

# UCAS - COMPLETING YOUR APPLICATION

Highdown Sixth Form –  
Preparing for UCAS

---



# Starting your UCAS application

- This week, we will look at
  - How the application process works
  - How to register for UCAS 2022
  - What you need to include in the different sections
- Remember – you don't apply separately to each university course you are interested in
- You fill in one online form – this is called your UCAS application

A vertical bar on the left side of the slide, transitioning from orange at the top to purple at the bottom.

# **HOW THE UCAS APPLICATION PROCESS WORKS**

- You can register and start working on your online application now
- **However, you cannot submit it until 7<sup>th</sup> September**
- You are allowed up to **5 choices**– (this means 5 course choices so even different courses at the same institution equal a choice)
- You are only allowed 4 choices for medicine
- You can only choose 1 out of Oxford or Cambridge
- Once you have submitted your online application, UCAS sends copies of the application form to each of the courses that you have chosen. **No-one else knows where you have applied.**
- Each university will decide whether to make an offer. They usually ask students to achieve certain exam results. Decisions will be sent to UCAS.
- UCAS will forward the responses from the universities to students using UCAS Track. You may also receive an email directly from the university.

# Deadlines?

Applying for any of the following?

- Oxford or Cambridge?
- Medicine, Veterinary Medicine, Dentistry?

- UCAS must receive the application by 6pm on 15<sup>th</sup> October 2021

All other courses –

- The main deadline is 6pm on 26th January 2022. You can apply after this date, but universities can declare that courses are full after this date. If you apply before this date, all universities have to consider you

If you submit an application, but don't use all 5 choices up – you can add choices later – this sometimes happens when a student wants to meet the Oxford/Cambridge deadline, but still hasn't chosen their other 4 courses

# What happens after I submit my application?

After receiving your application, a university or college will make one of three decisions:

- **unconditional offer** – this is rare, but means an offer with no conditions – be careful – some universities offer these if 'you make them first choice' – so it might not be your ideal choice
- **conditional offer** – this is the most usual offer – you will be offered place on the condition you get certain A-Level grades or UCAS points (eg ABB or 120 UCAS points)
- **unsuccessful**

Or, they can offer a place on an alternative course.

Universities and colleges can also:

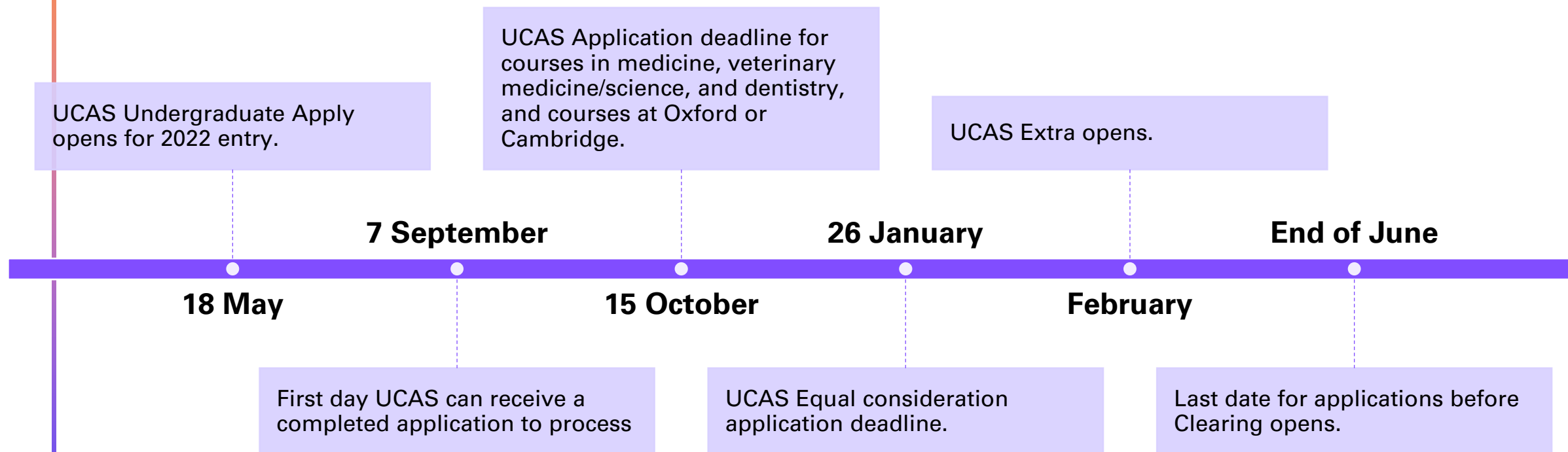
- request an interview
- ask to see your portfolio
- ask you to take an admissions test

# What happens after I submit my application?

Applicants then keep a maximum of two offers – this means you have to decline the rest

- **Firm** (1st choice) – this is the university you want to go to if you get the grades – if you get the grades, you're in!
- **Insurance** (2nd choice) – this is your back-up choice – usually for students if they just miss out on their Firm choice – so usually a lower grade offer than the Firm choice

# When to apply for 2022 entry





# Payment?

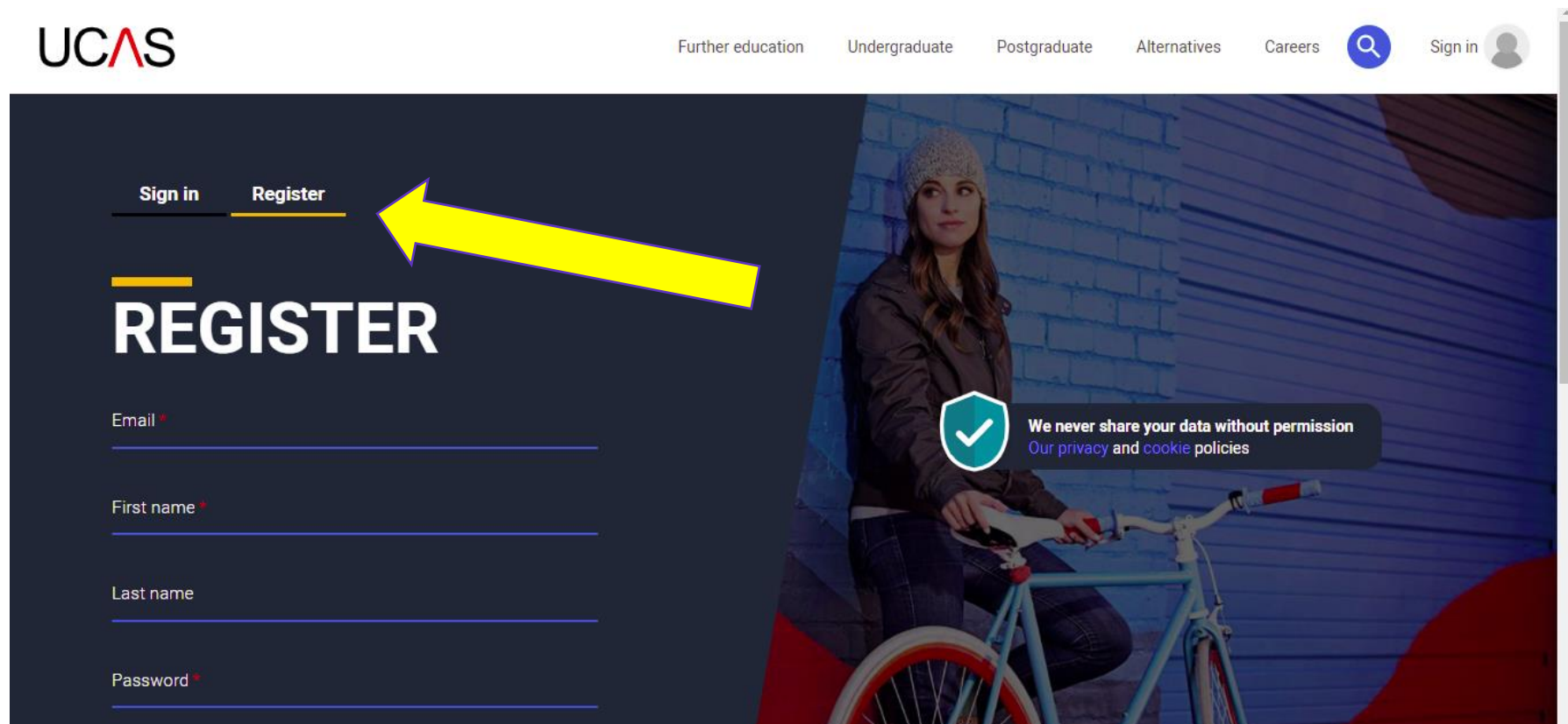
- The UCAS application fee is ...
  - one choice – £22
  - two to five choices – £26.50
- You pay this to the Finance Office, or via Parentmail
- You cannot pay it directly to UCAS (if you can, you have done something wrong during registration)
- The 16-19 Bursary can be used to pay for this fee

