APPLICATION

What type of application would you like to make?



Conservatoire
Applications not yet open.



Undergraduate
Degrees, HNDs, and HNCs

Select application type >

Can't see the application type you need?
[Update your preferences](#)



[Feedback](#)

Sponsored articles


[#InAItShouldBe: students and their...](#) [Changing career into teaching? New...](#) [YES! Join our Open Day, view courses, appli...](#)

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


UCAS

Further education Undergraduate Postgraduate Alternatives Careers  Kam 

Are you applying from a school, college, or centre?



Yes



No

[Contact us](#) [Give feedback](#)

[f](#) [t](#) [in](#) [v](#) [i](#)

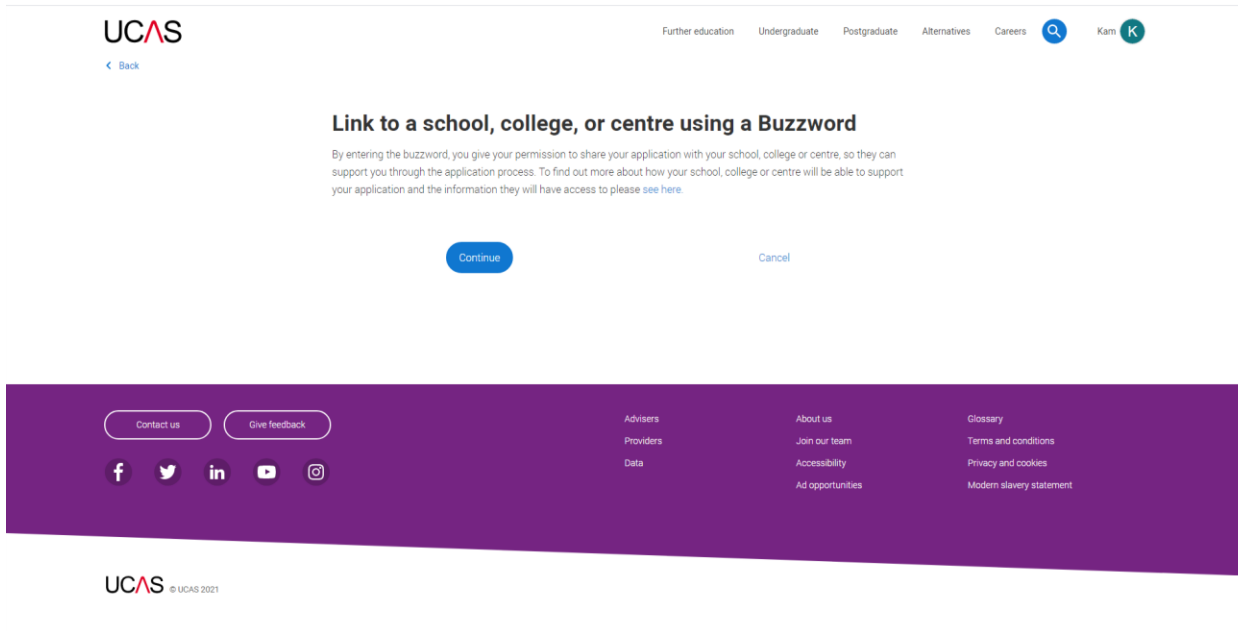
Advisers
Providers
Data

About us
Join our team
Accessibility
Ad opportunities

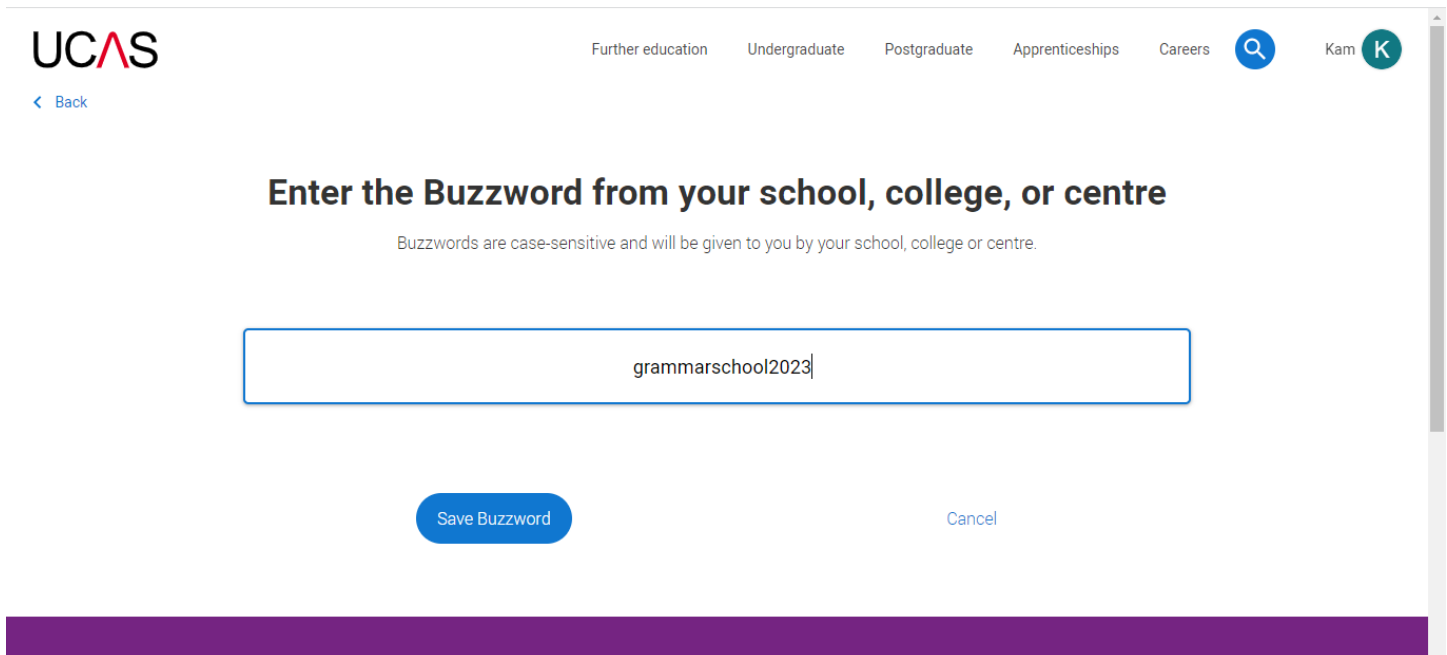
Glossary
Terms and conditions
Privacy and cookies
Modern slavery statement

UCAS © UCAS 2021

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:

Enter the Buzzword from your school, college, or centre

Your buzzword is for

Nicosia Grammar School, Cyprus

Anthoupolis Highway, P O Box 22262,
Nicosia 1519, Cyprus (European Union)

Is this correct?

Yes

No

Contact us

Give feedback

Advisers
Providers
Data

About us
Join our team
Accessibility

Glossary
Terms and conditions
Privacy and cookies

You are now ready to start your application.

UCAS APPLICATION

2022 Undergraduate application

Your Personal ID number
1584379362

UCAS application

Application status

Centre information

Application linked to
Nicosia Grammar School, Cyprus

Group
Default Group

...

0/5

CHOICES

0%

PROFILE

NOT STARTED

PERSONAL STATEMENT

0%

Review and submit

Your choices



Add choice

Search for courses

 Find courses and providers



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.

