



Manchester
Metropolitan
University

HOW TO APPLY GUIDE

Information on how to apply to university

START YOUR

JOURNEY

WITH US

TAKE YOUR FIRST STEP

Learn about the application process

When you are making an application to university it might seem difficult to know where to start. This guide is your introduction to making the right course choice and completing your application.

CHOOSING A COURSE

- What kind of course do you want to study?
Is there a particular subject area that interests you?
- What are your long-term career ambitions?
Which course will give you the best opportunities?
- Are you looking to follow a career that requires professional accreditation from your studies?
- Would you like a placement year or the chance to study abroad during your course?
- What kind of university do you want to go to?
Consider location, size, campus and distance from home. You should also think about how the course content varies between universities – every one will have their own specialism so make sure you choose one that suits your interests.
- What are the entry requirements? Do they match the grades you have, or are predicted to achieve?

MAKING AN APPLICATION

Apply at ucas.com/apply

WHEN TO APPLY

Applications open from September of the year before you start university.

The deadline for your application to receive guaranteed consideration is **15th January**

(with the exception of the Foundation Diploma of Art and Design – check our website for more information mmu.ac.uk/apply).

WHAT TO INCLUDE IN YOUR APPLICATION

- ✓ Personal details
- ✓ Academic achievements and qualifications you are still to complete
- ✓ Personal statement
- ✓ A reference. If you are in school or college this will be provided by your tutor. If you're not in a school or college please visit our website for more information mmu.ac.uk/apply

UCAS
DEADLINE
15th JAN



CREATING THE PERFECT PERSONAL STATEMENT

This is your chance to tell us all about you.

WHAT ADMISSIONS TUTORS LOOK FOR

- Your motivation for the subject area
- Your understanding of the course content
- What you think you can contribute to university life.

WHAT TO INCLUDE

1. Introduction

- Why do you want to study this course?



2. Main body of application

Expand on your interest:

- What is it about the subject that you like?
- How are your current studies relevant?
- What extra reading have you done about the subject?
- What are your academic skills? e.g. how do you work to deadlines, what research have you done before and what kind of reports and projects have you produced?
- What relevant knowledge, skills and qualities do you have?
- Show that you understand what's required to study the course.

3. Work experience

- Do you have any relevant work experience?
This particularly applies to health and teaching courses.

- What skills have you developed through any other work experience, and how will they help you to complete your course?
- Do you have any career plans?

4. Interests and hobbies

- What other relevant activities do you take part in? e.g. Duke of Edinburgh Award.
- If you have a hobby, how has it helped your interpersonal skills or your ability to work in a team?

5. Conclusion

If you are looking to defer your entry to the following year, explain why.

Include a positive conclusion that leaves a good impression. Don't let your personal statement fizzle out. Try to pull together everything that you have covered.



Follow our **A B C** framework when preparing your Personal Statement

A ACTIVITY:

what is the academic, sport, hobby, work or volunteering example you want to include?

B BENEFIT

what are the skills or knowledge you gained from the activity, what did you achieve and what did you learn from it?

C COURSE:

how does the example link to the courses you are applying for? How is it relevant to the subject you want to study?

Top tips for your Personal Statement

Do:

- make sure what you say is appropriate to all your choices.
- be positive and enthusiastic.
- make sure that your statement flows naturally e.g. try not to overuse "I" at the start of sentences.
- provide examples to illustrate your points.
- have several attempts until you're comfortable with it. Leave plenty of time and keep deadlines in mind.
- ask other people to read it – tutors, parents, friends etc – and take their comments on board!

Don't:

- feel that you have to use elaborate language to impress.
- just make a list of what you've done – reflect on what you have learnt from your experiences.
- make simple mistakes. Check your spelling and punctuation – don't rely on spell check!
- make things up to make it sound better – the information could be the basis of an interview.
- use anyone else's work – UCAS run all statements through similarity detection software.



HAVE A QUESTION?

Make a course enquiry
visit mmu.ac.uk/course-enquiry

GET SOCIAL

