

UCAS

APPLICATION

QUICK GUIDE

> 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: **create**

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 – UCAS will show you how to verify it with them. UCAS 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 UCAS 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)

> UCAS don't arrange student finance, but if you're looking for financial support, you can give UCAS 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 chosen 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 if you're still awaiting exams and results (result will be pending with a completion date in the future).

> 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: 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 UCAS 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 UCAS your application

> A reference is a written recommendation from your teachers who know you academically. Everyone needs a reference, unless you get permission from your chosen universities/colleges.

> The application fee is £20 if you're applying to just one course, or £25 for multiple courses and for late applications sent after 30 June. You will need to pay directly to UCAS by credit/debit card – you do this before the reference is added to your application. School will then send the application to UCAS on your behalf.

FOR MORE INFORMATION ON COMPLETING YOUR APPLICATION, GO TO:

WWW.UCAS.COM/FILLINGINYOURAPPLICATIONWWW