Add choice

University/college name *

University of East Anglia UEA

Course *

English Literature

Course code: Q300

Save Cancel

Add choice

Location *

Course campus location

Main Site

Start date *

18 September 2023

Further details

Save Cancel

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 or 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.

The screenshot shows a dark blue header with a white plus sign in a circle and the text "Add choice". Below this is a white card for the course "English Literature (Q300)" at the University of East Anglia (UEA). The card lists the following details: Location: Main Site, Start date: 18 September 2023, Further details: Not provided, Point of entry: 1st year, Deferred entry: No, and Live at home while studying: No. A search bar with the text "Find courses and providers" is visible in the top right corner. A blue circular help icon with a question mark is in the bottom right corner.

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:

The screenshot displays a grid of application form sections on a dark blue background. Each section is a white card with a title, a brief description, and a "Start this section" link. The sections are: "Personal details" (Name, age, title and gender), "Contact & residency details" (Address, email, telephone and where you live), "Nationality details" (Birthplace and nationalities), "Supporting information" (So that providers know how to support you during your studies), "English language skills" (Is English your first language?), "Finance & funding" (Tell us how you'll fund your study), "Education" (Qualifications and periods of study), and "Employment" (Paid employment). A "Search for courses" bar is located in the top right. Below the grid is the heading "Your personal statement" and a blue circular help icon with a question mark.

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

Personal Details:

Personal details

Contact and residency details

Education

Employment

Nationality details

Supporting information

English language skills

Finance and funding

Personal statement

First name *

Tell us who you are. Make sure your name is as it appears on any official documents, such as your passport, birth certificate or driving licence.

Last name *

If you don't have a last name, add your first name here again.

Previous name(s)

Tell us any other names you've been known by (for example maiden name), as it helps when we're matching educational records.

Preferred name

Let us know what we should call you in our communications.

Date of birth *

Day Month Year

Gender *

Select the gender you most identify with at this time. You can tell the university or college directly if you'd feel more comfortable identifying in another way, or if this changes.

Male Female



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:

UCAS

Further education Undergraduate Postgraduate Alternatives Careers Kam

CONTACT AND RESIDENCY DETAILS

2022 Undergraduate application

Your Personal ID number
1584379362

UCAS application / Contact and residency details

[Return to application overview](#)

Personal details

Contact and residency details

Education

Employment

Nationality details

Supporting information

English language skills

Finance and funding

Personal statement

Contact details

Contact telephone number

You must provide a contact telephone number.

Other telephone number

Email address *

You can update your email address in your UCAS profile

Postal address

Address type *



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)

[Contact and residency details](#)

[Education](#)

[Employment](#)

[Nationality details](#)

[Supporting information](#)

[English language skills](#)

[Finance and funding](#)

[Personal statement](#)

Nominated access

Do you want someone else to be able to act, or speak on your behalf, about your application? e.g. A parent, teacher, other relative or guardian. If you are using an agent, you can choose to enter their details.

You're able to enter details of someone you're happy to help manage your application - this is called nominated access.

Yes No

Full name of nominee *

The first and last name of your nominee. They will be asked this information when speaking to UCAS on your behalf.

Relationship to you *

How you know your nominee. They will be asked this information when speaking to UCAS on your behalf.

Residency details

Is your home address the same as your postal address? *

Yes No

Please select your area of permanent residence *

Your area of permanent residence refers to the area in which you normally live.

Residential category *

Please choose the option that most closely applies to you.

[?](#)

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.*

[Personal details](#)

[Contact and residency details](#)

[Education](#)

[Employment](#)

[Nationality details](#)

[Supporting information](#)

[English language skills](#)

[Finance and funding](#)

[Personal statement](#)

Residency details

Is your home address the same as your postal address? *

Yes No

Please select your area of permanent residence *

Your area of permanent residence refers to the area in which you normally live.

Residential category *

Please choose the option that most closely applies to you.

Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

[Save this section](#)

[Back to Personal details](#) [Next to Education](#)

[?](#)

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.

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.

Dual nationality

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



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.

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



- Personal details
- Contact and residency details
- Nationality details
- Supporting information**
- English language skills
- Finance and funding
- Education
- Employment
- Personal statement

Have you ever lived or worked in the EU (excluding the UK), European Economic Area (EEA) or Switzerland? *

Yes

Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK), EEA or Swiss national? *

Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section



Complete the two questions for Supporting Information.

- Personal details
- Contact and residency details
- Nationality details
- Supporting information
- English language skills**
- Finance and funding
- Education
- Employment
- Personal statement

English proficiency tests and exams are taken by students who don't speak English as their first language. Is English your first language?

This question is to find out whether you have taken an IELTS or TOFEL English proficiency test. The answer to this question is not passed on to your choices.

• If you click yes, you won't be asked any additional questions and can mark this section as complete.

• If you click no, and have taken English proficiency tests, you can add your certificate numbers and we'll pass them on to your chosen universities and colleges when you submit your application.

• If you click no and haven't completed any tests, for example because Welsh is your first language, you can leave the remaining fields blank and then mark this section as complete.

Yes No

Can you provide any of these certificate numbers?

Test of English as a Foreign Language (TOEFL) Number

International English Language Testing System (IELTS) TRF Number



Complete the English language skills section according to whether English is your first language or not.

Personal details

Contact and residency details

Nationality details

Supporting information

English language skills

Finance and funding

Education

Employment

Personal statement


What will be your main source of funding for your studies? *

Select an option from the drop-down list to tell us how you expect to pay for your tuition fees. Most applicants from the UK, Channel Islands, Isle of Man, and the EU will be in the category UK, ChI, IoM, or EU student finance.

This guidance has been created in the absence of full Brexit arrangements being available and you should give your answer as guided. Universities and colleges are aware that EU applicants will be selecting the UK, ChI, IoM or EU student finance option.

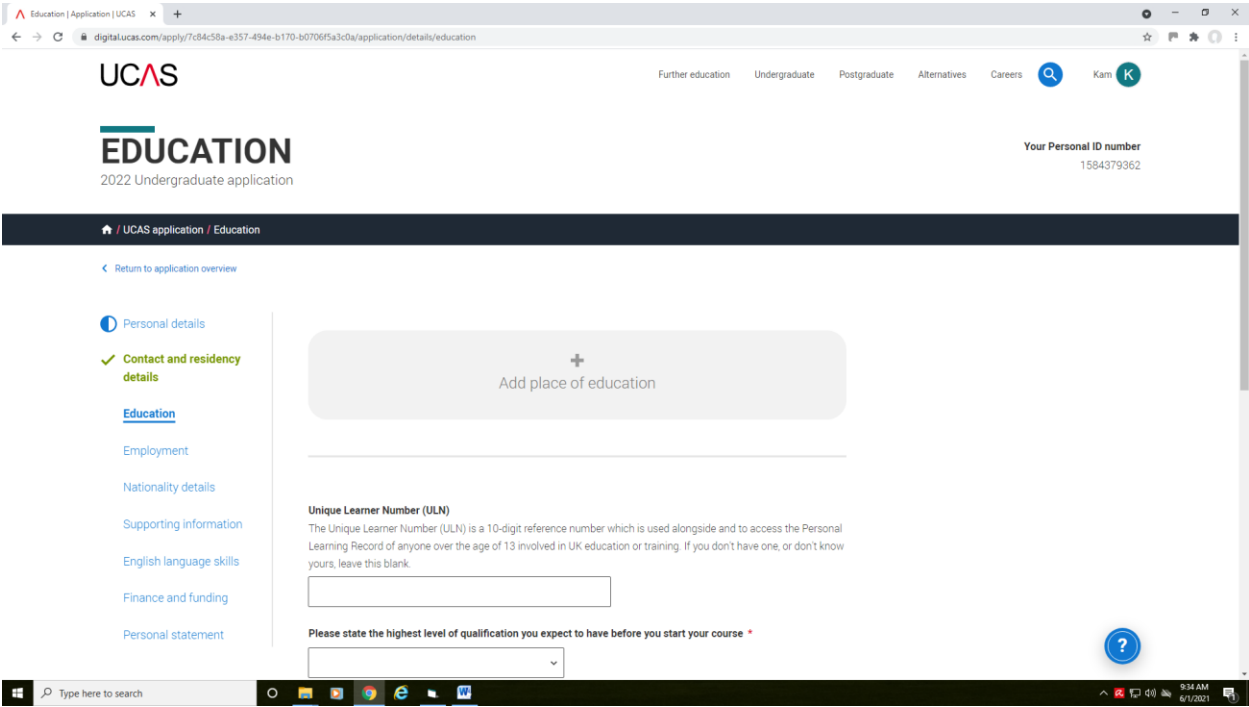
before you can mark it as
before you can send your

