

STEP BY STEP GUIDE FOR UCAS APPLICATION

1) Before the start of application

Please have

- a credit card for the payment of application fee
- GCE 'O' Level grades, GCE 'A' Level PW and MTL grades
- the buzzword, which is ASRJC2021. [Note: A level graduates do not require this buzzword]

2) Procedure to approach teacher as referee

Please note that UCAS allows only one referee for each application. Please approach the teacher who knows you best to support your application.

Please approach a teacher early and request him/her to be your referee by

- *2 September 2020* (for all medicine, dentistry, veterinary medicine and veterinary science courses and for all courses at the universities of Oxford and Cambridge)
- *15 October 2020* (for all courses except those listed above with a 2 September deadline)

For teachers' info. Please email your reference (up to 4000 characters) to Mr Loh Han Loong (loh_han_loong@moe.edu.sg) by

- *15 September 2020* (for all courses at the universities of Cambridge)
- *10 October 2020* (for all medicine, dentistry, veterinary medicine and veterinary science courses and for all courses at the universities of Oxford)
- *10 January 2021* (for all courses except those listed above, except certain art and science courses)

For A level graduates, please send the email invitation via the UCAS portal to your teacher referee. There is no need to use the buzzword to set up the UCAS account.

3) Procedure to request for forecast results for GCE 'A' Level

Please approach the general office with your request for by *10 October 2020*. Your predicted grades will be uploaded only after receiving the teachers' reference.

4) Admission tests

Please check each university website, especially for Oxford, Cambridge, medicine and law courses) for the necessary admission tests. The admission tests are to be attempted this year before your applications can be considered. Some examples of admission tests are BioMedical Admissions Test (BMAT), National Admissions Tests for Law (LNAT) and UK Clinical Aptitude Test (UKCAT).

Please check the registration deadlines, test dates and test centres' locations.

5) Useful information

Please visit British Council Singapore website at <https://www.britishcouncil.sg/> for more information about studying in UK.

STEP BY STEP GUIDE FOR UCAS APPLICATION

A) Account registration

1. Visit the website at <https://www.ucas.com/ucas/undergraduate/login>.
2. Register and apply for 2021 entry.
3. Initial UCAS questions
 - How are you applying? Select “Through school/college”
 - Buzzword: ASRJC2021

B) Education information

1. Select “Education” from the menu located at the left side of the portal.

To update ASRJC in UCAS

2. Select “Add new school”.
3. Search for Anderson Serangoon Junior College by using the function “find”.
4. Select from the drop down box to indicate the start dates as *January 2019* and the end date as *December 2020*
5. Save the above information by clicking on the function “save”

The screenshot shows the UCAS 2017 apply Education portal. The top navigation bar includes the UCAS logo, a '2017 apply' banner, and a '<Log out' link. A sidebar on the left contains a menu with options: Welcome, Personal details, Choices, Education (highlighted), Employment, Statement, View all details, Pay/Send, Help, and Options/Opsiynau. Below the menu is a 'Key' section with a red checkmark for 'Completed' and a green checkmark for 'In progress'. The main content area is titled 'Welcome > Education > Where have you studied?'. It includes a warning: 'Compulsory fields are marked with an asterisk (*). Before leaving this page click 'save' to avoid losing any of your information.' The form fields are: 'School/college/centre name*' with a text input 'Anderson Junior College', a 'find...' button, and a help icon; 'Exam centre number' with a text input and a help icon; 'When did you start...*' with month and year dropdowns (January, 2016) and a help icon; '...and finish?*' with month and year dropdowns (December, 2017) and a help icon; 'Attendance*' with radio buttons for 'full-time', 'part-time', and 'sandwich', and a help icon; and 'Did you / will you receive any qualifications at this centre?*' with a 'Yes' dropdown and a help icon. At the bottom are 'save' and 'cancel' buttons.

UCAS

Contact us | [Help](#) | Print page

2017 apply Education

<Log out

Welcome > Education > Where have you studied?

Compulsory fields are marked with an asterisk (*).
Before leaving this page click 'save' to avoid losing any of your information.

School/college/centre name* Anderson Junior College find... ?

Exam centre number ?

When did you start...* January 2016 ?

...and finish?* December 2017 ?

Attendance* ☒ full-time ☐ part-time ☐ sandwich ?

Did you / will you receive any qualifications at this centre?* Yes ?

save cancel

Key

☒ Completed

☒ In progress

STEP BY STEP GUIDE FOR UCAS APPLICATION

To update subjects taken at GCE 'A' Level examination

6. Select "add qualifications".
7. Select "Singapore-Cambridge GCE Advanced Level (New-first award 2006)"
8. Key in the information for all H1, H2 and H3 subjects
 - a. The qualification date for H1 Project Work and H1 MTL is *November 2019*. Enter the grades for the 2 subjects.
 - b. The qualification date for the remaining subjects is *November 2020*. The grades for these subjects are "pending".

The screenshot shows the UCAS 2017 'apply' website interface. At the top, there's a red banner with '2017 apply' and 'Education'. A navigation menu on the left lists various sections: Welcome, Personal details, Choices, Education (highlighted), Employment, Statement, View all details, Pay/Send, Help, and Options/Opsiynau. Below this is a 'Key' section with checkboxes for 'Completed', 'In progress', 'Not started', and 'Help'. The main content area shows the breadcrumb 'Welcome > Education > Enter Singapore-Cambridge GCE Advanced Level (NEW-first award 2006)'. The title is 'Singapore-Cambridge GCE Advanced Level (NEW-first award 2006)'. A note says 'Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.' The form fields are: Subject* (General Paper), Qualification date* (November 2017), Awarding organisation* (SEAB-CIE), Level* (H1), and Grade* (Pending). Each field has an 'other' text box and a help icon. At the bottom, there are buttons for '> back to summary', 'save', and 'save and add similar'.

To update your secondary school and GCE 'O' level results in UCAS

9. Select "Add new school".
10. Search for your secondary school by using the function "find". If your secondary school is not in listed in UCAS, select "My school/centre is not listed here". Enter your secondary school into the space for "School/college/centre name". Leave the exam centre blank.
11. Select "add qualifications".
12. Select "Singapore-Cambridge GCE Ordinary Level". Key in the information for all subjects taken at the GCE 'O' Level examination.

C) Payment

Your application will be processed after payment has been made.