

# UCAS - COMPLETING YOUR APPLICATION

Highdown Sixth Form –  
Preparing for UCAS

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# 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

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# **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:

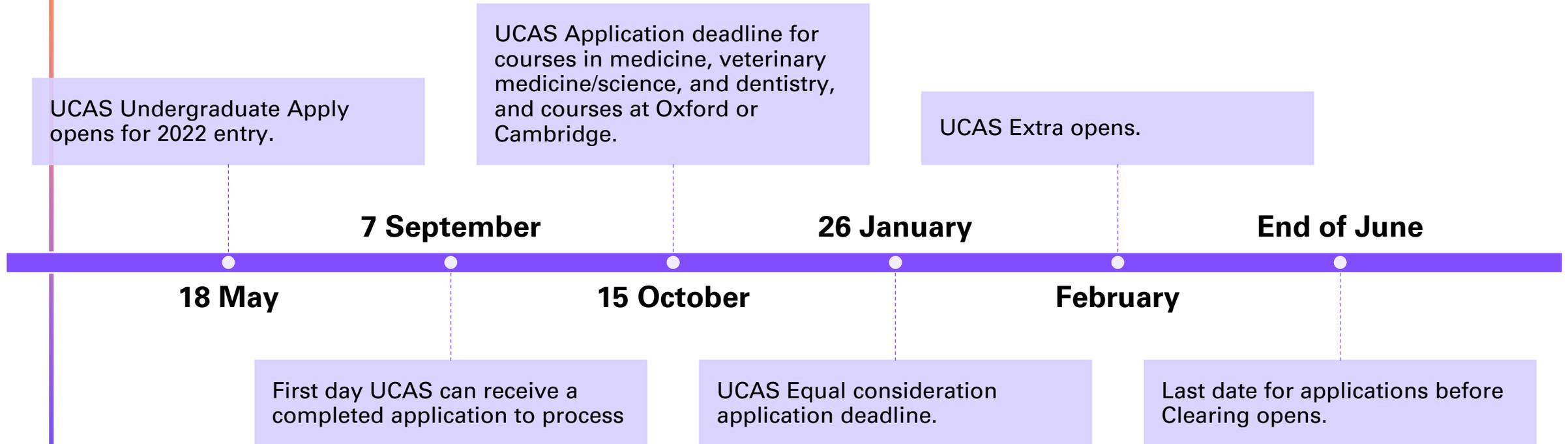
- request an interview
- ask to see your portfolio
- ask you to take an admissions test

# 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?

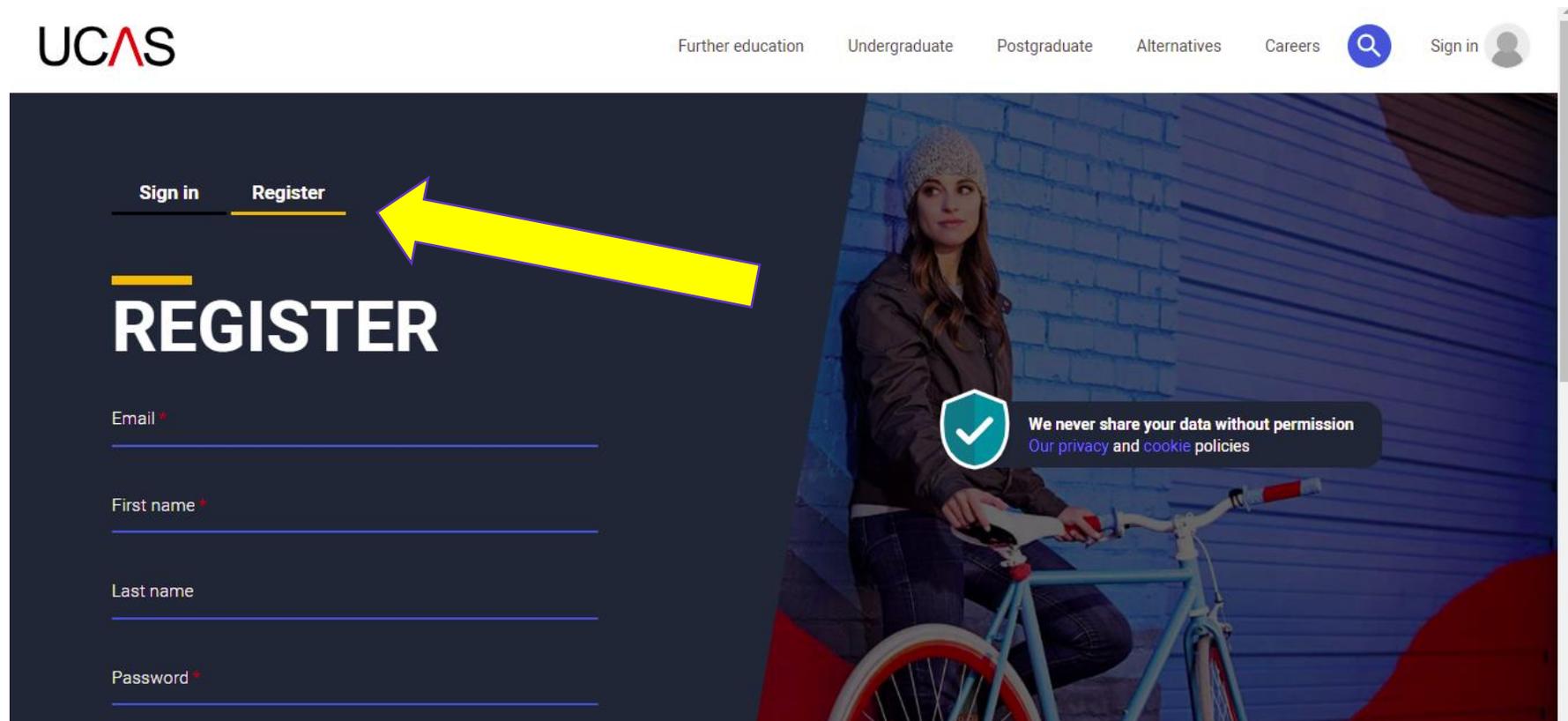
- The UCAS application fee is ...
  - one choice – £22
  - two to five choices – £26.50
- You pay this to the Finance Office, or via Parentmail
- You cannot pay it directly to UCAS (if you can, you have done something wrong during registration)
- The 16-19 Bursary can be used to pay for this fee

