

LFJM : TIPS FOR FILLING IN YOUR UCAS FORM

First of all, look carefully at the UCAS webpage <https://www.ucas.com/undergraduate/applying-university/filling-your-ucas-undergraduate-application> and watch the video. Download as well the pdf files in this rubric on ENT. **Be very careful about spelling and capitalisation of appropriate words, particularly proper nouns.**

STEP ONE: create an account with the school buzzword, which you will have been sent by email. Contact your UCAS advisor if you do not have this.

STEP TWO: UCAS PERSONAL DETAILS. Be as precise and accurate as possible. The date of first entry to the UK will be September 1st of the year you are starting your course.

STEP THREE: STUDENT SUPPORT. Two options: 01 private finance if you are certain your parents will pay for your fees up front; 02 UK, ChI, IoM or EU student finance services if you are considering applying for a loan to cover your fees. 02 is recommended because this enables you to apply for a government loan but still allows parents to pay if they wish to.

STEP FOUR: NOMINATED ACCESS. Name of father, mother or other close relative.

STEP FIVE: STUDENT FINANCE. Tick yes to show you have read the conditions.

STEP SIX: CHOICES. This is fairly straightforward. Remember, there is no ranking or hierarchy for choices, so you do not have to worry about the order you put these in.

STEP SEVEN: QUALIFICATIONS. This is the most complicated section to complete.

First of all, choose the type of exam. If you do not find it in the list that comes up automatically for our school, use the search engine. Basically, there are two choices: either "France-Baccalaureat **from 2021**" or, if you are in OIB, "France-Option Internationale du Baccalauréat (OIB) **from 2021**". **BE VERY CAREFUL TO CHOOSE THE CORRECT OPTION.** You may also include "France – brevet des collèges" but this is not mandatory.

- To add a subject, click on "choose another module".
 - Start with the subjects taken the previous year, with the grades obtained (bac NOT average), then move on to the subjects to be taken in the current year. Make sure you write down each subject.
 - You **SHOULD NOT** enter E3C grades or any grades for subjects that have not been completed.
 - Then enter core (tronc commun) subjects, then specialities, then final oral exam and finally options. Make sure you say whether a subject is core, speciality or option.
 - **ALL SUBJECTS MUST BE ENTERED IN ENGLISH.**
 - You can find most of the English translations for subjects here:

• French	What goes on the UCAS form
Spécialité: Mathématiques	Special Subject: Mathematics
Spécialité: Physiques-Chimie	Special Subject: Physics/Chemistry
Spécialité: Sciences de vie et de terre (SVT)	Special Subject: Biology
Spécialité: NSI	Special Subject: Digital Science & Information Technology
Spécialité: Histoire-géographie, géopolitique et sciences politiques	Special Subject: History, Geography & Political Sciences
Spécialité: Langues, littératures et cultures étrangères	Special Subject: Modern Foreign Language, Literature & Culture
Spécialité: Humanités, littérature et philosophie	Special Subject: Literature, Humanities & Philosophy (in French)
Spécialité: SES	Special Subject: Economic & Social Sciences
OIB ENGLISH (where relevant)	English Language and Literature (A Level standard)
(OIB) Histoire-Géographie	History-Geography (A Level standard if in OIB)

• French	What goes on the UCAS form
Français (écrit)	French Literature (written)
Français (oral)	French Literature (oral)
Enseignement scientifique	General Science
Langue vivante A et B	Enter the language(s) you are studying
Philosophie	Philosophy
EPS	Sport & Physical Education
Langue vivante C	Enter the language you are studying and then add the phrase (internally assessed)
Mathématiques expertes	Advanced Mathematics (internally assessed)
Mathématiques complémentaires	Additional Mathematics (internally assessed)
Arts plastiques	Art (internally assessed)
Théâtre	Theatre Studies (internally assessed)
Langues et cultures de l'antiquité	Latin & ancient civilisation (internally assessed)

Other translations can be found here: <https://www.education.gouv.fr/upper-secondary-general-or-technological-school-new-grade-10-and-grade-11-classes-5465>

- When you have finished, it will look something like this, depending on whether you are in OIB or not:

Lycee Francais Jean Monnet, Belgium September 2011 - June 2021

National centre number:
Full time

France - Baccalaureat General (from 2021)

France - Baccalaureat General (from 2021)

