

Applying through UCAS

For courses starting in 2023

Updated: 12 May 2022

UCAS



Using this slide deck

This presentation deck has been designed to allow teachers and advisers to share the application journey with students.

The information relates to the opening of the 2023 application cycle.

You can copy and paste the screenshots included into your own materials and guides to support students. However please note the help text and question guidance in the application is frequently updated based on student feedback. As such, some screenshots will change, and we will update this slide deck periodically.

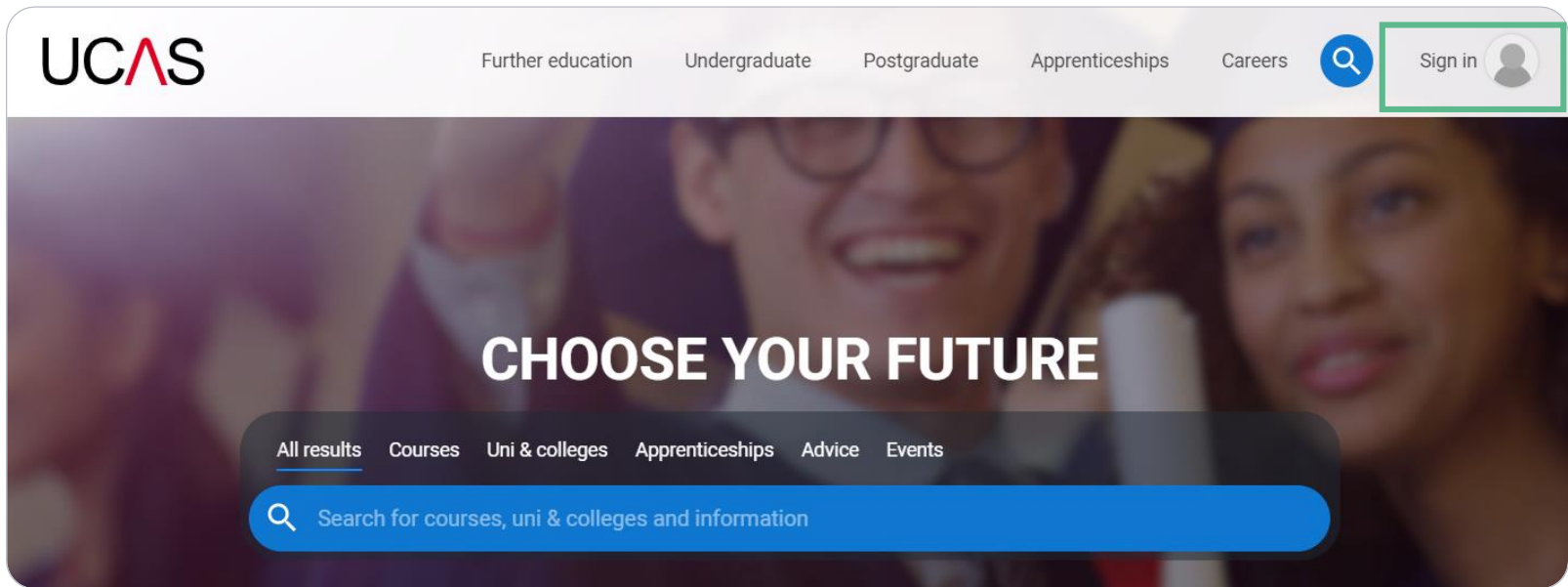
Find more help and advice on [filling in the undergraduate application](https://ucas.com) on ucas.com.



Registering for an account.

Registering for an account

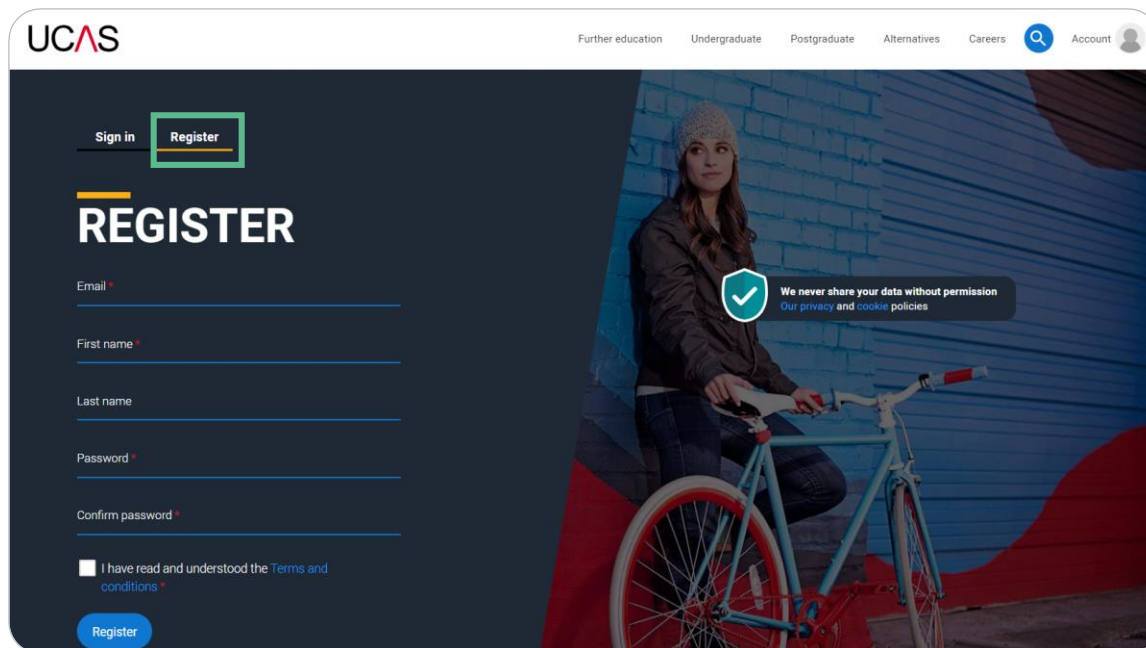
Head to ucas.com and select **Sign in**.



Registering for an account

Complete the short form. Make sure the **password is memorable**.

We recommend you use a personal email address so you have access to updates at all times.



The screenshot shows the UCAS 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 magnifying glass icon. Below the navigation bar, there are two buttons: 'Sign in' and 'Register'. The 'Register' button is highlighted with a green rectangular box. The main heading 'REGISTER' is displayed in large, bold, white letters. Below the heading, there are five input fields: 'Email *', 'First name *', 'Last name', 'Password *', and 'Confirm password *'. Each field has a red asterisk indicating a required field. Below the input fields, there is a checkbox with the text 'I have read and understood the Terms and conditions *'. At the bottom left, there is a blue 'Register' button. On the right side of the form, 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 sitting on a blue bicycle against a blue and red wall.

Registering for an account

We'll email you a **code** to **verify** your email address, so we know we've got the right details.

The image displays a user interface for email verification. It consists of two main parts: an email template on the left and a verification form on the right.