A vertical bar on the left side of the page 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'



UCAS

Further education Undergraduate Postgraduate Alternatives Careers

Sign in

Sign in Register

## REGISTER

Email \*

First name \*

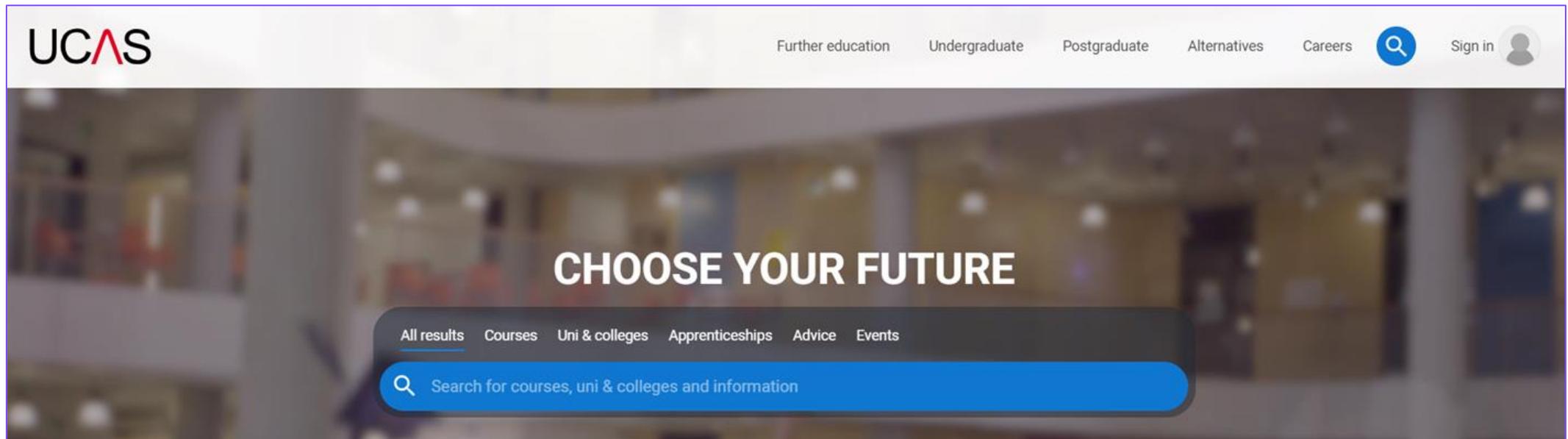
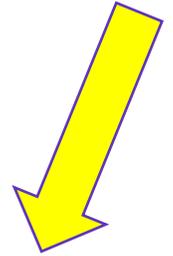
Last name

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. At the top, the UCAS logo is on the left, and navigation links for Further education, Undergraduate, Postgraduate, Alternatives, Careers, and a search icon are on the right. Below the logo, the heading 'STUDENT SIGN IN' is followed by the instruction 'Please select an education scheme.' The page is divided into three main sections: Undergraduate, 2022 Entry, and Conservatoires. The '2022 Entry' section is highlighted with a blue vertical bar on the left. In this section, the 'Create account' button is highlighted with a pink rectangular box. The 'Undergraduate' section has a red vertical bar and contains buttons for 'Apply' and 'Track', along with a 'Go to your hub' button. The 'Conservatoires' section has a teal vertical bar and contains buttons for 'Apply' and 'Track'. On the right side of the page, there are two advertisements: one for 'CONNECT WITH STUDENTS ONLINE' and another for 'MAKE THE RIGHT DECISION FOR YOU'.