A vertical bar on the left side of the slide with a gradient from orange at the top to blue at the bottom.

# **HOW TO REGISTER FOR UCAS 2022**

# Registering

- To start – you will need a UCAS Hub Account
- Google 'UCAS Hub'



The screenshot shows the UCAS Hub registration page. At the top, the UCAS logo is on the left, and navigation links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', and 'Careers' are in the center. On the right, there is a search icon and a 'Sign in' link with a user icon. The main content area has a dark background. At the top of this area, there are two tabs: 'Sign in' and 'Register'. The 'Register' tab is selected and underlined. A large yellow arrow points from the right towards the 'Register' tab. Below the tabs, the word 'REGISTER' is displayed in large, bold, white capital letters. Underneath, there are four input fields: 'Email \*', 'First name \*', 'Last name', and 'Password \*'. To the right of the input fields, there is a blue shield icon with a white checkmark, followed by the text 'We never share your data without permission' and a link to 'Our privacy and cookie policies'. The background of the page features a woman wearing a beanie and a jacket, sitting on a light blue bicycle against a brick wall.

UCAS

Further education Undergraduate Postgraduate Alternatives Careers

Sign in

Sign in Register

**REGISTER**

Email \*

First name \*

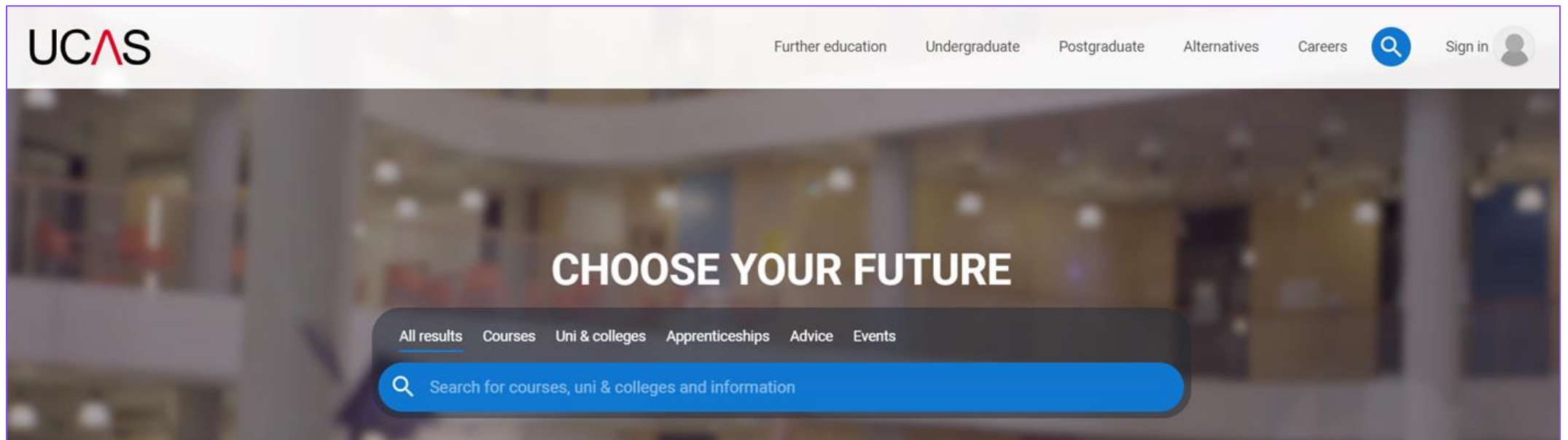
Last name

Password \*

We never share your data without permission  
[Our privacy and cookie policies](#)

# OR

- Go to [ucas.com](https://ucas.com)
- Select **Sign in** from the drop-down menu.



# Select students and 'Create account' within the 2022-entry option...

The screenshot shows the UCAS Student Sign In page. The top navigation bar includes links for Further education, Undergraduate, Postgraduate, Alternatives, Careers, and a search icon. The main heading is 'STUDENT SIGN IN' with the instruction 'Please select an education scheme.' Below this, there are three main sections: 'Undergraduate', '2022 Entry', and 'Conservatoires'. The '2022 Entry' section is highlighted with a blue vertical bar on the left. It contains a 'Sign in' button and a 'Create account' button, which is highlighted with a pink rectangular box. The 'Undergraduate' section has a red vertical bar and buttons for 'Apply' and 'Track'. The 'Conservatoires' section has a teal vertical bar and buttons for 'Apply' and 'Track'. On the right side, there are two advertisements: one for 'unibuddy' titled 'CONNECT WITH STUDENTS ONLINE' and another titled 'MAKE THE RIGHT DECISION FOR YOU'.

UCAS

Further education Undergraduate Postgraduate Alternatives Careers Sign in

## STUDENT SIGN IN

Please select an education scheme.

### Undergraduate

Applying for university and college degree courses

#### 2021 entry

Start, continue and track your application.

Apply Track

Whether you want to compare courses or apprenticeships, or get your head round the personal statement, the UCAS Hub has it covered.

Go to your hub

» What's this?

### 2022 Entry

Applying for university and college degree courses, performance-based courses at conservatoires, and postgraduate teacher training in Scotland and Wales

Sign in Create account

### Conservatoires

Apply for performance-based courses at conservatoires

#### 2021 entry

Use Track to check the progress of your submitted application.

Apply Track

unibuddy UCAS

CONNECT WITH STUDENTS ONLINE:

- ask questions
- gain insight
- find out what to expect

Chat now

Advertisement. Why the ads?

