

**Key Post-18 Dates
and
UCAS APPLY 2026
Registration**

Key Dates Post-18 Timeline

23 June:

Started UCAS registration (PROFILE & EXPERIENCE)

27 June:

Submission of second draft **Personal Statement** (*unless reviewing tutor specified otherwise*)

4 July:

- **Results Assembly**
- **Term 3B Data Drop with latest Teacher Projections**
- Completed all sections of UCAS APPLICATION **EXCEPT Choices and Personal Statement**

Key Dates Post-18 Timeline

7 July – Apprenticeships Next Steps

By end of this half-term:

Long list of universities/non-university options + requirements; University and Post-18 visits completed
2nd draft of Personal Statement/CV complete + feedback received from tutor

Summer holidays

Research apprenticeships/employment/university
Refining of longlist based on Post-18 Gateway Exam results and teacher projections
Preparation for Assessment Week
Redrafting of Statement

Key Dates Post-18 Timeline

5 September: Back to school

Apprenticeship vacancies - register on [Find and Apprenticeship](#) and sign up for [UCAS Smart Alerts](#)

22 September: Oxbridge + Medicine/Vet/Dentistry applications completed

22 September – 7 November:

Finalise PS, upload to UCAS, finalise Choices (based on Post18 Predicted Grades)
Tutor Reference Writing

15 October:

– Deadline for Oxbridge + Medicine/Vet/Dentistry applications

w/c 20 October:

Confirmation of final UCAS/Post-18 Predicted Grades and possible amendment of choices/personal statements over half term

7 November: DEADLINE FOR UCAS REVIEW & SUBMIT

11 November:

– All other UCAS applications sent

Key Dates Post-18 Timeline

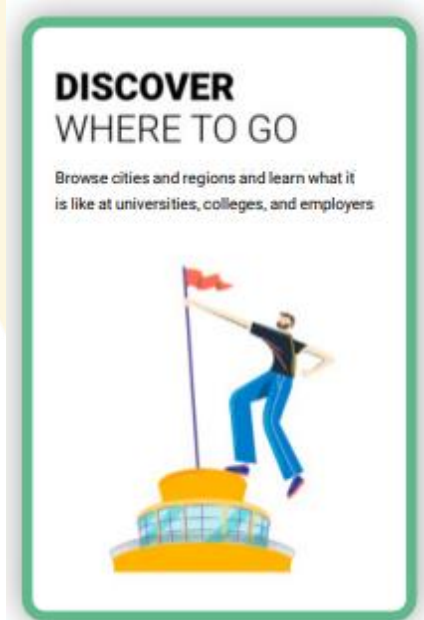
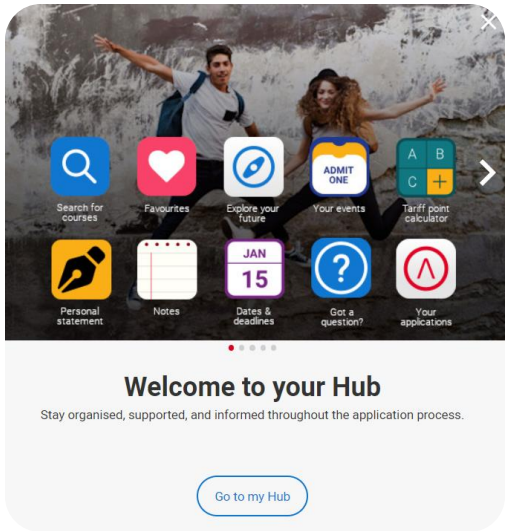
- **October – April:**
 - Universities respond to applications
- **March:**
 - Have researched university finance and applied online (website opens)
- **By 6 May:**
 - Make final Firm and Insurance choices
 - Start applying for accommodation
- **By mid-May:**
 - Apply for Student Finance

UCAS APPLICATIONS - Key Points

- **UCAS** co-ordinates all applications to UK universities
- **On-line service**
 - deadlines, cost (£28.95 for up to 5). Free if you ever FSM.
 - Other Bursary students, school will pay
- **5 choices of university/course combination allowed**
- **Basic registration simple**
 - Done via registering on the **UCAS HUB**
 - You will have one single login and password for all services
 - <http://www.ucas.com/>

The UCAS HUB

UCAS HUB has a whole variety of tools similar to Unifrog that can additionally help you with research and exploration, e.g. Careers Quizzes, Search Tools, Hub Live, Unibuddy



