MY UCAS PERSONAL STATEMENT

1 Preparation

- Find out when it needs to be finished so you can leave time to get feedback
- Remember you have to write it to cover all the courses you're applying for, so don't mention a uni or college by name
- Check uni and college websites to see what skills and qualities they'd like you to have
- Make a list of things you want to include
- And start drafting early

2 What to include

Why are you applying?

- Why you're interested in the subject
- Why you've chosen the course(s)
- Why you want to do higher education

About the subject and course(s)

- Your understanding of the subject and what's required to study it
- Your enthusiasm for the subject and any specific areas of interest
- What you want to do in future with the skills and knowledge you gain
- And how you'd be an asset to the uni or college

Skills, knowledge and experience

- How your previous studies relate to the course(s)
- Relevant aspects of jobs, placements, work experience or volunteering
- Particularly any positions of responsibility you've held
- Use these to demonstrate you're a great candidate and you have skills and qualities they're looking for

Other achievements and attributes

- Activities or hobbies that show your interest in the subject
- Any non-accredited training or achievements that show your skills
- And any qualities you have that set you apart from other applicants

3 Extra things to add...

...if you're a mature student

- Say what you've done since leaving school
- If you've had a variety of relevant jobs and experiences, maybe send a CV (direct to the universities/colleges, not to UCAS)
- Demonstrate how you'll cope with the academic work
- Evaluate your experiences and match them up to the course requirements

...if you're an international student

- Say why you want to study in the United Kingdom
- Give evidence of how you can successfully complete a higher education course taught in the English language
- Say if any of your previous studies have been assessed in English
- Give examples of using your English communication skills

4 How to write it

- Structure what you want to include into an order that's most relevant to the unis and colleges
- Introduction – start with an opening sentence that encourages the reader to read on
- Conclusion – reinforce your commitment, enthusiasm and skills suited to uni/college life
- Check your grammar, spelling and punctuation – read it aloud to hear what it sounds like
- Get plenty of feedback from advisers and family members
- And be prepared to redraft it a few times until you're happy with it

5 Technical details

- Length – up to 4,000 characters or 47 lines of text (including spaces and blank lines that's approx 600 words)
- Make sure you don't copy from anyone or the internet – our software can detect any similarities and could jeopardise your application