MAKE THE RIGHT DECISION FOR YOU

Opt in for the full story

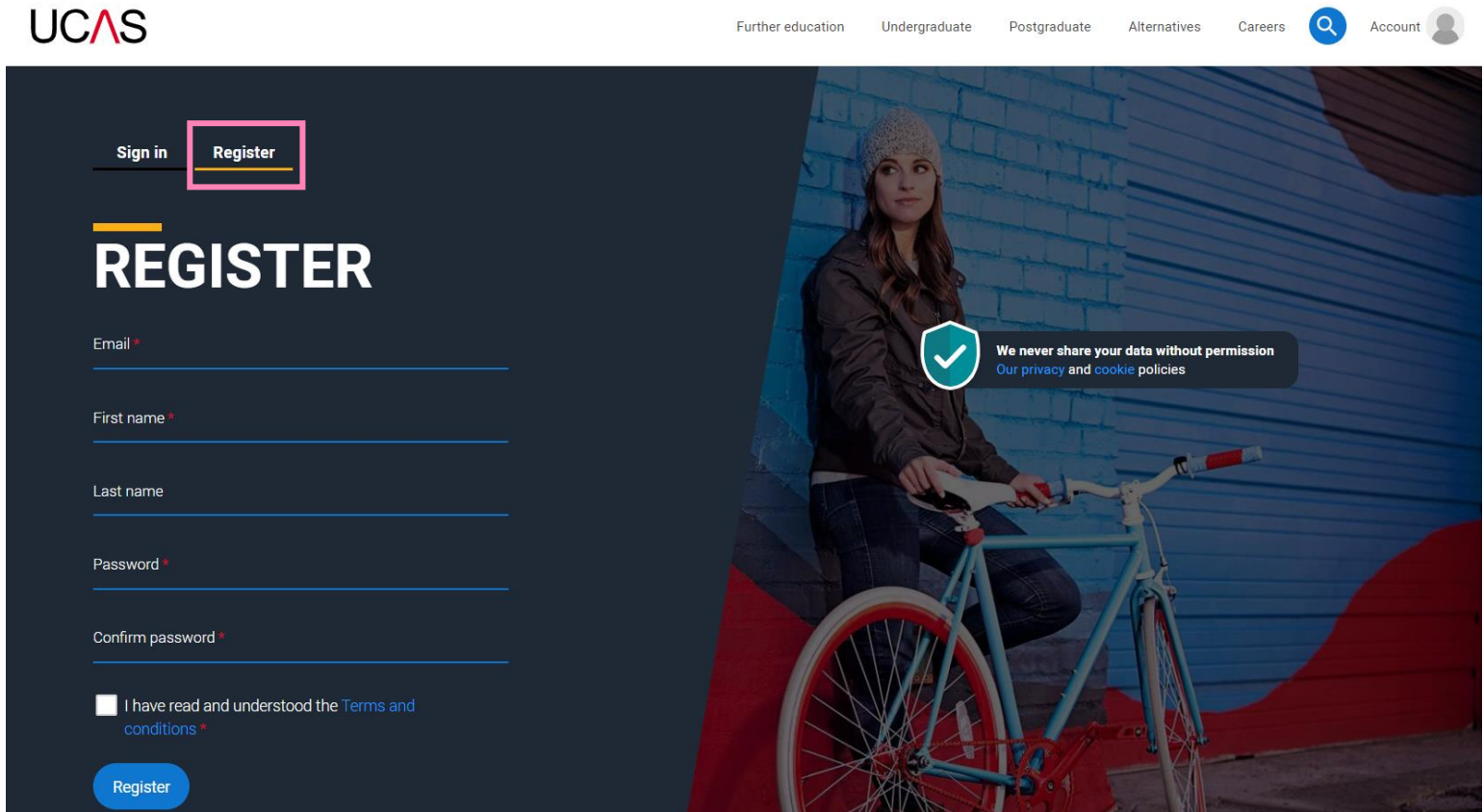
UCAS

Advertisement. Why the ads?

# Registering for an account

Complete the short form.

Make sure the **password** is **memorable**.



The screenshot shows the UCAS website's registration page. At the top, the UCAS logo is on the left, and navigation links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', 'Careers', and 'Account' are on the right. The 'Account' link is accompanied by a user icon. Below the navigation bar, there are two buttons: 'Sign in' and 'Register'. The 'Register' button is highlighted with a pink rectangular border. The main heading 'REGISTER' is displayed in large, bold, white capital letters. Below this heading are five input fields, each with a red asterisk indicating a required field: 'Email', 'First name', 'Last name', 'Password', and 'Confirm password'. At the bottom of the form, there is a checkbox and the text 'I have read and understood the [Terms and conditions](#)'. A blue 'Register' button is located at the bottom right of the form. On the right side of the page, there is a background image of a woman sitting on a blue bicycle against a blue and red wall. A small green shield icon with a white checkmark is overlaid on the image, next to a text box that reads: 'We never share your data without permission. Our [privacy](#) and [cookie](#) policies'.

UCAS

Further education Undergraduate Postgraduate Alternatives Careers Account

Sign in Register

## REGISTER

Email \*

First name \*

Last name

Password \*

Confirm password \*

☐ I have read and understood the [Terms and conditions](#) \*

Register

We never share your data without permission  
[Our privacy](#) and [cookie](#) policies

# Registering for an account

UCAS will email you a **code** to **verify** your email address, so they know they've got the right details.



## Email verification

Hi,

You now need to verify your email address.

Please enter **647527** when prompted on the website.

This verification code will expire after 5 minutes.

Kind regards.

UCAS

## VERIFY YOUR ACCOUNT

An email has been sent to you on behalf of UCAS, with a code to verify your email address. Please enter the code below.

Code \*

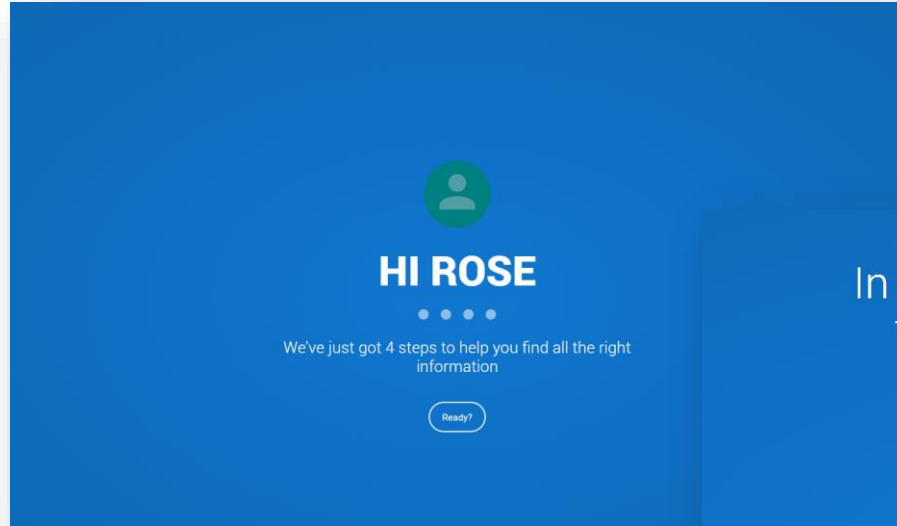
Verify

If you have not received an email, you can [request another code](#)

# Registering for an account

Once you've registered, they ask you a few questions like when you want to start studying, where you live and what you're interested in so they can tailor the information you see.

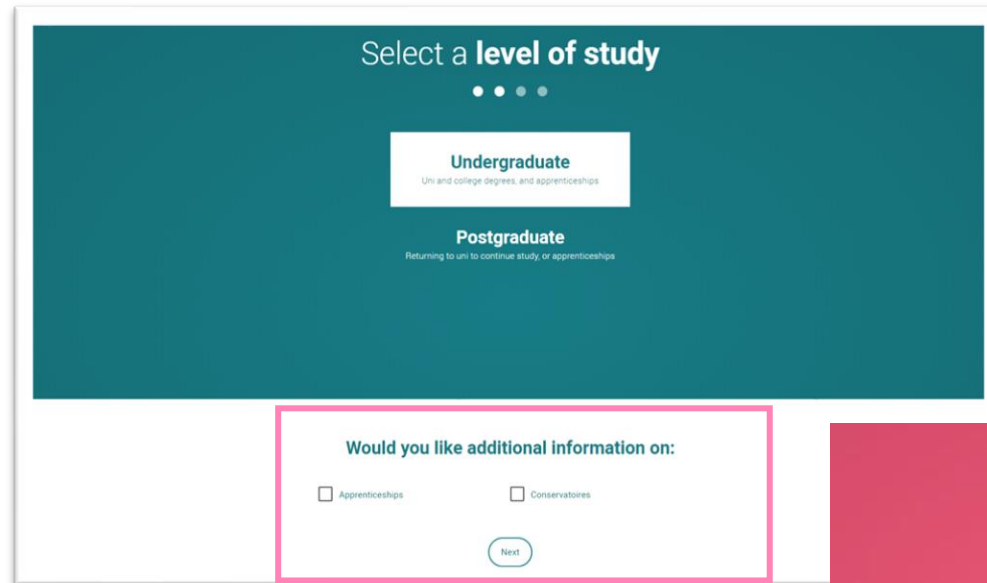
Make sure you choose the correct study year, **2022** if you want to start next year.