UCAS

Further education Undergraduate Postgraduate Alternatives Careers Search 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

Advertisement. Why the ads?

Advertisement. Why the ads?

# Registering for an account

Complete the short form.

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

UCAS

[Further education](#)

[Undergraduate](#)

[Postgraduate](#)

[Alternatives](#)

[Careers](#)



[Account](#)



[Sign in](#)

[Register](#)

## REGISTER

Email \*

First name \*

Last name

Password \*

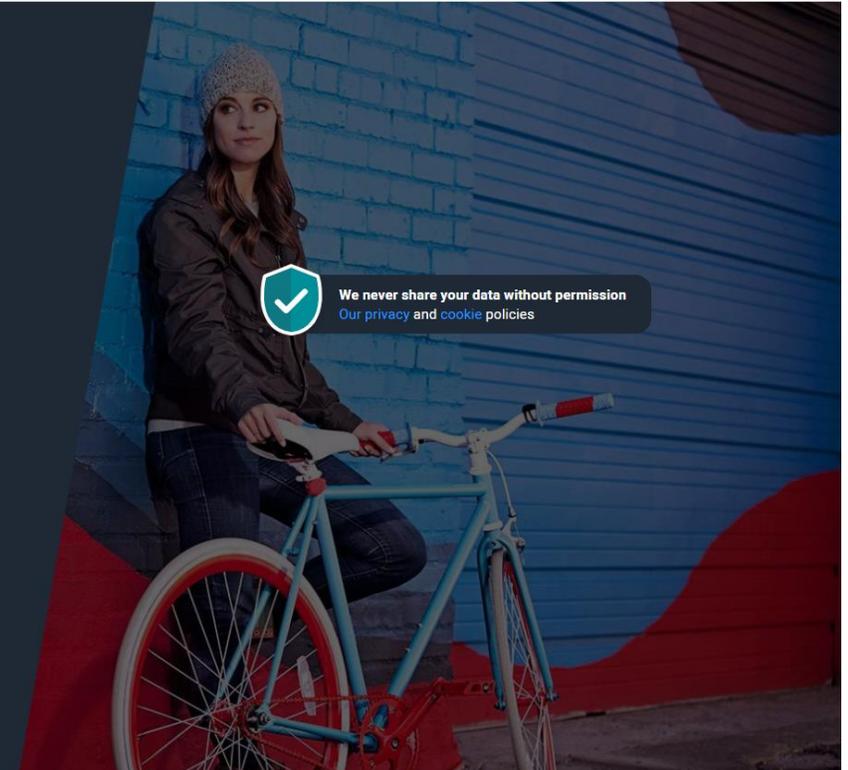
Confirm password \*

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.

