



The British School
of Guangzhou

Applying to UK Universities A Guide for Parents



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Introduction

简介

University choices and applications are long processes and decisions that many families consider over a significant period of time. These are decisions that will affect young people's future careers, and their enjoyment and success over the course of their lives. The UK is one of the most attractive destinations worldwide for higher education for a number of reasons; the range of different courses on offer, the supportive environment, the combination of group lectures and one-to-one tutorials, just to name a few.

大学的选择和申请是很长的过程，也是很多家庭在一段重要的时期内思考决策的内容。这些决定将影响年轻人将来的职业生涯以及他们在人生旅途中能否享受乐趣和取得成功。由于若干原因（如我们的大学提供的不同课程、有助于教育的环境、各种团体讲座以及一对一辅导的结合等等），英国是全球最具吸引力的高等教育国度之一。

However, there has never been such a pressure on places in the UK as there is today. The leading universities have become increasingly selective when choosing candidates, and specific in the offers they make. It is extremely important for students to research carefully before applying to a university in the UK, and we hope this guide will help you to support your child effectively.

然而，如今英国各地正面临着前所未有的压力。顶尖的大学在选择候选的学生时越来越挑剔，开展录取工作时也更关注具体的方面。学生在申请英国的大学之前要进行仔细的研究，这是非常重要的，我们希望本指南能够帮助您有效地为您的孩子提供支持。



What is UCAS? 什么是UCAS?

UCAS (Universities and Colleges Admissions Service) is responsible for receiving applications for all universities, medical schools and higher education institutions in the UK. The students receive a unique username and login, fill in a form online, and UCAS then distribute copies of the form on to the chosen five universities. UCAS is also used by universities to notify applicants of their decisions.

UCAS (大学和学院录取服务处) 负责接受向所有英国的大学、医学院和高等教育机构提出的申请。学生会获得一个特别的用户名, 并登录在线填写一张表格, 然后UCAS会将这些表格副本分送至选定的五所大学。UCAS也为英国的大学服务, 将这些大学的决定通知申请者。

Applications are accepted anytime between mid-September and mid-January, but students are advised to apply as early as possible. Please note that UCAS takes no part in the decision process, this is purely the Universities' decision.

九月中旬和一月中旬的任何时候我们都接受申请, 但是我们建议学生尽早申请。请注意, UCAS不参与决定过程, 这完全由取决于大学。



UCAS Dates and Deadlines for Consideration

供考虑的UCAS日期和截止期限

Early September:

Opening date for receiving applications at UCAS

九月上旬:

UCAS开始接受申请的日期

Internal deadline for early UCAS forms - Oxford, Cambridge, Medicine, Dentistry and Veterinary Sciences

提供给UCAS表格的内部截止期限- 牛津、剑桥、医学、牙科学和兽医学

Internal deadline for registering for BMAT, ELAT, TSA, and other skills tests required for some courses at some universities

注册参加BMAT、ELAT、TSA和一些大学的某些课程要求的其他技能考试的内部截止期限

October:

Application deadline for UCAS to receive applications for all medicine, dentistry, veterinary medicine and veterinary science courses and for all courses at the universities of Oxford and Cambridge

10月:

UCAS收取对所有的医学、牙医学、兽医和兽医学课程以及牛津和剑桥大学所有课程申请的截止期限

Internal deadline for UCAS forms for students who are also applying to other countries

还申请了其他国家大学的学生向UCAS提交表格的内部截止期限

November:

Written work to be submitted to Oxford and Cambridge colleges; dates will vary with the college and subject

11月

向牛津和剑桥的学院提交书面资料;日期根据学院和学科的不同而存在差异

BMAT, ELAT, TSA and other skills tests are held (in school)

进行BMAT、ELAT、TSA和其他技能考试【在学校进行】

Internal deadline for UCAS forms for students who are only applying to the UK

仅申请了英国大学的学生向UCAS提交表格的内部截止期限

January:

Final date for applications from UK and EU applicants to be guaranteed equal academic consideration. Most universities and colleges will consider applications from non-EU applicants after this date (but not normally for anything that has an October deadline) but some may not. You should look at the university websites to find out if you need to apply by January.

英国和欧洲申请学生提交的申请获得均等考虑保证的最后日期。大多数大学和学院将在此日期之后考虑非欧洲申请学生提交的申请【但是正常情况下并不是所有事情都以10月为截止日期】,但是有些大学和学院则不会。你应该登录有关大学的网站,了解是否需要在1月之前申请。

February:

UCAS Extra starts*

2月

UCAS特别申请开始*

June:

Final application deadline. Any applications after this date go into Clearing**

6月

最后的申请截止日期。次日期之后的任何申请均将进入Clearing **程序

*UCAS Extra: When you have no offers and have already made five university choices, you can use the Extra process to apply for one further course at a time in Track at www.ucas.com. Extra operates from late February to early July.

