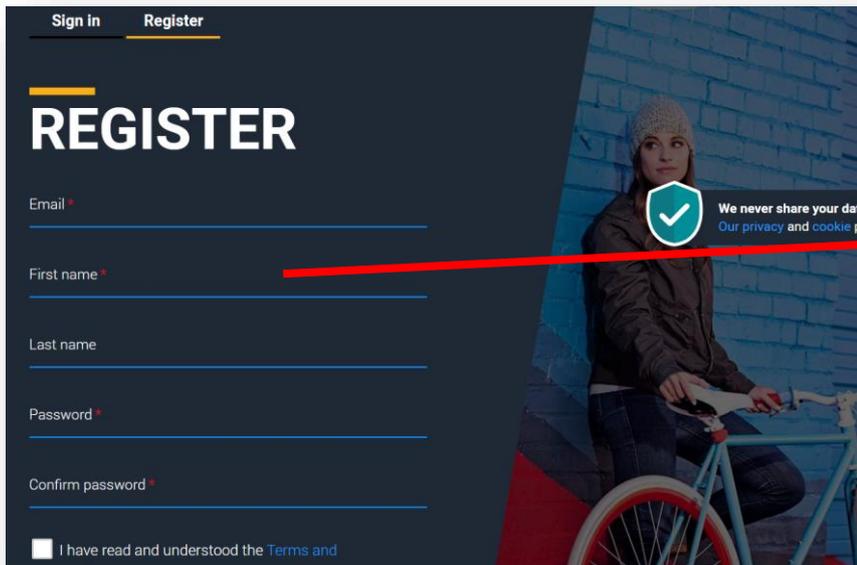


Helpsheet – Completing your UCAS Apply form 2025 entry

[Sign in](#) | [UCAS](#)



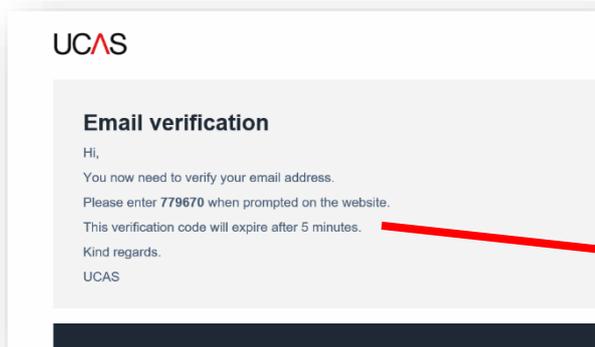
The screenshot shows the UCAS registration page. At the top, there are tabs for 'Sign in' and 'Register'. The main heading is 'REGISTER'. Below this, there are input fields for 'Email', 'First name', 'Last name', 'Password', and 'Confirm password'. A checkbox at the bottom indicates 'I have read and understood the Terms and Conditions'. A red arrow points from the 'Email' field to a green callout box on the right. A small shield icon with a checkmark is visible over the registration form.

Register for a new account

Please use your **OWN PERSONAL EMAIL ADDRESS**

NOT your college email

Make a note of your password you will be using this to sign in until you enroll at uni.

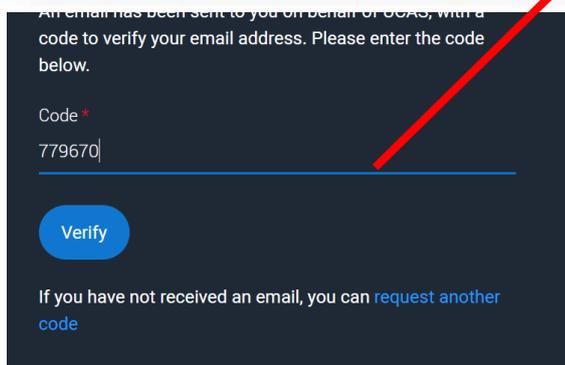


The screenshot shows an email from UCAS titled 'Email verification'. The text reads: 'Hi, You now need to verify your email address. Please enter 779670 when prompted on the website. This verification code will expire after 5 minutes. Kind regards, UCAS'. A red arrow points from the code '779670' to a green callout box on the right.

You will need to **VERIFY** your email address

Do it after you have registered.

Enter the code needed.



The screenshot shows the verification code entry page. It states: 'An email has been sent to you on behalf of UCAS, with a code to verify your email address. Please enter the code below.' There is an input field with the code '779670' entered. A blue 'Verify' button is visible. Below the button, it says: 'If you have not received an email, you can [request another code](#)'. A red arrow points from the 'Verify' button to the green callout box on the right.

Add year of study

Choose **2025**

(even if you are applying to defer entry until 2025)

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

AM

Level of study is **UNDERGRADUATE**
And receive extra information on Apprenticeships/Conservatoires if you want to.

Where do **you live?**

• • • •

United Kingdom

Next

Add your **POSTCODE** and set all your preferences.
TOP TIP: accept the marketing info and receive by SMS.
There will be useful info coming just from UCAS. It is not Spam.

Your preferences

• • • •

Stay up-to-date with unis, colleges, offers, and more

Get tailored info about uni and college courses, open days, and apprenticeship options. *

Yes No

Get great deals, offers, and freebies, including high street brands, tech, and travel. *

Yes No

We appreciate many people will not wish to disclose their gender, so this question is optional, but providing a response will enable UCAS and its partners to better support and deliver our shared gender equality ambitions for higher education.

Do you identify as:

Male Female Another way

How would you like to hear from us? Tick the one(s) you'd prefer. *

All Email Post SMS

 Just so you know, your data is safe with us, and we never pass your details to third parties for marketing purposes without your permission. You can change your mind, and update your personal details and preferences at any time. For more information on how we treat your personal data, including how to opt out, take a look at our [privacy policy](#).

Mobile number *

Country code
United Kingdom (+44) ▾

We will tailor your information using this postcode

Postcode*
BN3 6EG

Which subject(s) are you interested in studying?