UCAS

## 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 \*

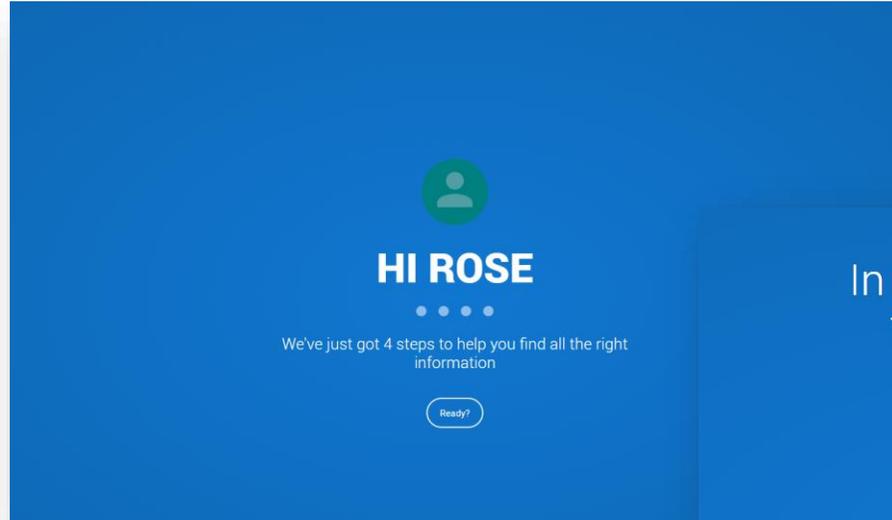
Verify

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

# Registering for an account

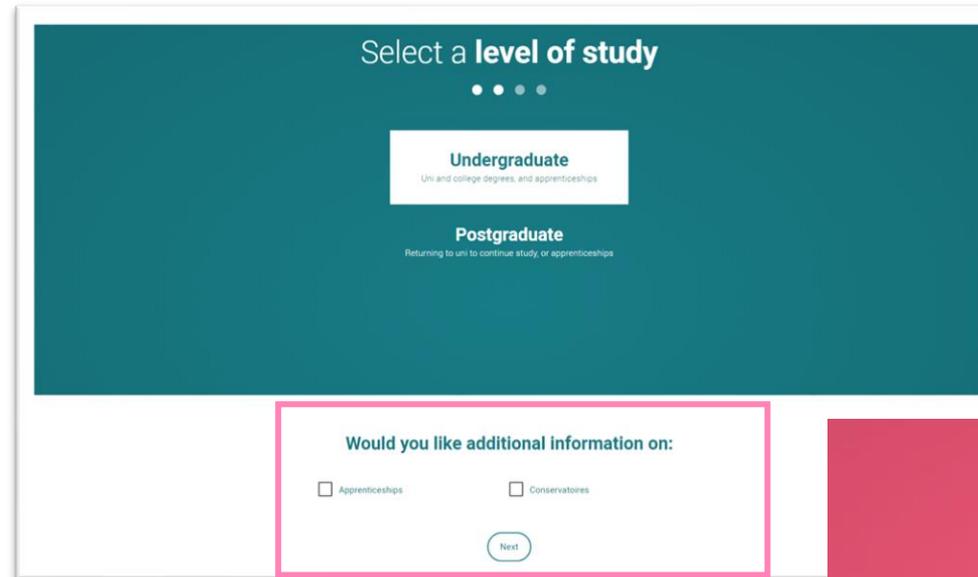
Once you've registered, they ask you a few questions like when you want to start studying, where you live and what you're interested in so they can tailor the information you see.

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.



Select a level of study

• • • •

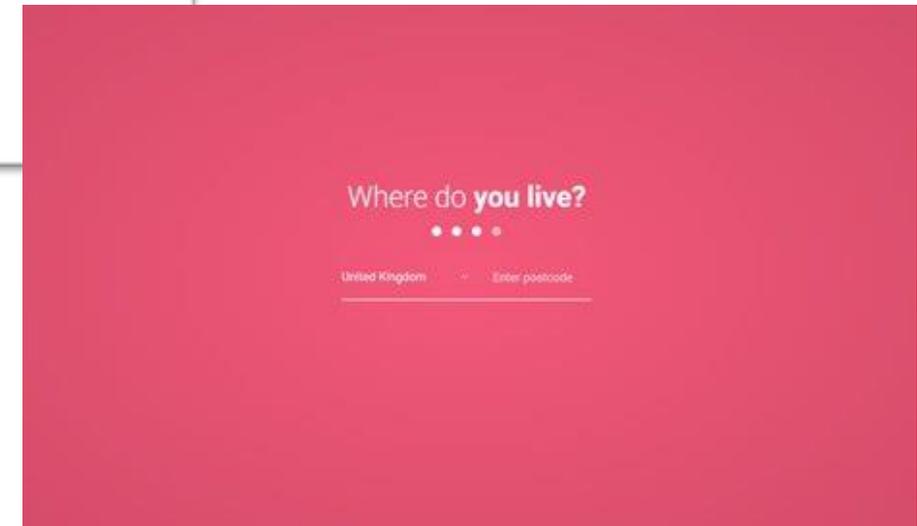
**Undergraduate**  
Uni and college degrees, and apprenticeships

**Postgraduate**  
Returning to uni to continue study, or apprenticeships

Would you like additional information on:

Apprenticeships     Conservatoires

Next



Where do you live?