*UCAS特别申请: 如果你并未收到录取通知, 并已经选择了五所大学, 你可以通过www.ucas.com 上Track的特别申请程序, 申请另一门课程。特别申请从二月末持续至七月初。

**Clearing: If you have not met the conditions of your offer and your place is not confirmed, you will be able to take part in Clearing. Clearing allows you to contact any universities and colleges that still have vacancies. If a university or college makes you an offer that you want to accept, you can apply for the course in Track at www.ucas.com. If the university or college confirms your place, you will see it in Track. Clearing operates from mid-July to late September.

**Clearing: 如果你不满足录取的条件, 你的录取也还没有敲定, 那你就能够参加Clearing了。Clearing使你可以和还有空缺的大学和学院联系。如果某大学或学院给了你一份你打算接受的录取意向, 那你就可以通过www.ucas.com的Track申请有关课程了。如果有关大学或学院确认了对你的录取, 你也可以通过Track了解到。Clearing从7月中旬持续至9月末。



The UCAS Process

UCAS的程序

1. Choosing Courses

选择课程

Choosing which course to study, and which university to study at, is the first priority for students. Interest in the students' choice of course is of utmost importance, as unless they are genuinely interested in what they study, they will not enjoy their time. Furthermore, they are unlikely to be academically successful. The prestige of attending a top university will not compensate for what could potentially be a poorly classified degree.

选择什么课程进行学习以及在哪所大学学习是学生首要关注的东西。学生对所选择的课程感兴趣,这是极其重要的,因为除非他们真正地对他们所学的东西感兴趣,否则他们是不会快乐地度过这段时光的。另外,他们也不可能取得学业上的成功。就读于一所顶尖大学所带来的声誉不能弥补可能会取得劣等学位的缺憾。

Points to Consider

需要思考的方面:

The content of a course may vary widely from institution to institution, especially with regards to subjects such as Computer Science, Business Studies or Modern Languages.

The structure of a course is another aspect that can vary greatly. It can be highly focused from the start, or less specialized. It may be modular. It is sometimes possible to change subjects within a course. The chosen course may be a "sandwich" course, where it includes a year abroad or an exchange program with a term in the U.S.A.

各家教育机构的课程内容也许会大相径庭,尤其是在计算机科学、商业研究或现代语言这些科目方面。课程的结构也有可能存在巨大差异,可能从一开始就非常专业或专业性较低;也可能是组合式的。有时候还可以改变课程科目。被选择的课程也可能是一个“三明治”课程,其中一年要在国外就读或与美国有一学期的交换项目。

Another important factor to consider is how much 'contact time' your child would benefit from having with the department. The size of lecture groups, the amount of personal supervision, the number of examinations and coursework, the system of assessment, the number of hours of lectures a week - these will all affect the overall learning experience.

另一个需要考虑的重要因素是你的孩子和相关系科之间多长的“接触时间”将对你的孩子有利。授课小组的人数、个别指导的量、考试和课程作业的数量、评估系统、每周授课课时的数量-这些都将影响总体的学习经历。

Students can only submit one personal statement, even though universities will not have access to information about other choices made. However, it is not recommended to apply for a wide range of courses, as this will make the task of writing your personal statement even more difficult.

即使大学并不知晓和学生的其他选择相关的信息,学生也只能提交一份个人声明。然而,我们并不推荐学生选择大量的课程,因为这会使个人声明更加难写。

Vocational courses, such as Architecture or Law, can be excellent preparation for a future career. Many students and employers also find that these degrees give students transferable skills for something completely different.

职业课程,如建筑学或法学是将来职业的金牌敲门砖。很多学生和雇主还发现这些学位能使学生具有一些相关技能,使他们能转行从事其他完全不一样的职业。

There is a huge amount of factors to consider. Consider the location and the size of the institution, as there is a big difference between studying in a large city with a big student population, or a university where students would be a few miles from the nearest town. There are several things to discuss; what are the sports facilities like? What accommodation is provided, and what is the cost of it? Are your child's interests well represented at the university?

有众多的因素有待考虑。你们需要考虑相关教育机构的地点和规模,因为在有众多学生的大城市学习或在离最近的市镇还有几公里的大学学习是有很大的不同的。有若干方面有待讨论:体育设施怎么样?学校提供什么食宿?收费怎么样?有关大学能否满足你们孩子的兴趣?

