

How to plan your personal statement

Things to know:

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

1
Choose the subject you'd like to study



2
Review entry requirements



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.

3
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 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)

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

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).

Two weeks before

8

Check again

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



9

Deadline

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



10

Don't forget

Re-read it before you go for an interview – it may form the basis for their questions.