- Private finance
- UK, ChI, IoM or EU student finance services
- Research councils
- DH/Regional Health
- UK Govt international award
- Training agency
- Other UK Govt award
- International agency
- UK Industry/commerce
- Other source
- Not known



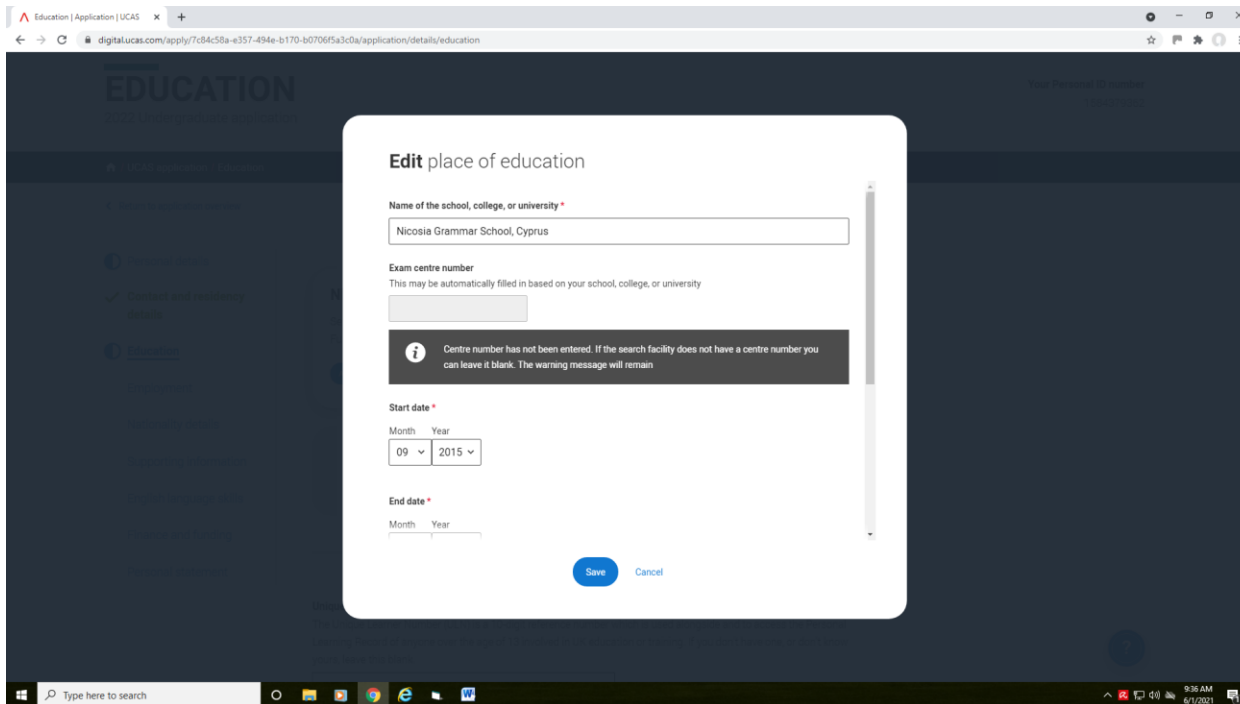
Complete the Finance and funding by choosing the most appropriate from the dropdown menu. Choose the 2nd option.

Education Section:



The screenshot shows the UCAS Education section of the application form. The page title is "UCAS EDUCATION 2022 Undergraduate application". The user's Personal ID number is 1584379362. The left sidebar shows the navigation menu with "Contact and residency details" checked and "Education" selected. The main content area features a large button labeled "Add place of education" with a plus sign icon. Below this, there is a section for the "Unique Learner Number (ULN)" with a text input field and a note explaining that it is a 10-digit reference number. At the bottom, there is a dropdown menu for "Please state the highest level of qualification you expect to have before you start your course *". A help icon is visible in the bottom right corner of the page.

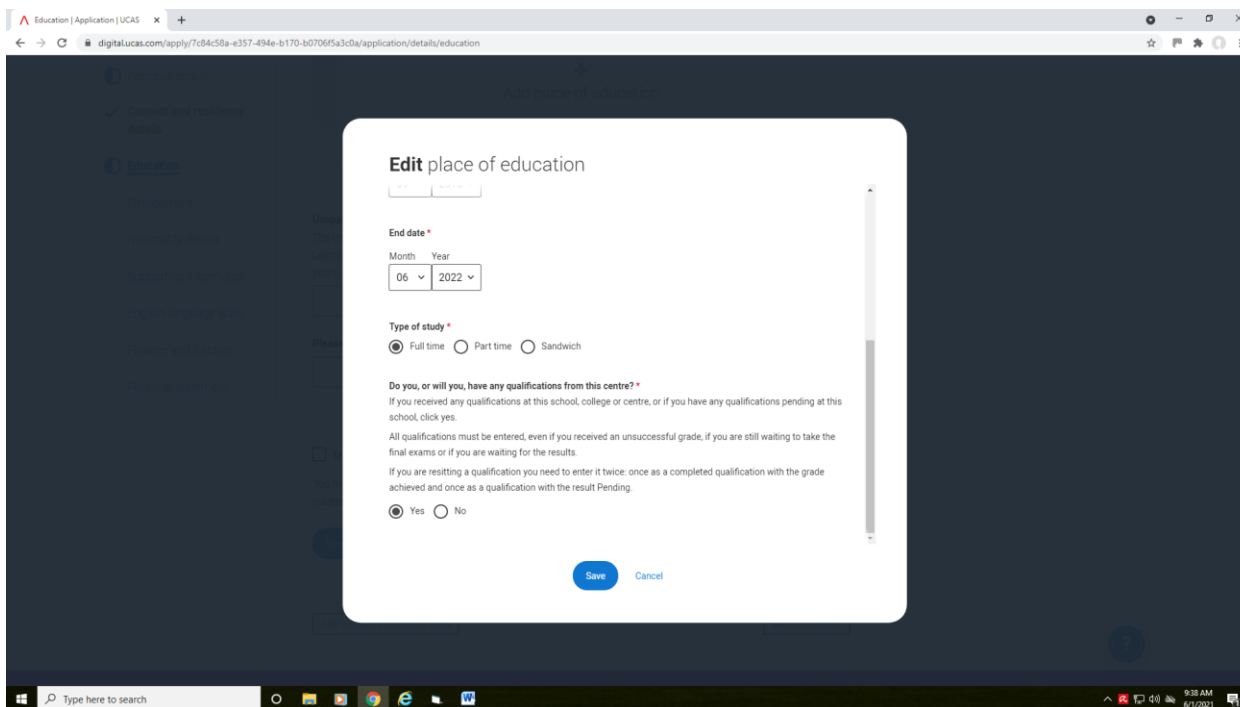
Click Add place of Education:



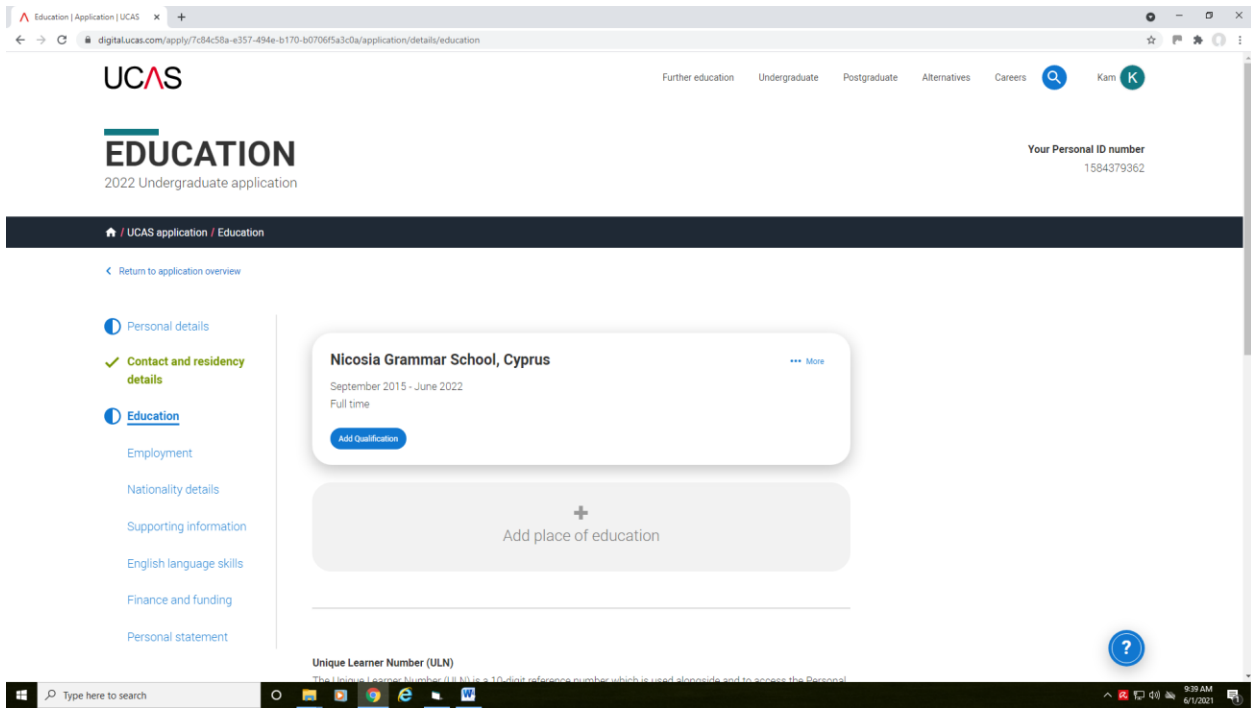
Start typing 'Nicosia' and the Nicosia Grammar School, Cyprus will come up as a choice.

You do not need an Examination center number.

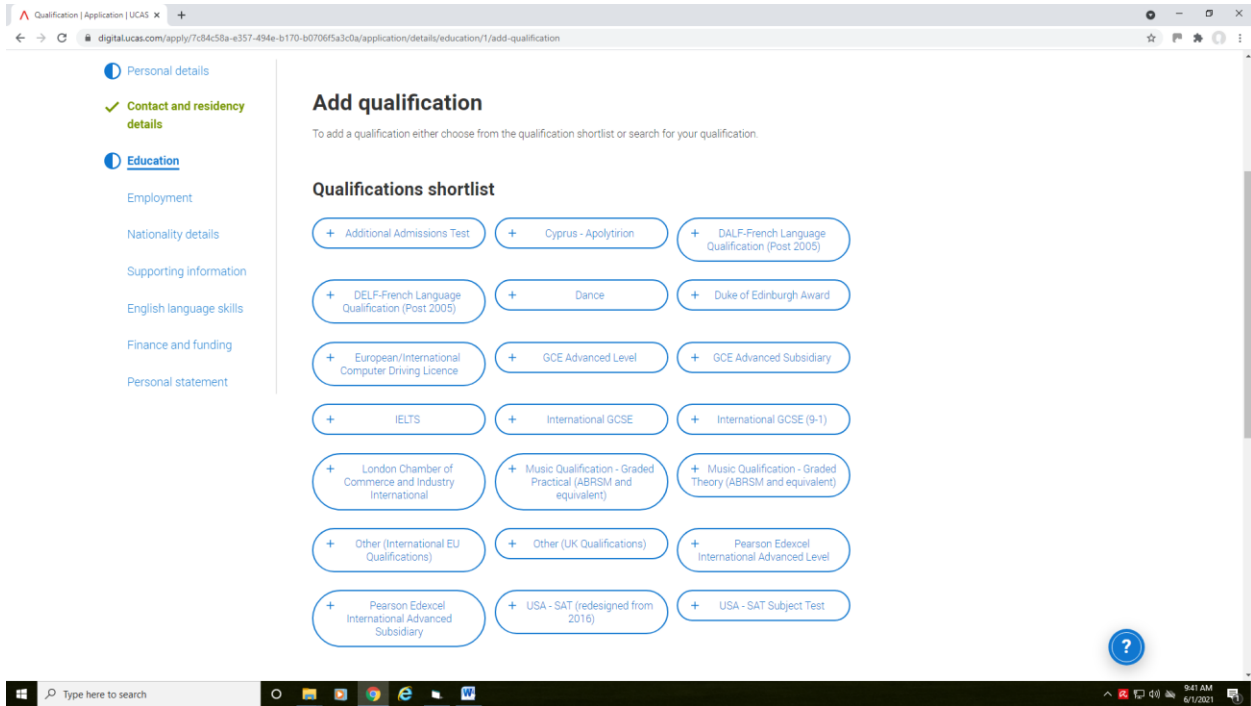
Enter the date **you started** at GS and the date you will graduate. If you transferred from another secondary school, this should be entered. **ONLY** secondary schools are entered on UCAS.