Students will have received guidance from the school's Career's Advisor as to the type of universities to which they should apply. Their points total in their subjects at the end of Year 12 is usually a good guide as to what they will achieve in their final A2 examinations, and any offers made by universities will be based on these, and on their final predicted grades. A range of optimistic, but realistic, university offers should be sought to ensure there are a range of offers to choose from.

关于应该选择什么类型的大学,学生们将会收到学校的职业顾问提供的指导。他们在12年级末取得的各科目总分通常都能反映他们在最终的A2考试中将取得什么样的成绩,各大学的录取工作也是建立在此基础之上的,他们的最终预计成绩也会被考虑在内。你们有一系列乐观但现实的选择,但是你们也应该首先取得大学的录取,保证有若干录取通知可供考虑。

For advice and specific queries, it is often helpful for the student to contact their universities of choice directly, as their methods of selection can vary from university to university. The best way is to get in touch with the admissions tutor for the course they intend to apply to. Most e-mail addresses are available on the university websites.

若想了解有关建议或想咨询一些特别事宜,学生通常可以直接联系他们选择的大学,因为这些大学的招生方式可能存在差异。最好的方式是和他们打算申请的课程的招生教师取得联系。大多数email地址都公布在了这些大学的网站上。



Useful Websites 有用的网站

www.ucas.ac.uk - The main port of call! It has a dedicated section just for parents, as well as entry profiles for each course.

www.ucas.ac.uk - 主要的电话联络门户网站! 该网站有一个专门针对家长的区域, 还有关于每门课程的入门介绍。

Some top universities require further tests. Information is readily available on UCAS at <http://www.ucas.com/students/choosingcourses/admissions/>. UCAS will provide a link to the test website, where yourself and your child can find more in depth information, as well as practice papers. You can also practice some of these tests at <http://www.testprep.co.uk/index.html>.

一些顶尖的大学还有进一步考试的要求。可以登录UCAS的<http://www.ucas.com/students/choosingcourses/admissions/>了解有关信息。UCAS将提供一个连接至考试网站的链接, 从那里您和您的孩子可以找到更多深入的信息以及练习试卷。您也可以登录<http://www.testprep.co.uk/index.html>进行考试练习。

www.unistats.com has the result for the national student survey of courses at each university. Different universities have different strengths and specialise in different areas, so this is an extremely valuable resource. University rankings from The Times, The Independent and The Guardian newspapers are also helpful.

www.unistats.com有针对每所大学课程开展的全国性学生调查结果。不同大学的实力各有不同, 它们专长的领域也不一样, 所以这是一个非常有价值的资源。《泰晤士报》、《独立报》和《卫报》的大学排名也是很有助益的。

Another recommended site, which is designed for students, is the i-student advisor magazine. You can browse their full range of publications at <http://www.i-studentadvisor.com>.

我们推荐的另一个针对学生设计的是《i-student advisor》杂志的网站, 你可以从<http://www.i-studentadvisor.com>浏览它们的所有出版物。

International students have access to a full page designed specifically for them, by the British Council, at www.educationuk.org.

国际学生可以登录英国文化委员会专门为他们设计的主页, 有关网址是: www.educationuk.org。

Finally, if you have any queries about student visas for different countries, www.ukvisas.go.uk has a lot of detailed information.

最后, 如果你有关于不同国家学生签证的问题, 可以登录www.ukvisas.go.uk, 该网站有大量的详细信息。

Other Useful Sources of Information

其他有用的信息来源

There is a publication called "Alternative Perspectives", which is published by students for students, and often gives an entertaining and realistic view from the inside.

有一个由学生针对学生出版的叫做“另类观点”的出版物, 常常可以从过来人的视角提供有趣、现实的观点。

Staff members at BSG have studied at a huge range of universities all over the world, and especially within the U.K. Do speak to the careers advisor if you are interested in a certain university/course, as all the staff information is on record and they can be a valuable source of information.

广州英国学校员工对世界各地的众多大学都进行了研究，尤其是英国的大学。如果您对某大学/课程感兴趣，一定要和我们的职业顾问谈谈，因为我们的所有员工信息都有正式的记录，他们是非常有价值的信息来源。

1. Applying 申请

Students are constantly being supported with advice on filling in the UCAS form and writing their personal statement. Some extra advice can be found at the back of this document. When they are satisfied with all aspects of their form and have gone through it with their tutor to double check all information, they will click 'send to the referee'. At this stage, the reference will be added by the referee to the form, and BSG will send it on to UCAS. The referee will always be a member of staff who knows your son or daughter personally, and in many cases this will be their form tutor. All of your child's teachers will contribute to this reference, allowing the school to submit an effective, comprehensive reference that best illustrates your child's academic and extracurricular performances. There will also be a handling fee payable to UCAS of approx. 230 RMB if more than one course is selected; 120RMB if only one course at one university is selected.