• • • •

United Kingdom    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 ▼

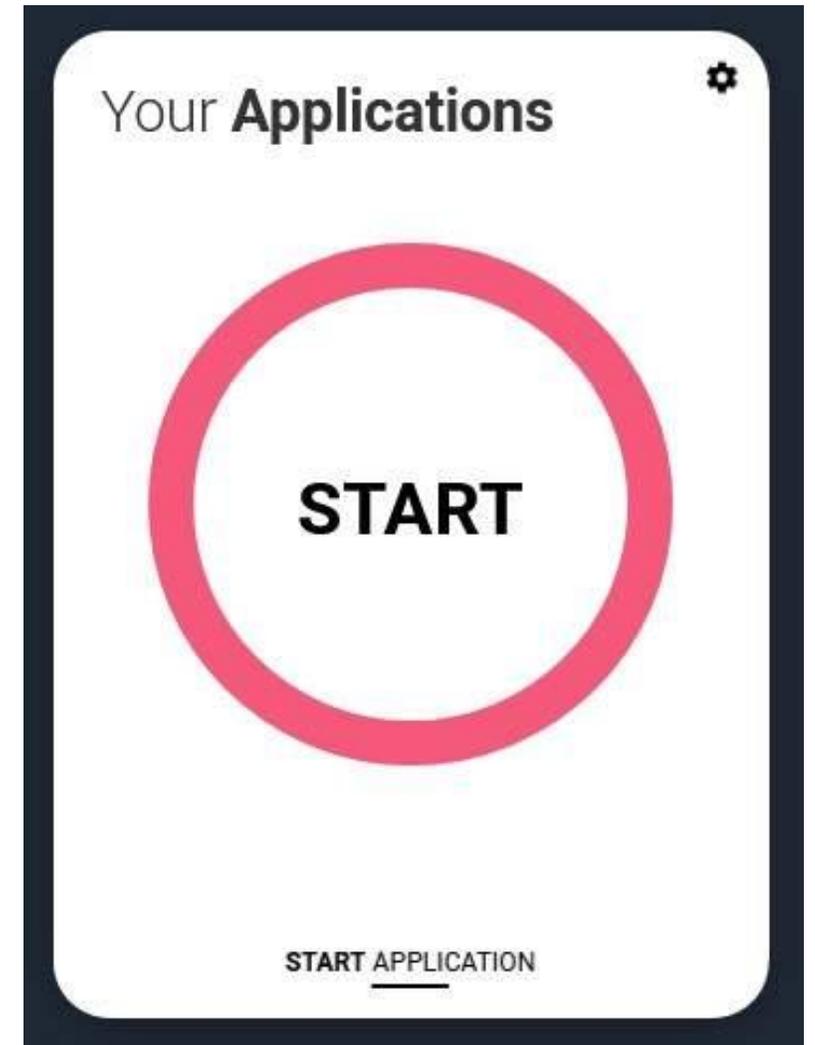
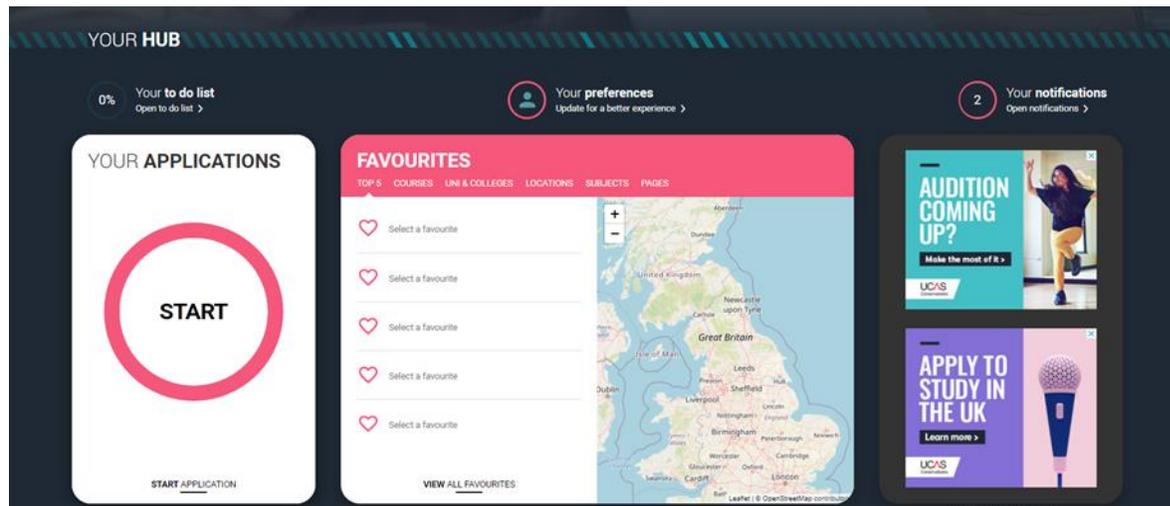
Subject 2  
Select an option ▼