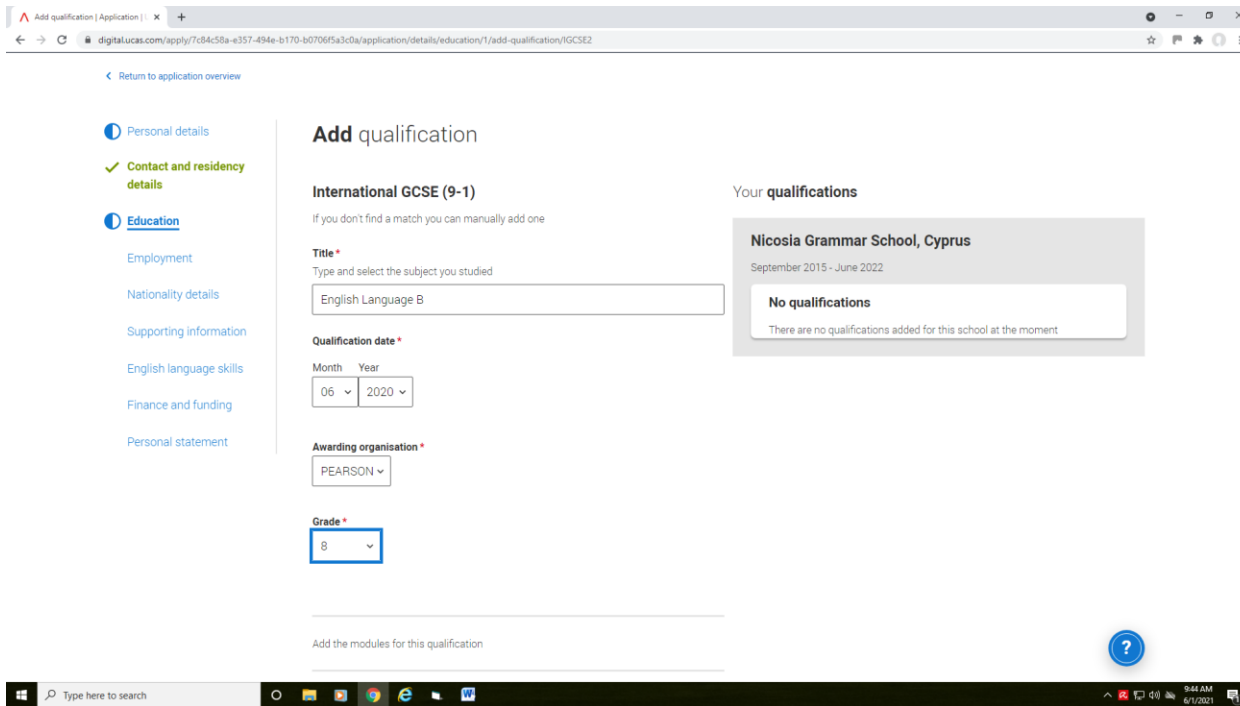
Click on Full Time for Type of Study and Yes for qualifications as above and SAVE.



Click on Add qualification.



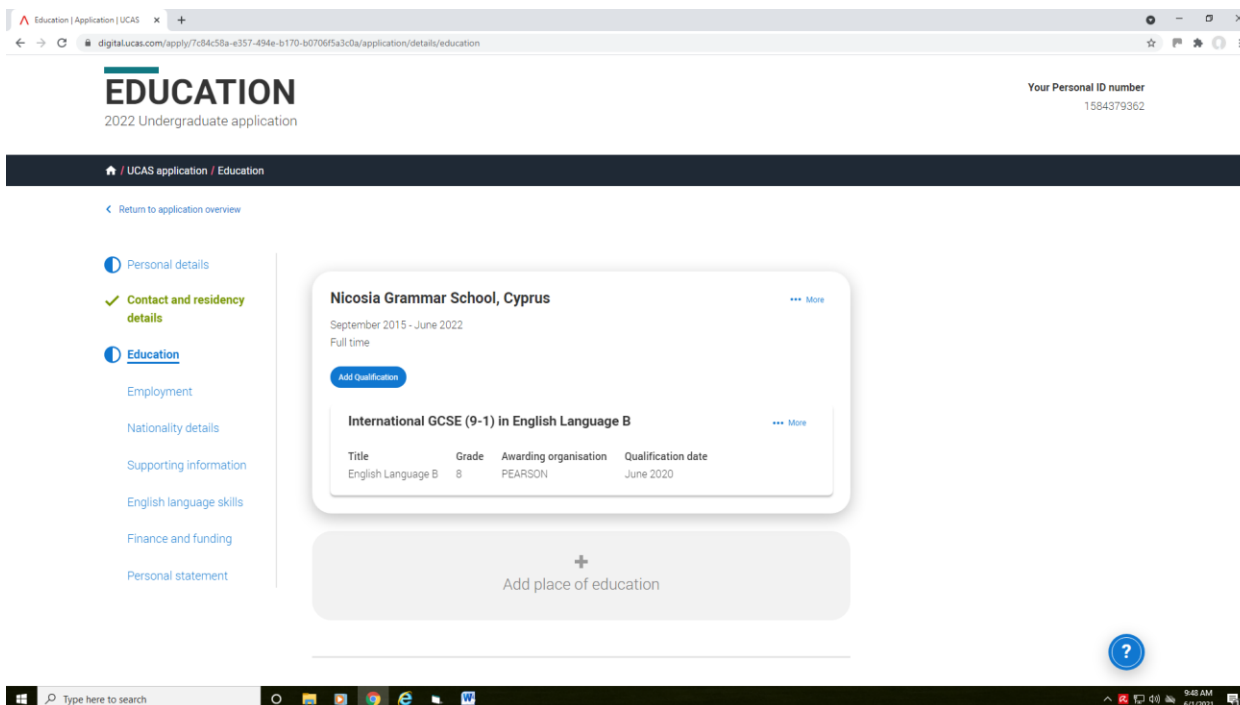
To add your qualifications, click on the tabs accordingly as in the example below:



Add **all** your IGCSEs. The Qualification Date is the date on your certificate. At GS you have taken English Language B.