关于如何填写UCAS表格以及写个人声明，我们将一直向学生提供有关建议。您可以在本文件背面找到一些额外的建议。学生们满意地填写完表格中的所有信息，并和老师一起检查过所有信息之后，可以点击“发送给审阅人”。这时，审阅人将在表格中加上介绍信，广州英国学校会将表格发送至UCAS。审阅人总是由对你的儿女有所了解的员工，在很多情况下，是他们的班级辅导教师。你们孩子的所有教师都将参与介绍信的写作，从而使学校能够提交一份有效的综合介绍信，从最佳的角度突出你们孩子的学术和课外成绩。如果选择了一门以上的课程，你们还应该向UCAS缴纳约230元的手续费；如果仅选择了一所大学的一门课程，则将缴纳120元。

2. Offers 录取

Students can check the progress of their university applications using 'Track' at www.ucas.ac.uk, which will be updated as soon as they receive decisions from universities and/or colleges. Students should not expect to hear from universities for some time - sometimes even as late as early May. Students around the world have been known to receive offers at the last minute, so they should not assume that they are rejected if they have not heard anything for several months.

学生可以通过使用www.ucas.ac.uk上的“Track”检查他们的申请进展情况，他们一收到大学和/或学院的决定，这些信息就会有所更新。学生应该预计到会有一些时候甚至持续到五月上旬。众所周知，全世界的学生都会在最后一分钟收到录取通知，所以如果有几个月没有得到任何信息的话，学生也不应该认为他们的申请遭到了拒绝。

Offers will be conditional on the students' A-Level results. Universities can ask for particular grades in particular subjects depending on the course your child has chosen to apply for, or they may just want an overall point score. They may state their offer in terms of UCAS tariff points, and a conversion table can be found in Appendix 3 of this document. If they are unsure of what their offer means, they should contact the relevant university's admissions department as soon as they can. Offers are made but students may also receive a rejection; some popular courses at specialized universities have been known to have as many as 3,000 applicants for a very limited number of places.

录取是以学生的A-Level考试结果为条件的。根据你的孩子选择申请的课程，有关大学可能会对特别科目的成绩有所要求，他们也可能只会对总成绩有要求。他们也许会根据UCAS tariff points进行录取，您可以在本文件的附件3中找到转换表格。如果学生对大学的录取方式不是很清楚，应尽快和有关大学的招生处联系。学生也有可能先得到了录取意向，但是最终申请遭拒；一些专科大学的热门课程的申请人数多达3000人，而招生人数却非常有限。

Of all the offers received, only two may be accepted. One will be a firm acceptance and the other an insurance acceptance. The firm acceptance should be the place that your son or daughter most want to go to; the insurance should be their second choice, with a lower points offer, in case they do not meet the requirements for their firm choice.

在所有录取意向中, 仅可以接受两个。一个是肯定性接受, 另一个是保险性接受。肯定性接受是你的儿女最想去的地方, 保险性接受则是他们的第二选择—其分数要求较低, 以防你的儿女不符合肯定性接受的相关要求。

3. Results 结果

In August (date TBC) UCAS will receive the A-Level results, and applicants will be able to check on Track at www.ucas.ac.uk to see if they have secured a place on their chosen course. If they meet all the conditions of their firm offer, they will receive confirmation that they have a place. If they come close, it is possible that the university will still make an offer of a place. This, however, is at the discretion of the university concerned.

八月【日期待定】, UCAS将取得A-Level考试的结果, 申请者也可以通过www.ucas.ac.uk上的Track进行了解他们是否在自己选择的课程中赢得了一席之地。如果他们满足他们的肯定性录取的所有条件, 就将会获得录取确认。如果他们的成绩接近录取条件, 相关大学仍有可能对其进行录取。但是这取决于有关大学的决定。

If your child has not met the conditions of their offer and their place has not been confirmed, they will be able to take part in Clearing. In Clearing you can contact any universities and colleges that still have vacancies. If a university or college makes your son or daughter an offer that they want to accept, they apply for the course in Track at www.ucas.ac.uk. If the university or college confirms the place, the student will be able to see it in Track. Clearing operates from mid-July to late September.