Subject 1 *

Historical and philosophical studies ▾

Subject 2

Education ▾

Subject 3

Creative arts ▾

Get the right support

Are you still at school/college? *

Yes No

Your school/college *

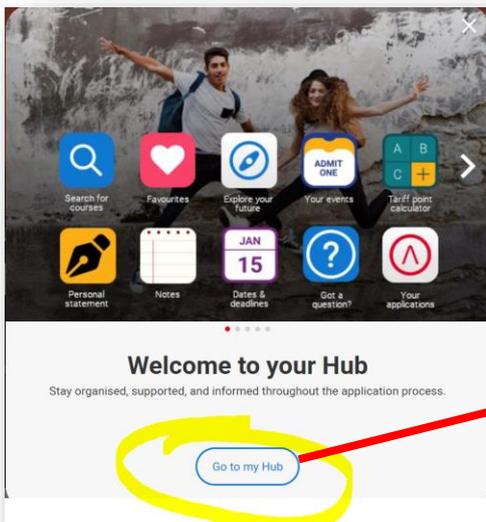
Brighton Hove|

Brighton Hove and Sussex Sixth Form College (Hove, East)

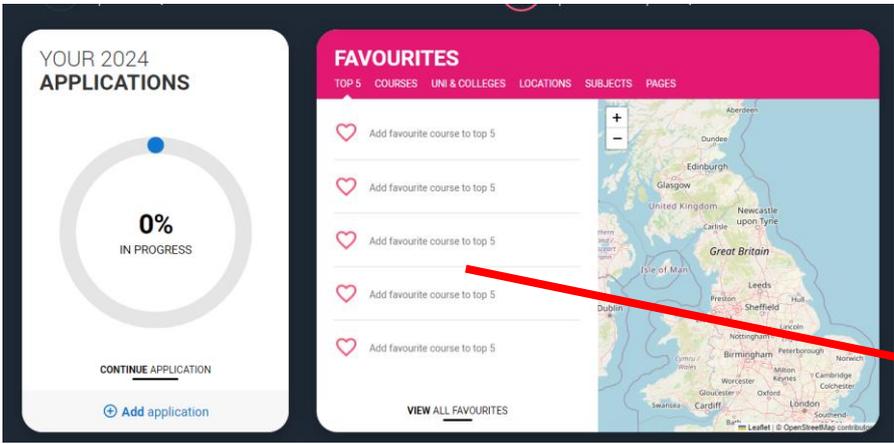
If your school/college is not listed, tick the box below and type in the name of your school/college.

Can't find your school/college?

Set your subject preferences (you may well need to find nearby subject areas) and add **BHASVIC** – you will always be using **BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE (NOT BHASVIC)**

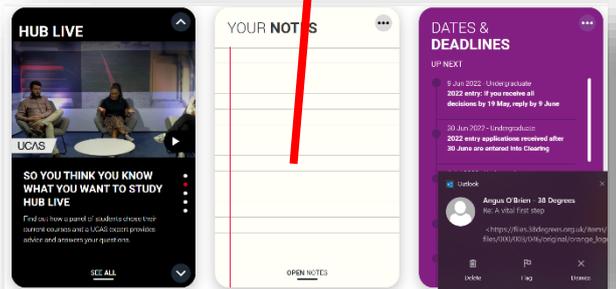
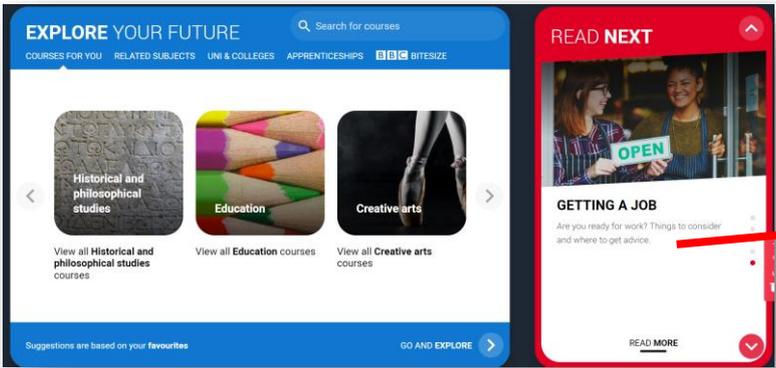
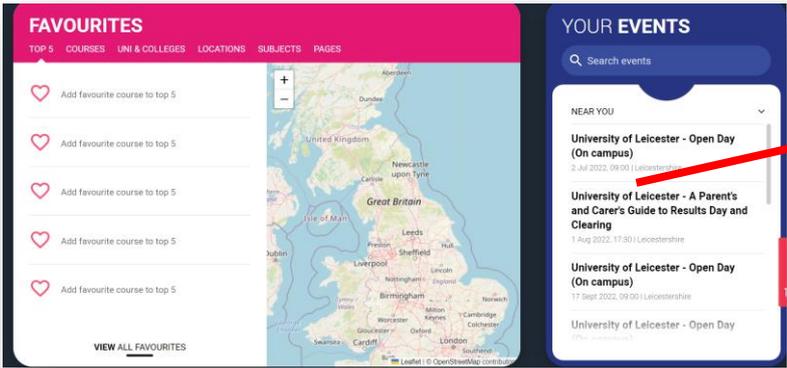


Click on go to my Hub



The UCAS Hub is where you will **complete your application** but also has lots of other useful widgets too.

A UCAS **points calculator**, **events** and a **section for notes** you can use.



2025 Application



Start an application

Apply to universities and colleges to study degrees, HNDs, and HNCs and dance, drama and music at conservatoires.

Start application >

YOUR APPLICATIONS

Start an application

You can only apply once in a cycle - Do not apply more than once in a cycle, or submit a new application if you are holding a deferred place, as your new application will be cancelled and you won't receive a refund.

In which year do you want to start your studies?

2025



What level of study are you interested in?

Undergraduate (Uni and college degrees, and ap... >



Undergraduate

Degrees, HNDs, and HNCs

Start 2025 application >

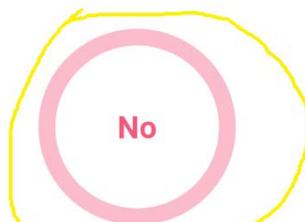
You will have an individual UCAS number – you will need this a LOT!

Keep a note of it on your phone

Start your application.

