My personal statement timeline

Start your journey to a winning personal statement

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 and ensure you have the qualities they're looking for.

UCAS search tool goes live in May for the following year's entry.

Researching what to include...

3 – attend events
Go to a convention or university open day to ask admissions tutors what they want to see on the personal statement; record ideas discussed.

Conventions run Mar–July (Aug–Sept in Scotland). Outside of the UK, events are hosted by the British Council Education UK.

3 months before

4 – make a list
Make a list of what the universities and colleges are looking for in a personal statement.

Writing your personal statement...

5 – write a draft
Write a first draft – refer back to the research you did about what to include.

1 month before

3 weeks before

6 – check
Show it to your parents, teacher or careers adviser and ask them to check it for you.

2 weeks before

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

8 – check again
Show your re-drafted statement to your parents, teacher or careers adviser as a final check.

9 – Deadline
Cut and paste your final statement into Apply by the right deadline.

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

Now relax

UCAS

Give yourself time to plan and write your personal statement