如果你的孩子不符合录取意向中提出的条件, 并且他们的录取也没有得到确认, 他们就可以参加Clearing了。在Clearing中, 你们可以和仍有空缺的任何大学和学院联系。如果某大学录取了你的儿女, 并且他们打算接受, 他们就可以通过www.ucas.ac.uk上的Track申请课程。如果有关大学确认了对你儿女的录取, 学生就可以通过Track看见有关信息。Clearing从7月中旬持续至9月下旬。



Appendix 1: Advice for students - filling in the UCAS form 附件1: 给学生的建议——表格填写

Registration 注册:

The registration process is quick and simple - all students need is their personal details and the school's buzzword, which will be emailed to them at the beginning of Year 13. Once they have filled in the registration form and verified their email account, they are ready to complete the rest of the form.

注册过程既方便又快捷——所有的学生都需要他们的个人详细信息和学校的buzzword, 这将在13年级开学通过email发送给他们。学生完成注册表格并确认过email账号之后, 他们就可以完成表格剩余的部分了。

1. Personal Details 个人详细信息

This section covers information about where you live, your nationality and your status for assessing your entitlement to student grants, loans and fees payment. The drop-down menus are clear enough, but here are a few things that may help:

该部分包括了学生的住址、国籍和状况的信息, 以便学校评估学生是否能取得学生助学金、贷款和支付学费。下拉菜单已经足够清楚, 但是这里也有一些可能会对你们有所帮助的信息:

- Nationality: Having a UK passport means you select "UK National";
国籍: 持有英国护照表示你选择了“英国国籍”;
- Residential Category: if unsure, answer the questions in the help box;
居民类别: 如果不清楚, 那就回答帮助框里的问题;
- Student support: ask if unsure;
学生支持: 如果不清楚可以询问;
- Date of entry into the UK: For most this will be September 2011;
进入英国的日期: 对于大部分学生来说将是2011年9月;
- Unique Learner Number: Leave blank;
特别的学生号码: 不填。

You must complete the disability/special needs section even if you don't have a disability (in which case select "none"). If there is anything to identify (e.g. dyslexia), it should go in this section.

即使你不残疾【在该情况下, 选择“无”】, 也必须填写残疾/特别需要部分。如果有需要说明的内容【如读写困难】, 应在该部分注明。

2. Additional Information 其他信息

You do not need to fill in this section, as you don't live in the UK.

由于你们不住在英国, 所以不需要填写该部分。

3. Education 教育

It's a good way to wrap up this section before completing your choices and the statement. It is easy to make mistakes or miss things out, and the drop-down menus won't always correct errors. Here you will record where you have been educated since you were 11, as well as the qualifications you have earned and those that you are currently studying for.

填写选择和声明之前，填完该部分是很不错的。学生很容易就会犯错误或遗漏某些信息，并且下拉菜单也不会一直都能纠正错误。在这里，学生可以写明从11岁开始在哪些地方接受了教育、取得了哪些资质以及目前正在进行的学习。

First, enter all the Institutions you have attended, making sure you get the dates correct. If in doubt - check! Clicking on "Find" or "Search" should produce your school or college and the exam centre numbers. If you took exams, make sure you say "yes" when asked if you have taken qualifications. Occasionally, you may need to enter the institution and exam centre number yourself.

首先，填入就读过的所有机构的名称，一定要保证日期准确无误。如果有疑问，那就去查相关信息！点击“查找”或“搜索”，就会出现学校或学院名称以及考试中心的号码。如果学生参加了考试，出现询问是否取得了什么资质的问题时一定要填“是”。有时候，学生也许需要自己填入教育机构和考试中心的号码。

Once you've made sure all your schools/colleges are listed, you can start to fill in all your qualifications to date. For most this will be (i)GCSEs and AS Levels.

一旦确认填入了所有的学校/学院之后，就可以开始填入学生至今为止的所有资质了。对于大部分学生来说，就是(i)GCSEs和AS Level。

- Include all of your results, not just the As to Cs;
将所有成绩都包括在内，而不仅仅是A至C；
- Some will be double awards, which are under a different heading;
有些课程有两个结果，在不同的标题下面会有所显示；
- Some will be short courses, which are, again, under a different heading.
有些课程是短期课程，同样，也会在不同的标题下面显示。

For exams still to be taken, put "pending" in the result box.

因为还有待考试，在结果栏中填入“待定 (pending)”。

Check other qualification types for LAMDA, ABRSM and other qualifications.

查查LAMDA, ABRSM和其他资质的类型。

Handy Hint: Have all your certificates or results slips in front of you so there's no confusion about exam boards or dates. Some will have to include additional entrance tests in this section, such as BMat or Ukat for medicine or LNat for law.

便捷提示：把所有资格证书或考试结果放在你面前，以便清晰地了解考试委员会或日期信息。有些学生还需要在这一部分填入额外的入学考试信息，如医学的BMat或Ukat，或法学的LNat。

4. Choices 选择

You can enter your choices in any order here; they will be automatically sorted alphabetically. Make sure you're choosing both the correct institution and the course when you click, and pay close attention to the campus code. Occasionally, the course is not taking place where you think it might be. It may be on a different site or be franchised out to another college and be miles away from the main site, potentially affecting your choice.

在这里可以按任何顺序输入你的选择；它们将被按照字母顺序自动分类。一定要保证你点击时选择了正确的机构和课程，并且一定要仔细关注大学校园代码。有时，有关课程的地点并不是在你认为的地方——它可能在一个不同的地点或由另一个学院主讲，因而离主校区数公里之遥，这些因素都有可能影响你的选择。

Those intending to take a gap year and go for deferred entry (so they will start a year after they graduate from BSG) can identify their intentions here. Remember to outline your gap year plans in your personal statement.

那些打算在大学期间插入间隔年 (gap year) 或延期入学【以便从广州英国学校毕业一年之后开学】的学生可以在这里说明他们的打算。记住要在个人声明中点明你的间隔年计划。

5. Employment 工作经历

This section is all about paid work, not voluntary or work experience. These can be included in your personal statement, especially if relevant to your chosen course and career plans.

该部分是和有报酬的工作有关的，而不是志愿者活动或工作经验。这些可以包括在学生的个人声明里，尤其是在和学生选择的课程和职业计划有关的情况下。

6. Personal Statement 个人声明

See Appendix 2. 见附件2。

7. Deadlines and Action 截止期限和行动

To ensure that teachers have enough time to write you a fantastic reference, please stick as closely to both internal and external deadlines as possible.

一定要保证教师们有足够的时间为你写一份精妙的介绍信，一定要尽量同时遵守内部和外部截止期限。





Appendix 2: Personal Statement Advice for Students

Writing your Personal Statement

附件2: 给学生的个人声明建议

For UCAS, your statement must be up to 4,000 characters (including spaces) in length. Many applications are accepted and rejected on the basis of the UCAS form alone; there is no interview. Your personal statement is therefore the main way in which you can 'sell' yourself to universities. It must be logical, ordered, and written in flawless UK English.

对于UCAS来说, 你的声明必须有4000字【包括空格】。很多申请都被接受了, 但是又仅仅由于UCAS的表格而遭到拒绝; 没有面试。因此, 你的个人声明是你能够向大学“兜售”自己的主要方式, 所以它必须具有逻辑性、有条理并用完美无缺的英式英语写就。

Getting Started 开始

Work with four or five paragraphs, and be clear about what you want to say in each one.
分四、五个段落, 并且要清楚你在每一段中想说些什么。

Paragraphs 1 & 2 第1, 2段

Reasons for applying - explain your interest in the course(s) you are applying to, related academic factors or work experience, extra reading etc. Aim to show how you know you will enjoy the course. You could include things like:

申请的原因——解释你对你所申请的课程的兴趣、相关的学术因素或工作经验、额外的阅读等等。这样的目的是展现你是如何知道你将会热爱这门课程的。你可以在这一部分包括以下内容:

- Whether you are studying the same (or similar) subjects for A-Level and what you have particularly enjoyed about this subject - what topics/texts/units/experiences you have preferred and why. You could refer to particular books or courses, field trips, websites etc.
你在A-Level中是否学习了同样(或类似)的科目, 你在这门科目中特别喜爱什么——比如你喜欢什么论题/主题/单元/经历以及为什么。你可以参考特定的书籍或课程、实地考察旅行、网站等等。
- Hobbies or members of your family may have played an important role in your choice.
兴趣爱好或你的家庭成员在你做出的选择中也许会起到重要作用。
- Relating work experience, mentoring, volunteering, job-shadowing etc. is essential if you are applying for a vocational course (i.e. teaching, medicine, law etc.). Explain what these placements showed you about the job and how they influenced your decision.
相关的工作经验、导师的指导、自愿者活动、工作见习等在你申请职业课程(即: 教学、医学、法学等)时是必不可少的。要解释以上这些告诉你什么有关相关工作的信息, 以及它们是如何影响你的决定的。
- Academic awards you may have won, especially those related to your degree subject (e.g. First in Geography, Years 11 & 12)
你取得的学术奖励, 特别是和你的学位科目相关的奖励(如11和12年级地理学科第一名)