- 1. Choose UNDERGRADUATE**
- 2. No, as you are no longer enrolled at BHASVIC but you will like your application later**

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



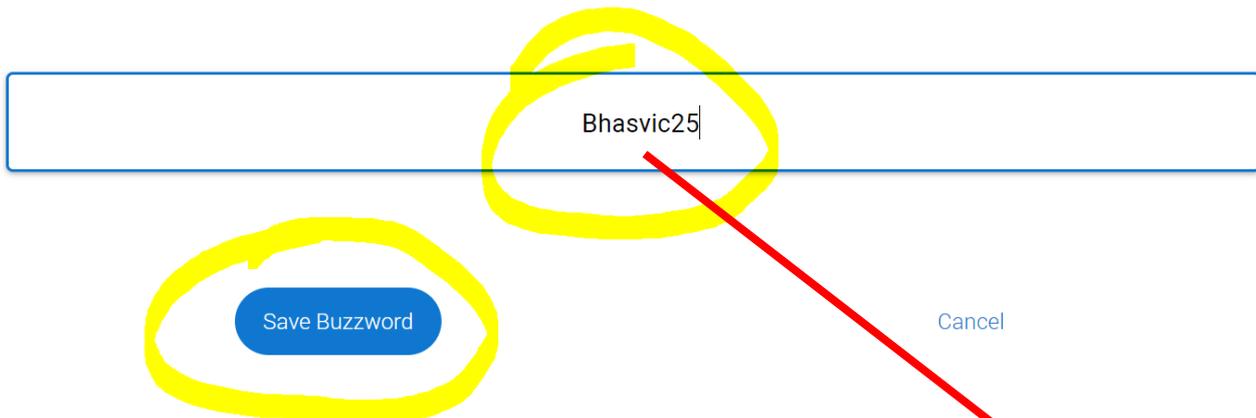
Link to a school, college, or centre using a Buzzword

By entering the buzzword, you give your permission to share your application with your school, college or centre, so they can support you through the application process. To find out more about how your school, college or centre will be able to support your application and the information they will have access to please [see here](#).



Enter the Buzzword from your school, college, or centre

Buzzwords are case-sensitive and will be given to you by your school, college or centre.



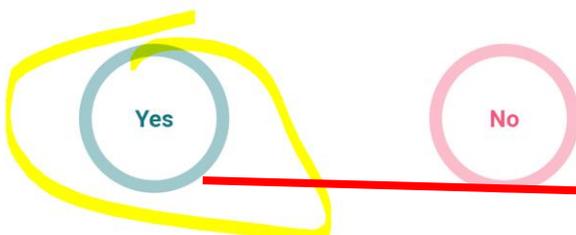
Enter the Buzzword from your school, college, or centre

Your buzzword is for

Brighton Hove and Sussex Sixth Form College

205 Dyke Road,
Hove, East Sussex, BN3 6EG

Is this correct?



3. Use the BHASVIC buzzword which is BHASVIC25

4. This is really important as the buzzword links your application to BHASVIC. This means we can add your reference & predicted grades. We can also see your application to check it. (no need to send it to us)

You have linked your application to
Brighton Hove and Sussex Sixth Form College

Select group

Ex-students

Save

5. Choose **Ex-students group** from the list. This is important otherwise your application may not be seen.

Application **status**

Centre information
Application linked to Brighton Hove and Sussex Sixth Form College
Group
Ex-students

0/5 CHOICES

0% PROFILE

NOT STARTED PERSONAL STATEMENT

0% Review and submit >

You will complete your **PROFILE**.
Your **CHOICES** and **PERSONAL STATEMENT** WITH BE THE LAST THINGS TO ADD.

Personal details >
Name, age, title and gender
Start this section

Contact & residency details >
Address, email, telephone and where you live
Start this section

Nationality details >
Birthplace and nationalities
Start this section

Start adding your details.

VERY IMPORTANT

ADD YOUR FORMAL NAME INCLUDING ANY MIDDLE NAMES AS IT MATCHES YOUR PASSPORT.

Title *

Mrs ▾

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.

Nicola Jayne

Last name *

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

Fabry

Previous name(s)

Preferred name

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

Nikki

Date of birth *

Day Month Year

01 ▾

01 ▾

2000 ▾

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.

Man Woman I use another term

I prefer not to say

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

Here you can add your preferred name.

Also, date of birth.

Add your gender.

Add your correct address.

Mark the section as complete and save. You can go back and edit later if needed.

✓ **Personal details**

Nationality details

Where you live

Contact details

Supporting information

Finance and funding

Education

Employment

Personal statement

Next section is Nationality.

What is your country of birth? *

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

United Kingdom

What is your nationality? *

Please tell us the nationality shown on your passport (or on your National ID if you don't have a passport). You can add two nationalities to your application. Please list the nationality in the passport you'll be using to study in the UK first.

UK national

Dual nationality

If you haven't already, it is important to tell us about any UK or Irish nationality you may have.

Add your country of birth and nationality as appropriate.

If you have a dual passport you can add it (you don't need to)

Save the Section (you will need to do this for every section.)

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

✓ **Personal details**

✓ **Nationality details**

Where you live

Contact details

Supporting information

Finance and funding

Education

Employment

Next section is where you live.

It is important that you enter this correctly as they will send you info through the post.

Where you live

We need to collect the addresses where you have been living since 1 September 2022. By giving us this information, universities and colleges can determine where you have been living for the three years prior to your course.

If you split your time between two addresses, for example, your parents live apart, please tell us about the address you spend the most time at.

The addresses in this section will not be used to contact you. You can add your postal address in the contact details section.

This should match the address we have on BHASVIC records. If you live between two households your Student Finance application will later on take into account household income of ONLY that the address you use (but can include parents partner/step-parent.)

Add current address

Address type *

UK address
Non-UK address
BFPO address

This will usually be a UK address.

Add current address

Address type *

Address lookup

- BN3 6JB West View, Hove - 23 Addresses >
- BN3 6RW Dyke Road Avenue, Hove - 4 Addresses >
- BN3 6SE Wilbury Villas, Hove - 8 Addresses >
- BN3 6AA Newtown Road, Hove - 31 Addresses >
- BN3 6AB Newtown Road, Hove - 45 Addresses >
- BN3 6AE Newtown Road, Hove - 2 Addresses >

Use the address look up to get your correct address. Put your full postcode and check it is correct.

Address lookup

[Click here](#) to enter your address manually

If it doesn't come up enter it manually – it should be the FULL address including house number/ flat number/road/town/ county/postcode

Brighton & Hove is East Sussex

West Sussex is Southwick Westward

East Sussex is East Saltdean Eastwards

What date did you start living here? *

Please ignore any temporary absences from where you normally live, for example travelling, gap year or work.