PERSONALISED EXPERIENCES

FAVOURITES FEATURE

PEER TO PEER SUPPORT

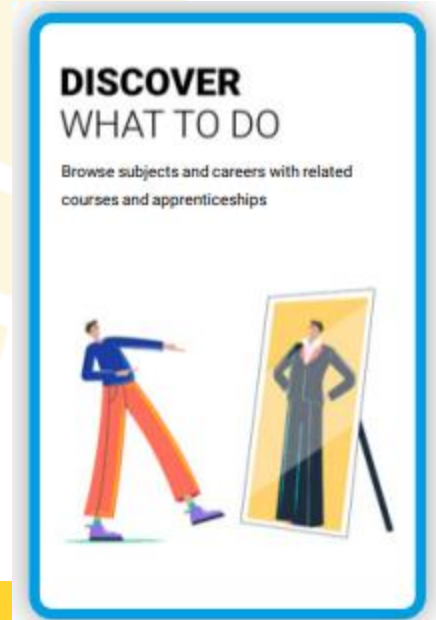
UNIBUDDY

CITY & REGION GUIDES

SUPPORT THROUGHOUT THEIR JOURNEY

HEARING FROM EXPERTS

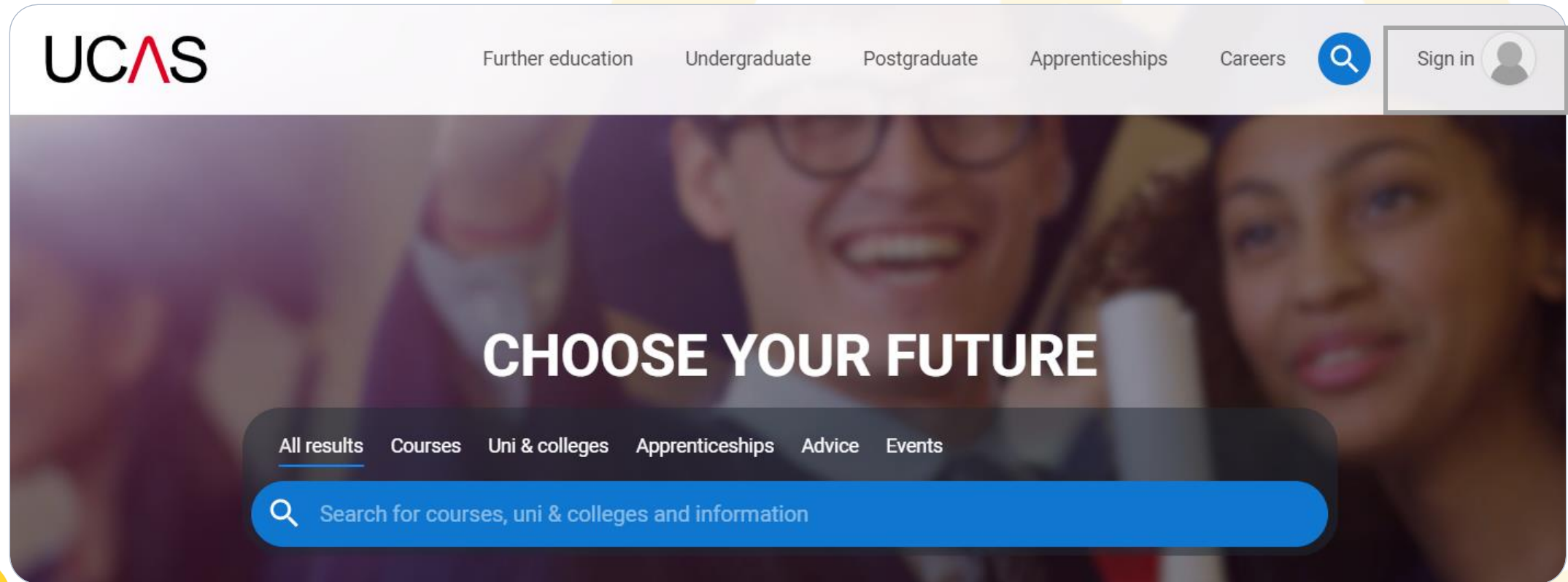
UCAS HUB LIVE



Registering for an account

UCAS

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



The screenshot shows the UCAS website homepage. At the top left is the UCAS logo. To its right is a navigation menu with links for 'Further education', 'Undergraduate', 'Postgraduate', 'Apprenticeships', and 'Careers'. On the far right of this menu is a search icon and a 'Sign in' button with a user profile icon. Below the navigation is a large banner image of three smiling students. Overlaid on the banner is the text 'CHOOSE YOUR FUTURE'. Below this text is a secondary navigation menu with links for 'All results', 'Courses', 'Uni & colleges', 'Apprenticeships', 'Advice', and 'Events'. At the bottom of the banner is a blue search bar with a magnifying glass icon and the placeholder text 'Search for courses, uni & colleges and information'.