Paragraph 3 第3段

What kind of person are you? Mention your extra-curricular activities, with particular attention to participation in community service, sport and societies. You could include things like:

你是什么样的人？这里要提到你的课外活动，要特别注意参与社区服务、体育和社会活动的情况。你可以在这一段包括下列信息：

- Your personal interests - what have you done during after-school activities? What do you participate in outside of school? Drama? Sport? Music? Debating? Service?
你的个人兴趣——你在课外活动中做了什么？在校外你参与了什么？戏剧？体育？音乐？辩论？服务？
- Positions of responsibility you have held - from Head Student to being Coach for an after-school sports team; what skills did these experiences give you?
你所在职位的职责——从课外体育小组的领队到教练；这些经历让你取得了什么技能？
- Any service trips, conferences or any other large events you may have taken part in. Again, what did you learn from these experiences? How did they challenge you? How did you grow as a person?
你可能参与过的服务旅行、获益或其他大型活动。同样，通过这些经历你学到了什么？它们对你构成了怎样的挑战？你是怎样成长的？

Concluding Paragraph 结尾段

A reinforcement of your reasons for applying to the course. What personal qualities do you possess that are desirable (Reliability, motivation, independence, initiative, ability to work on own and in a team)? How might the course link to your future plans and aspirations? End on a positive note, without being cheesy!

强调你为什么选择该课程。你具有什么可取的个人素质（可靠、动机、独立、积极、能独立完成任任务或在团队中与他人合作）？该课程可能怎样和你未来的计划和愿望相关？以积极的按语结尾，而不要表现得很虚伪！

Some Extra Tips... 其他贴士.....

Useful Vocabulary 有用的词汇

Organised 有组织, Responsible 负责, Achievements 成就, Experiences 经历, Impact 影响, Personal Challenge 个人挑战, Active 主动, Planning 规划, Improve 提高, Progress 进步, Initiative 积极. Create 创造, Participate 参加, Independent 独立, Encourage 鼓励, Co-operate 合作, Leadership 领导力, Management 管理, Self-motivation 自我激励, Enthusiasm 热忱, Perseverance 坚持不懈, Flexible 灵活, Interest 兴趣, Determination 决心

Grammar etc.: 语法等:

- Keep your use of language simple and clear - you don't need to use overly complicated words or phrases. Be as accurate as you can.
要使用简单、清晰的语句——不需要使用过于复杂的词或词组，要尽量精确地表达你的意思。
- Before handing in a draft to your tutor, ALWAYS spell-check and grammar-check; your tutor will want to spend time on helping you develop the content of your statement, not typos and basic mistakes!
向你的老师递交草稿之前，一定要检查一下拼写和语法；你的老师要花时间帮你改善你的个人声明的内容，而不是打字错误和基本错误！
- Remember that you will need to write at least 3 or 4 drafts; even if your written English skills are excellent.
记住，即使你的书面英语技能非常棒，你也至少要写3段或4段草稿。
- If you are applying to universities in the UK, use UK English (i.e. realise, not realize; organise, not organize). US English can look very odd to UK Admissions Tutors!
如果你申请英国的大学，要使用英式英语（即realise，而不是realize；organise，而不是organize）美式英语在英国招生老师看来会显得很奇怪！

Reliability of Information 信息的可靠性:

- Make sure that the information you give in your statement is personal and relevant to what you want to do. Don't just write what everyone else writes (it's best NOT to look at other students' statements, at least until the drafting process is over!)
要保证你在声明中提供的信息是你的个人信息，并且和你想做的事情相关。不要人云亦云（最好不要看其他学生的声明，至少要等到打草稿的程序结束之后！）。
- Don't lie or exaggerate about your experiences and abilities! Put a positive light on what you have done, but resist the temptation to over-do it.
不要撒谎或夸大你的经历和能力！要从客观的角度来描述你做过的事情，但是要抵住诱惑，不要夸张。
- DO NOT PLAGIARISE your statement! This sounds obvious, but even so... UCAS has software to guard against this sort of thing, and they run all applications through it as they arrive. Your universities will ALL be alerted to the fact that application contains plagiarised material.
不要抄袭声明。显而易见，大家都不应该这样做，但是.....UCAS有相关软件，可以防止此类事情的发生，我们会在所有申请到达UCAS时对他们进行检查。如果申请包含了抄袭的材料，你申请的所有大学都会收到警报。

Points to Cover: 需要包含的方面:

In looking for your academic potential, universities will expect you to demonstrate that you can think, that you can research a subject for yourself (i.e. you are not solely reliant on a teacher's preparation), and that you have made the best of the opportunities you have been given.