- Other
- Permanent home
- Temporary because of my parents/guardians job/study
- Temporary for education (boarding school)
- Temporary for education (not boarding)
- Temporary for work
- Temporary whilst seeking asylum or similar

[Save address](#)

Many of you will choose **Permanent Home**

If you are seeking **asylum** please choose that option

If you are **care-experienced/living independently/foster care** please choose **OTHER** and we will make sure we note that in your reference

Address 1 (Current address)

Dates you lived here: **01/2024 - Present**

**205 Dyke Road,
Hove,
East Sussex,
BN3 6EG**

Reason: **Permanent home**

NOTE: if you have lived at your address less than 2 years you will need to add any previous address(es)

Then confirm your home address.

Add Previous address

You need to add 16 more

months

Please confirm your home address *

Universities and colleges require your permanent home address to inform your tuition fee status.

You may not live here all the time for example if you are at boarding school, or temporarily absent for study, work or a gap year.

205 Dyke Road, Hove, East Sussex, BN3 6EG

Add a different home address

This part is IMPORTANT as it will inform part of your student finance application.

Permanent residence will be Brighton & Hove (West Saltdean to Portslade)

West Sussex is Southwick Westward

East Sussex is East Saltdean Eastwards

If in doubt it is where you home pays their council tax to (and who will pay your student finance)

Please select your area of permanent residence *

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

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

Mark as complete and save

[Return to application overview](#)

- ✓ Personal details
- ✓ Nationality details
- ✓ Where you live
- Contact details**
- Supporting information
- Finance and funding
- Education
- Employment
- Personal statement

Next section is Contact Details

Contact details

Mobile telephone number

United Kingdom (+44)

Other telephone number

United Kingdom (+44)

Email address *

You can update your email address in your UCAS profile

Postal address

Please make sure you put your CORRECT MOBILE NUMBER

You can add another if you have a landline at home.

Your email address should appear as the one you signed up with and should be your **personal email address NOT your BHASVIC one.**

Address type *

UK address

Address lookup

[Click here](#) to enter your address manually

Add your postal address which will normally be your home address.

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

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

NOMINATED ACCESS

This section is more useful than it seems. If you tick **yes** and add a **trusted family member or adult close to you** they can talk to unis on your behalf. This can be useful if you are away on a gap year or busy on results day. *NOT a BHASVIC staff member.

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

Mark as complete and SAVE

✓ Personal details

✓ Nationality details

✓ Where you live

✓ Contact details

Supporting information

Finance and funding

Diversity and inclusion

More about you

Education

Employment

Next is a short section on Supporting Information

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

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

Most of you will be No and No

If you have ever lived in the EU or your parents/stepparents have then please say yes.

Remember UCAS forms are for international students as well.

Mark as complete and Save.

- ✓ Nationality details
- ✓ Where you live
- ✓ Contact details
- ✓ Supporting information
 - Finance and funding
 - Diversity and inclusion
 - More about you
 - Education
 - Employment

VERY IMPORTANT SECTION

Finance & Funding

This is how you are likely to pay for your studies

Council for International Student Affairs.

UK, ChI, IoM or EU student finance services ▼

IT IS ALWAYS THIS CHOICE

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 those eligible EU students under the EU Settlement Scheme will be in the category UK, ChI, IoM, or EU student finance.

This guidance has been created based on [eligibility advice](#) from the Student Loans Company, 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.

If you require additional guidance, we recommend contacting [the UK Council for International Student Affairs](#).

UK, ChI, IoM or EU student finance services ▾

Student support arrangements

Tell us who will assess you for tuition fees, or how you will pay for your course. Please select the option which best describes your situation.

▾

**STUDENT SUPPORT
ARRANGEMENTS**

Make sure you complete the second section. It is WHO is paying for your student loan.

Student support arrangements should MATCH your residency.

Your local authority will give you your student loan and it is where your people at home pay their council tax.

Brighton & Hove includes Portslade and West Saltdean.

East Sussex includes East Saltdean, Peacehaven to Hastings.

West Sussex includes Southwick and Shoreham and north of Brighton & Hove.

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

Mark as complete and SAVE

- ✓ Where you live
- ✓ Contact details
- ✓ Supporting information
- ✓ Finance and funding

Diversity and inclusion

More about you

Education

Employment

Extra activities

Personal statement

Next section is Diversity & Inclusion

Please complete as it will give universities information that can better support you at university.

You can prefer not to say

Equality monitoring

Ethnic origin *

White

What is your religion or belief?

No religion or belief

What is your sexual orientation?

Heterosexual

Do you identify as transgender?

No

Care support information

Have you been in care?

Select yes if you've ever lived in public care or as a looked-after child, including:

- with foster carers under local authority care
- in a residential children's home
- being 'looked after at home' under a supervision order
- living with friends or relatives in kinship care

Note: This does not refer to time spent in boarding schools, working in a care or healthcare setting, or if you are a carer yourself. Please note that eligibility for support may differ between higher education providers – we strongly recommend contacting the student support team in advance of making an application

For more information about answering this question read our [FAQs](#).

Yes No

State if you have **EVER** been **care-experienced** – this may well flag you up for bursaries.

Please tell them if your parents went to uni. If not, it means you are a First-Generation Scholar and qualify for Widening Participation.

Duration in care *

3 months - 1 year

Parental education

Do any of your parents, step-parents or guardians have any higher education qualification, such as a degree, diploma, or certificate of higher education?

No

Occupational background *

Please give the job title of your parent, step-parent, or guardian who earns the most, if you are under 21. If she or he is retired or unemployed, give their most recent job title. If you prefer not to give this information, please enter 'I prefer not to say'. If you are 21 or over, please give your own job title. If you can't find a match for the job title you want to enter, please choose the one closest to it.

Caretaker

Mark as complete and SAVE

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

✓ Where you live
 ✓ Contact details
 ✓ Supporting information
 ✓ Finance and funding
 ✓ Diversity and inclusion
More about you
 Education
 Employment
 Extra activities

Tell us about any circumstances you might need support for during your studies. We want to reassure you that this information is confidential and will **not** negatively impact your application.