Grade:	Date: June 2021	Awarding body:
Module name	Module date	Module grade
Common - French Literature	June 2020	14
Specialites - History, Geog & Political Sciences	June 2020	17.5
Common - Philosophy	June 2021	
Common - History-Geography	June 2021	
Common - Science	June 2021	
English	June 2021	
Spanish	June 2021	
Common - Physical Education	June 2021	
Specialites - Mathematics	June 2021	
Specialites - Physics/Chemistry	June 2021	
Final Oral Exam	June 2021	
Mathematics expert	June 2021	

Lycee Francais Jean Monnet, Belgium September 2018 - July 2021

National centre number:
Full time

France - Option Internationale du Baccalaureat (OIB) (from 2021)

France - Option Internationale du Baccalaureat

Grade:	Date: July 2021	Awarding body:
Module name	Module date	Module grade
Specialites - Life & Earth Sciences (Biology)	July 2020	18.5
Common - Written French	July 2020	18
Common - Oral French	July 2020	18
Common - History-Geography (OIB)	July 2021	
Common - Philosophy	July 2021	
Common - Physical Education	July 2021	
Common - Science	July 2021	
Specialites - Mathematics	July 2021	
Specialites - Physics/Chemistry	July 2021	
Option - Mathematics (Higher Level)	July 2021	
English Literature	July 2021	
Spanish	July 2021	

- Do not forget to include other examinations, particularly IGCSE, CAE or other English qualifications.
- You can and should include any English language proficiency test you have passed, such as IELTS or TOEFL. Please note, however, that you do not have to provide proof of English language proficiency until August 31st of the year you are starting the course. Students in OIB or with IGCSEs in English language and/or literature will in most cases NOT have to take an extra English language proficiency test but they should check with each university they are applying to.
- Do not forget to list previous schools you may have attended at secondary level (since 6^{ème}). No need to mention primary schools.
- You will be asked to state the: "highest level of qualification you expect to have before you start your course". You should indicate: "Below honours degree level qualifications".

STEP EIGHT: PERSONAL STATEMENT. Do not upload this until it has been checked and you are sure it contains no mistakes. Use the documents on ENT and the UCAS guidelines to help you write this. Remember, it should NOT be seen as a list of your achievements, activities and interests but as an **essay**, in which you focus on your most significant ACADEMIC interests and achievements relative to the course you are studying and explain these in a PEE (point, evidence, explanation) format. Hobbies, work experience and part-time jobs should not be included unless they are relevant to the course you want to study and you can prove this in your personal statement. Your PS needs to show how you stand out and have a suitable academic profile for the course.

STEP NINE: PAY AND SEND. You must pay and send before your application can be sent to UCAS by your referee. Do not worry: this simply means you are sending your application to your UCAS referee, not definitively to UCAS. **However, if you do not do this, your referee CANNOT send it to UCAS. This step is therefore vital and needs to be done as soon as possible. You will need a credit card and the cost is 26 GBP.**

Your PREDICTED GRADES will be included with the REFERENCE LETTER written by your teacher referee. **With this in mind, it is important to send the information below to your teacher referee:**

1. Activities you have participated in at school from the age of 14, e.g. sport (which one), choir, drama, debating club, etc. Please provide examples of your involvement.
2. Activities you have participated in outside school from the age of 14, e. g. sport, scouts, cadets, etc. Please provide a contact name, reference letter and /or certificate of achievement (in pdf format) if you have one.
3. Responsibilities in school, e.g. délégué de classe, or outside school , e.g. captain of rugby team.
4. Any strong interests or hobbies, particularly if they are relevant to your proposed course of study.
5. Please tell us about your “spécialités” and your thoughts on what you would like to present for the “grand oral”. What did you choose these? What have you learned so far? What motivated your choice to drop one speciality and keep the other two in Terminale? What are you thinking or presenting for the final oral exam?
6. What subjects are you considering studying at university, and why?
7. Any further information which may help in the writing of your reference (for example, describe anything academic you are proud of). You may include information about the period of online learning we have just gone through.

It is also important to ask teachers to provide referees with short references on your academic performance using the bullet point list below. The more information we have, the easier it will be to write a reference:

- aptitude au travail écrit:
- aptitude au travail oral:
- participation:
- motivation:
- régularité du travail:
- indépendance de la pensée:
- maturité:
- commentaire personnel: