

INFORMATION SHEET

UCAS FORM



UCAS Form for NCSC and ICCE graduates

If you are a NCSC graduate, enter your details under 'Other (UK Qualifications)', which can be found under 'O' in the alphabetical list of all qualifications in Apply (as are 'Other (International EU Qualifications)' and 'Other (International Non-EU Qualifications)' depending on which best fits the applicant). These qualifications are all free text fields, so the student can enter all details as required with no restrictions.

If you are an ICCE graduate, enter your details under 'Other (International non-EU Qualifications)'.

If you are stuck on the 'add school, college or centre' section:

In the 'Education' section of the form, click on the 'add new school/college/centre' link. In the new page that appears for you to enter the details of the school, you will see that the 'school/college/centre name' section is greyed out. You need to click on the 'Find' button to the right of this line. This will open a new window with a search bar. You need to search for something (anything at all will be fine), then a page will load which includes a link that says 'My school/centre is not listed here'. If you click on this, it will close the window and take you back to the page to enter details of his school. However, now the 'school/college/centre name' section will not be greyed out, so you can type in there your school name. Homeschooled students should enter 'Homeschool' or 'TEACH'.

For baccalaureate-type qualifications, we recommend that applicants enter their overall baccalaureate as one qualification, and then enter the subjects that make up that baccalaureate within that qualification, in the modules section. That way it should be clear that one qualification has been completed, but that it consists of different elements. Students can then also enter one overall grade for the qualification, and individual grades for each subject if desired. This is how qualifications like the International Baccalaureate Diploma are entered, so universities should be familiar with this format.

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Suggestion for NCSC:

Title/Subject: National Christian Schools' Certificate Level 1

Date: the date on the certificate

Awarding Body: NCSC

Result: A

Module/Unit1

Units: General Mathematics

Date: certificate date

Result: A

Then keep adding modules until you have put all the modules for Level 1, including electives. It looks basically the same as the breakdown of subjects and grades that you get with your Level 1 certificate. Do the same thing for Level 2 and 3.

Suggestion for ICCE:

Title/Subject: International Certificate of Christian Education General Level or ICCE General Level

Date: the date on the certificate

Awarding Body: ICCE

Result: A

Module/Unit1

Units: General Mathematics

Date: certificate date

Result: A

Then keep adding modules until you have put all the modules for General Level, including electives. It looks basically the same as the breakdown of subjects and grades that you get with your General Level certificate. Do the same thing for Intermediate and Advanced Level.