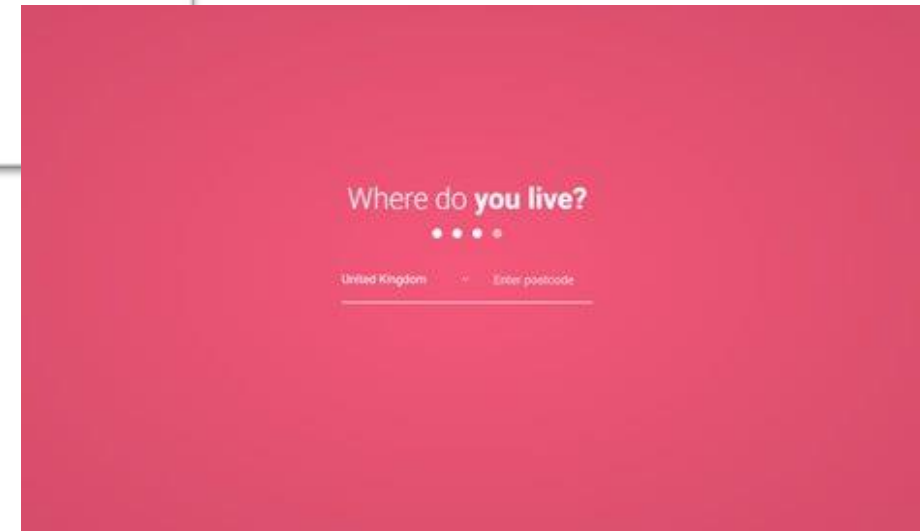


# Registering for an account

Choose the correct level of study, it's **Undergraduate** if you are still at school/college.



This screenshot shows the 'Select a level of study' step of a registration process. The background is a teal color. At the top, the text 'Select a level of study' is displayed with four dots below it, the second dot being filled. Two options are presented in white boxes: 'Undergraduate' (with the subtext 'Uni and college degrees, and apprenticeships') and 'Postgraduate' (with the subtext 'Returning to uni to continue study, or apprenticeships'). Below these options, a white box contains the text 'Would you like additional information on:' followed by two checkboxes: 'Apprenticeships' and 'Conservatoires'. A 'Next' button is located at the bottom of this box. A pink rectangular border highlights the bottom section of the form.



This screenshot shows the 'Where do you live?' step of a registration process. The background is a solid pink color. The title 'Where do you live?' is at the top with four dots below it, the second dot being filled. Below the title, there is a dropdown menu showing 'United Kingdom' and a text input field labeled 'Enter postcode'.

# Registering for an account

Choose if you want to get tailored information about uni, college and apprenticeship options.

Select the **subjects** that you are interested in – you can change these at any point in your preferences.

Then scroll right to the bottom to **Create account**.

## Your preferences

• • • •


**Stay up-to-date with unis, colleges, offers, and more**

Get tailored info about uni and college courses, open days, and apprenticeship options. \*

☐ Yes ☐ No

Get great deals, offers, and freebies, including high street brands, tech, and travel. \*

☐ Yes ☐ No



Just so you know, your data is safe with us, and we never pass your details to third parties for marketing purposes without your permission. You can change your mind, and update your personal details and preferences at any time. For more information on how we treat your personal data, including how to opt out, take a look at our [privacy policy](#).

### Which subject(s) are you interested in studying?

Subject 1 \*

Select an option ▼

Subject 2

Select an option ▼

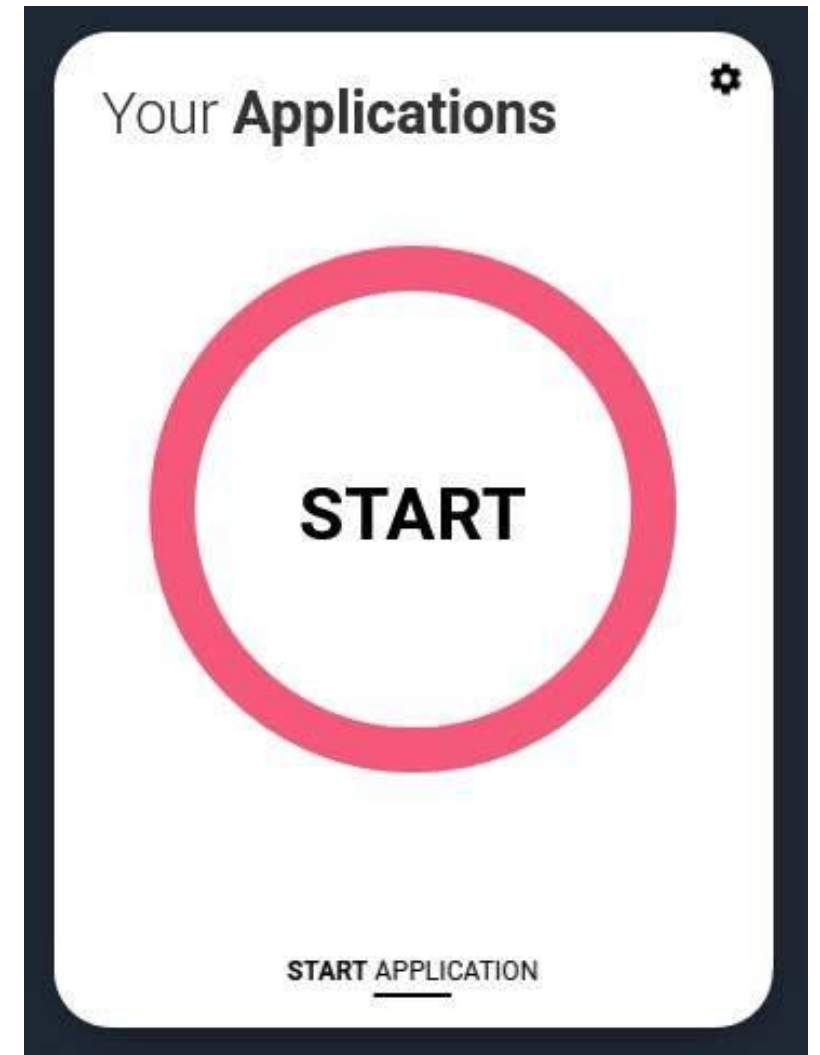
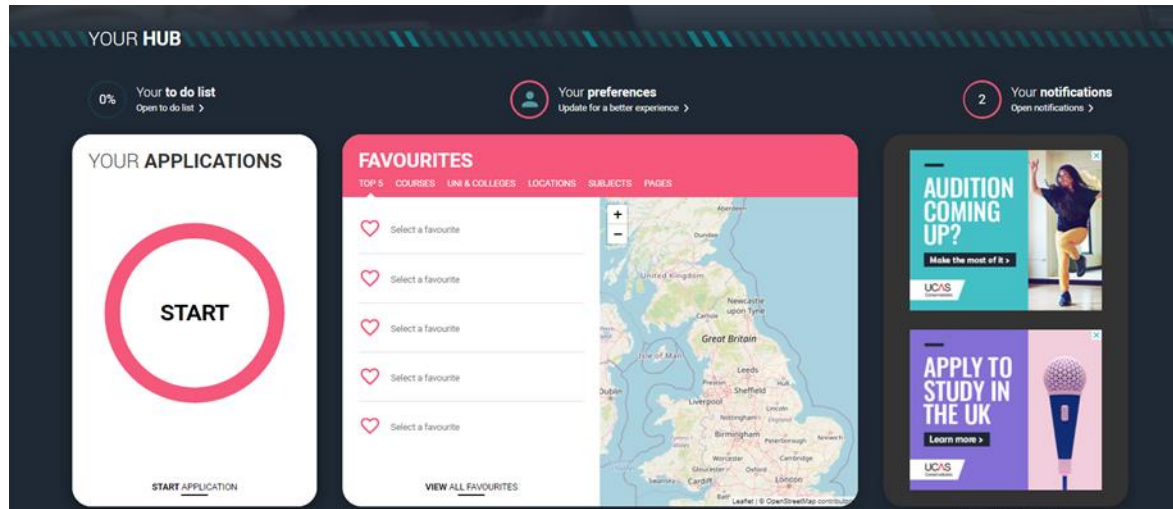
Subject 3

