

UCAS CHRONOLOGICAL PERSONAL STATEMENT TEMPLATE

Thanks for downloading this template from <https://personalstatementplanet.com>. I'm delighted you found it, and I really hope it helps you on your journey into Higher Education.

This template works brilliantly for undergraduate UCAS personal statements where the candidate has a compelling or important story to tell, or their achievements are best understood in chronological order. You can find more traditional academic and creative template examples elsewhere on the Personal Statement Planet site.

It's a valuable tool for ensuring that your personal statement is well-structured, has all the contents that admissions teams are looking for and is compelling enough to get you the offers you need.

I have divided the template into six sections. You can treat these as paragraphs if you like. Similarly, it's perfectly fine to split a section into a couple of paragraphs, if that works for you. Just make sure you include the relevant content in each paragraph you write.

The suggestions for character counts for each section are intended as a guide – there's enough flexibility in the template for some variation.

...

Here are a few reminders about UCAS undergraduate personal statements before you dig into the template and submit your application:

- The maximum character count is 4000. That includes spaces, punctuation and line returns as well as letters. Aim for around 3950 for safety.
- UCAS will only allow you to upload to the 4000-character limit before cutting your personal statement off. To be on the safe side, always check that your entire document has been accepted.
- Although your personal statement is divided into sections, you will not be able to upload it in that format, as the line limit is 47. Don't be afraid to condense your document by removing line breaks – admissions teams are used to reading personal statements with few, if any line breaks.
- Do not include your name, personal details or qualifications, as these are dealt with elsewhere in your application, and will only take up valuable space in your personal statement.
- Try to avoid non-standard characters or special in your personal statement. If this is unavoidable, UCAS will create a second version of your document when you upload it, replacing these special characters with alternatives. This is done so that your statement can be read by all types of software and devices. You will be able to double check what UCAS generates, and it is important that you do this before you submit.
- You must not copy contents of personal statements from other sources or ask someone else to write your personal statement from scratch. UCAS uses sophisticated software to track and penalise plagiarism.
- Remember that you have a single personal statement for up to five different course applications, so do not identify aspects of a specific course or institution in your document.

...

UCAS CHRONOLOGICAL PERSONAL STATEMENT TEMPLATE

SECTION INTENTION	CHARACTER COUNT	SUGGESTED CONTENT
1 <i>Earliest relevant memory or significant event.</i>	400	<ul style="list-style-type: none"> Outline the beginning of your journey towards the subject Clarify the initial steps you took to develop your understanding and pursue your interests Consider the ways in which this experience, memory or event has gone on to affect or inspire you Consider the emotive, academic and practical nature of this memory and relate it to your ambitions (see last section)
2 <i>Early engagement with your subject, field or goal.</i>	700	<ul style="list-style-type: none"> Establish the various practical steps taken to engage with your subject or interest in your early and middle years Acknowledge the limitations, obstacles and challenges you faced and how you overcame or managed them Evidence the ways in which you showed the motivation and creativity to take the opportunities open to you and use them for your own development What specific elements of skill or knowledge had a relevant and lasting impact?
3 <i>First phase of academic or practical development.</i>	600	<ul style="list-style-type: none"> Outline the formal knowledge gained in your early and middle years and clarify its relevance to the course Use specific vocabulary and referencing to indicate the value of this education Which broader academic skills were developed in this time?
4 <i>More recent experiences that evidence suitability, motivation or skills.</i>	1200	<ul style="list-style-type: none"> Clarify recent and contemporary experiences, initiatives or situations that have furthered your suitability or interest Explain the ways in which you have actively sought to develop your skills and understanding through practical engagement or employment Outline the range of transferable skills that you have developed as a result of your experiences outside of the classroom Show how your practical experiences highlight your suitability or depth of engagement Link your most recent experiences to the course demands
5 <i>Recent and relevant academic achievements or knowledge.</i>	700	<ul style="list-style-type: none"> Evidence your most recent academic achievements and qualifications Explain any mitigating circumstances, challenges or limitations to your learning Outline the ways in which recent academic study or research has increased your suitability for the course Clarify the extended academic skills you have now developed Link your achievements to the course descriptors
6 <i>Link the past with your future ambitions.</i>	400	<ul style="list-style-type: none"> Reference your opening paragraph and reflect on the strengths evidenced by your personal journey Consider ambitions and goals. These might be educational, but could also be experiential, aspirational or professional Link your goals to the course content Make connections with the strengths gained throughout your life and the pathway you have chosen.