

UCAS Applications TOP 7 Common Mistakes!



Please read this guide carefully before submitting your UCAS application to school for checking.

1. Capital letters



Forgetting capitalise the first letters of the following:

- Forename
- Surname
- Address (street name, town name, postcode letters)
- Job titles
- Company names
- The first letter of a sentence

2. Where you live



Please select your area of permanent residence

Cheshire is incorrect. It should be **Warrington**
(if you live in Lymm)

Please select your area of permanent residence *

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

Warrington



3. Finance & funding



Student support arrangements

Cheshire is incorrect. It should be **Warrington**
(if you live in Lymm)

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.

Warrington

4. Education

UCAS

Make sure
you enter
your A-Level
/ BTEC
Courses

Lymm High School September 2016 - August 2023

National centre number: 40109

Full time

Leave the grade as
'pending'

GCE Advanced Level (A-Level)

Business Studies

Grade:

Date: August 2023

Awarding body: Edexcel

Chemistry

Grade:

Date: August 2023

Awarding body: AQA

Mathematics

Grade:

Date: August 2023

Awarding body: OCR

5. Education



Make sure
you enter
your
Unique
Learner
Number
(ULN)

Unique Learner Number (ULN)

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

Please ask Mrs Hughes at the Sixth Form Student Services desk for your ULN.
Or email lhughes@lymmhigh.org.uk

6. Education



Dual Science (Trilogy) must be entered correctly

It is NOT a (Grade: 9-1) qualification Combined Science

General Certificate of Secondary Education (Grade: 9-1)

~~Combined Science~~

Grade: 8

Date: August 2021

Awarding body: AQA

It is a GCSE: Double Award (9-9 to 1-1)

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

Combined sciences: Trilogy

Grade: 6-6

Date: August 2021

7. Personal Statement Proof Reading



Please make sure you proof-read your application for:

- Content
- Spelling
- Grammar

Ask a friend or family member to
proof-read it too!

Why do we need your UCAS application so early?

- Internal School Deadline w/c 4th November
- We have 157 applications to process. Each one takes up to 2 weeks to go through our checking process
- Your application will only start to be checked after you have 'PAID AND SENT' your finished application to school
- If other students have submitted their application before you, applications will be processed in the order they were sent to school
- Your application will first be checked for errors by Mrs Hughes and then read by Mr O'Flynn and Mrs Neesam
- Make sure you haven't made any of the **Common Mistakes** listed on this information document, otherwise this will delay your application
- If any errors are found on your application, we will send your application back to you to correct. When you resubmit it, you will go to the back of the queue for processing
- There will be a leaderboard of number of applications and offers received
- Any questions or support needed? Please see a member of the Sixth Form team or email Mrs Hughes lhughes@lymmhigh.org.uk