Select an option ▼

Create account

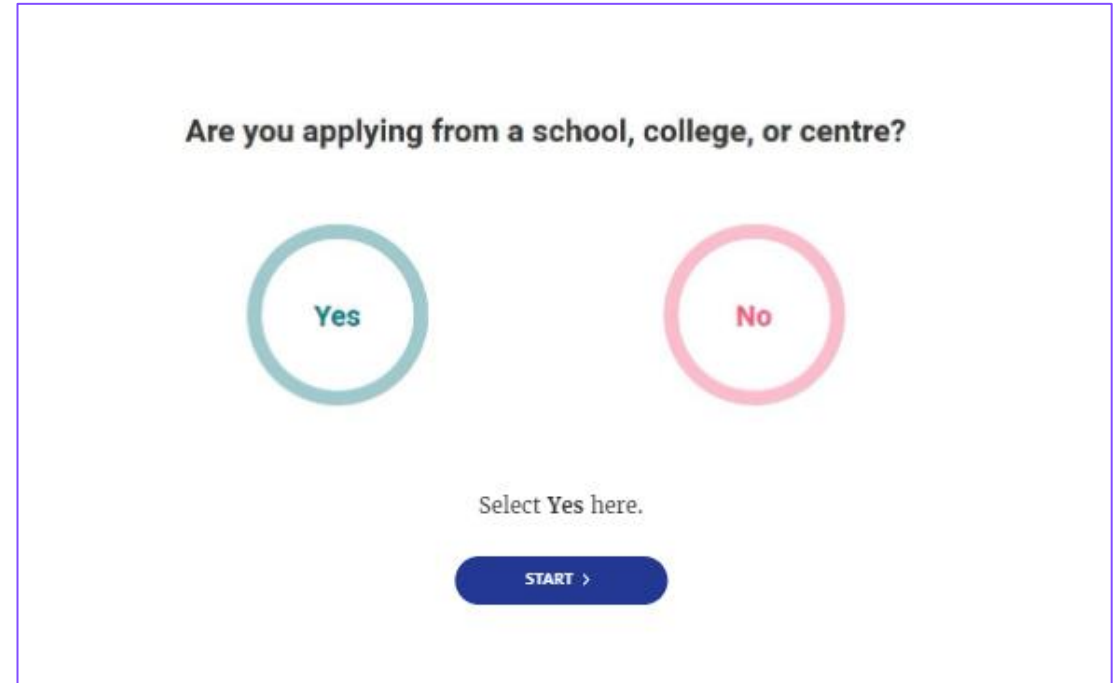
# Registering

- From 18 May 2021 you'll see a new 'Your applications' tile in your UCAS Hub
- Click 'Start application' to get started...



# Linking to a school

- If you're applying with the help of a school, college or centre you should enter their 'buzzword' to link your application to them.
- The buzzword is a unique code set by your school, college or centre.
- By linking your application you're giving your school, college or centre permission to view and track your application. It also means they'll provide you with a reference, and send your application to UCAS on your behalf.



Are you applying from a school, college, or centre?

Yes No

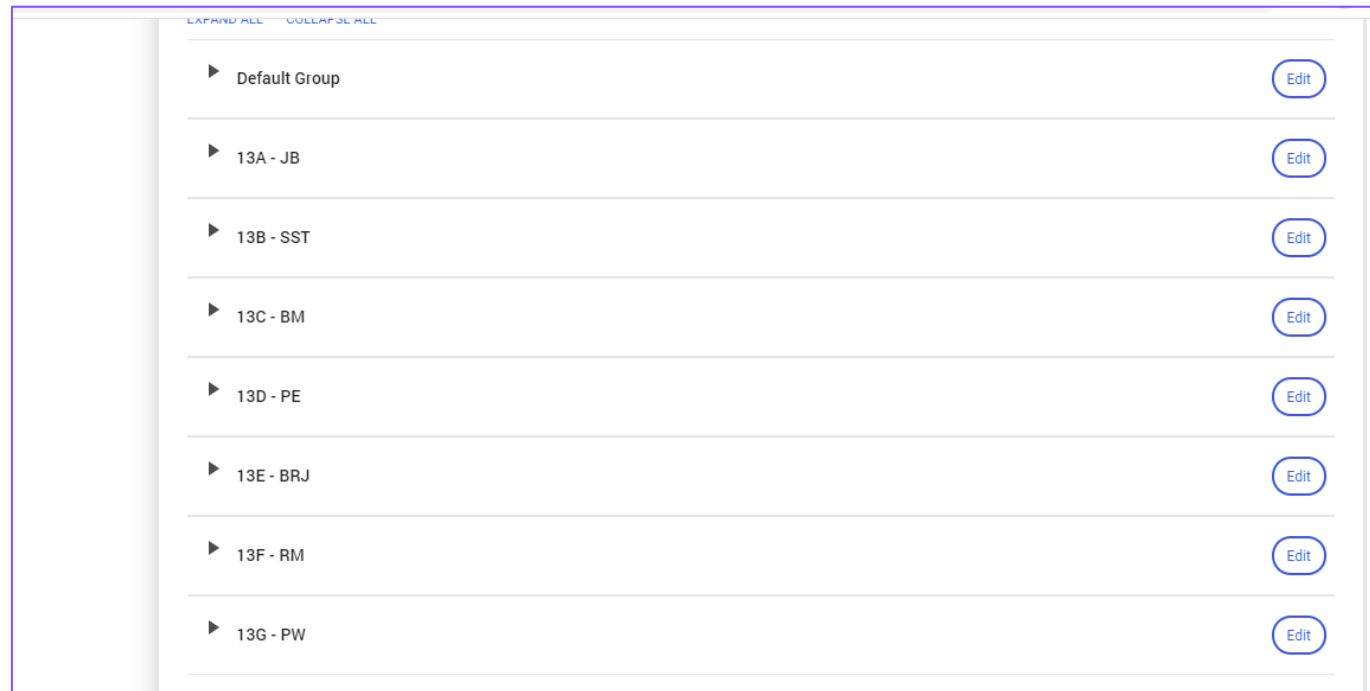
Select Yes here.

START >

Your Buzzword will be -  
**highdown2022**

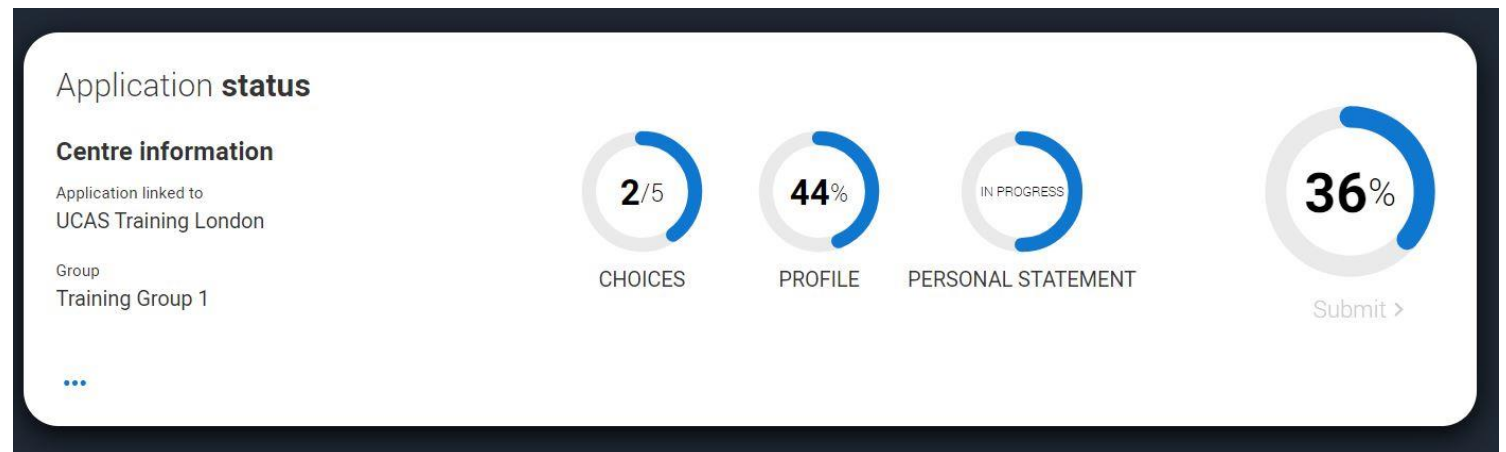
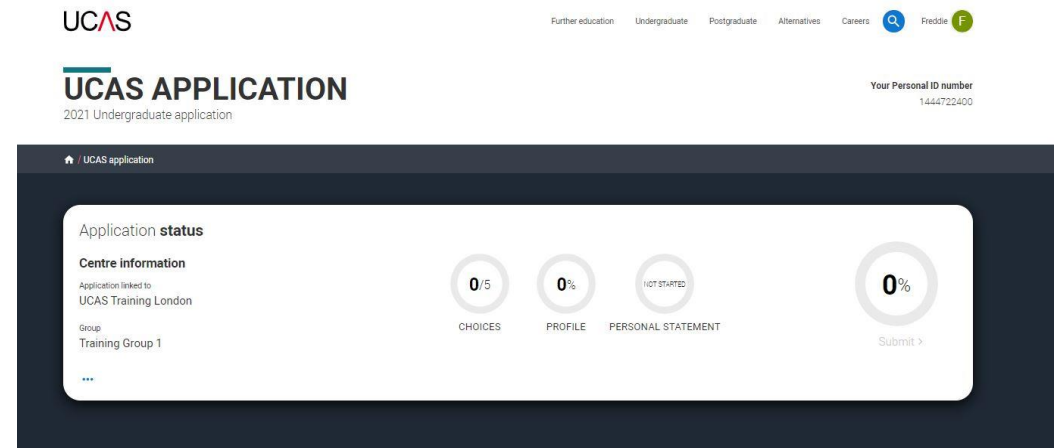
# Linking to your school, college or centre

- Once your application has been linked, you can then select a **group** for your application.



# Application Overview

- Your homepage is where you'll see the sections that need completing.
- You don't need to complete the application at once, you can log in and out at any time until you're finished.
- As you add information to each tile, the percentage complete dial should increase each time you mark a section as complete.



A vertical bar on the left side of the slide, transitioning from orange at the top to purple at the bottom.

# **COMPLETING YOUR APPLICATION**

# Making an application

## Sections to be completed:

- Personal details
- Contact and residency details
- Work experience
- Education
- Nationality details
- English language skills
- Supporting information
- **Personal statement**
- Choices – make up to five
- **References (not visible for students linked to centres)**
- Finance and funding
- Diversity & inclusion (for students with a UK home address)

The screenshot displays the UCAS Application 2020 Undergraduate application interface. At the top, the UCAS logo is visible, along with navigation links for Further education, Undergraduate, Postgraduate, Alternatives, Careers, and Account. The main heading is 'UCAS APPLICATION' with the subtitle '2020 Undergraduate application'. A progress indicator shows 33% completion. The 'My profile' section is highlighted, showing a grid of application sections with their completion status:

- Profile overview**: Before starting your application. Includes links for completing the application, applying through a school/college/organisation, applying as an individual, and deadlines.
- Personal details**: Name, age, title and gender. Status: Section complete.
- Contact and residency details**: Address, email, telephone and where you live. Status: Section complete.
- Work experience**: Employment, paid, unpaid, or volunteer work. Status: Section in progress.
- Education**: Qualifications and periods of study. Status: Start this section.
- Nationality details**: Birthplace and nationalities. Status: Start this section.
- Supporting information**: So that providers know how to support you during your studies. Status: Start this section.
- English language skills**: Is English your first language? Status: Start this section.
- Finance and funding**: Tell us how you'll fund your study. Status: Section complete.
- Diversity and inclusion**: Only shared with a provider once you have a place on your application is confirmed. Status: Start this section.
- Centre information**: You are not linked to a centre. Use the link below to link your application to your centre. Link to a school, college, or centre.

Below the 'My profile' section, the 'Application questions' section is visible, showing three questions:

- Personal statement**: Why do you want to study this subject? Status: Section in progress.
- Choices**: Choice details. Status: Section complete.
- Reference**: Provide details of your reference. Status: Start this section.



# How to complete the application – FAQs!

- The next few slides will give you some tips on how to complete different sections of the form

# Personal details – Part One

- Please remember your First Name and Surname begin with a Capital letter !!!
- Ensure that your first name matches that on your exam entries/ exam certificates. i.e. – Katherine not Kate
- Use a sensible email address – I would recommend using a personal one, in case you decide to take a GAP year – your school email becomes inactive once you leave Highdown
- Always update your phone number, address and email address if they change during the year – you may miss out on vital information during the year

# Personal details – Part Two

- In the area called Student Support – most students select '02 – UK, ChI, IoM or EU student finance services' – this basically indicates that you will be applying for Student Finance
- 'Nominated Access' – you do not need to fill this in unless you need someone else to talk to UCAS about your application (gap year/holiday) – usually a parent
- Disability/Special Needs – always fill this in to make universities aware of any physical or mental health issues you would like them to be aware of, and any Educational Needs. This is only so that they can put the right measures in place to help you.

# Choices

- Enter your choices in any order you like – there is no '1<sup>st</sup> choice, 2<sup>nd</sup> choice' etc.
- UCAS will rearrange them in alphabetical order
- Check for deferred entry (if you are thinking about a GAP year) – and have you checked it is acceptable?
- Think about the entry requirements – some advisers suggest
  - Choose 1-2 that are 'aspirational' – quite high, but within your reach
  - Choose 1-2 that are 'achievable' – in line with your current grades
  - Choose 1 that is 'safe' – a back-up plan (but still a place you would enjoy studying at!)

# Additional Information

- Activities in preparation for Higher Education – it is worth noting any Summer Schools/Taster Days you have attended (or are planning to attend), especially those with a 'Widening Participation' agenda – e.g. AimHigher, Sutton Trust
- You don't need to include Open Days

# Education

- You need to include any school you have attended since Year 7
- You will need to include all qualifications you have taken so far – make sure you get the title and exam board correct – you will find these on your certificates
- Make sure the date awarded is '08/2020' etc. Qualifications are usually awarded in August
- If the qualification you want to add does not appear in the list of choices, you can still search for it
- BTEC Courses – you will be asked for a BTEC registration number – if you do not know this, you can contact the exams office
- If you have a foreign qualification that is not recognized, there is always the option to type it into a 'free text' box
- You will also need to include any qualifications you intend to take in '08/22' The grade should be entered as 'pending'

# Employment

- Here you can include details of any paid employment you have done – part time and summer jobs
- Don't worry if you haven't done any – most haven't!
- Save any information about Work Experience for the Personal Statement

# Supporting Information

- All questions are mandatory (\*), but you have the option of *I don't know* and *Prefer not to say* for the first two.
- You don't have to declare a disability if you don't want to, you can select *No disability*.
- Information completed here is not used to make a decision on your application. It's only shared with those involved in supporting you, or making the arrangements for support.

UCAS

Further education Undergraduate Postgraduate Alternatives

## SUPPORTING INFORMATION

2022 Undergraduate application

Home / UCAS application / Supporting information

[Return to application overview](#)

- ✓ Personal details
- ✓ Contact and residency details
- Education
- Employment
- ✓ Nationality details
- ✓ Supporting information
- ✓ English language skills
- ✓ Finance and funding
- Diversity and inclusion
- ✓ Personal statement
- Reference

Have you ever lived or worked in the EU (excluding the UK, European Economic Area (EEA) or Switzerland)? \*

Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK, EEA or Swiss national)? \*

Universities offer a wide range of support to students with disabilities. Please select any disability you have from the list below. \*

Select the option(s) which you feel best describes any physical and/or mental health condition, long-term illness, or learning difference you may live with. If you don't have a disability, select to confirm you don't have a disability. We've got more help [here](#).

Further details

Your chosen universities or colleges will use this information to provide you with information on the support available.

Characters used: 0 of 450 characters

☐ Mark this section as complete

Universities offer a wide range of support to students with disabilities. Please select any disability you have from the list below. \*

No disability

You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder

You are blind or have a serious visual impairment uncorrected by glasses

You are deaf or have a serious hearing impairment

You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

You have a mental health condition, such as depression, schizophrenia or anxiety disorder

You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D

You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches

You have a disability, impairment or medical condition that is not listed above

You have two or more impairments and/or disabling medical conditions



# What about competitive courses? Do you need to take a test?

- Some courses have extra admissions tests and assessments.
- These are shown in **blue text** on the choice card. This should not be a surprise to you, as you should have seen details of this when researching the course.

The screenshot shows a user interface for selecting university courses. At the top, a dark blue header contains the text "Your choices". Below this is a large blue button with a white plus sign icon and the text "Add choice". Underneath the button is a white card representing a course choice. The card has a title "Medicine (A100)" and a subtitle "University of Oxford (033)". Below the title, several details are listed: "Location: Christ Church", "Start date: 01 October 2022", "Further details: Not provided", "Point of entry: 1st year", "Deferred entry: Yes", "Live at home while studying: No", and "Criminal convictions declaration: Undeclared". To the right of these details is a grey box labeled "INFO" containing two blue information icons. The first icon is followed by the text "You may need to take an admissions test" and a paragraph explaining that as part of the application process, the user may need to sit the Bio-Medical Admissions Test (BMAT). The second icon is followed by the text "There may be an assessment" and a paragraph explaining that the user may be required to attend an interview or audition or provide a portfolio, essay, or other piece of work to help the course tutor decide if they are suitable for the course. At the bottom of the card, there is a blue button labeled "Confirm choices".

Your **choices**

**+ Add choice**

**Medicine (A100)**  
University of Oxford (033)

Location: Christ Church  
Start date: 01 October 2022  
Further details: *Not provided*  
Point of entry: 1st year  
Deferred entry: Yes  
Live at home while studying: No  
Criminal convictions declaration: Undeclared

**INFO**

**You may need to take an admissions test**  
As part of the application process for this course you may need to sit the following admissions tests: Bio-Medical Admissions Test (BMAT)

**There may be an assessment**  
You may be required to attend an interview or audition or provide a portfolio, essay or other piece of work to help the course tutor decide if you're suitable for this course.

**Confirm choices**

# What about competitive courses? Do you need to take a test?\*

- University Clinical Aptitude Test (UCAT) – register between 2<sup>nd</sup> June and 22 September, book by 28 September, taken by 29 September
- Biomedical Admissions Test (BMAT) – Not announced yet
- National Admissions Test for Law (LNAT) – book from 2<sup>nd</sup> August, Take from 1<sup>st</sup> September, sit before 15<sup>th</sup> October
- Oxford Tests – register by 15<sup>th</sup> Oct – Take here on 3<sup>rd</sup> Nov
  - English Literature Admissions Test (ELAT)
  - Mathematics Admissions Test (MAT)
  - Modern Languages Admissions Test (MLAT)
  - Physics Aptitude Test (PAT)
  - History Aptitude Test (HAT)
  - Thinking Skills Assessment (TSA)
- Cambridge – Some courses have pre-interview tests – scheduled for 3<sup>rd</sup> Nov – but also 'at-interview' tests – keep an eye on this as many interviews will be online this year

\*all dates are subject to change during the COVID-19 situation

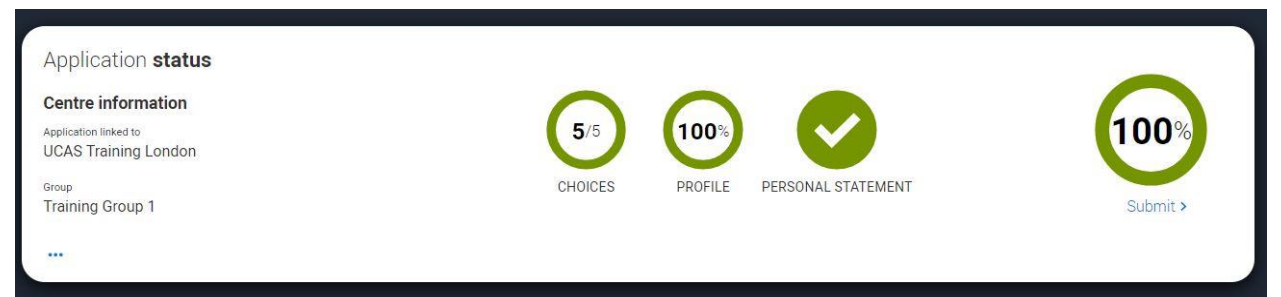
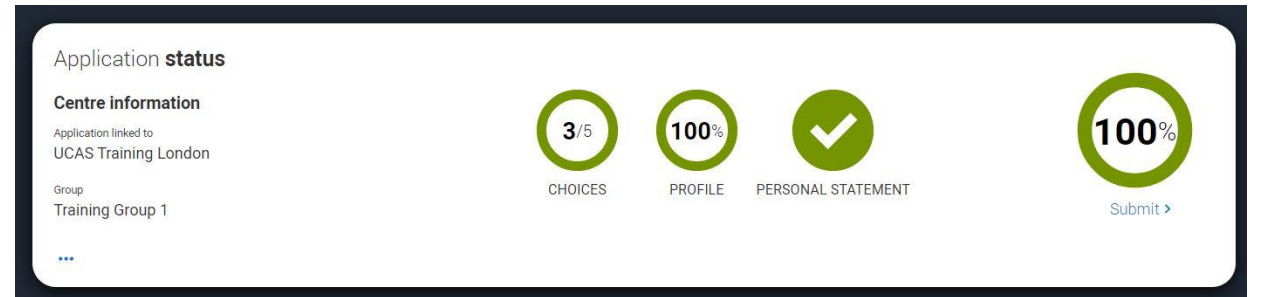
# More Information About Admissions Test

- <https://www.admissionstesting.org/for-test-takers/oxford-tests/>
  - The website of Cambridge Assessment (the company that run Oxford tests!)
- <http://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/guide/admissions-tests> Advice from Oxford
- <https://www.undergraduate.study.cam.ac.uk/applying/admission-assessments> - information for Cambridge
- <https://www.thecompleteuniversityguide.co.uk/universities/applying-to-university-and-ucas-deadlines/guide-to-applying-to-oxford-and-cambridge/>
  - More advice!
- <https://lnat.ac.uk/how-to-prepare/hints-and-tips/>
- <https://www.thelawyerportal.com/2017/08/15/lnat-essay-top-6-tips/>
  - Advice for LNAT
- <https://www.themedicportal.com/6-bmat-preparation-tips-score-highly/>
- <https://www.admissionstesting.org/images/238518-bmat-preparation-guide.pdf>
  - Advice for BMAT

A vertical bar on the left side of the slide, transitioning from orange at the top to purple at the bottom.