Some of the other qualities you may want to demonstrate you possess include good IT skills, the ability to work as part of a team and/or independently, communication skills and presentation skills. Work experience, membership of school teams, running a society, voluntary service, leadership positions or participation in drama and music are all ways in which you can give evidence of these.

在了解你的学术潜能时，大学希望你能证明自己善于思考、能就一个主题开展研究（即：你并非完全依赖教师所提供的东西）、并且你充分利用了给予你的机会。你也许还想展示你具有一些其他的素质，包括良好的IT技能、团队合作能力和/或独立的交流技能和表达技巧。你可以用以对此进行说明的途径包括工作经验、学校社团成员与经营社团的经历、自愿者服务、领导或参与戏剧与音乐活动的经历。

What if? 我该怎么办？

I want to defer entry? 我想延迟入学？

If you are intending to take a year off between school and higher education, you should say what you intend to do, and what you hope to get out of it - especially if you aim to spend some of your time doing something relevant to the course you've applied for. Make it sound like you are organising it, rather than drifting into it.

如果你想在学校和高等教育之间有一个间隔的话，你应该说明你打算做什么以及你希望取得什么结果——尤其是在你打算花些时间来从事和你申请的课程有关的事情时。要使你的陈述听起来有组织，而不是文字的堆砌。

I want to do a course that I haven't studied yet?

我想学习一门我还没有研究过的课程，这可能吗？

Even if your choice of degree course is not directly related to the topics you talk about, you want to show that you have enjoyed studying beyond IGCSE, and that you have gained skills in areas such as analysis and logical thinking. It is an opportunity for genuine self-reflection. Extra reading shows a commitment to your course, and is essential if you are applying for a degree in a subject that you have not yet studied - university tutors will want to be reassured you are motivated enough to do the extra research, and that you know what you are applying for.

即使你选择的学位课程和你说的话并无直接关联，你还要表明除了IGCSE的学习之外，你还很喜欢开展研究，并且你还在分析、逻辑思维之类的领域取得了一些技能。这是一个展示真实的自我的机会。课外阅读反映了你在你的课程上投入的精力，并且在申请没有学习过的科目相关的学位时是必须的——大学导师们需要确信你将积极主动地开展额外的研究，并且你也清楚你在申请什么。

Avoid the following: 要避免下列方面：

- Don't write anything artistically creative - 99% of them don't work, and may possibly even encourage admissions tutors to reject you. The people who read your personal statement could be teaching you in the future, and they will be looking for someone who can express their ideas in a straightforward way. Remember, they will see hundreds of personal statements, and over-the-top ones can be extremely irritating.

不要写一些具有艺术创造性的东西——99%是行不通的，甚

至可能会使招生老师拒绝你。阅读你的个人声明的人将来可能是你的老师，他们需要的学生是能够直截了当地表达自己观点的人。记住，他们将阅读数百份个人声明，出头鸟可能会非常容易招致他们的反感。

- Don't just list things you've done, or read. State what you've gained from doing those things, or how you have followed them up.
不要仅仅列出你做过的事情、或读过的书籍。要说明通过做这些事，你收获了什么，或者你是如何把这些事情贯彻到底的。
- Do not put things on your personal statement that you intend to read or do. You should be reflecting back on things you have already done, and saying what you got out of them.
不要将你打算阅读的书籍或做的事情放在你的个人声明里面。你应该回顾你已经做过的事情，并说明你从中得到了怎样的收获。
- Don't just state that you have skills; show evidence of how you gained them.
不要仅说明你有技能；要拿出你是怎样取得这些技能的证据。
- Don't go on and on about extra-curricular activities - it is expected that if you went to a fee-paying school, you will have done a number of things. It is much more effective to focus on a couple of things, and write about what you've got out of them.
不要一再重复课外活动——如果你去上付费学校，他们期望你已经做了很多事情。集中精力说明几件事情，并写出你从中得到了什么，这将更加有效。
- Vary the start of your sentences and the structure and content that you use. Don't start every sentence with an 'I', as this makes you sound conceited. Make use of your extensive vocabulary!
句子的开篇以及你的结构和内容都要多样化。不要每句话都用“我”开头，这会令你听起来骄傲自满。要利用你丰富的词汇量！





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