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 *

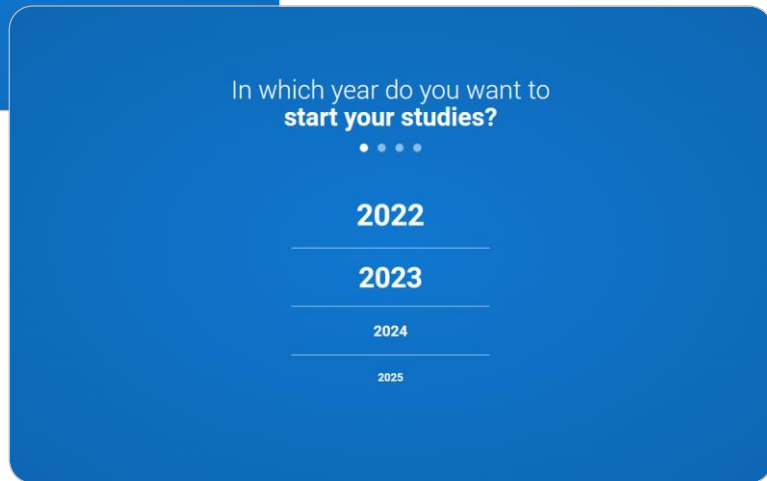
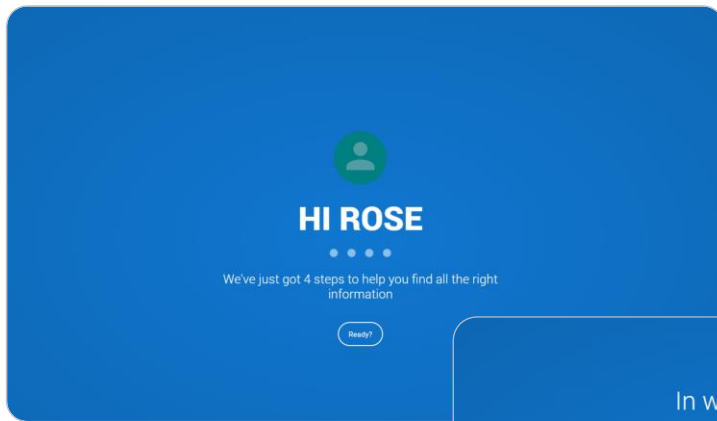
[Verify](#)

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

Registering for an account

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

Make sure you choose the correct study year, **2023** if you want to start next year, including if you want to defer entry.



Registering for an account

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

You can choose to get information on **apprenticeships** and **conservatoires** here too.

Tell us where you live so we can direct you to the right information.

The image shows a registration flowchart with two main steps. The first step, 'Select a level of study', is a teal box with a progress indicator of four dots (the second is filled). It contains two options: 'Undergraduate' (with subtext 'University degree, diploma, and apprenticeships') and 'Postgraduate' (with subtext 'Returning to uni to continue study or apprenticeships'). Below this is a white box titled 'Would you like additional information on:' with checkboxes for 'Apprenticeships' and 'Conservatoires', and a 'Next' button. The second step, 'Where do you live?', is a pink box with a progress indicator of four dots (the first is filled). It shows a dropdown menu set to 'United Kingdom' and a text input field for '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.

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 for an account

Search for your school/college, if you can't find it then you can type in the name.

You will also need to enter your school/college buzzword at the point you start your application.

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

Get the right support
Are you still at school/college? *
☒ Yes ☐ No

Your school/college *

Search for your school/college

If your school/college is not listed, tick the box below and type in the name of your school/college.

☐ Can't find your school/college?

What about the buzzword?
If you are applying with the support of your school/college or UCAS registered centre, they will give you a buzzword that allows you to link to them. The buzzword is needed at the point you start your application from the UCAS Hub.

[Create account](#)

Starting your application.

Starting your application

Choose the year you want to start your studies, level of study (it's **Undergraduate** if you are still at school/college) and type of application you wish to make.

Make sure you choose **2023** if you want to start next year, including if you want to defer entry.

YOUR APPLICATIONS


Start an application

In which year do you want to start your studies?

2023

What level of study are you interested in?


Undergraduate (Uni and college degrees, and ap...)



Undergraduate

Degrees, HNDs, and HNCs

Start 2023 application >



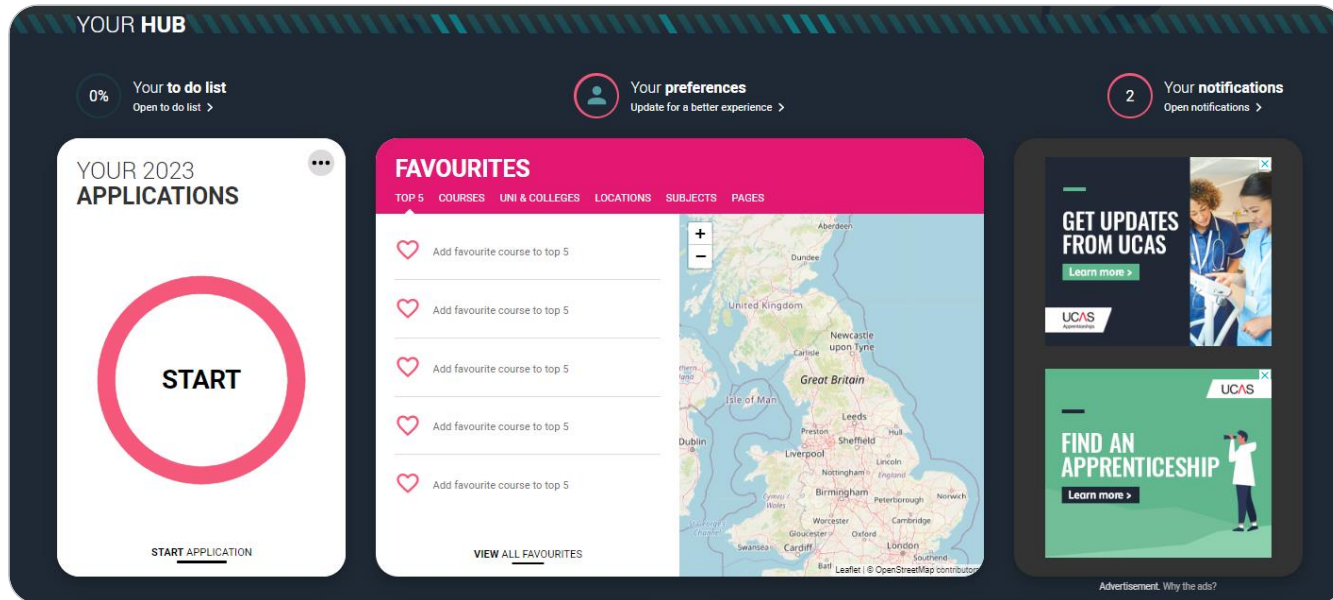
Conservatoire

Undergraduate or postgraduate music, dance, drama, or musical theatre.

Start 2023 application >

Starting your application

To start your UCAS application click on the 'Your 2023 applications' tile.

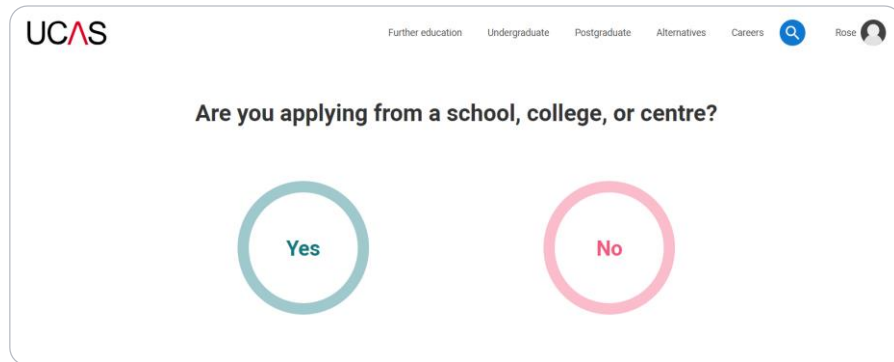


Linking to your school, college or centre



If you're applying with the help of your school, college or centre then select 'Yes'.

You will then need to enter the **Buzzword**.

The Buzzword is given to you by your school, college or centre.