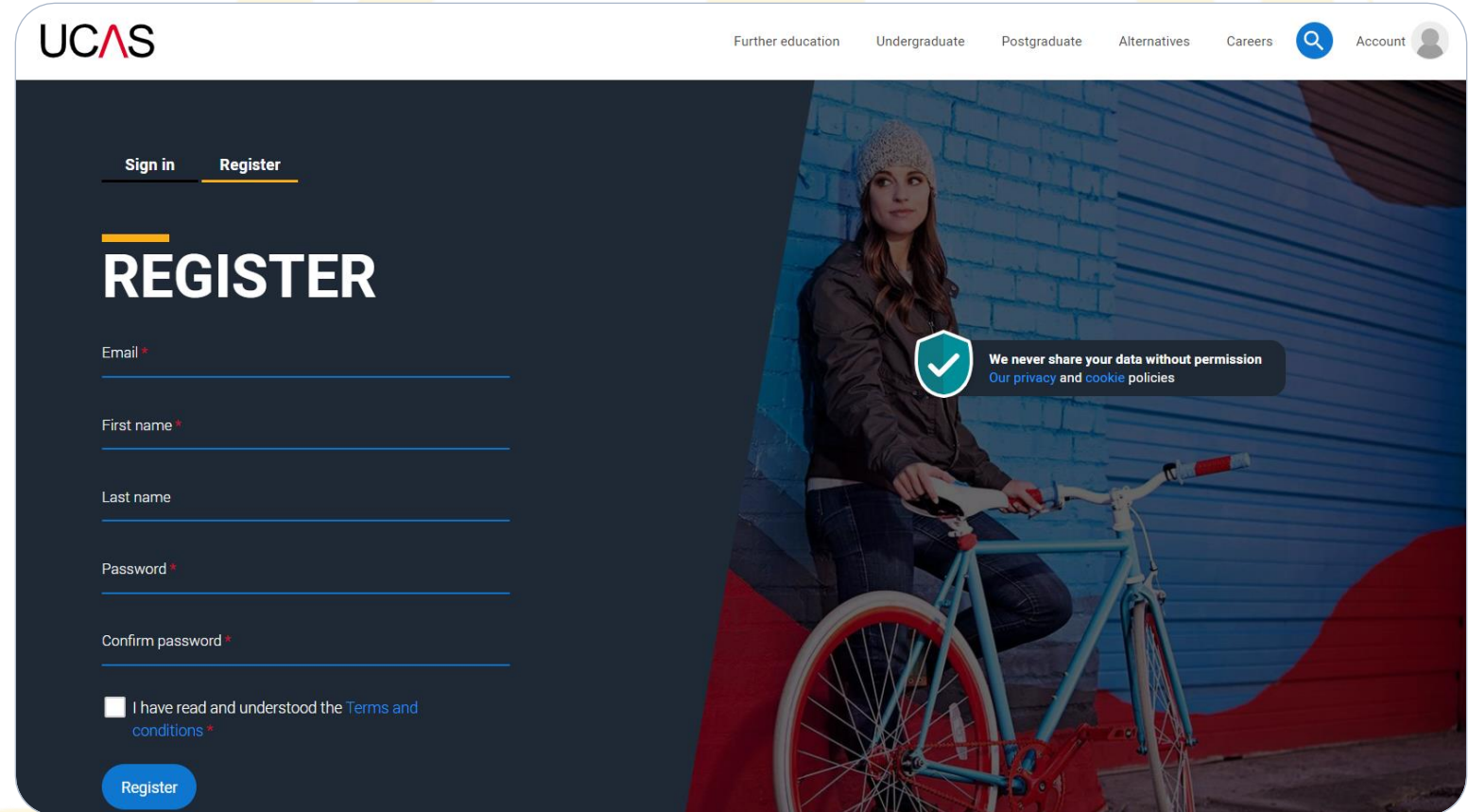
6th

Registering for an account

Complete the short form

Professional, personal email – NOT SCHOOL

Make sure the password is memorable



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', a search icon, and 'Account' are on the right. Below the navigation, there are two tabs: 'Sign in' and 'Register', with 'Register' being the active tab. The main heading is 'REGISTER' in large white letters. Below this are five input fields: 'Email *', 'First name *', 'Last name', 'Password *', and 'Confirm password *'. Each field has a blue underline. Below the fields is a checkbox with the text 'I have read and understood the [Terms and conditions](#) *'. At the bottom left of the form is a blue 'Register' button. On the right side of the form, there is a teal shield icon with a white checkmark and a dark grey box containing the text: 'We never share your data without permission' and 'Our [privacy](#) and [cookie](#) policies'.

6th

FORM

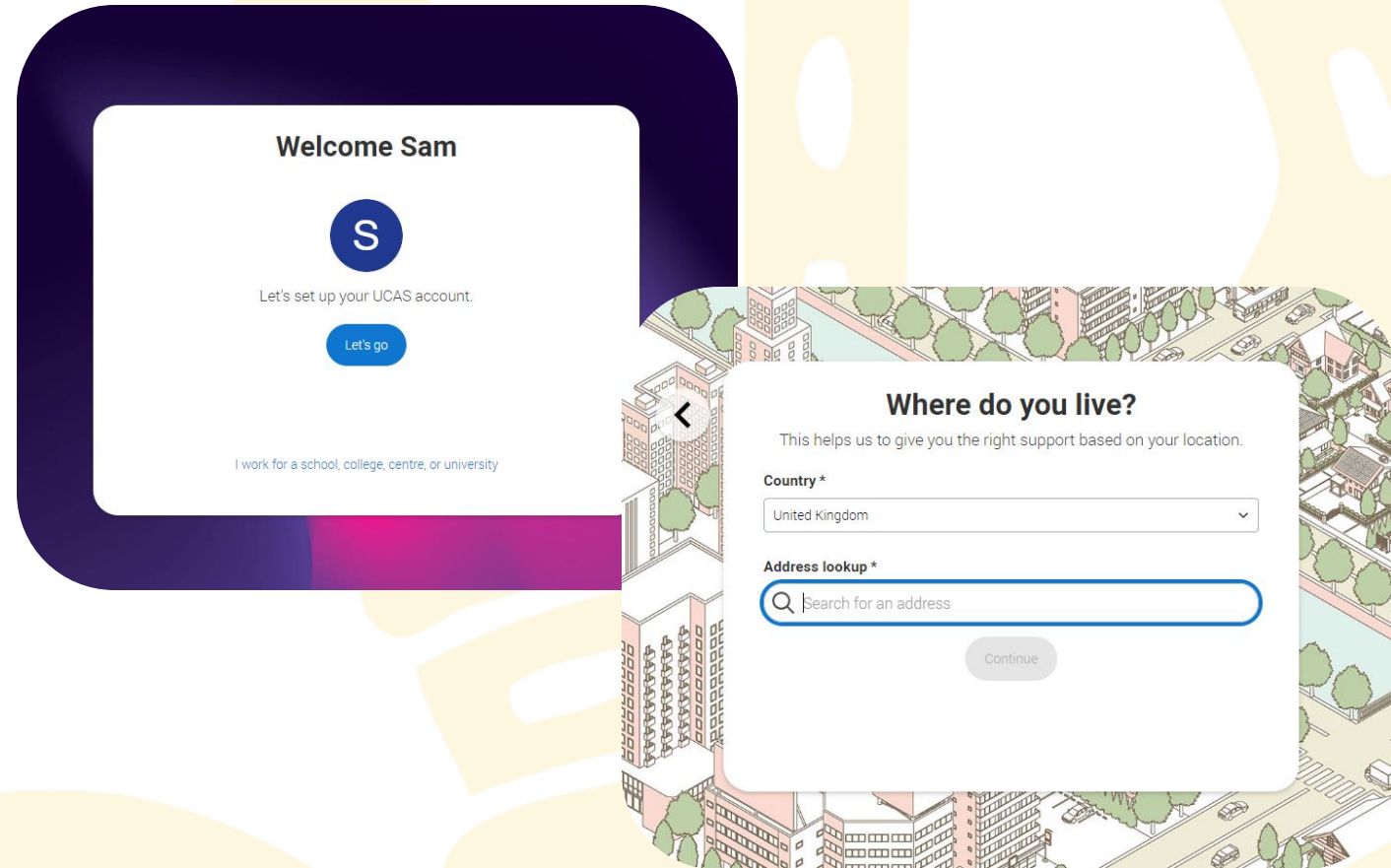
Registering for an account

UCAS email you a code to verify your email address, so they know details are correct