Subject 3  
Select an option ▼

Create account

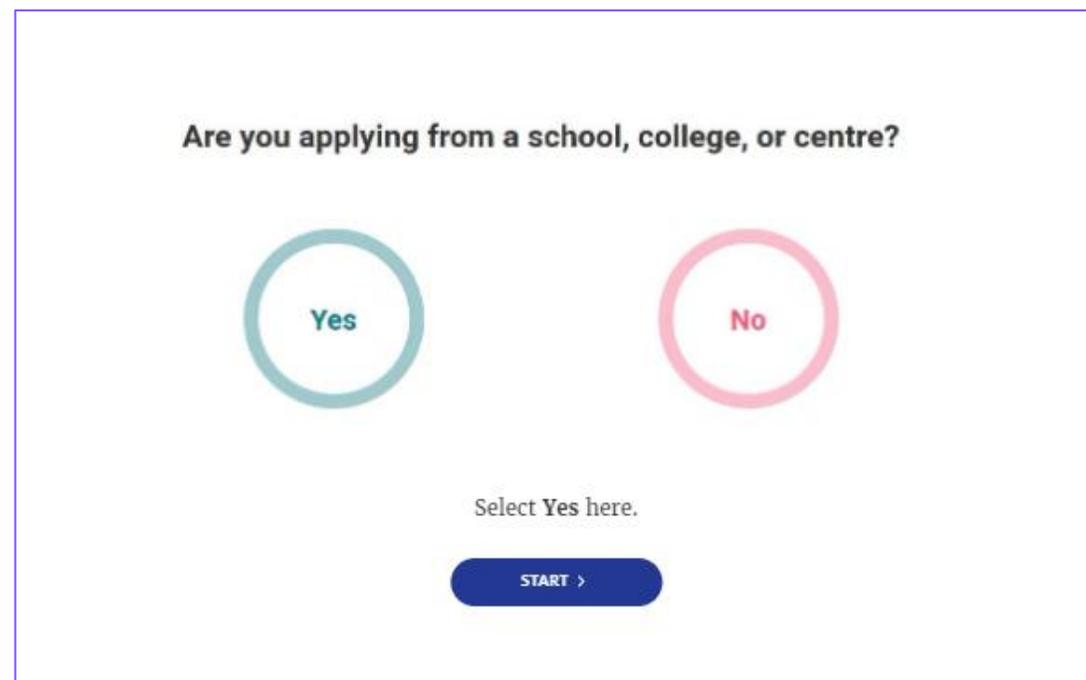
# Registering

- 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

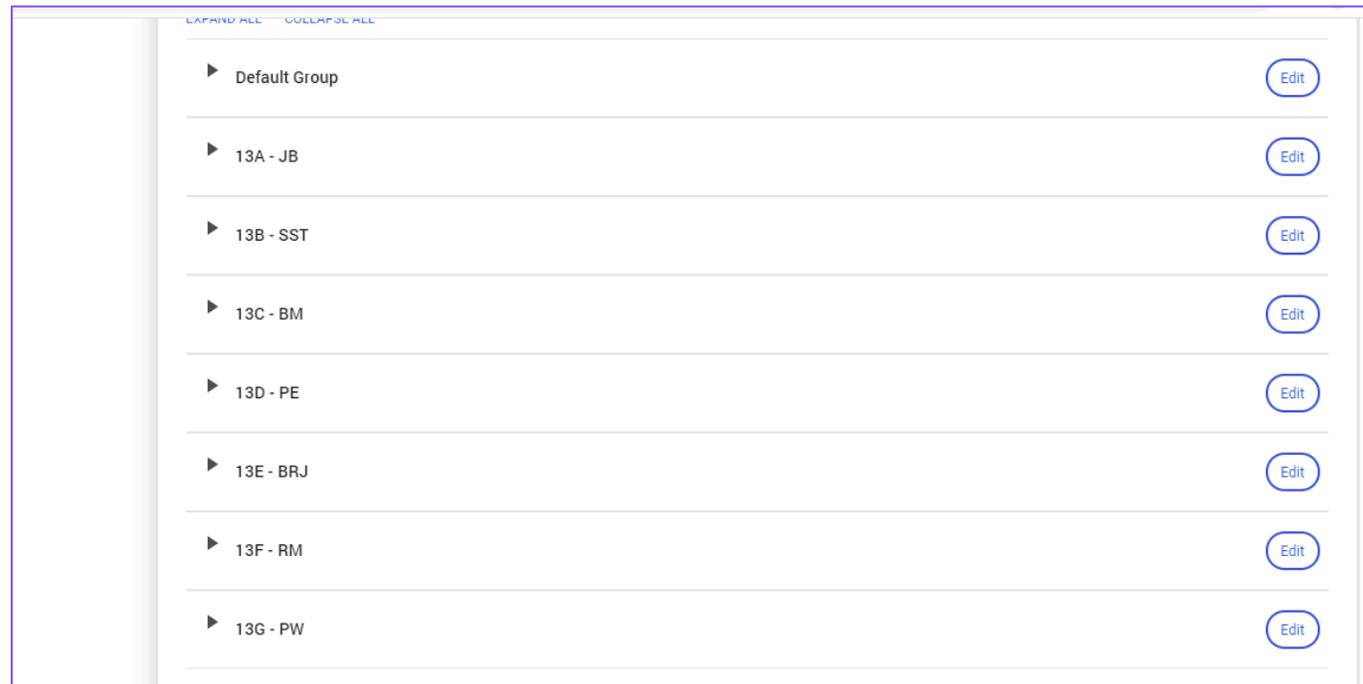
Select Yes here.