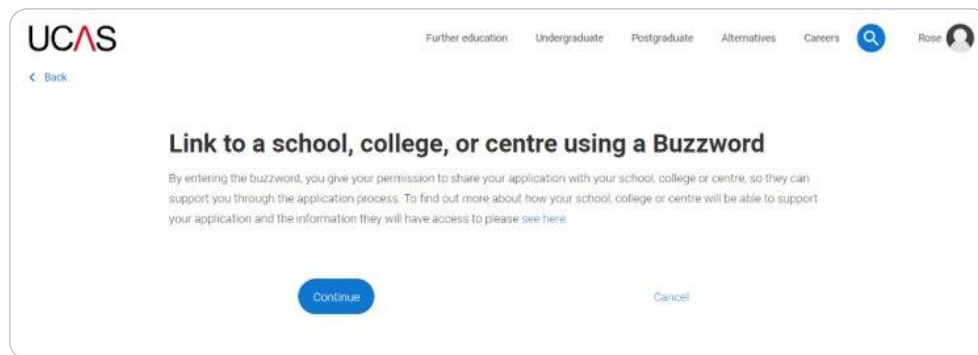


UCAS



Further education Undergraduate Postgraduate Alternatives Careers  

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

Yes No



UCAS

Further education Undergraduate Postgraduate Alternatives Careers  

[Back](#)

Link to a school, college, or centre using a Buzzword

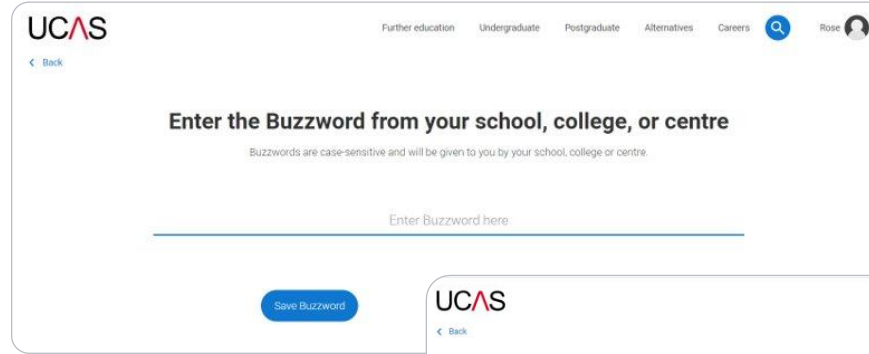
By entering the buzzword, you give your permission to share your application with your school, college or centre, so they can support you through the application process. To find out more about how your school, college or centre will be able to support your application and the information they will have access to please [see here](#).

Continue [Cancel](#)

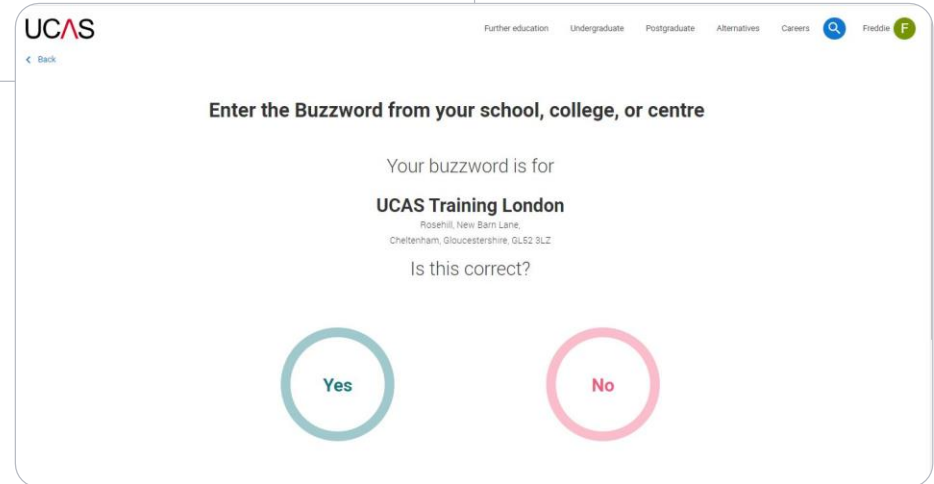
Linking to your school, college or centre

Enter the buzzword, and **confirm** the details are correct.

This will **link your application** to your school or college, so they can track your progress and provide support, including adding your reference.



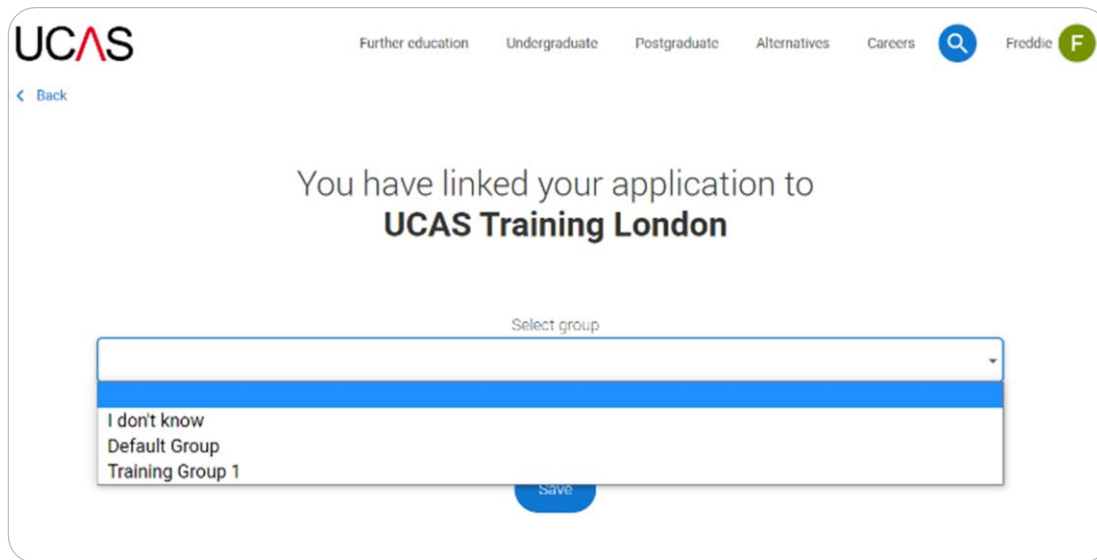
The screenshot shows the UCAS website header with navigation links: Further education, Undergraduate, Postgraduate, Alternatives, Careers, and a search icon. A user profile icon labeled 'Rose' is in the top right. Below the header, there is a 'Back' link and the title 'Enter the Buzzword from your school, college, or centre'. A subtitle states: 'Buzzwords are case-sensitive and will be given to you by your school, college or centre.' A text input field is labeled 'Enter Buzzword here'. At the bottom is a blue 'Save Buzzword' button.



The screenshot shows the UCAS website header with navigation links: Further education, Undergraduate, Postgraduate, Alternatives, Careers, and a search icon. A user profile icon labeled 'Freddie' is in the top right. Below the header, there is a 'Back' link and the title 'Enter the Buzzword from your school, college, or centre'. The text reads: 'Your buzzword is for' followed by 'UCAS Training London' in bold. Below this is the address: 'Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ'. The question 'Is this correct?' is displayed. At the bottom are two large circular buttons: a teal 'Yes' button and a pink 'No' button.

Linking to your school, college or centre

Once your application has been linked, you can then select a **group** (if this has been set up by your school or college) for your application.



The screenshot shows the UCAS website interface. At the top, the UCAS logo is on the left, and navigation links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', 'Careers', a search icon, and a user profile 'Freddie' are on the right. Below the navigation bar, there is a '< Back' link. The main heading reads 'You have linked your application to **UCAS Training London**'. Below this, there is a 'Select group' dropdown menu. The dropdown is open, showing three options: 'I don't know', 'Default Group', and 'Training Group 1'. The 'I don't know' option is highlighted with a blue bar. Below the dropdown is a blue 'Save' button.