# **SUBMITTING THE APPLICATION**

- The application must be complete (showing 100%) before pressing submit.



- This screen shows the full application and you can download it as a pdf (in the top right) to help you check it.
- At the bottom of the application, click **Accept and proceed** (or return to application if you want to make more changes).

**Check your application**

This is an overview of your application. Please check to make sure the information is correct. [Download as PDF](#)

[Personal details](#)  
[Contact and residency details](#)  
[Employment](#)  
[Education](#)  
[Nationality details](#)  
[Supporting information](#)  
[English language skills](#)  
[Finance and funding](#)  
[Diversity and inclusion](#)  
[Personal statement](#)  
[Choices](#)

**Personal details** [Edit](#)

Title	Ms
First name	Rose
Last name	Hill
Previous name(s)	Not provided
Preferred name	Not provided
Date of birth	08/02/1995
Gender	Female

**Contact and residency details** [Edit](#)

Mobile telephone number	01234567890
Other telephone number	Not provided
Email address	

[Accept and proceed](#) [Return to application](#)

- You then need to update your preferences.

**Marketing preferences**

When you're applying and off to uni, you'll find different brands and universities will want to get in touch with you to share information about things to make student life easier and help you choose the right university for you. Tell us what you'd like to hear more about...

**Study and career opportunities, plus health information \***  
Get career advice and information on course and training opportunities from employers, universities and colleges, as well as health and well-being guidance as you prepare for student life.

☒ Yes ☐ No

**Student essentials \***  
Make the most of student life with info on tech, retailers, publications, banks, travel, and transport, as well as recommendations for student accommodation.

☐ Yes ☒ No

**Relevant courses \***  
If you find yourself without a place, we'll share course info from unis and colleges that have vacancies on relevant courses.

☒ Yes ☐ No

☐ All ☒ Email ☐ Post ☐ SMS

You must tick the box at the bottom of the page to confirm you have read and understood the terms and conditions.

You can collapse these by clicking the .

Then click **Accept and proceed**, or you can **Return to application**, or **Return to marketing preferences**.

**Terms and conditions**

These are the terms and conditions (the "Terms") on which we supply the "Apply" service (the "Service") to you.

- Unordered list
- In ipsum asperiores tenetur odio quercit equae veniam fugit soluta et fuga saepe temporibus aut delectat.

1. Ordered list

2. Utam placeat numquam perferendis derisus ut evanet tempore nihil aliquid ut dolore non vero molestias.

It is important that you read these Terms carefully so that you are happy you understand their content.

We will ask you to confirm your agreement by ticking a box when you submit your application (your "Application"). By ticking this box, we will consider that you accept these Terms, our website terms and conditions and our privacy policy.

We are unable to process your Application until you do so.

[Expand all](#) [Collapse all](#)

**About UCAS**

What we do and how to contact us.

1.1 We are the Universities and Colleges Admissions Service, a company incorporated in England and Wales with company number 02809616, whose registered office is at Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 5LZ ("UCAS", "we", "us").

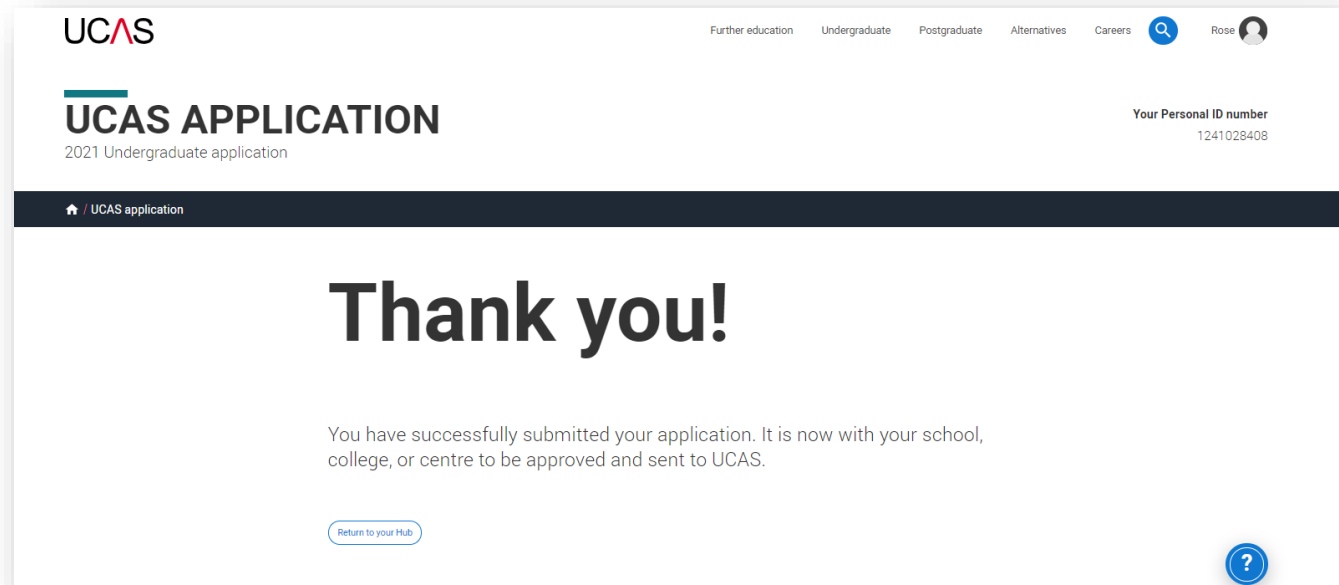
1.2 You can contact us by telephoning our customer service team on 0371 334 4447, emailing us at [webenquiries@ucas.ac.uk](mailto:webenquiries@ucas.ac.uk) or by writing to us at the above address.

1.3 Our role is to provide application services for people applying for undergraduate and postgraduate courses, as well as making choices after their GCSEs.

**Help text**  
This section summarises important points. It's important you still read and understand the full conditions.

**Contact us**  
How to get in touch with UCAS.

- You won't need to enter any credit card details.
- You pay the finance office the application fee – cash, cheque or by parentmail





# Further Help?

- <https://www.ucas.com/undergraduate/applying-university/filling-your-ucas-undergraduate-application>
- <https://www.thecompleteuniversityguide.co.uk/student-advice/applying-to-uni/completing-your-university-application>
- <http://www.applytouni.com/applying/>
- <https://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/admissions-timeline?wssl=1>
- [https://ucas-applications.simplerosites.com/courses/21273-application-form?utm\\_medium=email&utm\\_campaign=764228-wave-goodbye-to-ucas-woes&utm\\_source=lists%2F84501-George-Teaches-UCAS-Applications&simplero\\_object\\_id=su\\_LE9fjrbWCNQmCFgzSsLL37v6](https://ucas-applications.simplerosites.com/courses/21273-application-form?utm_medium=email&utm_campaign=764228-wave-goodbye-to-ucas-woes&utm_source=lists%2F84501-George-Teaches-UCAS-Applications&simplero_object_id=su_LE9fjrbWCNQmCFgzSsLL37v6)

# What next?

- Next week, I will be sharing some helpful advice to help you complete the Personal Statement