The image shows a screenshot of a UCAS email verification page and a corresponding verification form. The email page on the left has the UCAS logo at the top, followed by the heading "Email verification". The body of the email says "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.", and "UCAS". The code "647527" is highlighted with a red square. To the right is a dark blue verification form with the heading "VERIFY YOUR ACCOUNT". Below the heading, it says "An email has been sent to you on behalf of UCAS, with a code to verify your email address. Please enter the code below." There is a text input field labeled "Code *" and a blue "Verify" button. At the bottom, it says "If you have not received an email, you can [request another code](#)".

Registering for an account

Once you've registered, UCAS will ask you a few questions like where you live so they can tailor the information you see.



Registering for an account

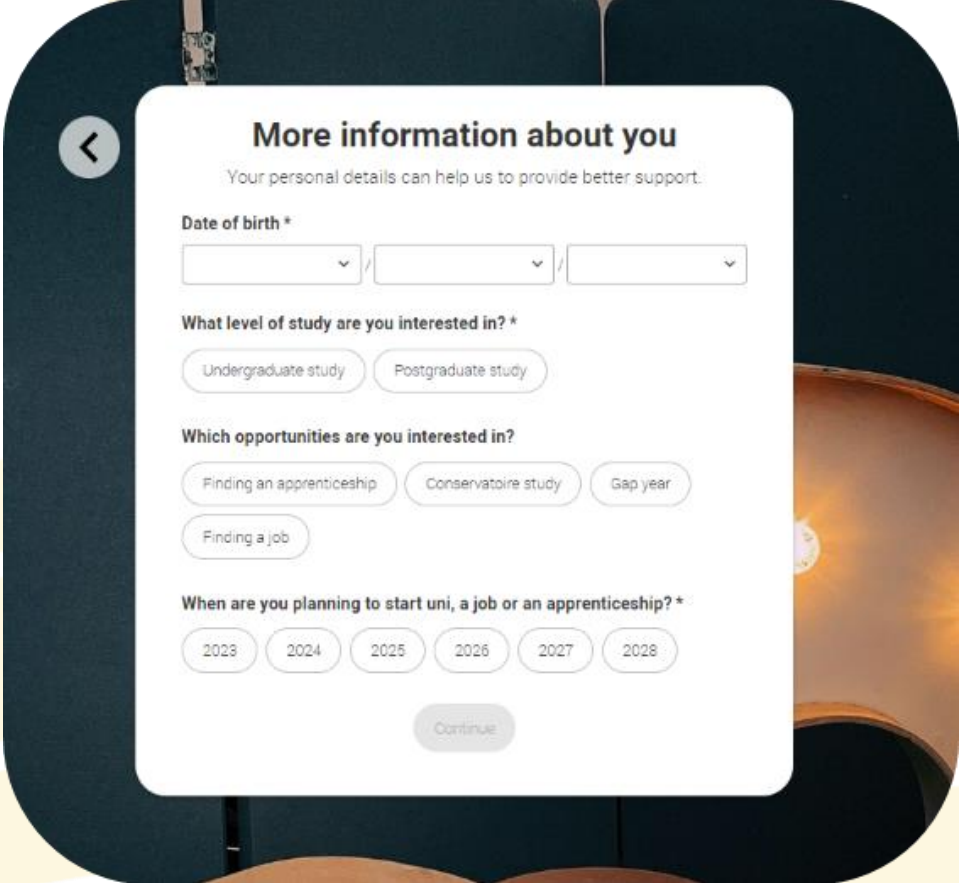
You need to answer a few questions about yourself;

Level of study: Undergraduate as you're still at school/college.

Additional Information: Choose to get information on apprenticeships, conservatoires, finding a job or gap years.

Planning to start Date:

- 2026 if you want to start next year or even if you are planning on Deferred Entry in 2027
- You will select 2026 or 2027 start date when you add choices



The screenshot shows a mobile app interface for the UCAS registration process. The form is titled "More information about you" and includes a sub-header: "Your personal details can help us to provide better support." The form contains the following sections:

- Date of birth ***: Three dropdown menus for day, month, and year.
- What level of study are you interested in? ***: Two buttons: "Undergraduate study" and "Postgraduate study".
- Which opportunities are you interested in?**: Three buttons: "Finding an apprenticeship", "Conservatoire study", and "Gap year".
- When are you planning to start uni, a job or an apprenticeship? ***: A row of buttons for the years 2023, 2024, 2025, 2026, 2027, and 2028.
- A "Continue" button at the bottom.

