

Filling in your UCAS application



UCAS

Here's a **step-by-step** guide to filling in your **UCAS** application

- Start by registering for your Apply account at **www.ucas.com/apply**, add some personal details, get a username, create a password, and set your security questions.
- Add the buzzword your school, college, or centre gave you.
- If you're applying independently, you won't have a buzzword so we'll ask you some more questions.
- Please note you can only apply once in a cycle.

Once you've registered, here are the sections you will need to complete in Apply.

1 Sign in to fill in the rest of your details

- You'll need to add in your funding and sponsorship options, residential status, any special needs or disabilities, and any criminal convictions.
- Add your email address – we'll show you how to verify it with us. Then we can let you know whenever your application is updated.
- You can give a parent, guardian, or adviser nominated access if you'd like them to speak to us on your behalf.

2 Additional information (UK applicants only)

- Equality, ethnic origin, national identity, any summer schools/taster courses you attended, care and parental education, and occupational background all need to be added in this section.
- These questions aren't compulsory or used for selection purposes – they're just helpful for statistics.

3 Student finance (UK and EU applicants only)

- This page might appear if certain questions are answered in the 'personal details' sections.
- We don't arrange student finance, but if you're looking for financial support, you can give us permission here to share your information with the student loans/awards organisation you apply to, which should speed up the process of getting a loan.
- For more information about this, visit **www.ucas.com/finance**



4 Course choices

- You can choose up to five courses. There's no preference order and your universities/colleges won't see where else you've applied.
- **Applying to medicine, dentistry, veterinary medicine, or veterinary science?** You can only apply to a maximum of four courses in any one of these subjects.
- **Applying to the universities of Oxford or Cambridge?** You can only apply to one course at either the University of Oxford or the University of Cambridge.
- **Applying for deferred entry?** Make sure you've checked the university or college accepts deferred entry applications for the course you're interested in.

5 Full education history

- You must enter all your qualifications – whether you have the result or you're still awaiting exams and results.
- If any of your pending qualifications aren't listed on ucas.com, you still need to add them to your application, but remember you'll need to send the results to your chosen universities and colleges when you get them.
- **International students** – qualifications are listed by name and country but don't worry if yours isn't there – just add it to the 'Other' box. You may have to send proof of your results to the university or college yourself.
- **Mature students** – if you can't find your school exam certificates, contact the school and local authority.
- For more information on adding your qualifications to your application, visit www.ucas.com/fillinginyourapplication.

6 Your employment history

- If you've had any paid jobs – full-time or part-time – here's where you can enter details for up to five of them. Include company names, addresses, job descriptions, and start/finish dates.
- If you've done any unpaid or voluntary work, you don't need to include details about it in this section – you can talk about this in your personal statement.



7 Write a personal statement

- This is your chance to show universities and colleges why you want to study the course and why you'd make a great student.
- Start early – it might take a while until you're happy with it and you've checked it through with teachers, advisers, or family.
- For detailed advice on how to write your personal statement, head to www.ucas.com/personalstatement.

8 Take a final look at your application

- See if you need to make any edits, then mark it as complete and save it.
- Once you've marked all previous sections as complete, you'll be able to read and agree to the declaration – this allows us to process your information and send it to your chosen universities/colleges.
- You'll then be able to move on to the final section...

9 Get a reference, pay your fee, and send us your application

- A reference is a written recommendation from a teacher, adviser, or professional who knows you academically. Everyone needs a reference, unless you get permission from your chosen universities/colleges.
- The application fee is £13 if you're applying to just one course, or £24 for multiple courses and for late applications sent after 30 June.
- **Applying through a school, college, or centre?** They will let you know whether and when you should pay them, so they can pay us. Alternatively, they will tell you to pay us directly by credit/debit card – you'd do this before the reference is added to your application. They will send the application to us on your behalf.
- **Applying independently?** After the reference is added, pay by credit/debit card online, then send your application to us.

For more information on completing your application, go to www.ucas.com/fillinginyourapplication

Good luck!