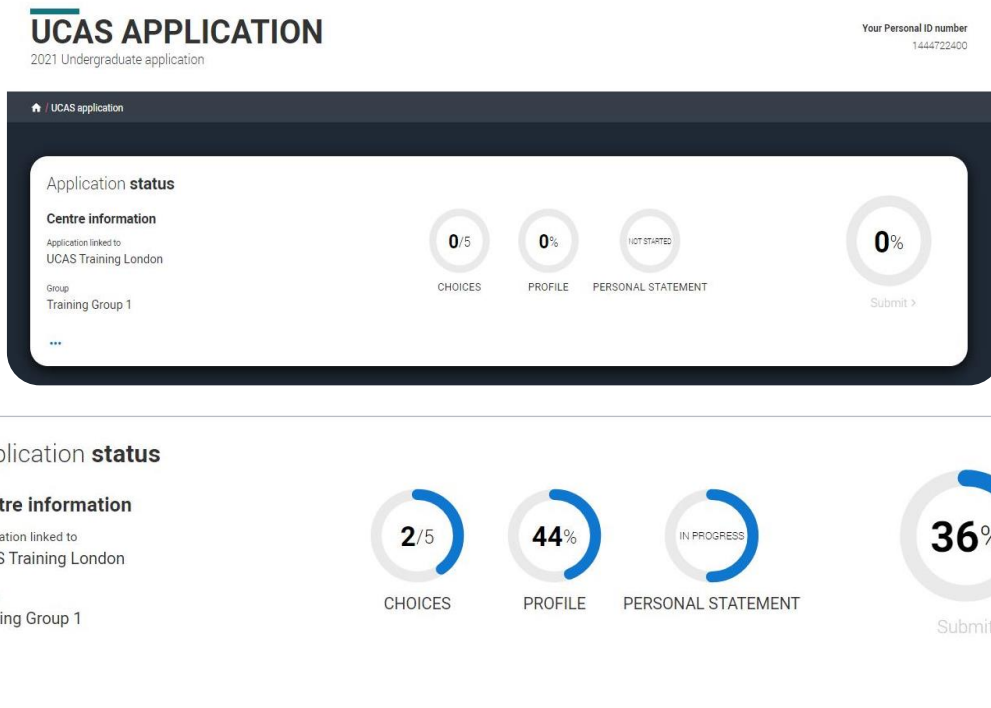
Application overview.

Application overview

Your 'Application status' helps you keep track of your progress.

As you add information to each tile, the **percentage complete** updates each time you mark a section as complete.

You don't need to complete the application straight away, you can log in and out at any time until you're finished.



Application overview

The application form is responsive to make it easier to complete.

Once you've completed 'Contact & residency details' if your permanent residence is in the UK, you'll also see the 'Diversity and inclusion' and 'Extra activities' sections to complete.

All sections must be marked as '**Complete**' to send to your school or college that you may be linked to for review. You must complete all mandatory questions to mark a section as complete (they have a *).

The screenshot displays the UCAS application profile form, organized into two main sections: **Profile** and **Experience**.

Profile Section:


- Personal details**: Name, age, title and gender. Status: **Section in progress** (blue bar with an 'i' icon).
- Contact & residency details**: Address, email, telephone and where you live. Status: **Section complete** (green bar with a checkmark icon).
- Nationality details**: Birthplace and nationalities. Status: **Start this section** (blue link).
- Supporting information**: So that providers know how to support you during your studies. Status: **Start this section** (blue link).
- English language skills**: Is English your first language? Status: **Start this section** (blue link).
- Finance & funding**: Tell us how you'll fund your study. Status: **Start this section** (blue link).
- Diversity & inclusion**: Only shared with a provider once you have a place or your application is archived. Status: **Start this section** (blue link).
- More about you**: Tell us about any circumstances that you might need support for during your studies. Status: **Start this section** (blue link).

Experience Section:

- Education**: Qualifications and periods of study. Status: **Start this section** (blue link).
- Employment**: Paid employment. Status: **Start this section** (blue link).
- Extra activities**: Taken part in any activities to prepare you for higher education? Status: **Start this section** (blue link).

Application overview

The list on the left of each section will show which sections are completed (with a tick), which are in progress (with a half-moon) and which have yet to be started (no icon).

Click on the  throughout for help text to provide advice about what to put.

[/ UCAS application / Nationality details](#)


[Return to application overview](#)


✓ **Personal details**

✓ **Contact and residency details**


✓ **Nationality details**

[Supporting information](#)

 **English language skills**

 **Finance and funding**

[Diversity and inclusion](#)

 **More about you**

[Education](#)

✓ **Employment**

[Extra activities](#)

[Personal statement](#)

What is your country of birth? *

For the purpose of this question the UK includes the Channel Islands and the Isle of Man.

United Kingdom

What is your nationality? *

If you're applying from outside the UK choose your nationality as it appears in your passport. If you have dual nationality and you need a visa to enter the UK, enter your first nationality as it is shown on the passport you intend to use when travelling to the UK for your course.

UK national


Dual nationality

If you have dual nationality, select your first nationality in the previous field and your second nationality here.

☒ **Mark this section as complete***

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section



UCAS

Security marking: **PUBLIC**

| 20

Personal details.

Personal details: your name should already be visible, but you'll need to add your title and complete the other mandatory fields (marked with a *).

Once you have completed a section you must remember to **mark the section as complete** and **save it** at the bottom of each page.

PERSONAL DETAILS

2023 Undergraduate application

Your Personal ID number
1230002108

UCAS application / Personal details

[Return to application overview](#)

✓ Personal details

✓ Contact and residency details

✓ Nationality details

Supporting information

English language skills

Finance and funding

Diversity and inclusion

More about you

Education

✓ Employment

Extra activities

Personal statement

Reference

Title *

First name *

Tell us who you are. Make sure your name is as it appears on any official documents, such as your passport, birth certificate or driving licence.

Rose

Last name *

Make sure your name is as it appears on any official documents, such as your passport, birth certificate or driving licence.

Hill

Previous name(s)

Tell us any other names you've been known by (for example maiden name), as it helps when we're matching educational records.

Preferred name

Let us know what we should call you in our communications.

Date of birth *

Day Month Year

14 03 1993

Gender *

Select the gender you most identify with at this time. You can tell the university or college directly if you'd feel more comfortable identifying in another way, or if this changes.

☐ Male ☒ Female

☐ Mark this section as complete*

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

Contact and residency details.

Your email will be used by both UCAS and your choices to update you. If you're using a school/college email address make sure you can access it at all times so you don't miss anything important. We would advise using a personal email address.

You'll only see the fields to add the nominated contact details if you answer **Yes** to the question.

This means someone else can speak to us about your application.

Contact details

Contact telephone number
You must provide a contact telephone number

Other telephone number

Email address *
You can update your email address in your UCAS profile

g.garity@ucas.ac.uk

Postal address

Address type *

UK address

Post Code lookup

[Enter address manually](#)

Nominated access

Do you want someone else to act, or speak on your behalf, about your application? If you are using an agent, you can choose to enter their details. You're able to enter details of someone you're happy to help manage your application.

☐ Yes ☒ No

Full name of nominee *

The first and last name of your nominee. They will be asked this information when speaking to UCAS on your behalf.

Relationship to you *

How you know your nominee. They will be asked this information when speaking to UCAS on your behalf.

Residency details

Is your home address the same as your postal address? *

☒ Yes ☐ No

Please select your area of permanent residence *

Your area of permanent residence refers to the area in which you normally live.

Residential category *

Please choose the option that most closely applies to you.

UK Citizen - England

☐ Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Nominated access

Do you want someone else to act, or speak on your behalf, about your application? e.g. A parent, other relative or guardian. If you are using an agent, you can choose to enter their details. You're able to enter details of someone you're happy to help manage your application - this is called nominated access.


☒ Yes ☐ No

Full name of nominee *

The first and last name of your nominee. They will be asked this information when speaking to UCAS on your behalf.

Relationship to you *

How you know your nominee. They will be asked this information when speaking to UCAS on your behalf.

If you select **No**, additional **Home address** questions will appear. Remember to use our help text  for advice about this question if you are unsure what to enter.