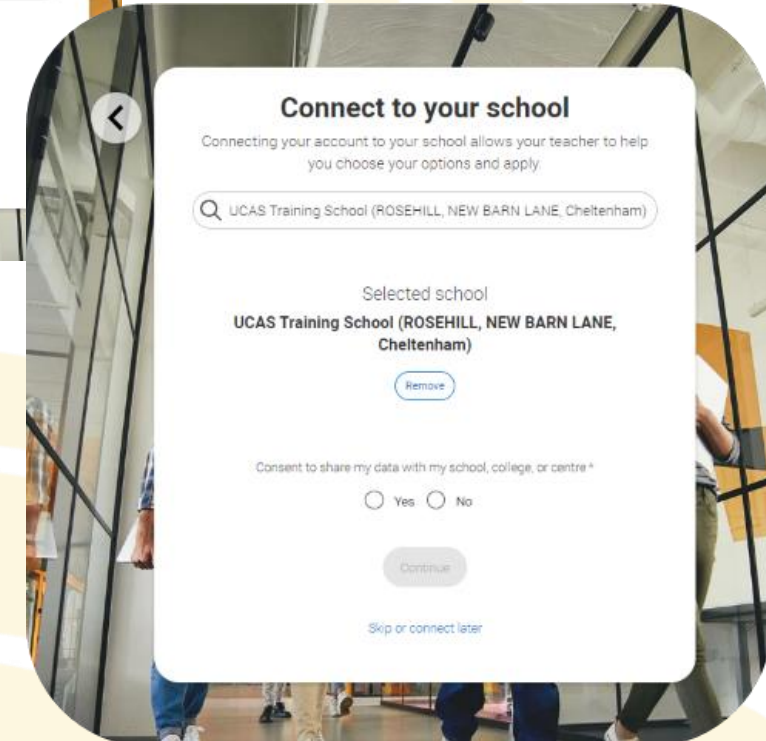
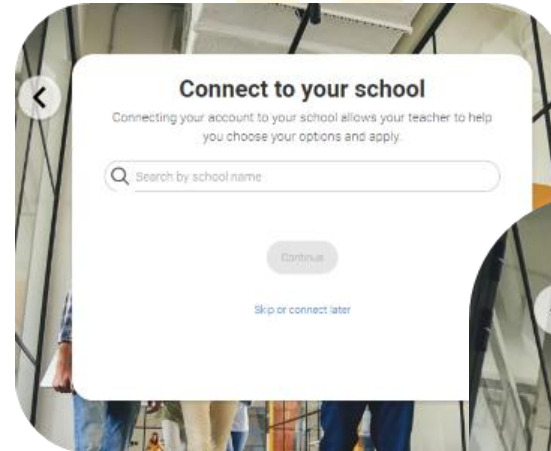
Registering for an account

You can connect to TBSHS at this stage (or you can do it when you start your application).

This is so UCAS can share your UCAS Hub activity with us so that we can support you.

Make sure you select us correctly from the drop down – type “The Bishop’s Stortford High School”

You’ll also need to enter our buzzword **TBSHS26** when you start your actual application.



Registering for an account

Preferences:

Interests:

- Get tailored information about uni, college and apprenticeship options.
- Select the subjects, locations or industries of interest - change these at any time in your preferences.

Your interests

This will help us personalise your account, by creating favourites which you can change later. **These are not application choices.**

Which subjects are you interested in? *
(3 choices remaining)

Search

Which universities and colleges are you interested in? *
Search

Unsure

Which industries are you interested in? *
Search

Unsure

Continue



Smart Alerts:

- UCAS can match you to potential employers if you sign up to smart alerts.
- You'll get these directly to your inbox. It's totally optional.

YOUR ACCOUNT

Your profile

Preferences

Password and security

Language settings

Manage my marketing preferences

Manage my Hub personalisation

Need study support?

Interested in apprenticeships?

We can match you to employers looking for people like you.

Smart Alerts is an email alert service that can match you to apprenticeship opportunities where employers are looking for specific candidates.

Please see our 'Smart Alerts' section of our privacy policy for more information about how this service works. To view all our apprenticeship vacancies visit our Apprenticeship Search page.

I would like to opt-in to receive Smart Alerts

This service is only available for those who are UK nationals or have the right to work in the UK

Yes No

Save Cancel

Registering for an account

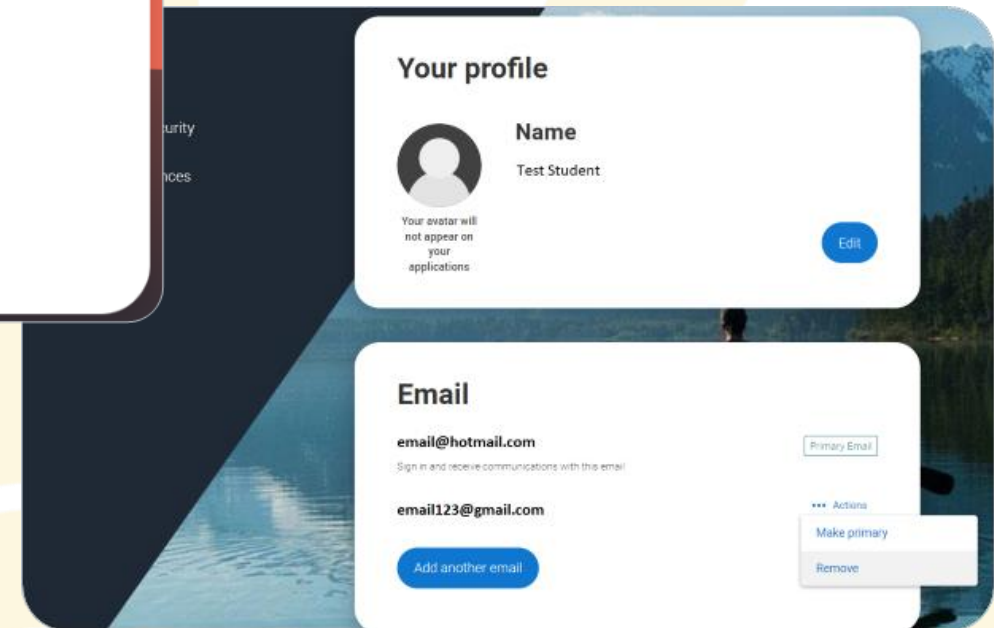
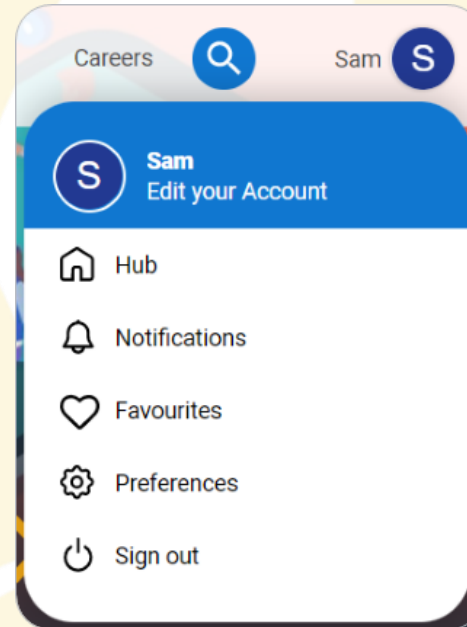
EMAIL

Personal email:

- **Don't use** school one – you need access to it even after school ends.

