

How to apply to Goldsmiths for full time undergraduate study

What is UCAS?

UCAS is the University and Colleges Admissions Service, a central organisation that handles all applications for Undergraduate (UG) study at UK universities. Through this process you can apply for up to 5 different courses.

How does it work?

UCAS works as a centralised admissions service. This means that you only have to apply once, directly to UCAS, in order to have your application considered by all of your course choices. You are able to choose up to 5 courses to apply for at this point. All applications are completed online through the website: **www.ucas.ac.uk**.

You will have a user name and password which you can use to access your own information through the UCAS website, a system known as UCAS Track. You are able to see the progress of your application here and when the university has made a decision on your application the decision will be shown in this area.

When UCAS receives your application they send it out to each of the institutions you have chosen, for consideration by each of the course admissions tutors. At Goldsmiths, initially the forms will be sent to the admissions office of the university. They will then be distributed out to the relevant person who makes the decisions on individual applications. The decision they make will then be passed back to the admissions office so that an administrator can complete the process. The decision will be entered onto the university system which will allow you to see the status of your application on the UCAS track system. At Goldsmiths we will also write to you if we would like to make an offer of a place.

What are the key dates?

You do not need to wait for exam results. Completed applications, including a reference, should be sent to UCAS by the following dates, in order to start your course in September:

	UK/EU	Non EU
If you are including Oxford, Cambridge or any dentistry, medicine, veterinary science and veterinary medicine courses as one of your choices	15 th October	15 th October
For all other courses except art and design courses	15 th January	30 th June (although we recommend you get your application in as soon as possible)
Early Deadline art and design Courses	15 th January	15 th January
Late deadline for art and design Courses	24 th March (although UCAS recommend that applications reach them by the 7 th March)	24 th March (although UCAS recommend that applications reach them by the 7 th March)
Final deadline. Applications after this date will go directly into clearing	30 th June	30 th June

How do I apply?


In order to apply, go the **UCAS website: www.ucas.com**. Because UCAS is a central administrative centre for universities across the country its website is used by many different types of people. These range from applicants, such as yourself, to teachers and academic staff in schools and colleges who will write your reference and administrative staff working in universities. As such, there is a great deal of information on the website to cater for each of these user groups which means that finding the information you need can sometimes be quite difficult. As well as the application section of the site there is also lots of information for prospective students on choosing courses and universities. If you go to the 'students' section of this site all of these services are available here.

Once you have started to make decisions about the courses and institutions that you would like to apply for, go to the 'apply' section of the website. Here you can register your details and start your application. Once you have registered you are given a user name and you are able to set your own password. This means that you can log back into your user area, which includes your application, at any time. As such you DO NOT have to complete your application all in one go. You can come back to it as many times as you like in order to alter things, including your course choices before you submit it. At this point universities can not see your application. It is only when you pay the fee that the application will then be sent to UCAS and then out to your university choices.

How do I complete the form?

Because the form is stored online in your user area you will be prompted through it and be told what to put into each area. As the form is not complete until you submit it you can complete the sections in any order that you wish and also come back and edit the sections as and when you wish. For example you could complete half of your educational background one day and come back to finish it the next.

Remember to click save whenever you have finished working in order to save the information that you have entered. When you are happy, and the section is finished tick the 'section complete' box before you press save. This is only to alert your self that the section is complete. Should you wish to you would still be able to go back and edit the section.

Personal Details – Complete the form, as prompted. If you do not know what to put in the box then click the following icon . This will either give you a list of options or explain to you exactly what information you are meant to put in to this box.

Additional Information – This section provides some more of your personal information. It also asks you to complete a section called 'Activities in preparation for higher education'. Again, use the red question mark to get a drop down list if you are not sure what counts. Some people may have participated in a taster day with a university and this is where that information would be included. For many people this part of the section will be left entirely blank.

Choices – This section includes a drop down list of all of the university and course codes so as long as you are clear on the name of the institution and course you will not need to have these codes to hand as they are provided.

Education – You will be asked to enter schools/colleges that you have attended and the qualification you have received or are currently working towards. When completing this section please find the exact title of your qualification, as it is known in your country, so that each qualification can be clearly identified by our admissions staff. If you can not find it you can choose one of the 'other' options under 'O'. If English is not your first language, please enter the result of your latest IELTS or TOEFL test or the date that you plan to sit either test.

Personal Statement – This section of the form gives you an opportunity to express to an admissions tutor your interest in your subject and your desire to study at university. This part of the form is often used to assess your suitability for the course when the basic grade requirements have already been met. Admissions tutors at Goldsmiths are keen to see that you have an interest and enthusiasm for your subject and that you are keen to study at degree level. Because this one personal statement could, potentially, be sent to up to five institutions (because you submit one application via UCAS for up to five choices) it is important that you do not alienate institutions at this point. For example try not to name institutions and only focus in on one of them as this gives a bad impression to the other universities.

Before you submit your UCAS application it is a good idea to get a friend, teacher or school counsellor to check through your application to confirm that you have not missed any sections or made any mistakes.

