

UCAS UNDERGRADUATE 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 the vast majority of undergraduate UCAS applications. The only exceptions are for Medical, Nursing or Veterinary courses, or for some Oxbridge applications. You can find templates that will help you with these courses 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.

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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.

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SECTION INTENTION	CHARACTER COUNT	SUGGESTED CONTENT
1 <i>Inspiration, motivation or reason behind course choice.</i>	400	<ul style="list-style-type: none"> Contextualise your application with a personal connection to the subject or role Explain what's motivating you to study your chosen subject What are the inspirational people or events behind choosing this subject? Show how much the subject means to you by including an example of your engagement with it
2 <i>Establish your academic suitability and potential.</i>	800	<ul style="list-style-type: none"> Outline your relevant academic achievements within the taught curriculum, including their value to you Evidence your detailed and relevant subject knowledge alongside subject specific terminology Establish academic suitability with reference to existing subject skills and experience
3 <i>Evidence your relevant wider reading and research.</i>	1300	<ul style="list-style-type: none"> Illustrate knowledge of contemporary issues and practitioners within your subject Offer an informed opinion on academic ideas, issues or theories within your subject Evidence independent research and learning skills, and a broad base of study skills suitable for higher education Identify books, records, videos, lectures, conferences, trade magazines, websites or podcasts you have used Show evidence of wider reading (outside of the formal curriculum) but also draw your own conclusions regarding what you have learned Evidence a sense of personal enquiry, engagement and ability
4 <i>Show your practical, contextual experience of the subject.</i>	600	<ul style="list-style-type: none"> Evidence your practical experience with the relevant skills or disciplines central to your subject Show personal experience of the industry/sector Outline practical contextual experience gained through internships or volunteering placements Consider the value these experiences add to your application Connect your skills and knowledge to the demands of the course or subject, making a positive link between your experience and the demands of higher education
5 <i>Illustrate your transferable skills.</i>	400	<ul style="list-style-type: none"> Demonstrate transferable skills gained through hobbies, activities or other non-academic experiences Teamwork and cooperation Independent learning and motivation Timekeeping and responsibility Stamina and resilience Organisation and meeting deadlines
6 <i>Link the course outcomes with your ambitions.</i>	400	<ul style="list-style-type: none"> Evidence your suitability with a new example Link the stated course outcomes with your ambitions upon completion Outline your value to the institution Reiterate your motivation from the opening section