Information will be shared with those involved in supporting you – not all universities and colleges offer the same support, so it is a good idea to contact them directly to ask any questions before you apply.

We may also use this information (anonymously) for monitoring purposes to inform and improve support for future students.

Every year, over 60,000 students with a physical and/or mental health condition, long-term illness, or learning difference apply through UCAS to study at a university or college in the UK, and access a range of support available to help with their studies, day-to-day activities, travel, or lifestyle. Would you consider yourself as living with any of the following: *

Next section is More About You
Please read the instructions here about disclosing useful info for unis so they can support you

We may also use this information (anonymously) for monitoring purposes to inform and improve support for future students.

Every year, over 60,000 students with a physical and/or mental health condition, long-term illness, or learning difference apply through UCAS to study at a university or college in the UK, and access a range of support available to help with their studies, day-to-day activities, travel, or lifestyle. Would you consider yourself as living with any of the following: *

- None
- A social, behavioural or communication impairment (e.g. an autistic spectrum condition or Tourette's Syndrome)
- A visual impairment uncorrected by glasses (e.g. blindness or partial sight)
- A hearing impairment (e.g. deafness or partial hearing)
- A long-term illness or health condition which may involve pain or cause fatigue, loss of concentration or brain fog
- A mental health condition, challenge or disorder (e.g. anxiety or depression)
- A learning difference (e.g. dyslexia, dyspraxia, or AD(H)D)
- A physical impairment or challenges with mobility (e.g. climbing stairs or uneven surfaces), or dexterity (e.g. using tools)
- A condition or impairment not listed (please give details in the box below)
- Two or more impairments or conditions (please give details in the box below)

This first section which asks you to disclose any health conditions is VERY important.

Please tell them anything you have disclosed to us. This can include exam access arrangements such as rest breaks, extra time, anxiety, physical health conditions etc.

Universities will be able to support you and WILL not discriminate against your application because you have disclosed anything.

Two or more impairments or conditions (please give detail... ▾)

Further details about your disability

I have anxiety and rest breaks in exams.
I also suffer from auditory processing disorder which means I struggle to hear in class sometimes so I sit at the front in lessons.
I have study support on my timetable to help me with this.

Characters used: 231 of 450 characters

If you add anything it will give you a box where you can give some more details.

- ✓ Personal details
- ✓ Contact and residency details
- ✓ Nationality details
- Supporting information
- ✓ English language skills
- ✓ Finance and funding
- ✓ Diversity and inclusion
- More about you**
- Education
- Employment
- Extra activities
- Personal statement

Would you consider yourself estranged from your contact with and supported by your parents)?

Yes No

Do you have any caring responsibilities?

Yes No

Are you a parent or do you have parenting responsibilities?

Yes No

Do you have official refugee status or limited leave to remain in the UK or are you currently seeking asylum?

- No
- The UK government has granted me refugee status or protection in the UK
- I have limited or discretionary leave to remain in the UK
- I'm currently seeking asylum in the UK

Are you estranged and living independently?

Please tell them.

Also asked is refugee status and whether you have been in receipt of Free College/School Meals.

All these might flag you up for bursaries and additional uni support.

Do you have any unpaid caring responsibilities (not including parenting)?

Yes No

You are a **YOUNG CARER** if you have someone in your household with mental, physical health problems or a disability. This can qualify you for bursaries.

If we don't know as a college we should. Please talk to your tutor.

✓ Personal details

✓ Contact and residency details

✓ Nationality details

✓ Supporting information

✓ English language skills

✓ Finance and funding

🕒 Diversity and inclusion

[More about you](#)

[Education](#)

Do you have a parent or carer who currently serves in the UK Armed Forces, or who has done so in the past?

Yes No

Have you ever served in the UK Armed Forces?

Yes No

Are you currently receiving free school meals or free school meals during your secondary education?

Yes No Don't know

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.

Free College/School Meals.

Includes the voucher scheme at BHASVIC.

Please disclose whether you have had free school meals at ANY TIME through secondary or college. This means you have a free UCAS application and will save £28.50. We will need to verify at college and also need to add it to your reference. Please say if this 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

Mark as complete and save.

- ✓ Where you live
- ✓ Contact details
- ✓ Supporting information
- ✓ Finance and funding
- ✓ Diversity and inclusion
- ✓ More about you

Education

Employment

Extra activities

Personal statement

The Education section is **probably the trickiest section and VERY important** that you get it right.

Through this section you are telling universities what qualifications you are studying and what you have already.

Without this information they don't know what you are studying.

Education

Add all your secondary education and qualifications in this section. This includes GCSEs, A Levels and BTECs for UK applicants, or their equivalents in other countries from high school or college onwards.

Please include where you are studying now, as well as qualifications you've completed and qualifications you're still studying for or re-sitting. Your referee will be asked to add predicted grades for any pending qualifications when adding your reference.

If you've attended university before, please add that here too.



Add place of education

You will normally add 2 places of education

Secondary School with GCSEs

BHASVIC

If you gained qualifications elsewhere you might add more but we will come onto that later.

Add place of education

Add all secondary/high schools, colleges and universities where you have studied or are studying now.

Name of the school, college, or university *

You are linked to Brighton Hove and Sussex Sixth Form College , would you like to add this centre?

Yes

No

Let's do BHASVIC first – helpfully as you have added the buzzword it knows you attend.

Start date *

Month Year

09 ▾	2023 ▾
------	--------

End date *

Select the date you left or plan to leave.

Month Year

06 ▾	2025 ▾
------	--------

Use these start and end dates
Full-time
In person

Attendance type *

Full time Part time Exam only

Study Mode *

If you had lessons that were taken online over COVID lockdowns but now returned to school-based, please select "In person".

Online In person

Click this - Note unless you put qualifications on your UCAS form they won't know you are studying them!

Save and add Qualification

Pick your qualification type

Choose the type of qualification you would like to add - you can search for specific qualifications and view those shortlisted by your adviser within each group.

A Level, AS and EPQ ▾ GCSE and equivalent

BTEC between 2016 and present ▾ Job related

Scottish qualifications International and EU ▾

Baccalaureate Apprenticeships Access to HE

Technical (not including BTEC) Core maths

HNC, HND, and Degrees Performance, Art, and Design ▾

More UK Qualifications All qualifications

We use these
When you click on
a section the
choices we provide
are displayed
under the box.

