

WHAT ARE ADMISSIONS TUTORS LOOKING FOR?

- **Intellectual ability**

Can you show you have the ability and personal qualities to cope with the academic and professional demands of the subject and the course?

- **Motivation**

Are your reasons for applying realistic and well thought out?

- **Competitive applicants**

How do you think you will compare to the competition? Is the course you are applying for over subscribed? If so, how will you make yourself stand out from the crowd?

- **Students who will make a contribution**

Do you participate in class / group discussions?
Do you join in with college or school life?
Mention this on your personal statement.

- **Applicants who are likely to get the grades**

Have you checked the course requirements? Ask your subject tutors about your predicted grades - do they match up with the course requirements? If not, you will probably get a straight rejection.

How can I show admissions tutors I am the best applicant for their course?

You need to demonstrate that you are the right person for the course. Admissions and course tutors often set quite specific selection criteria, particularly for popular courses so:

- Find out about the selection criteria that apply to the courses that interest you. If the criteria are not clearly stated in the course details or you know it is a very competitive course, ask questions.
- Do your research and make sure your course choices match your abilities and interests.
- College or school references will demonstrate your academic ability and the students who are likely to make a contribution. You need to work at your reference with continued hard work, good participation in classes and contribution to the extra-curricular activities on offer at college and school.
- Your predicted grades will be used to determine if you meet the standard offer. Find out what your predicted grades are; do they match what admissions tutors are looking for?
- Fill out your UCAS application as carefully as possible. A well-completed application and a **good quality** personal statement will make a successful outcome more likely.

Entry Profiles

Check out a university or college web site to find out if it includes specific information about which entry criteria admissions tutors are looking for from an applicant. Admission criteria profiles provide detailed information on entry qualifications and any other criteria used to select applicants.

Interviews

Fewer universities are now offering interviews to applicants so this increases the importance of the Personal Statement on the UCAS application form. However, should you be called for an interview, it is important to be well prepared (all applicants for teaching degrees and most for medicine for instance will be interviewed).

The following is a checklist to help you prepare for that interview:

- Read "Degree Course Offers" and "Choosing Your Degree Course and University", both books by Brian Heap. The former book gives examples of typical interview questions and interview preparation for subject areas. The latter gives descriptions of degree courses including content.
- Dress smartly, this does not have to mean formally.
- Arrive in plenty of time e.g. 10 minutes early.
- Re-read the prospectus and course details and any other relevant information.
- Be prepared to explain why you have applied for that particular course.
- Keep a copy of your UCAS form at hand to remind yourself of what you have written.
- Have some questions prepared about the course or institution that you can ask at the interview.
- Check to see if your school or college can arrange a mock interview for you.