Keep it up to date:

- If you change your email, go to 'Preferences' and 'Edit your account' from drop-down.



UCAS Starting Your Application

Click on the blue button or red cross to start a 2026 Application
Then Select **Undergraduate** under application type

The screenshot shows the 'Your Hub' interface. At the top, there's a navigation bar with 'Hub', 'For you', 'Favourites', 'What to do', 'Where to go', and 'Search'. Below this, a welcome message for 'Fiona' is displayed, indicating she is applying for Undergraduate courses in 2026. A pink 'Start application' button is visible. The main content area features a '2026 Application' section with a blue 'Start application' button. Below this, there is a prominent pink circular icon with a right-pointing arrow, followed by the text 'Start an application' and a sub-description: 'Apply to universities and colleges to study degrees, HNDs, and HNCs and dance, drama and music at conservatoires.'

UCAS Starting Your Application

Top drop downs should be 2026 (even if deferring entry to 2027) and Undergraduate

Then click Start 2026 Undergraduate application

You will only use **Conservatoire** button if you are applying to a Conservatoire (this can be in addition to normal UCAS application)

YOUR APPLICATIONS

Start an application

You can only apply once in a cycle - Do not apply more than once in a cycle, or submit a new application if you are holding a deferred place, as your new application will be cancelled and you won't receive a refund.

In which year do you want to start your studies?

2026

Select the main level of study you are interested in

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



Undergraduate

Degrees, HNDs, and HNCs

Start 2026 application >



Conservatoire

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

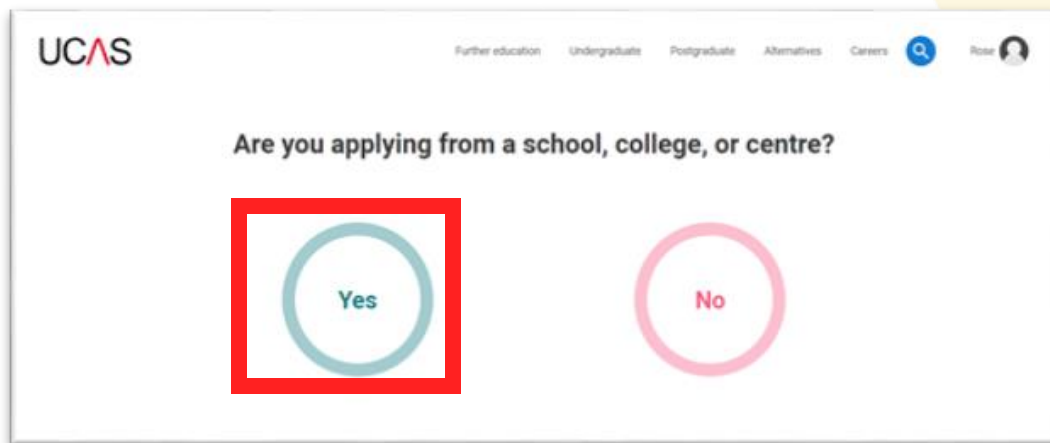
Start 2026 application >



6th

FORM

UCAS Application Linking to School

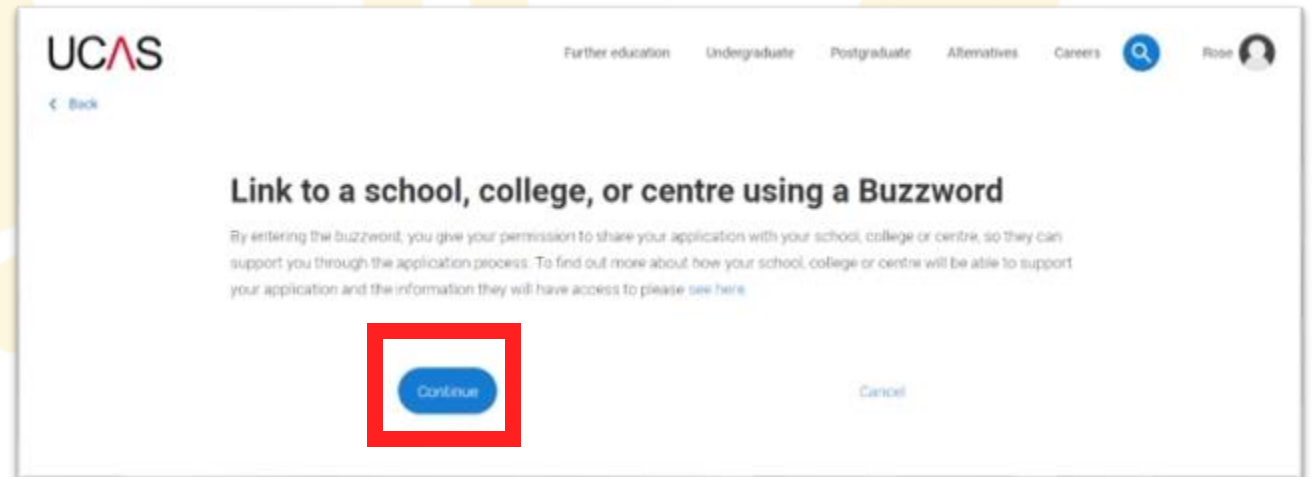
Select **Yes** to Are you applying from school? **Continue** on Using a **Buzzword**