Residency details

Is your home address the same as your postal address? *

☒ Yes ☐ No

Please select your area of permanent residence *

Your area of permanent residence refers to the area in which you normally live.

Residential category *

Please choose the option that most closely applies to you.

☐ Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

Residency details

Is your home address the same as your postal address? *

☐ Yes ☒ No

Home address

Address type *

Residential category *

Please choose the option that most closely applies to you.

☐ Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

Nationality details.

If you're a UK national,
this is what you
will see.

What is your country of birth? *

For the purpose of this question the UK includes the Channel Islands and the Isle of Man.

What is your nationality? *

If you're applying from outside the UK choose your nationality as it appears in your passport. If you have dual nationality and you need a visa to enter the UK, enter your first nationality as it is shown on the passport you intend to use when travelling to the UK for your course.

Dual nationality

If you have dual nationality, select your first nationality in the previous field and your second nationality here.

☐ **Mark this section as complete ***

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

[Back to Contact and residency details](#)

[Next to Supporting information](#)



If you were born in the UK but have a different nationality, you will be asked additional questions.

The information you provide will help universities and colleges in determining your eligibility and allow them to assist you with the visa application process, if required.

There's some possible combinations but we'll only show relevant fields depending on your answers.

What is your country of birth? *

For the purpose of this question the UK includes the Channel Islands and the Isle of Man.

United Kingdom

What is your nationality? *

If you're applying from outside the UK choose your nationality as it appears in your passport. If you have dual nationality and you need a visa to enter the UK, enter your first nationality as it is shown on the passport you intend to use when travelling to the UK for your course.

Azerbaijani

Dual nationality

If you have dual nationality, select your first nationality in the previous field and your second nationality here.

Do you need a student visa to study in the UK?

☐ Yes ☐ No

Have you previously studied on a student or tier 4 visa? *

☐ Yes ☐ No

☐ Mark this section as complete *


You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section



If you select you will need a visa, you'll also be asked for your passport details.

If you have a passport, we ask you for your passport number, valid from and expiry dates; and place of issue.

Select the  to see our help text with advice abo.

Do you need a student visa to study in the UK?
☒ Yes ☐ No

Have you previously studied on a student or tier 4 visa? *
☒ Yes ☐ No


Do you currently have a passport? *
Where relevant, UCAS collects applicants' passport information on behalf of universities and colleges, who need it for purposes of visa application and checks with the UK Visas and Immigration (UKVI). For further details about UK Visas and Immigration please visit the [UKVI website](#).
☒ Yes ☐ No

Passport number *

Valid from *
Day Month Year

Expires *
Day Month Year

Place of issue *



Supporting information.

All questions are mandatory (*), but you have the option of *don't know* and *Prefer not to say*.

SUPPORTING INFORMATION

2023 Undergraduate application

Your Personal ID number
1250003108

UCAS application / Supporting information

[Return to application overview](#)

- ✓ Personal details
- ✓ Contact and residency details
- ✓ Nationality details
- Supporting information**
- English language skills
- Finance and funding
- Diversity and inclusion
- More about you

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? *

☐ Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

English Language Skills.

English proficiency tests and exams are taken by students who don't speak English as their first language. Is English your first language?

This question is to find out whether you have taken an IELTS or TOFEL English proficiency test. The answer to this question is not passed on to your choices.

- If you click yes, you won't be asked any additional questions and can mark this section as complete.
- If you click no, and have taken English proficiency tests, you can add your certificate numbers and we'll pass them on to your chosen universities and colleges when you submit your application.
- If you click no and haven't completed any tests, for example because Welsh is your first language, you can leave the remaining fields blank and then mark this section as complete.

☐ Yes ☒ No

Can you provide any of these certificate numbers?

Test of English as a Foreign Language (TOEFL) Number

International English Language Testing System (IELTS) TRF Number

If English isn't your first language, and you have taken English proficiency tests, you can add your certificate numbers and we'll pass them on to your chosen universities and colleges when you submit your application.

If you haven't completed any tests, you can leave the remaining fields blank and then mark this section as complete.

Finance and funding.

You will only be asked further questions in finance and funding if you select UK, ChI, IoM or EU Student Finance Services.

We'll ask you for your local authority under 'Student support arrangements'.

For more information head to: ucas.com/finance

- ✓ **Personal details**
- ✓ **Contact and residency details**
- ✓ **Nationality details**
- ✓ **Supporting information**
- ✓ **English language skills**
- D Finance and funding**
 - Diversity and inclusion
- D More about you**
 - Education
- ✓ **Employment**
 - Extra activities
 - Personal statement

What will be your main source of funding for your studies? *

Select an option from the drop-down list to tell us how you expect to pay for your tuition fees. Most applicants from the UK, Channel Islands, Isle of Man, and the EU will be in the category UK, ChI, IoM, or EU student finance.

This guidance has been created in the absence of full Brexit arrangements being available and you should give your answer as guided. Universities and colleges are aware that EU applicants will be selecting the UK, ChI, IoM or EU student finance option.

UK, ChI, IoM or EU student finance services ▾

Student support arrangements

Tell us who will assess you for tuition fees, or how you will pay for your course. Please select the option which best describes your situation.

Gloucestershire ▾

☐ Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

Diversity and inclusion.

You'll only see these questions if you have a UK home address.

There are two mandatory fields(*), but you have the option to respond with I prefer not to say.

This information is only shared with universities or colleges once you have secured a place, it does not influence any decision making. It's used to ensure applications are treated fairly.

✓ Personal details

✓ Contact and residency details

✓ Nationality details

✓ Supporting information

✓ English language skills

✓ Finance and funding

Diversity and inclusion

📘

 More about you

Education

✓ Employment

Extra activities

Personal statement

Equality monitoring

Ethnic origin *

What is your religion or belief?

What is your sexual orientation?

Do you identify as transgender?

National identity *

Dual national identity

If you have dual nationality, select your first nationality in the previous field and your second nationality here. If you do not have dual national identity leave this blank.

Growing up in care means you are entitled to a range of practical support; for example during your application, financial assistance, year-round accommodation, or help with managing your health and wellbeing.

When you give this information, you are letting the university or college know that you may need additional support during your studies. They may get in touch to tell you more about the benefits and options available, if you want it.

Care support information

Have you been in care?

Select yes if you've ever lived in public care or as a looked-after child, including:

- with foster carers under local authority care
- in a residential children's home
- being 'looked after at home' under a supervision order
- living with friends or relatives in kinship care

Note: This does not refer to time spent in boarding schools, working in a care or healthcare setting, or if you are a carer yourself

For more information about answering this question read our [FAQs](#).

☒ Yes ☐ No

Duration in care *

You can select *I prefer not to say* for the parental education question.

For the occupational background, you must type at least 3 letters into the response field, and then select an option from the menu that appears below it.

If you prefer not to give this information, please enter '*I prefer not to say*'.

Parental education

Do any of your parents, step-parents or guardians have any higher education qualification, such as a degree, diploma, or certificate of higher education?

Occupational background *

Please give the job title of your parent, step-parent, or guardian who earns the most, if you are under 21. If she or he is retired or unemployed, give their most recent job title. If you prefer not to give this information, please enter 'I prefer not to say'. If you are 21 or over, please give your own job title. If you can't find a match for the job title you want to enter, please choose the one closest to it.

More about you.

You can tell us about any circumstances that you might need support for during your studies.

We don't need you to give details – this information will be shared with those involved in making arrangements to support you at the university or college (e.g. the student support team, admissions staff), and they may get in touch to tell you more.

In order to mark the section as complete you will need to select an answer: either to share information or select 'No disability'.

You will see this question if you have a UK or Non-UK home address.