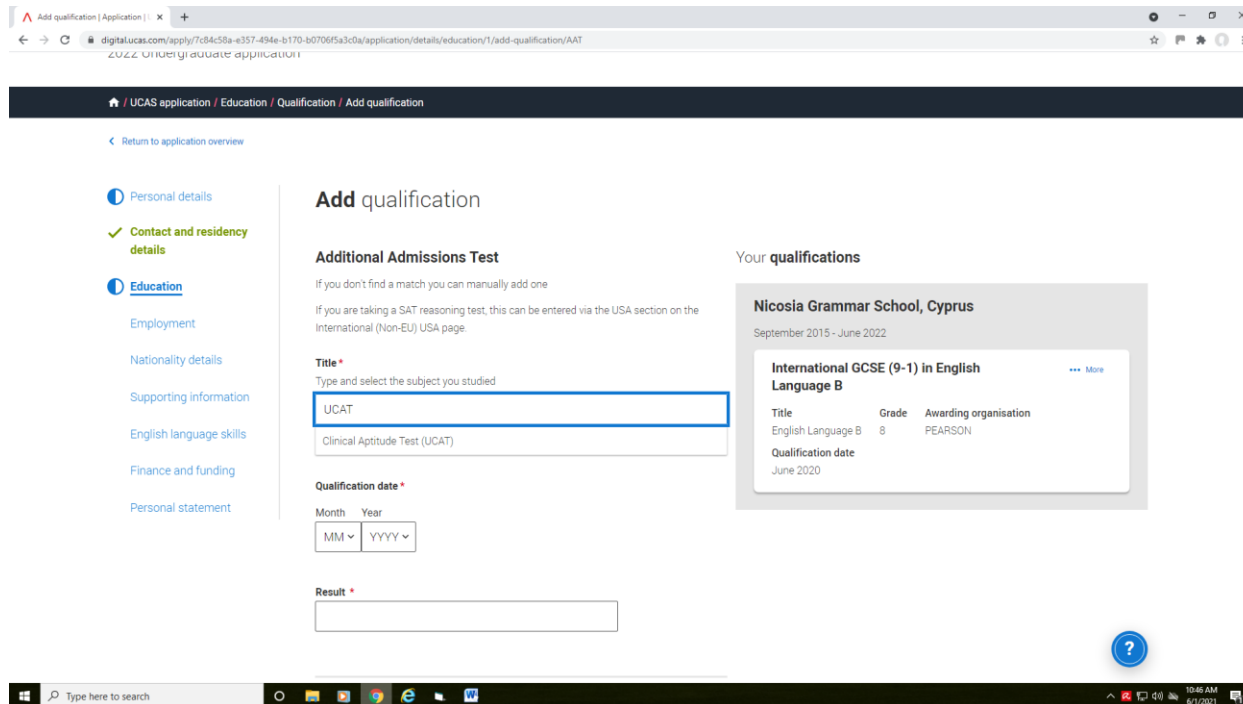
Note: ALL GRADES MUST BE ENTERED BECAUSE THEY APPEAR ON YOUR CERTIFICATES (WHICH UNIVERSITIES REQUEST LATER) AND YOU SIGN A DECLARATION THAT YOU HAVE ENTERED ALL YOUR GRADES ON THE UCAS APPLICATION WHEN YOU SUBMIT OUR FORM. FAILURE TO ENTER THEM ALL MAY LEAD TO YOUR APPLICATION BEING CANCELLED FOR THAT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

digital.lucas.com/apply/7c84c58a-e357-494e-b170-b0706f5a3c0a/application/details/education/1/edit-qualification/2

Edit qualification

Cyprus - Apolytirion
If you don't find a match you can manually add one

Qualification date *
Month Year
06 2022

Grade *
Pending

Add the modules for this qualification

Module / Unit 1

Subject *
History

Qualification date *
Month Year
06 2022

Grade *

Your qualifications

Nicosia Grammar School, Cyprus
September 2015 - June 2022

Cyprus - Apolytirion ... More

Grade	Qualification date	Module(s)
Pending	June 2022	(1 module)

International GCSE (9-1) in English Language B ... More

Title	Grade	Awarding organisation
English Language B	8	PEARSON

Qualification date
June 2020

Entering your A Levels:

digital.lucas.com/apply/7c84c58a-e357-494e-b170-b0706f5a3c0a/application/details/education/1/add-qualification

To add a qualification either choose from the qualification shortlist or search for your qualification.

Qualifications shortlist

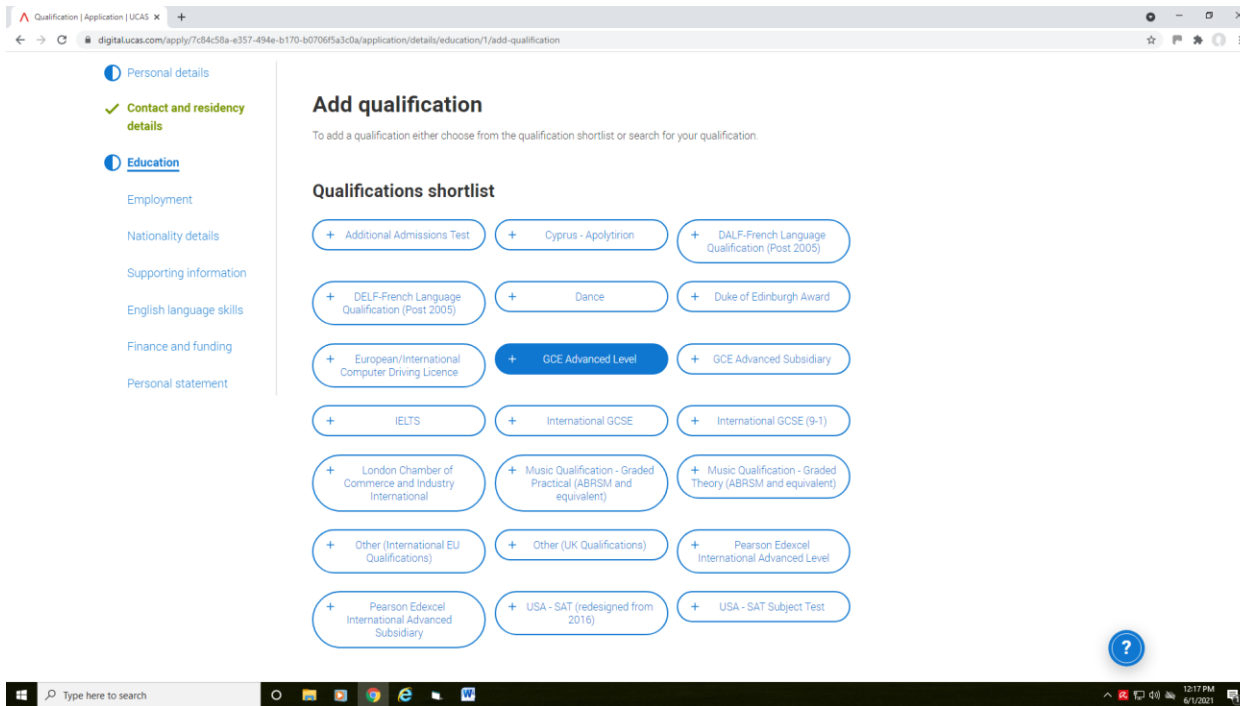
- + Additional Admissions Test
- + Cyprus - Apolytirion
- + DALF-French Language Qualification (Post 2005)
- + DELF-French Language Qualification (Post 2005)
- + Dance
- + Duke of Edinburgh Award
- + European/International Computer Driving Licence
- + GCE Advanced Level
- + GCE Advanced Subsidiary
- + IELTS
- + International GCSE
- + International GCSE (9-1)
- + London Chamber of Commerce and Industry International
- + Music Qualification - Graded Practical (ABRSM and equivalent)
- + Music Qualification - Graded Theory (ABRSM and equivalent)
- + Other (International EU Qualifications)
- + Other (UK Qualifications)
- + Pearson Edexcel International Advanced Level
- + Pearson Edexcel International Advanced Subsidiary
- + USA - SAT (redesigned from 2016)
- + USA - SAT Subject Test

Search for your qualifications
Please search for the qualification title, eg 'A level' and not the subject, eg 'chemistry'.