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](#)

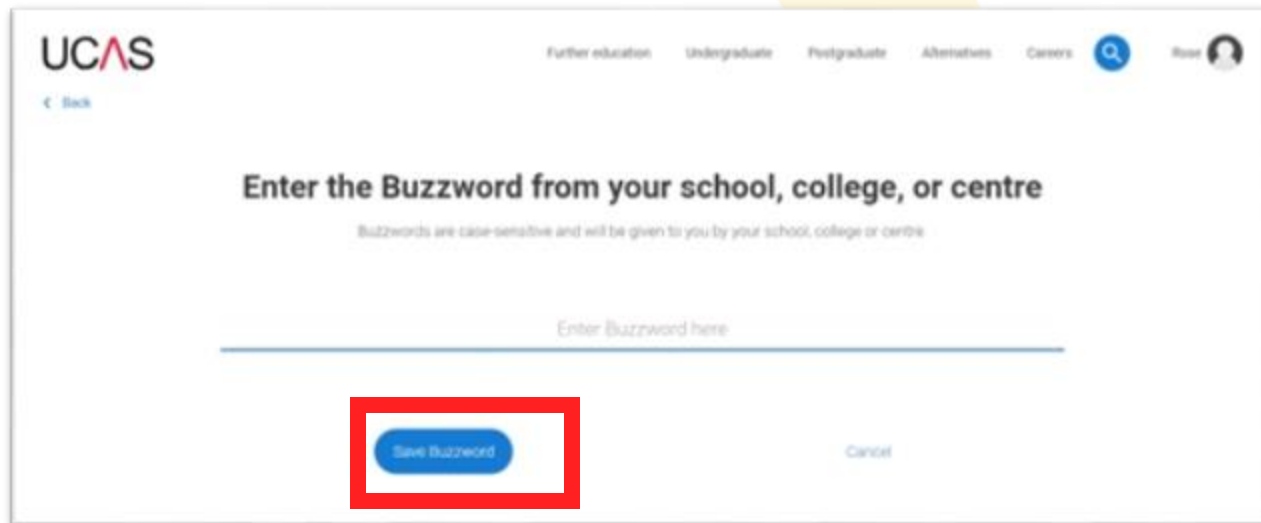
Link to a school, college, or centre using a Buzzword

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](#)

UCAS Buzzword

Enter the buzzword TBSHS26, save and confirm the school details are correct



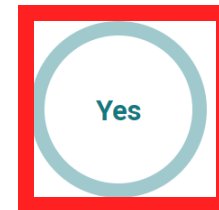
The screenshot shows the UCAS Buzzword entry form. At the top left is the UCAS logo. The main heading is "Enter the Buzzword from your school, college, or centre". Below this is a note: "Buzzwords are case-sensitive and will be given to you by your school, college or centre". There is a text input field with the placeholder "Enter Buzzword here". Below the input field are two buttons: "Save Buzzword" (highlighted with a red box) and "Cancel".

Your buzzword is for

The Bishop's Stortford High School

London Road,
Bishop's Stortford, Hertfordshire, CM23 3LU

Is this correct?



UCAS Select Group

Select your Tutor Group from the Select Group Drop down

You have linked your application to
The Bishop's Stortford High School

Select group

- I don't know
- Default Group
- AEC
- CSM**
- EFE**
- MBK
- PJH
- PLW
- RDC
- Year_14

Terms a
Privacy
Modern
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About us Glossary

UCAS Application Overview

Homepage:

- Shows sections that need completing and the percentage of each that has been done
- Don't need to complete the application all at once; you can log in and out at any time until you're finished.

The screenshot displays the UCAS application homepage for a user named Freddie. The page is titled 'UCAS APPLICATION' and '2021 Undergraduate application'. It shows the user's Personal ID number as 1444722400. The main content area is divided into two panels, each showing the 'Application status' and 'Centre information'.

UCAS APPLICATION
2021 Undergraduate application

Your Personal ID number
1444722400

Application status

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

Section	Progress
CHOICES	0/5
PROFILE	0%
PERSONAL STATEMENT	NOT STARTED
Submit >	0%

Application status

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

Section	Progress
CHOICES	2/5
PROFILE	44%
PERSONAL STATEMENT	IN PROGRESS
Submit >	36%

6th

FORM

Application Overview


Complete by 4 July

- All the tiles in the **My Profile** and **Experience** sections
- **Do not** use **Add Choice** or **Personal Statement** yet (do in Autumn Term)
 - Personal details
 - Nationality details
 - Where you live
 - Contact details
 - Supporting information
 - Finance and funding
 - Diversity and inclusion*
 - More about you

* (for students with a UK home address)