Every year, over 60,000 students with a physical and/or mental health condition, long-term illness, or learning difference apply through UCAS to study at a university or college in the UK, and access a range of support available to help with their studies, day-to-day activities, travel, or lifestyle. Would you consider yourself as living with any of the following: *

- 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

You might feel uncertain about sharing personal circumstances, please feel reassured this information is confidential and will not negatively impact your application.

These questions are intended to connect you to the right support for your needs.

You will only see these questions if you have a UK home address.

Would you consider yourself estranged from your parents (i.e. you're not in contact with and supported by your parents)?

☐ Yes ☐ No

Do you have any caring responsibilities?

☐ Yes ☐ No

Are you a parent or do you have parenting responsibilities?

☐ Yes ☐ No

Do you have official refugee status or limited leave to remain, or are you seeking asylum?

☐ No ☐ The UK government has granted me refugee status or humanitarian protection in the UK
☐ I have limited or discretionary leave to remain in the UK ☐ I'm currently seeking asylum in the UK

Do you have a parent or carer who currently serves in the UK Armed Forces, or who has done so in the past?

☐ Yes ☐ No

Have you ever served in the UK Armed Forces?

☐ Yes ☐ No

Are you currently receiving free school meals, or have you been in receipt of free school meals during your secondary education?

☐ Yes ☐ No ☐ Don't know

Education.

You must enter all your qualifications from secondary education onwards – whether you have the result (even any that were ungraded) or you're still awaiting exams and results.

First you need to add details of where you've studied, or are studying, then add qualifications.

Start by clicking **Add place of education**.

You'll be asked for a Unique Learner Number – if you don't have one leave the question blank.

✓ Personal details

✓ Contact and residency details

✓ Nationality details

✓ Supporting information

✓ English language skills

✓ Finance and funding

✓ Diversity and inclusion

✓ More about you

Education

✓ Employment

Extra activities

Personal statement

Reference

+

Add place of education

Unique Learner Number (ULN)
The Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 13 involved in UK education or training. If you don't have one, or don't know yours, leave this blank.

Please state the highest level of qualification you expect to have before you start your course *

☐ Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

Type the name of where you studied. Once you find your centre, click on the name and the **Exam centre number** will automatically populate.

If an exam centre number doesn't appear that's ok, it's because we don't have it.

Add when you started and finished, and if you're still studying there add the month, you're due to finish.

Add place of education

Name of the school, college, or university *

Exam centre number
This may be automatically filled in based on your school, college, or university

Start date *

Month Year

MM ▼ YYYY ▼

End date *

Month Year

MM ▼ YYYY ▼

Type of study *

☐ Full time ☐ Part time ☐ Sandwich

Do you, or will you, have any qualifications from this centre? *

If you received any qualifications at this school, college or centre, or if you have any qualifications pending at this school, click yes.

All qualifications must be entered, even if you received an unsuccessful grade, if you are still waiting to take the final exams or if you are waiting for the results.

If you are resitting a qualification you need to enter it twice: once as a completed qualification with the grade

There are warning messages to help you.

For example, you can't say you attended 2 or more places of study full-time during the same date range.

Red text are warnings and mean something is wrong and blue text is for information you need to be aware of.

University of UCAS

... More

March 2007 - July 2010

Full time

- ! You cannot be full-time at more than one school or college at the same time - please check the start and finish dates you have entered.

Add Qualification

UCAS Training School

... More

March 2007 - May 2010

Full time

- ! You cannot be full-time at more than one school or college at the same time - please check the start and finish dates you have entered.
- ! You have indicated that you did not receive any qualifications here

UCAS Training School

September 2010 - June 2012

Full time

Add Qualification

Once you've added where you studied you need to 'Add qualification'.

If you are searching for a qualification make sure you use the qualification title and the subject. For more [help and advice](#) head to ucas.com.

International qualifications are listed by name and country, but don't worry if yours isn't there – just add it into the 'other' box.

Add qualification

To add a qualification either choose from the qualification shortlist or search for your qualification.

Qualifications shortlist



GCE Advanced Level



GCE Advanced Subsidiary
(first award 2001)



GCSE



GCSE (Grade: 9-1)



GCSE Short Course



Key Skills



Standard Grade - Test
Update

Search for your qualifications

Please search for the qualification title, eg 'A level' and not the subject, eg 'chemistry'.

Overseas qualifications will be listed alphabetically under the name of the country they were taken in.

Search 'other' to see the full qualifications list.

Search by name

Search for qualification by name

The qualification dates you can select are based on those you entered when you entered your place of education.

You need to enter the awarding organisation – speak to your teacher or adviser if you're not sure.

If you haven't finished the qualification or had your result, then you must choose **Pending**.

It's entirely up to you whether you include module information. However, some courses may state in their entry requirements that they'd like to see module results – in which case make sure you include them on the application.

GCE Advanced Level

If you don't find a match you can manually add one

Title *

Type and select the subject you studied

Qualification date *

Month Year

MM ▾	YYYY ▾
------	--------

Awarding organisation *

Result *

Add the modules for this qualification. You may add up to 6

Module / Unit 1

Subject

Type and select the subject you studied

Result

Employment.

Only enter paid work here, so not everyone will have something to enter.

If you add more than one employer it will appear in chronological order with the most recent at the top.

Any work experience or volunteering should be covered in your personal statement.

If you leave this section blank remember to mark it as complete.

- ✓ Personal details
- ✓ Contact and residency details
- ✓ Nationality details
- ✓ Supporting information
- ✓ English language skills
- ✓ Finance and funding
- ✓ Diversity and inclusion
- ✓ More about you
- ✓ Education
- ✓ Employment
- [Extra activities](#)
- [Personal statement](#)
- [Reference](#)

+
Add employment

☒ Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

Extra Activities.

Please add any activity you have taken part in to prepare for higher education.

These include national or regional schemes, university-run programmes, summer schools, taster courses, and booster courses.

Open days are **not relevant** to this question.

If you haven't attended any such activity, please leave this sections blank.

Extra activities

Have you attended an activity to prepare you for higher education?

Please select any activity you have taken part in to prepare for higher education. For example: national or regional schemes, university-run programmes, summer schools, campus days, taster courses, and booster courses. You can also use your personal statement to include more details about the activities you took part in, the skills you learned, and how this prepared you for higher education.

Note: Open days are not relevant to this question.

If you haven't attended any such activity, please leave this sections blank.

If this section is relevant to you, please provide the following details:



Add activity

☐ Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

If this section is relevant to you, you need to include:

- type of activity
- name of the activity provider (from a drop down list)
- name of the activity/programme (a free text box)
- dates of the activity.

If the type of activity you attended is not listed, please select 'Other'.

Add activity

Type of activity *

Campus visit
Information Advice and Guidance
Masterclass/ subject insight
Mentoring
Online
Skills and attainment raising activity
Summer School
Workshop in School/college
Other

Characters used: 0 of 100 characters

Start date *

Day	Month	Year
DD ▾	MM ▾	YYYY ▾

End date *

Day	Month	Year
DD ▾	MM ▾	YYYY ▾

Save

Cancel

The activity provider is the organiser of the activity. It may be a university or college, or a national, regional, or local organisation.

If the activity provider isn't listed, please select "Other". If you're unsure of the answer, contact whoever organised the activity to find out, and, if you're still unsure, select 'Don't know'.

The screenshot shows a web form titled "Add activity". It contains two dropdown menus. The first, "Type of activity", has "Mentoring" selected. The second, "Activity provider", is open, showing a list of providers. The "Other" option is highlighted in blue. At the bottom of the form are "Save" and "Cancel" buttons.

Add activity

Type of activity *
Mentoring

Activity provider *
Aim Higher
YG&T
Sutton Trust
LEAPS
GOALS
ASPIRENorth
Other
Don't know
Reaching Wider
Discovering Queen's programme
LIFT OFF
FOCUS West
Realising Opportunities
UNIQ Summer School
Villiers Park post-16 Residential Course
Villiers Park Scholars Programme
Academic Enrichment programme (AEP)
Higher Education Insight Programme (HEI)
Aston Progression Pathways

Save Cancel

Add the official title of the activity. If you're unsure of the answer, contact whoever organised the activity to find out.