Provided by your school or college

- + Extended Project (Level 3)
- + GCE Advanced Level (A-Level)
- + GCE Advanced Subsidiary

Subject *
Qualification date *
Awarding organisation *
Grade *

Subject
Grade

Add another module

Let's add A levels first
No need to add modules. Exam board list below. Put pending if you are resitting exams, otherwise enter your achieved grade.

Save and add another
you can add all you are taking

Brighton Hove and Sussex Sixth Form College

GCE Advanced Level (A-Level) in Art & Design: Textiles		More
Subject	Awarding organisation	
Art & Design: Textiles	AQA	
Grade	Qualification date	
Pending	June 2025	

GCE Advanced Level (A-Level) in Business			More
Subject	Awarding organisation	Grade	
Business	AQA	Pending	
Qualification date			
June 2025			

If you go back to Education it will look like this
Common Errors
Visual Arts are always Art & Design: Fine Art, Photography Textiles or Graphic Communication
Politics is Politics
History (either early modern or modern is History)
Business is Business

Provided by your school or college

- + Extended Project (Level 3)
- + GCE Advanced Level (A-Level)
- + GCE Advanced Subsidiary

Add Extended Project (Level 3)

Enter qualification modules/units here if you want to. Universities and colleges find it useful if there are specific subject requirements for the courses you choose.

Subject *	Qualification date *	Awarding organisation *	Grade *
Are Video Games Art	06 ▾ 2025 ▾	Edexcel ▾	Pending ▾

Save qualifications

Save and add another

Cancel

Add GCE Advanced Subsidiary

Enter qualification modules/units here if you want to. Universities and colleges find it useful if there are specific subject requirements for the courses you choose.

For AS subjects please enter when you plan to 'certificate' your AS. If you are in any doubt about this you should check with your school or college, or whoever is helping you with your application. Or you can contact our Customer Service Unit. Click on the 'contact us' link at the top of the page for our contact details. Entering unit details for A levels is optional. If you have completed Cambridge International qualifications please choose CIE as your Awarding organisation, if you are currently taking Cambridge International qualifications choose CAIE

Subject *	Qualification date *	Awarding organisation *	Grade *
Sociology	06 ▾ 2025 ▾	OCR ▾	Pending ▾

Add an EPQ if you took one. Rough title subject area is always helpful.

(You cannot add a question mark ?)

And AS recovery course or Further Maths if you took them.

AQA	Edexcel	OCR	Eduqas
Art & Design (Fine Art)	English Lang & Lit	Chemistry	Biology
Art & Design (Graphic Communication)	Geography	Classical Civilisation	Drama & Theatre Studies
Art & Design (Photography)	History (Early Modern/Modern is just History)	Computer Science	English Literature
Art & Design (Textiles)	History of Art	English GCSE at BHASVIC	Film Studies
Business	Maths (single, further, double)	Law	Media Studies
Dance	Maths GCSE at BHASVIC	PE	Music
Economics	Politics	Physics	
English Language		Religious Studies	
Environmental Science		Sociology	

French
German
Law
Philosophy
Psychology
Spanish

COMMON ERRORS:

Visual Arts need to be in the correct format (see AQA list e.g. Art & Design (Fine Art))

History EM or Modern is just **History**

Double Maths will be entered Mathematics for 2023 (with grade when gained, pending for now if completing before results day) and Further Mathematics for 2024 (pending)

Politics is just Politics (NOT Govt & Politics)

Pick your qualification type

Choose the type of qualification you would like to add - you can search for specific qualifications and view those shortlisted by your adviser within each group.

A Level, AS, EPQ, and T Levels ▾ GCSE and equivalent

BTEC between 2016 and present ▾ Job related

BTEC

BTEC between 2016 and present International and EU ▾

BTEC between 2008 and 2015

BTEC finished 2007 or earlier

Baccalaureate Apprenticeships Access to HE

BTECs are trickier
Please look
carefully

Provided by your school or college

- 1 + Pearson BTEC Level 3 National Certificate RQF (180) (2016 to Present)
- 2 + Pearson BTEC Level 3 National Diploma RQF (720) (2016 to Present)
- 3 + Pearson BTEC Level 3 National Extended Cert RQF (360) (2016 to Present)
- 4 + Pearson BTEC Level 3 National Extended Diploma RQF (1080) (2016 to Present)
- 5 + Pearson BTEC Level 3 National Foundation Dip RQF (510-540) (2016 to Present)

1. Pearson BTEC Level 3 National Certificate RQF (180) (2016 to Present)

A1 year or Recovery course

Health & Social Care, IT, Computing, Business

***IMPORTANT:** If you are studying two years of these subjects above you will need to add them twice (1 and 3)

2. Pearson BTEC Level 3 National Diploma RQF (720) (2016 to Present)

Double Sport, Sport & Exercise Science

3. Pearson BTEC Level 3 National Extended Cert RQF (360) (2016 to Present)

A2 year Health & Social Care, IT, Computing, Business, Creative Media Production, Performing Arts, Sport, Sport & Exercise Science

4. Pearson BTEC Level 3 National Extended Diploma RQF (1080) (2016 to Present)

Triple Sport, Sport & Exercise Science

5. ~~Pearson BTEC Level 3 National Foundation Dip RQF (510-540) (2016 to Present)~~

Music Foundation BTEC

Please make sure that you enter the right qualification (s).