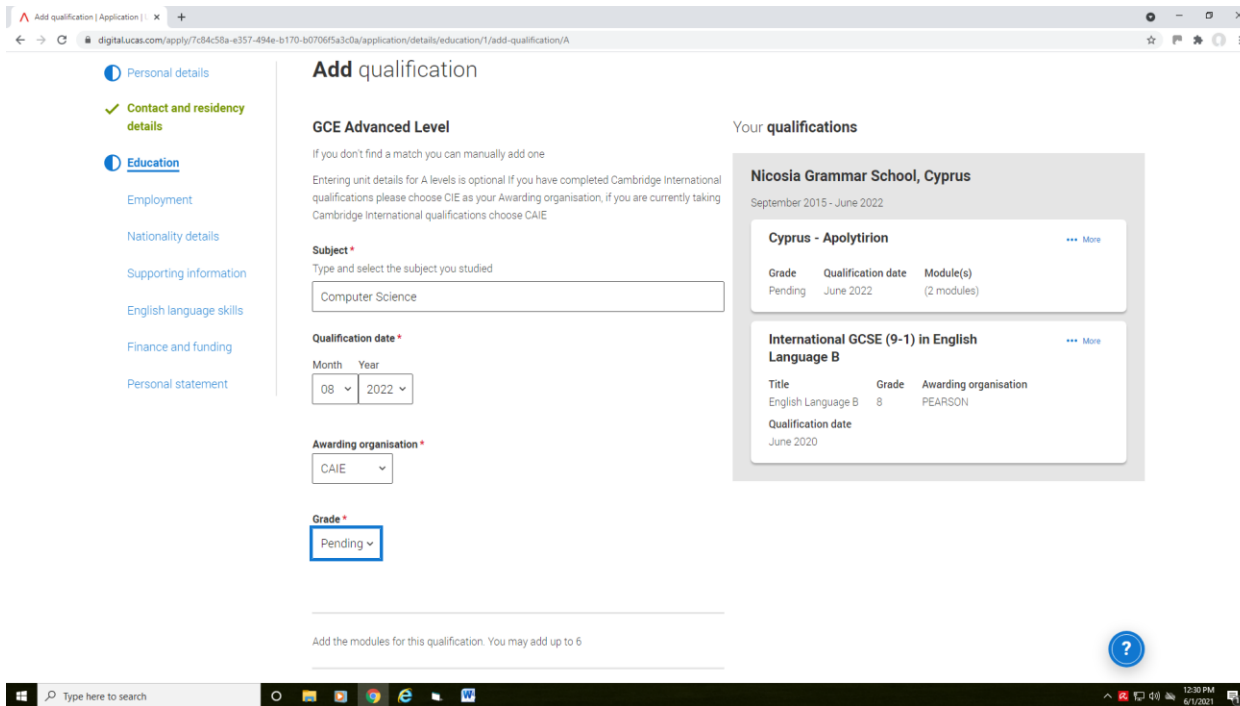
For Law and Accounting, enter them under Pearson International Advanced Level.

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:

Education | Application | UCAS

digital.lucas.com/apply/7c84c58a-e357-494e-b170-b0706f5a3c0a/application/details/education

Personal details

Contact and residency details

Education

Employment

Nationality details

Supporting information

English language skills

Finance and funding

Personal statement

Subject	Year	Qualification date
History		June 2022
Mathematics		June 2022

International GCSE (9-1) in English Language B

Title	Grade	Awarding organisation	Qualification date
English Language B	B	PEARSON	June 2020

+
Add place of education

Unique Learner Number (ULN)
The Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 13 involved in UK education or training. If you don't have one, or don't know yours, leave this blank.

Please state the highest level of qualification you expect to have before you start your course *

Mark this section as complete *

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:

Employment | Application | UCAS

digital.lucas.com/apply/7c84c58a-e357-494e-b170-b0706f5a3c0a/application/details/employment