Remember you can use your personal statement to include more details about the activities you took part in, the skills you learned, and how this prepared you for higher education.

Add activity

Type of activity *

Mentoring

Activity provider *

Name of the activity/programme

This is a free text box of 100 characters.

Characters used: 42 of 100 characters

Start date *

Day Month Year

DD MM YYYY

End date *

Day Month Year

DD MM YYYY

Save Cancel

Personal statement.

You can save and edit this section as many times as you need to.

If you try to navigate away without saving your work. We'll remind you with a pop-up warning.

For advice on how to write your [personal statement](#) head to ucas.com or use the personal statement builder in the UCAS Hub.

The screenshot shows the UCAS Personal Statement builder interface. At the top, it says "PERSONAL STATEMENT" and "2023 Undergraduate application". On the right, it displays "Your Personal ID number 1250003108". Below the header, there's a navigation bar with a home icon and the text "/ UCAS application / Personal statement". A link to "Return to application overview" is visible. On the left, a sidebar lists various sections with green checkmarks: Personal details, Contact and residency details, Nationality details, Supporting information, English language skills, Finance and funding, Diversity and inclusion, More about you, Education, and Employment. Below these are links for "Extra activities", "Personal statement" (which is underlined in blue), and "Reference". The main content area has a heading "PERSONAL STATEMENT" and a subheading "Our guide to writing your personal statement (opens in a new window) should help you complete this section. We strongly recommend you write the statement using a word-processor and paste it in to your application. You can type your statement directly into the box or edit a statement you have pasted in." Below this is a large text input box. To the right of the input box, there's a dark grey box with a white 'i' icon and the text "You have used 0 of 47 lines based on the preview and 0 of 4000 characters." Below the input box, there's a modal dialog box with the text "Are you sure you want to leave this page without saving your changes?" and two buttons: "Yes" (blue) and "No" (grey). At the bottom of the page, there's a status bar with "Characters used: 0 of 4000 characters", a "Save draft" button (blue), a "Save & Preview" button (grey), a "Back to Extra activities" button (blue), a "Next to Reference" button (blue), and a help icon (blue circle with a white question mark).

PERSONAL STATEMENT
2023 Undergraduate application

Your Personal ID number
1250003108

Home / UCAS application / Personal statement

[Return to application overview](#)

- ✓ Personal details
- ✓ Contact and residency details
- ✓ Nationality details
- ✓ Supporting information
- ✓ English language skills
- ✓ Finance and funding
- ✓ Diversity and inclusion
- ✓ More about you
- ✓ Education
- ✓ Employment

[Extra activities](#)

[Personal statement](#)

[Reference](#)

Our guide to writing your personal statement (opens in a new window) should help you complete this section. We strongly recommend you write the statement using a word-processor and paste it in to your application. You can type your statement directly into the box or edit a statement you have pasted in.

Personal statement *
Your completed statement must be between 1,000 and 4,000 characters (maximum 47 lines) including spaces.

You have used 0 of 47 lines based on the preview and 0 of 4000 characters.

Are you sure you want to leave this page without saving your changes?

Yes No

Characters used: 0 of 4000 characters

Save draft Save & Preview

[Back to Extra activities](#) [Next to Reference](#)

?

You can only mark **this section as complete** on the **Preview** screen.

Remember we'll carry out checks to verify your personal statement is your own work.

If it appears to have been copied from another source, we'll inform the universities and colleges to which you have applied. They will then take the action they consider appropriate.

We'll also contact you by email to tell you this has happened.

Personal statement Preview



You have used 5 of 47 lines based on the preview and 445 of 4000 characters.

Make sure your personal statement is your own work

We'll carry out checks to verify your personal statement is your own work.

Provided it is your own work, you can use your personal statement from your application last year. If it appears to have been copied from another source, we'll inform the universities and colleges to which you have applied. They will then take the action they consider appropriate. We'll also contact you by email to tell you this has happened.

[Edit](#)

445 of 4000 characters

- 1 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut
- 2 labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco
- 3 laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in
- 4 voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat
- 5 non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

☐ Mark this section as complete *


You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Adding a choice.

To add your choice start typing the name of the university or college into the institution field. Select from the options displayed.

Do the same for the course you have selected.

Locations and start dates are displayed according to the course details.

 Add choice

Add choice

University/college name *

Course *

Location *

Start date *

Further details
You only need to provide information here if your chosen university or college has asked you to.

Point of entry
This tells the universities and colleges which year of the course you want to start, e.g. point of entry one is the first year of the course. If you wish to start in the first year of the course leave the box blank and you will automatically be considered for the first year. Enter 0 if you intend to take a foundation year - not all universities offer a foundation year so please check before applying.
If you've spoken to your chosen university or college and they are willing to consider your application to start the course after the first year, please enter the relevant number for the year, e.g. second year = 2, third year = 3, etc.

Live at home while studying? *

☐ Yes ☐ No

Some courses may require you to disclose your criminal conviction status.

We'll only show this question if the course choice requires it.

Criminal convictions

Applied Health & Social Care (top-up) at University of Worcester

This course has entry requirements which ask you to disclose further information regarding any spent or unspent convictions or any past criminal activities, and may also require a criminal records check.

▼ Help with criminal convictions

Further checks may also be required under the Disclosure and Barring Service.

If you have spent or unspent convictions from a court outside Great Britain, additional checks may be carried out depending on the records available in respect of the applicable country.

A criminal records check may show all spent and unspent criminal convictions including (but not limited to) cautions, reprimands, final warnings, bind over orders or similar and, to the extent relevant to this course, may also show details of any minor offences, fixed penalty notices, penalty notices for disorder, ASBOs or VOOs.

☐ Please tick if you have any spent or unspent criminal convictions or other punishments that would show up on a criminal records check? *

If you tick the box you will not be automatically excluded from the application process.

It is recommended that you [read our page on criminal convictions](#) and if these issues are in any way relevant to you, you should obtain further advice from appropriate bodies. UCAS will not be able to assist you in this respect.

You will be asked this question each time you add a course that requires a criminal conviction declaration.

There is a maximum of 5 choices and choice restrictions still apply (a maximum of four courses of medicine, dentistry, veterinary medicine or veterinary science).

Once all choices are added you must mark the section as complete to be able to submit.

Your **choices**

Add choice

Accounting and Finance (N400)
Aberystwyth University (A40)

Location: Main Site (Aberystwyth)
Start date: 01 September 2022
Further details: Not provided
Point of entry: 1st year
Deferred entry: Yes
Live at home while studying: No

...

Accounting and Finance (with integrated Foundation) (NN44)
University of Buckingham (B90)

Location: Main Site
Start date: 23 September 2022
Further details: Not provided
Point of entry: 1st year
Deferred entry: Yes
Live at home while studying: No

...

Search for courses

Find courses and providers

You can add up to 5 choices to your application. You can change your choices until you send your application to us. All sections must be marked as complete before you can send your application to us.

Mark complete

UCAS


Security marking: **PUBLIC**

Some courses have extra admissions tests and assessments.

We'll show these 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.

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.

...

Clicking the 3 dots in the bottom right of a card enables you to see it as a summary.

Medicine (A100)
University of Oxford (033)

INFO

- You can't make two or more applications to Oxford**
- You may need to take an admissions test
- There may be an assessment

...

Any choice combinations that are not permitted will be flagged with **red text** on the right of each relevant card.

For example these screens show error messages for students trying to apply to University of Cambridge **and** University of Oxford.