START >

Your Buzzword will be -  
**highdown2022**

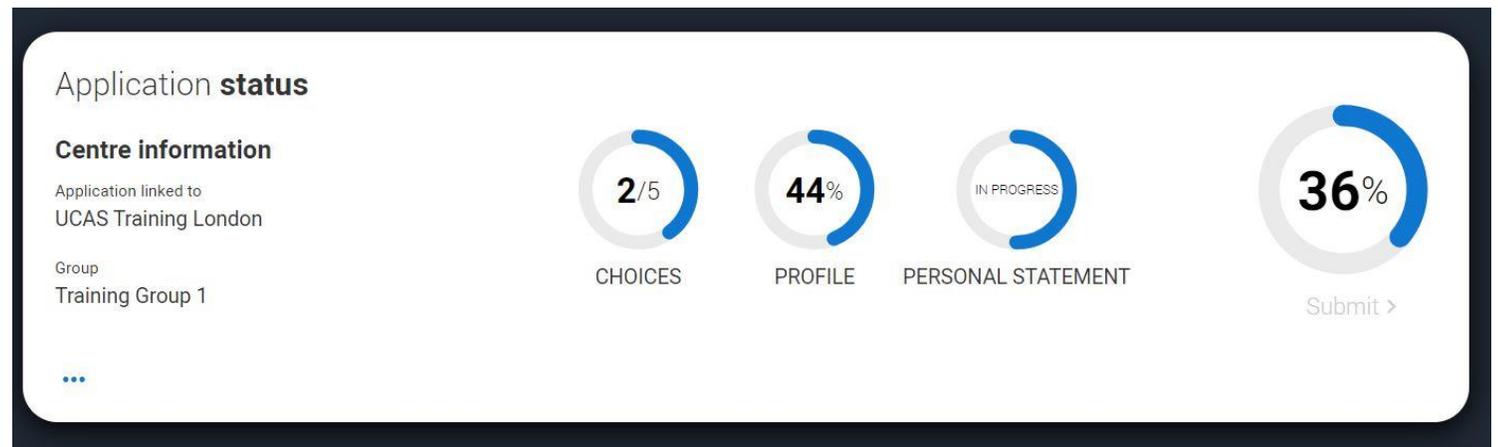
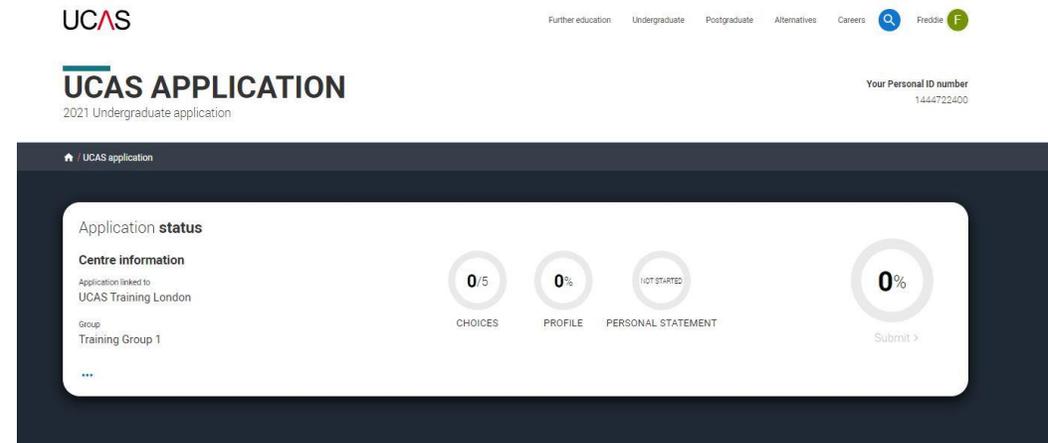
# Linking to your school, college or centre

- 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 blue 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 dashboard for a 2020 Undergraduate application. The user's personal ID is 1391001861. A progress indicator shows 33% completion. The dashboard is divided into two main sections: 'My profile' and 'Application questions'.

**My profile**

Section	Status
Profile overview	Informational
Personal details	Section complete
Contact and residency details	Section complete
Work experience	Section in progress
Education	Start this section
Nationality details	Start this section
Supporting information	Start this section
English language skills	Start this section
Finance and funding	Section complete
Diversity and inclusion	Start this section

**Application questions**

Section	Status
Personal statement	Section in progress
Choices	Section complete
Reference	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 **C**apital 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

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, it says "Your choices". Below this is a large blue button with a white plus sign and the text "Add choice". Underneath is a white card for "Medicine (A100) University of Oxford (033)". The card lists details: 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. To the right of the card is an "INFO" box with two blue icons and text: "You may need to take an admissions test" (with a sub-note about the Bio-Medical Admissions Test (BMAT)) and "There may be an assessment" (with a sub-note about interviews, auditions, or portfolios). A "Confirm choices" button is at the bottom left of the interface.

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

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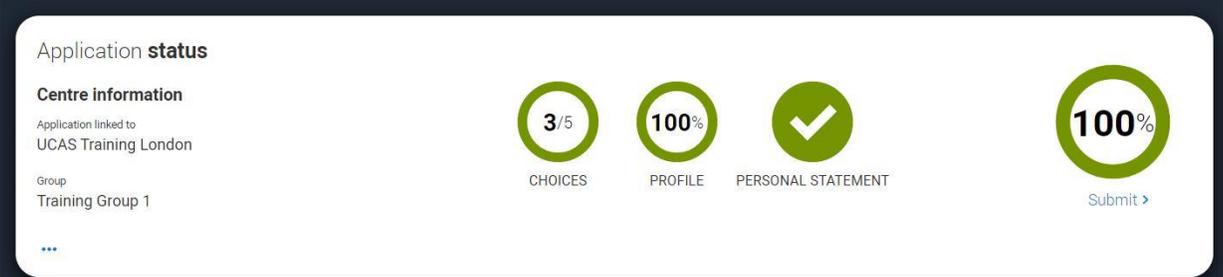
# **SUBMITTING THE APPLICATION**