Add employment

Company/organisation name *

The Grammar School Nicosia

Role title *

Summer Club Assistant

Company/organisation address *

The Grammar School, Nicosia

Start date *

Month Year

07 2019

Finish date

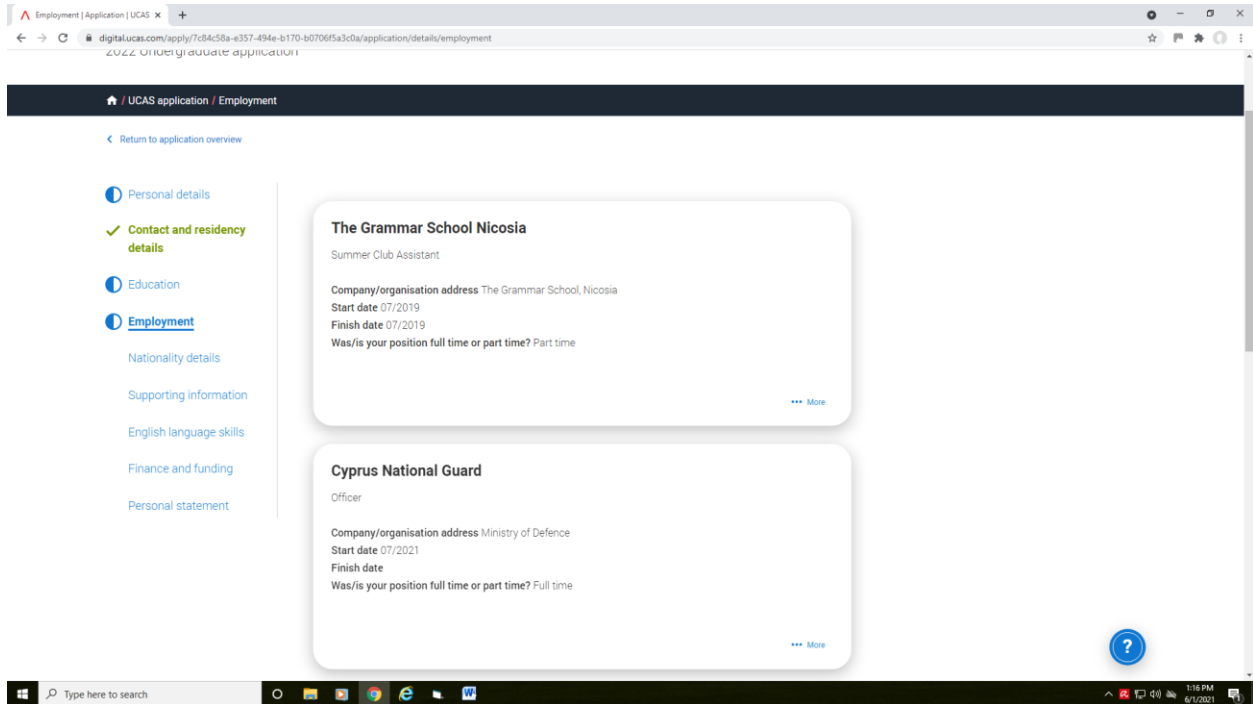
Month Year

07 2019

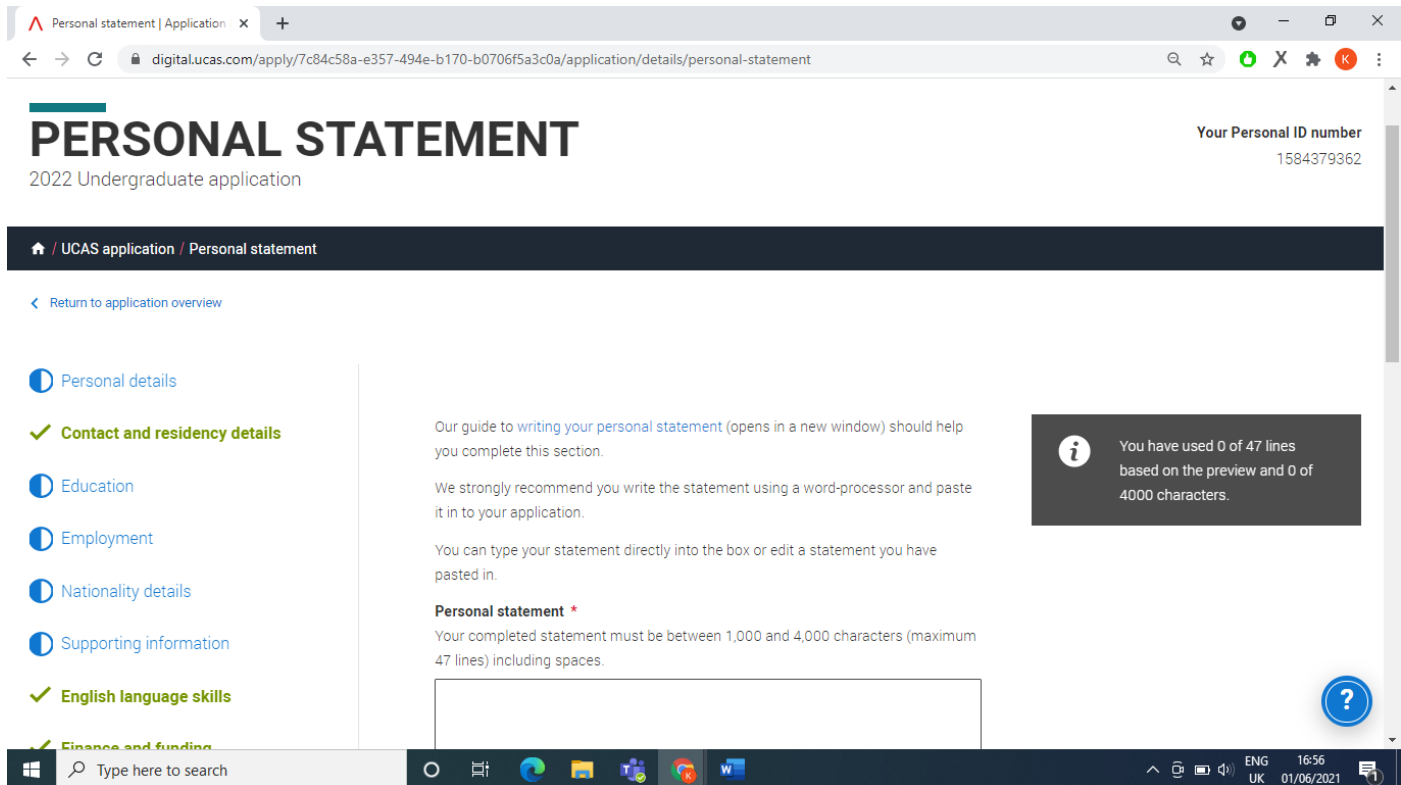
Save Cancel

You can enter up to 5 positions.

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



Personal Statement:

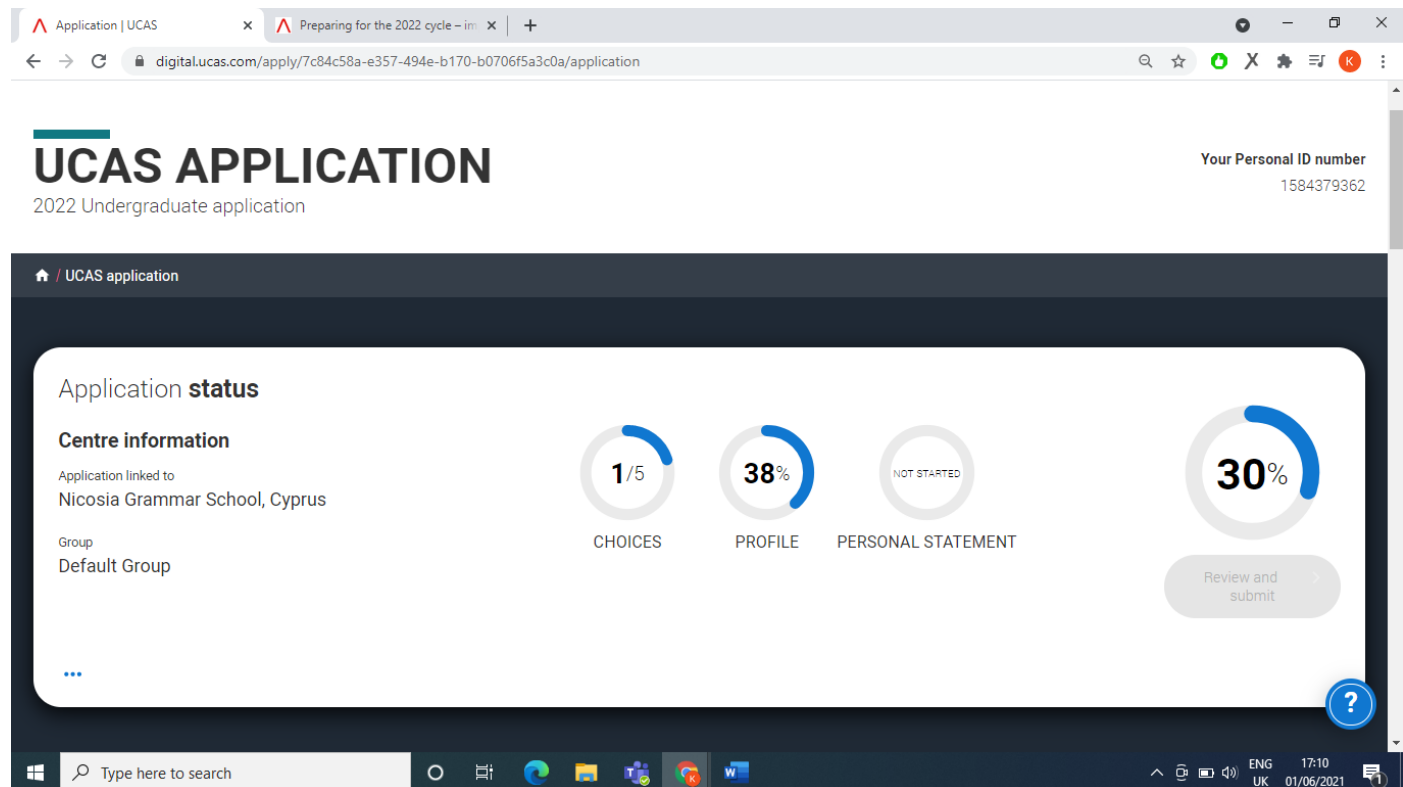


Note: you should copy paste your statement on after it is finalized from a Word Doc. Check your spelling and be sure not to copy any part of it. UCAS runs a plagiarism check on all statements.

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):



The screenshot shows the UCAS Application 2022 Undergraduate application dashboard. The page title is "UCAS APPLICATION" and the subtitle is "2022 Undergraduate application". The user's Personal ID number is 1584379362. The dashboard displays the application status with progress indicators for CHOICES (1/5), PROFILE (38%), and PERSONAL STATEMENT (NOT STARTED). A large 30% progress indicator is shown on the right, with a "Review and submit" button below it. The page also displays "Centre information" for Nicosia Grammar School, Cyprus.

- When you have completed all sections, it will say 100% next to your Application Status. You will then be able to 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