Medicine (A100)
University of Cambridge (C05)

Location: Girton
Start date: 01 October 2021
Further details: *Not provided*
Point of entry: 1st year
Deferred entry: No
Live at home while studying: No
Criminal convictions declaration: Undeclared

INFO

1 Check your choices

You can usually only apply to one course at either the University of Oxford or the University of Cambridge. The only exception is if you'll be a graduate by 30 September 2021 and you're applying to Cambridge for graduate medicine (course A101). If so, you can also apply to medicine (course A100) at Cambridge, as well as graduate medicine (course A101) at Oxford.

2 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)

3 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.

...

Medicine (A100)
University of Oxford (033)

Location: Queen's
Start date: 01 October 2022
Further details: *Not provided*
Point of entry: 1st year
Deferred entry: Yes
Live at home while studying: Yes
Criminal convictions declaration: Undeclared

INFO

1 Check your choices

You can usually only apply to one course at either the University of Oxford or the University of Cambridge. The only exception is if you'll be a graduate by 30 September 2021 and you're applying to Cambridge for graduate medicine (course A101). If so, you can also apply to medicine (course A100) at Cambridge, as well as graduate medicine (course A101) at Oxford.

2 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)

3 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.

...

Submitting the application.

There are 4 steps to the submission process.

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

UCAS APPLICATION

2023 Undergraduate application

Your Personal ID number
1250001304

[/ UCAS application](#)

Application **status**

Centre information

Application linked to
3 Dimensions

Group
Default Group

1/5

CHOICES

100%

PROFILE

PERSONAL
STATEMENT

READY TO SEND

Review and submit

This 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).

UCAS APPLICATION

2023 Undergraduate application

Your Personal ID number
1250003108

Home / UCAS application

1

2

3

4

Check your applicationUpdate your preferencesTerms and conditionsPay and submit

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](#)
[Education](#)
[Employment](#)
[Nationality details](#)
[Supporting information](#)
[English language skills](#)

Personal details

[Edit](#)

Title	Mrs
First name	Samantha
Last name	Sykes
Previous name(s)	Not provided
Preferred name	Not provided
Date of birth	14/03/1993
Gender	Female

Accept and proceed

Return to application

We need you 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 quaerat eaque veniam fugit soluta et fuga saepe temporibus aut delectust

1 Ordered list

2 Ullam placeat numquam perferendis deleniti ut eveniet 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 02839815, whose registered office is at Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ ("UCAS", "we", "us").
- 1.2 You can contact us by telephoning our customer service team on 0371 334 4 447, emailing us at 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

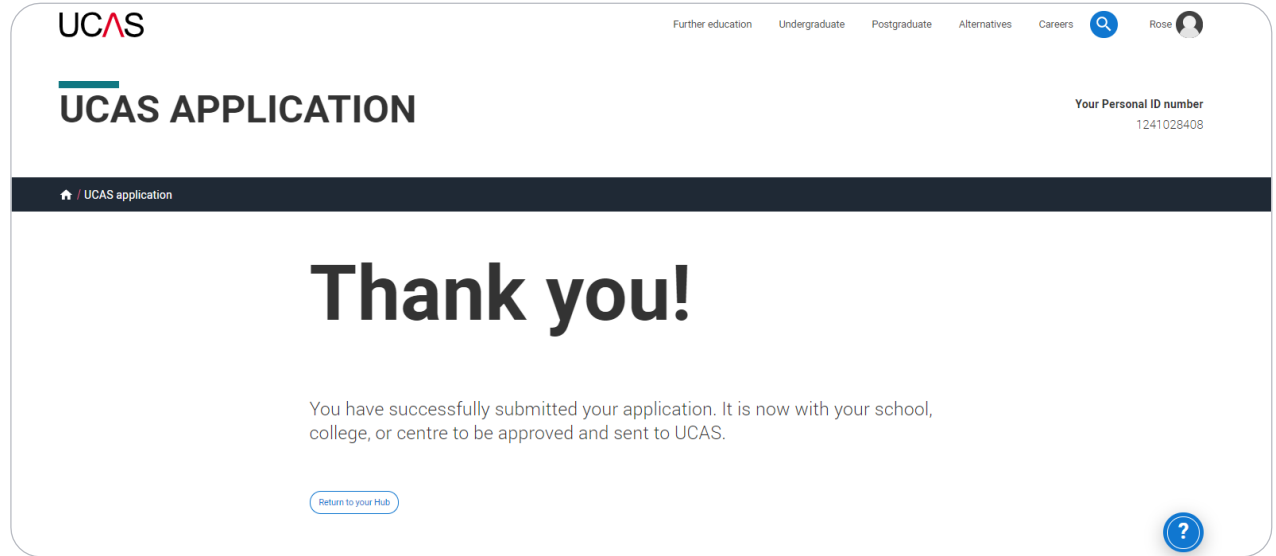
This section summarises important points. It's important you still read and understand the full conditions.

< Contact us

How to get in touch with UCAS.

Review and submit.

If your school or college pay for your application you wont need to enter any credit card details.



The screenshot shows the UCAS APPLICATION interface. At the top, the UCAS logo is on the left, and navigation links for Further education, Undergraduate, Postgraduate, Alternatives, Careers, a search icon, and a user profile (Rose) are on the right. Below the navigation bar, the text 'UCAS APPLICATION' is prominently displayed on the left, and 'Your Personal ID number 1241028408' is on the right. A dark horizontal bar contains a home icon and the text '/ UCAS application'. The main content area features a large 'Thank you!' heading, followed by a message: 'You have successfully submitted your application. It is now with your school, college, or centre to be approved and sent to UCAS.' A 'Return to your Hub' button is located at the bottom left of the main content area, and a help icon (question mark in a circle) is at the bottom right.

UCAS

Further education Undergraduate Postgraduate Alternatives Careers ? Rose

UCAS APPLICATION

Your Personal ID number
1241028408

🏠 / UCAS application

Thank you!

You have successfully submitted your application. It is now with your school, college, or centre to be approved and sent to UCAS.

[Return to your Hub](#)

?

If you need to pay by card you will see this, click **Pay now** and you will be asked to enter your card details.

[/ UCAS application](#)

1

2

3

4

Check your application

Update your preferences

Terms and conditions

Pay and submit

Pay and **submit**

Please click pay now, where you will be asked to enter your card details. Compulsory fields are marked with an asterisk (*).

Card payment details

Credit and debit cards: we accept UK and international Visa, Visa Debit, Delta, MasterCard, JCB, Maestro, and Electron. At the moment we do not accept American Express or Diners Club cards.

Your card details will be encrypted before being transferred over the internet.

The application will not be processed until your payment has been authorised by the card issuer.

If it is subsequently discovered that you did not have authority to make payment using the credit or debit card whose details are entered, we will cancel your application.

Do not refresh the page or use the back button while we process your payment.

Amount due £27.00

The next screen you see may be a payment card verification form supplied through your card issuer which is in place to give you added protection when paying online.

Pay now

Return to application

Back to Terms and conditions

When you've paid and submitted your application, it will go to your school/college to check.

They will submit the application to UCAS.

If you log in you will see a read only version.

The screenshot displays the UCAS application portal interface. At the top, a teal header bar contains a link to 'Return to your Hub' and a message: 'This is a read only version of your application which is with an adviser at UCAS Test and training centre.' To the right of the message are 'Contact' and 'Download as PDF' buttons. A left-hand navigation menu lists various sections: Personal details, Contact and residency details, Employment, Education, Nationality details, Supporting information, English language skills, Finance and funding, Diversity and inclusion, and Personal statement. The main content area is divided into two sections. The 'Personal details' section contains a table with the following information: Title (Ms), First name (Rose), Last name (Hill), Previous name(s) (Not provided), Preferred name (Not provided), Date of birth (08/02/1995), and Gender (Female). The 'Contact and residency details' section contains a table with Mobile telephone number (01234567890) and Other telephone number (Not provided).

Personal details	
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	
Mobile telephone number	01234567890
Other telephone number	Not provided