Brighton Hove and Sussex Sixth Form College

... More

National Certificate RQF (180) (2016 to Present) in Health and Social Care

Title Awarding organisation
Health and Social Care Pearson

Grade Qualification date
Pending June 2024

BTEC National Certificates

A1 year or Recovery course Health & Social Care, IT, Computing, Business

Brighton Hove and Sussex Sixth Form College

... More

National Extended Cert RQF (360) (2016 to Present) in Health and Social Care

Title Awarding organisation
Health and Social Care Pearson

Grade Qualification date
Pending June 2025

and national Extended Certificates will look like this

A2 year Health & Social Care, IT, Computing, Business

Creative Media Production, Performing Arts, Sport, Sport & Exercise Science

Brighton Hove and Sussex Sixth Form College

... More

Pearson BTEC Level 3 National Foundation Dip RQF (510-540) (2016 to Present) in Music

Title Awarding organisation Grade
Music Pearson Pending

Qualification date
June 2025

Music BTEC

Brighton Hove and Sussex Sixth Form College

National Diploma RQF (720) (2016 to Present) in Sport and Exercise Science

Title	Awarding organisation
Sport and Exercise Science	Pearson
Grade	Qualification date
Pending	June 2025

.. **Double
Sport/Sport &
Exercise Science**

A Level, AS, EPQ, and T Levels ▾

GCSE and equivalent

BTEC ▾

Job related

Scottish qualifications

International and EU ▾

Baccalaureate

Apprenticeships

Access to HE

Technical (not including BTEC)

Core maths

HNC, HND, and Degrees

Performance, Art, and Design ▾

More UK Qualifications

All qualifications

**Use Other for
Crim, DofE, Sports
Leadership**

Provided by your school or college

- + **Duke of Edinburgh Award**
- + **Sports Leaders UK Level 3 Award in Higher Sports Leadership**
- + **WJEC Level 3 Applied Certificate in Criminology**
- + **WJEC Level 3 Applied Diploma in Criminology**

Add WJEC Level 3 Applied Certificate in Criminology

Enter qualification modules/units here if you want to. Universities and colleges find it useful if there are specific subject requirements for the courses you choose.

Qualification date * Awarding organisation * Grade *

06 ▾ 2024 ▾ WJEC Pending ▾

Subject Qualification date Grade

 MM ▾ YYYY ▾

Criminology if you are studying for 2 years you will need to add twice.

Once the applied certificate

Add WJEC Level 3 Applied Diploma

Enter qualification modules/units here if you want to. Universities and colleges find it useful if there are specific subject requirements for the courses you choose.

Qualification date * Awarding organisation * Grade *

06 ▾ 2025 ▾ WJEC Pending ▾

Subject Qualification date Grade

 MM ▾ YYYY ▾

Secondly the Applied Diploma pending grade

Add Duke of Edinburgh Award

Enter qualification modules/units here if you want to. Universities and colleges find it useful to see subject requirements for the courses you choose.

Qualification date * Level * Grade *

06 ▾ 2025 ▾ Gold ▾ Pending ▾

Save qualifications

Cancel

**DofE BHASVIC
you can add
pending. Add to
secondary if you
gained the award
there.**

Baccalaureate

Apprenticeships

Access to HE

Technical (not including BTEC)

Core maths

HNC, HND, and Degrees

Graded music, dance, drama ▾

More UK Qualifications

Performance, Art, and Design
Art and design qualifications
Graded music, dance, drama

**Lastly Music
Theory**

Provided by your school or college

+ **Music Qualification - Graded Theory (ABRSM and equivalent)**

Level 2 Financial Education Portfolio and Music Theory

Also need adding – you will need to add level for Music Theory and some modules for Financial Education.

Pick your qualification type

Choose the type of qualification you would like to add - you can search for specific qualifications and view those shortlisted by your adviser within each group.

A Level, AS, EPQ, and T Levels ▾

GCSE and equivalent

BTEC ▾

Job related

Scottish qualifications

International and EU ▾

Baccalaureate

Apprenticeships

Access to HE

Technical (not including BTEC)

Core maths

HNC, HND, and Degrees

Performance, Art, and Design ▾

More UK Qualifications

All qualifications

**Level 2 Financial
Education Find under
job-related**

Provided by your school or college

+ LIBF Level 2 Award in Financial Education

Add place of education

Add all secondary/high schools, colleges and universities where you have studied or are studying now.

Name of the school, college, or university *

Exam centre number

This may be automatically filled in based on your school, college, or university

Add your secondary school by searching

Start date *

Month Year

09	2018
----	------

End date *

Select the date you left or plan to leave.

Month Year

06	2023
----	------

Use these dates full-time and in-person. If you had lessons through lockdown during GCSEs (year 10-11) then tick the online button.

No need to add any other schools from Year 7-9 unless you gained qualifications (if you moved schools).

Attendance type *

Full time Part time Exam only

Study Mode *

If you had lessons that were taken online over COVID lockdowns but now returned to school-based, please select "In person".

Online In person

Pick your qualification type

Choose the type of qualification you would like to add - you can search for specific qualifications and view those shortlisted by your adviser within each group.

A Level, AS, EPQ, and T Levels ▾ GCSE and equivalent

BTEC ▾ Job related

Scottish qualifications International and EU ▾

Baccalaureate Apprenticeships Access to HE

Technical (not including BTEC) Core maths

Add your GCSEs with CORRECT grades and exam boards (errors may disqualify your application).

Provided by your school or college

- + GCSE (Grade 9-1)
- + GCSE (Grade A*-G)
- + GCSE Double Award (9-9 to 1-1)

Choose the correct option
IMPORTANT: Use the double award for COMBINED SCIENCE

Add GCSE Double Award (9-9 to 1-1)

Enter qualification modules/units here if you want to. Universities and colleges find it useful if there are specific subject requirements for the courses you choose.

Title *	Qualification date *	Awarding organisation *	Grade *
com	06 ▾ 2023 ▾	OCR ▾	7-7 ▾
Combined Science			
Combined sciences: Trilogy			

Save qualifications

Save and add another

Cancel

Title * Qualification date * Awarding organisation * Grade *

Subject Qualification date Grade

Add another module

Save qualifications Save and add another Cancel

When you add your GCSEs don't forget to use save and add another – much easier

Longhill High School, Brighton

September 2018 - June 2023
Full time

Add qualification

GCSE Double Award (9-9 to 1-1) in Combined Science

Title	Grade
Combined Science	7-7
Awarding organisation	Qualification date
OCR	June 2023

GCSE (Grade 9-1) in English Language

Title	Grade
English Language	5
Awarding organisation	Qualification date

It will look a bit like this

IMPORTANT: You may well have gained extra qualifications at secondary that aren't GCSEs (Childcare, computing etc)

Please use the document we will share 'How to add Additional Qualifications that general Office have put together to help you.

If any of your grades are wrong on CEDAR, please take your certificate to CIS (ground floor College House) and they will amend it on the system. It is important our records match.

BTEC Registration Number

You can find your BTEC registration number on your exam documents provided by your school or college.



Make sure you add your BTEC registration number if you have a pending qualification so that we can add you to your results.

