

---

## Key Features

- Part of the UCAS online application
- One personal statement for all course choices
- Approximately one A4 page, 4-5 paragraphs
- Approximately 60-70% is about the course and the rest is about other interests
- 4000 characters including spaces or 47 lines including spaces

---

## What to include

- **Why you are applying for the course** - it's important to say this at the beginning and include what has motivated you, why you are interested in the course. Say something that really reflects your enthusiasm for your subject and where it came from.
- **Evidence that you know what the course is about**
- **What makes you suitable** – talk about qualities and skills universities value and reflect on work experience, voluntary work, achievements gained from education, positions of responsibility, transferrable skills.
- **How your current studies relate to your chosen course**
- **Extra-curricular activities** e.g. Duke of Edinburgh, National Citizen Service.
- **Personal interests and part time work** – use them to demonstrate personal qualities and transferrable skills that will be relevant to your chosen course.
- **Gap year plans** - if you are taking a year out say what you're going to do
- **Career plans and ambitions** – If you have any talk about them.
- **For combined courses** – write about both subjects.

---

## Suggested Structure

### Paragraph 1

Introduction – say something interesting and unique about why you have chosen the course.

### Paragraph 2

Talk about your current academic studies and how they link to your chosen course.

### Paragraph 3

What else have you done that demonstrates an interest in your chosen course and what would make you a good student e.g. wider reading, work experience, going on a field trip, doing some independent research, any special awards and achievements.

### Paragraph 4

Talk about what you do in your spare time and refer to transferable skills e.g. sports, student ambassador, part time job, National Citizen Service. If it's something relevant to the course even better!

### Paragraph 5

Conclusion – finish with a powerful end, drawing the main elements of the statement together to convince them you are right for the course.

---

## Some ideas on how to start

I originally became interested in x when .....

Studying x is .....

The main reason I want to study x is because....

I've been inspired to study x because of.....

The thing I like most about (x subject) is ....

It was during a (lecture, visit, talk, work experience) that....

The moment I decided to study x was when .....

X (subject) is....(say something about the subject that particularly interests you and demonstrates your knowledge)

A career in x is.....

---

## Some dos and don'ts

### Do

Be enthusiastic

Be honest and genuine

Use plain English

Be natural so that it sounds like you

Provide examples to back up any points made and reflect on what you have learned

Carefully proof read your statement for mistakes, grammar and spelling

### Don't

Use clichés like 'from a young age'

Try to be too clever or funny

Introduce yourself e.g. 'hello I am' or 'my name is'

Use over complicated language

Repeat information already on the UCAS form

Mention specific universities

Copy anyone

Use bad English and spelling

### Make sure you.....

Read the course details and entry requirements on university websites first

Get someone else to read your statement and give you feedback

Write your statement as a word document first and then upload the final version onto the UCAS form

---

## Sources of help

[www.applytouni.com](http://www.applytouni.com)

[www.university.which.co.uk/](http://www.university.which.co.uk/)

[www.studential.com](http://www.studential.com)

[www.ucas.com/ucas/undergraduate/apply-track/writing-personal-statement](http://www.ucas.com/ucas/undergraduate/apply-track/writing-personal-statement)