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

Application **status**

**Centre information**  
Application linked to  
UCAS Training London  
Group  
Training Group 1  
...

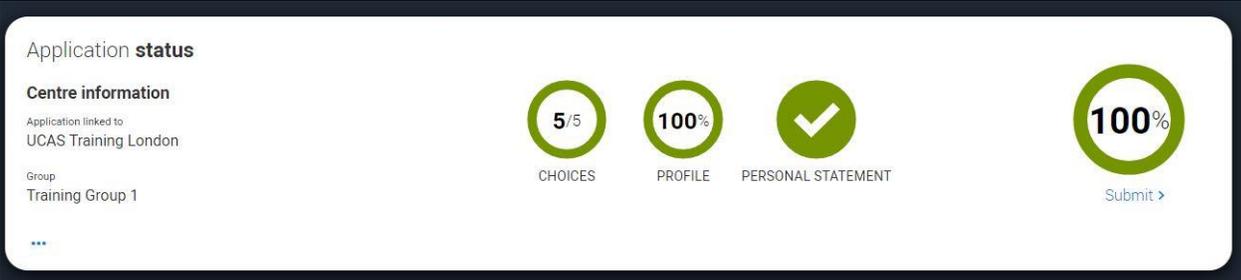
3/5 CHOICES    100% PROFILE    ✓ PERSONAL STATEMENT    100% Submit >



Application **status**

**Centre information**  
Application linked to  
UCAS Training London  
Group  
Training Group 1  
...

5/5 CHOICES    100% PROFILE    ✓ PERSONAL STATEMENT    100% 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)	<i>Not provided</i>
Preferred name	<i>Not provided</i>
Date of birth	08/02/1995
Gender	Female

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

Mobile telephone number	01234567890
Other telephone number	<i>Not provided</i>
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 chose 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 accomodation.

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
- Harum asperiores tenetur odio quaeisit equae veniam fugit soluta et fuga saepe temporibus sut delectat.

1. Ordered list

2. Ullam placeat nuncquam pefereuda deventis ut evanet tempore nihil aliquid ut odore 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](#) [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 02839618, whose registered office is at Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 5LZ ("UCAS", "we", "us").

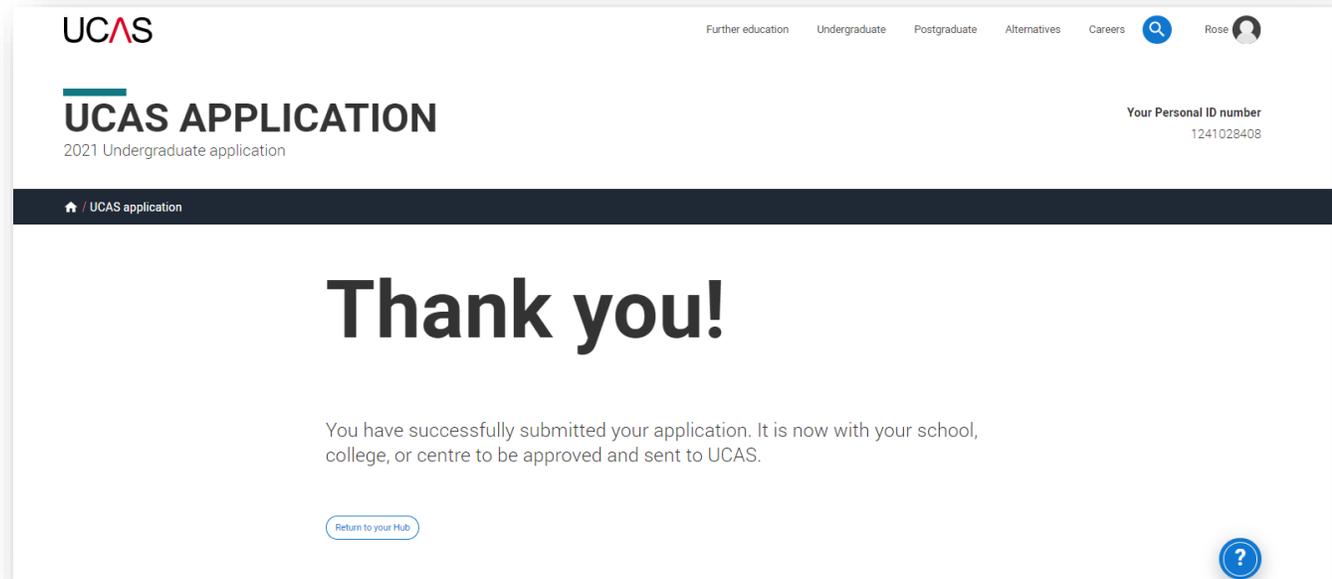
1.2 You can contact us by telephoning our customer service team on 0371 334 4447, emailing us at [webenquiries@ucas.ac.uk](mailto:webenquiries@ucas.ac.uk) or by writing to us at the above address.

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