Unique Learner Number (ULN)

UK Students ONLY - This is a 10-digit number connected to your Student's Personal learning record. You can find this on a certificate or results slip. If you don't have one or don't know, leave this blank.

Last but IMPORTANT on the Education page

If you have added a BTEC at BHASVIC you will need to add your BTEC number (don't worry about secondary school BTECs)

Ask your teacher or email he@bhasvic.ac.uk and we can send it to you.

You will also need to add your ULN.

This is critical as it enables universities to see your qualifications on results day.

Find it on CEDAR on your details

Further Details

Ethnicity

31: English / Welsh / Scottish / Northern Irish / British

GCSE Points Score

8.40

Unique Learner Number

491059 ~~XXXXXX~~

College Exam Candidate No.

~~XXXXXXXXXX~~

Enrol Year

2022

English language certificates

English language certificates are often needed for international students as an entry requirement for the course.

Not everyone will need an English language certificate. If you're unsure whether you need one, check the entry requirements for the course on the search tool.

If you have a language certificate that is not listed here, ie Pearson, Cambridge you can add these as a qualification in the section above.

Test of English as a Foreign Language (TOEFL) Number

International English Language Testing System (IELTS) TRF Number

Don't worry about these (unless you have any).

Mark as complete and save.

Extra: Adding qualifications that you didn't get at school or college (eg dance, music etc)

Brighton Dance School, 203 Dyke Road, Brighton and Hove, United Kingdom

... More

October 2018 - November 2022

Part time

! The details you have entered show that you have attended two or more different schools or colleges at the same time. If this is correct, please ignore this warning message.

Add qualification

LAMDA Level 3 Certificate in Performance (Grade 7)

... More

Grade Awarding organisation

D LAMDA

Qualification date

November 2019

Add the dates roughly you attended – make sure the dates cover your qualification dates.

Add part time and yes you will gain qualifications.

Then save.

EX-STUDENTS ONLY – retakes

If retaking an exam in June 2025 then you will need to add Brighton Hove and Sussex Sixth Form College again

NOT BHASVIC

as a part-time college with your retake details – like this

Ignore the warning message if it comes up.

Brighton Hove and Sussex Sixth Form College

... More

May 2025 - June 2025

Part time

- ! The details you have entered show that you have attended two or more different schools or colleges at the same time. If this is correct, please ignore this warning message.

Add qualification

Tesco

Cashier

Company/organisation address 22 Dyke Road Hove

Start date 05/2021

Finish date

Was/is your position full time or part time? Part time

... More

Employment

ADD any **PAID** employment.

Voluntary work / work experience will go into your personal statement. If still working leave the finish date blank.

Add activity

Type of activity *

- Campus visit
- Information Advice and Guidance
- Masterclass/ subject insight
- Mentoring
- Online
- Skills and attainment raising activity
- Summer School
- Workshop in School/college
- Other

Extra Activities

These **DO NOT** include **OPEN DAYS**.

It does include summer schools, taster days and online activities that you have booked. **You can only add two and these should be most relevant to your subject choice** Can be lectures, short courses, skills week or careers enrichment sessions.

Edit activity

Type of activity *

Masterclass/ subject insight

Activity provider *

University own outreach course

Name of the activity/programme *

Subject lecture and outreach day

Nothing to add??

Use the Univisit in Progression week and add like this

Edit activity

Name of the activity/programme *

Subject lecture and outreach day

Characters used: 32 of 100 characters

Start date *

Save Cancel

Edit activity

Start date *

Day	Month	Year
23 ▾	05 ▾	2024 ▾

End date *

Day	Month	Year
23 ▾	05 ▾	2024 ▾

Save

Cancel

Personal Statement

You will very likely add your statement and choices as the last things you do before completing your form.

Before you attend an Apply session (UCAS groups) it is useful if you can add a first draft of a personal statement and at least one choice.

You may well need to preview before you save.

Our guide to [writing your personal statement](#) (opens in a new window) should help you complete this section.

We strongly recommend you write the statement using a word-processor and paste it in to your application.

You can type your statement directly into the box or edit a statement you have pasted in.

Personal statement *

Your completed statement must be between 1,000 and 4,000 characters (maximum 47 lines) including spaces.



Choices

REALLY IMPORTANT

GET YOUR COURSE CHOICE CORRECT WITH THE COURSE CODE

WE ONLY NEED ONE CHOICE PUT INTO THE FORM SO WE CAN PROCESS YOUR FORM. ONCE WE HAVE PROCESSED YOU CAN ADD ANY MORE CHOICES 1 AT A TIME ON UCAS TRACK AT HOME UNTIL THE NATIONAL DEADLINE OF 29/01/25

YOU CANNOT CHANGE YOUR CHOICES AFTER 14 DAYS OF YOUR UCAS WELCOME EMAIL.

Application status

Centre information
Application linked to Brighton Hove and Sussex Sixth Form College
Group NJF/NJF - Nikki Fabry

0/5 CHOICES

64% PROFILE

NOT STARTED PERSONAL STATEMENT

54% Review and submit

Your choices

+ Add choice

Add choice

University/college name *
University of Brighton

Course *
Nursing (Child)
Course code: B730

Location *
Course campus location
Brighton

Start date *
If you are selecting a deferred start date, please confirm this with the university or college before you apply
23 September 2024

Further details
You only need to provide information here if your chosen university or college has asked you to.
WP

Point of entry
This tells the universities and colleges which year of the course you want to start. If you don't select a year, you will be considered for the first year of the course.
If you've spoken to your chosen university or college and they are willing to consider your application to start the course after the first year, please enter the year you wish to start, e.g. 2nd year.
1st year

Live at home while studying? *
 Yes No

If you **DON'T** want to take a gap year your start date will be Sept 2025

If you are deferring entry then you will choose 2026.

If you are Widening Participation please put WP in the further details box.

Add whether you are living at home or not then save.

WELL DONE FOR USING THE HELPSHEET

You have completed the UCAS apply form

Oxbridge/Medics you will be checked over the summer

UCAS you will start this in tutor in the autumn term and complete yourself at home and then come along with a completed application you can access (phone is fine) to an APPLY session at lunchtimes after 15/10/24 to go through it and check it is all correct.

It is vital it is correct when it is sent off

For better offers

More money if you are entitled to it

Help and support at uni