Reference – Alongside the personal statement this is the admissions tutors other opportunity to get to know a bit more about you and how you are perceived in an academic context. For this reason the reference should normally come from your current/previous school or college so they are able to comment on your approach and attitude whilst you were studying with them. Referees are asked to include details of your academic potential and predicted grades, your suitability for the course, factors that have affected your performance so far and may affect your future performance, personal qualities, your interests and activities and if English is not your first language it is useful for the referee to comment on your English language ability.

Responding to offers

If you are still studying then universities are likely to make you conditional offers. This means that they will have considered your application and would like to make you an offer on the condition that you complete your current course of study. They are likely to ask that you complete the current study with the achievement of a certain grade, number of points etc. For example they may ask for 6,6,5 at Higher Level on the International Baccalaureate, Merit Merit Distinction on the BTEC or an overall Grade Point Average of, e.g. 3.2, in your high school diploma.

If you have already completed study, have met the English Language requirement and the university would like to make you an offer then this offer is likely to be unconditional. This means that you have already met all of the universities criteria and you have been offered a guaranteed place.

You could receive up to 5 offers and from these you will have to choose only 2 of the universities offers which you will potentially accept when you complete your current qualification. These are called your Firm and Insurance choices (which are effectively your first and second choice). Your firm choice should be the institution that you would really like to attend and believe you can meet the conditions. Sometimes this is an aspirational choice and will have made a slightly higher conditional offer. Your insurance choice should be at an institution that you would also be happy to attend but has offered you a condition that you feel you will definitely achieve. This means that if you do not meet the condition at your first choice you will still have a place available at your insurance choice if you meet their offer.

What if I don't make the grade?

Initially, when you get your results, look on UCAS track to see if Goldsmiths have already made a decision about your place. We receive some qualifications automatically such as A levels and Scottish Highers so are able to make decisions without you physically needing to do anything. If we have not received your results automatically, send Goldsmiths your results as soon as you receive them. If you DO make the offer grade at your Firm choice you will automatically be confirmed onto the course. If you DO NOT make the grades requested in your conditional offer, the admissions tutor will then re-consider your form. After reflecting on your complete form, if they feel that they would still like to offer a place based on the grades you have achieved, your personal statement and your reference then they will notify the admissions office who will put this decision through to UCAS. You will then be able to see this when you use the UCAS track system by logging onto the UCAS website with your user name and password.

If the admissions tutor does not accept you at that point then you will go to your insurance choice. If you have met the offers of the condition here then you will automatically be given a place. If you do not meet the offer here then the same process will follow and the Admissions Tutor will reconsider.

If neither institution confirms a place at this point you will then be entered into the clearing process.

What is clearing?

Clearing is the final stage of the UCAS process and takes place after the 30th June. For people who have not previously applied through UCAS or for those who are not holding an offer with an institution the opportunity arises to apply through clearing. Clearing, in essence, is the time that universities fill up any last minute places that they have remaining on their courses. Applying at this time of year means that many popular courses will already be full up and you would no longer be able to apply for a place.

If you want to apply through clearing you will need to contact UCAS in order to get a clearing passport. This is a physical document, comprising of one sheet of A4 paper, which you will need to send to any university that you have been extended an offer from, and want to accept a place with. Prior to this you will just need the clearing passport number, clearly printed on the clearing passport which is likely to be requested, at the point of enquiry/application from the university.

In the first two weeks of August A level results are released in the UK. This means that any students who meet the conditions of their conditional place are then given an unconditional place. Anyone not meeting the conditions will have their application form reviewed by the tutor and may still be offered a place on the course based on their personal statement and

reference. This means that until these A Level results are released universities still do not know exactly how many places they are looking to fill. As such there may be a delay on applications between 30th June and the results day in the second week of August.

If you are applying after the A level results day then you will be able to find lists of universities that still have places available in a number of places including British national newspapers, university websites and the UCAS website. You can then contact the university directly in order to apply for a place. You may speak to an administrator who will take details from you, or a tutor and you might be required to have a phone or in person interview. If you are offered a place then you will be given instructions from the institution as to what you need to do in order to accept your place.

What happens next?

When you have an unconditional place with a university (e.g. you have met the grade requirements or they have accepted you on the basis of your grades already attained) that you have firmly accepted, your place is guaranteed as long as the details of your application were accurate and you can provide evidence of this.

Your university should, at this point, write to you with a joining pack which will give you all of the instructions that you need to start your course. This will include details of when you need to come to the campus to register, when your course will actually start and any other information that the university feels is necessary. In most instances accommodation offers and the details of these will be sent separately as they are normally dealt with in a different office so do not be alarmed if they don't reach you at the same time. At this time of year it is extremely important that the university has all of your correct details so if you do change address/telephone number etc please make sure you tell the administrator who has been dealing with your application.

Keep all of the correspondence that the university has had with you and make sure you bring them with you. If, by any chance, there is any confusion at the start of term it is much easier to help you if the university can see which department the information has been sent out from.

Good luck with your application and we hope you have a great time at university.