

My personal statement timeline

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Researching what to include...

At an HE convention or university open day ask the admissions tutors what they want to see on the personal statement; record ideas discussed

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

Look carefully at the information on the Entry Profiles on Course Search and on the universities' and colleges' websites and ensure you have the qualities they're looking for

Course Search goes live in May for the following year's entry

Make a list of what the universities and colleges are looking for in a personal statement. See our advice on what to include

Choose the subject you'd like to study

Don't forget

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

Deadline

Cut and paste your final statement into Apply

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

Give yourself time to plan and write your personal statement...

Writing your personal statement...

Do a mind map, writing your subject in the centre and surround it with key points, strengths and evidence that justifies why you have chosen the subject

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)

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

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

3 months before

2 months before

2 weeks before

3 weeks before

1 month before