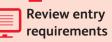
## How to plan your personal statement



## Things to know:

- It's the hardest part of completing your application – make sure you allocate enough time to do it justice.
- Think about any work experience, part-time jobs, or qualifications – e.g. Extended Project Qualification – you could include.
- Our resources on ucas.com/ personalstatement will help you.

Choose the subject you'd like to study



Look carefully at the information on the entry requirements tab in the search tool, and on the universities' and colleges' websites, to ensure you have the skills and qualifications they're looking for.

You can find courses starting the following year from May.

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**Attend events** 

Go to a UCAS exhibition or university open days to ask admissions tutors what they want to see in a personal statement. Remember to write down ideas!

UCAS exhibitions

UCAS exhibitions run from March to July (August to September in Scotland). Outside the UK, events are hosted by the British Council Education UK.

## Three months before

4 Make a list

Make a list of what your chosen universities and colleges are looking for in a personal statement.

5 🛭

## Write a draft

Write a first draft

- refer back to the
research you did about
what to include.

Writing your personal statement (one month before)

Two weeks before 7 Make changes

Make any changes, and check your grammar, spelling, and punctuation. Check the length is no more than 4,000 characters or 47 lines of text (including blank lines).

6 Check it

Ask your parents, teacher, or careers adviser to check it for you and make any recommendations for how to improve it.

Three weeks before

8

Check again

Show your redrafted statement to your parents, teacher, or careers adviser for a final check.

Deadline

Copy and paste your final statement into Apply by the deadline.

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Don't forget
Re-read it before you
go for an interview – it
may form the basis
for their questions.