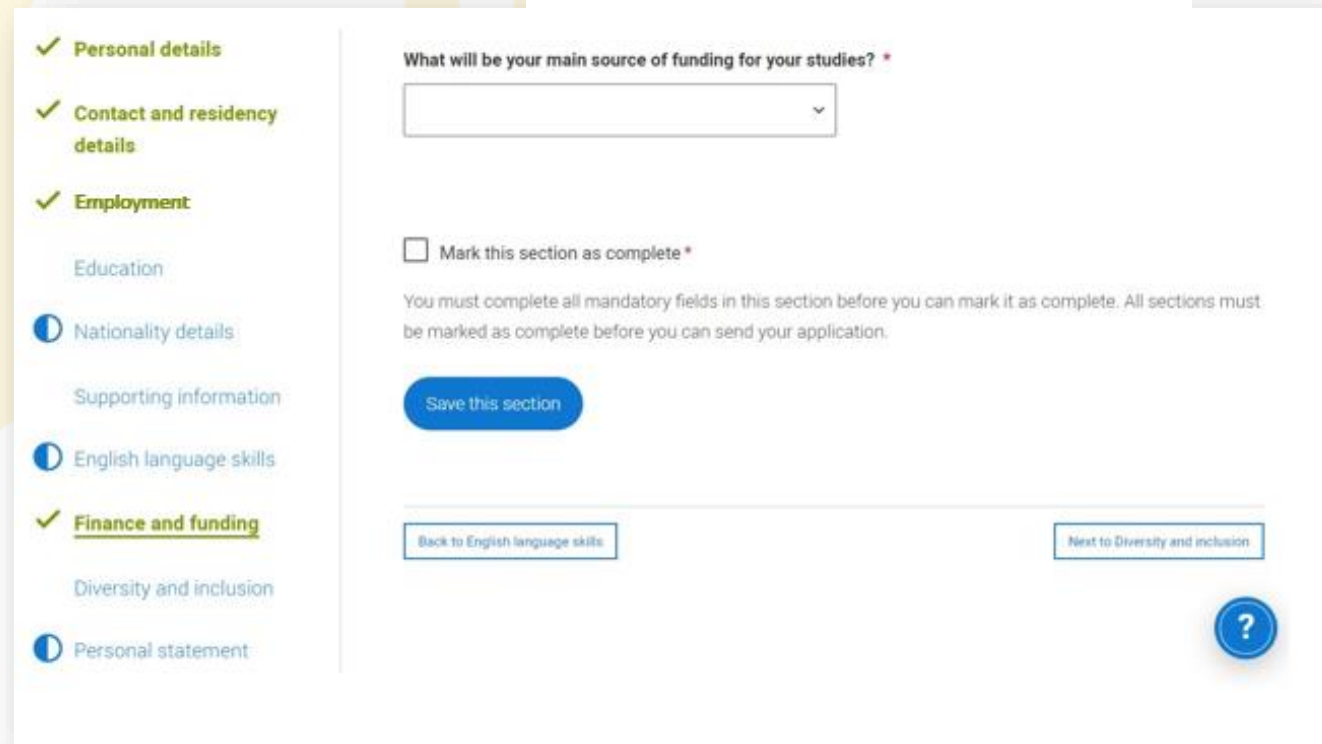
The screenshot displays a dark-themed application form interface. It is divided into two main sections: 'Profile' and 'Experience'. The 'Profile' section contains eight tiles: 'Personal details', 'Nationality details', 'Where you live', 'Contact details', 'Supporting information', 'Finance & funding', 'Diversity & inclusion', and 'More about you'. The 'Where you live' and 'Contact details' tiles have a blue bar at the bottom indicating they are 'Section in progress'. The 'Experience' section contains three tiles: 'Education', 'Employment', and 'Extra activities'. The 'Education' and 'Employment' tiles have a green bar at the bottom indicating they are 'Section complete'. The 'Extra activities' tile has a blue bar at the bottom indicating it is not yet started. Each tile includes a title, a brief description, and a 'Start this section' button.

Application Overview

- You are assigned a 10 digit **PERSONAL ID** - Unique to you and key identifier – note it down
- Fields marked with an * are compulsory
- Click on the  help icon for more information on any question
- The list on the left of each section shows which sections are completed (with a tick), which are in progress (with a half-moon) and which have yet to be started (no icon)
- When complete, remember to **mark the section as complete** at the bottom of each page

Your Personal ID number

1583412761



The screenshot shows a web application interface. On the left is a sidebar with a list of sections: Personal details (checked), Contact and residency details (checked), Employment (checked), Education (half-moon), Nationality details (info icon), Supporting information (half-moon), English language skills (info icon), Finance and funding (checked), Diversity and inclusion (half-moon), and Personal statement (info icon). The main content area is for the 'Finance and funding' section. It contains a dropdown menu for 'What will be your main source of funding for your studies? *', a checkbox for 'Mark this section as complete *', and a blue 'Save this section' button. Below the button are two links: 'Back to English language skills' and 'Next to Diversity and inclusion'. A blue help icon is in the bottom right corner.

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 *).

BIGGEST MISTAKE: No starting capital letter on names

Remember to mark the section as complete and save it at the bottom of each page.

The screenshot shows the 'PERSONAL DETAILS' section of a 2023 Undergraduate application. The page title is 'PERSONAL DETAILS' with the subtitle '2023 Undergraduate application'. The user's Personal ID number is 1722317405. A navigation bar shows 'UCAS application / Personal details' and a link to 'Return to application overview'. A sidebar on the left lists various sections: Personal details (selected), Contact and residency details, Nationality details, Supporting information, English language skills, Finance and funding, Education, Employment, Personal statement, and Reference. The main content area contains several fields: 'Title' (dropdown), 'First and middle name(s)' (text input, example: 'Eve'), 'Last name' (text input, example: 'Lomax'), 'Previous name(s)' (text input), 'Preferred name' (text input), and 'Date of birth' (Day, Month, Year dropdowns). There are two 'Gender' sections with radio button options: 'Man', 'Woman', 'I use another term', and 'I prefer not to say'. At the bottom, there is a checkbox 'Mark this section as complete' and a 'Save this section' button. A 'Next to Contact and residency details' link is visible at the bottom right.

6th

FORM

Nationality Details

Your nationality is associated with the country that would issue you a passport. If you don't have a passport, it is usually the country in which you were born.

This not your ethnicity which refers to your cultural identity and ancestry. You will be asked about ethnicity in the diversity and inclusion section.

If you have **dual nationality**, please list both nationalities.

Depending on the information you provide, you may see more questions.

6th *The information you provide will help universities and colleges in determining your fee status and allow them to assist you with the visa application process, if required.*

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

[Back to Contact and residency details](#)

[Next to Supporting information](#)

Where You Live

You must add three years of residency history between 1st September 2022 and 1st September 2025.

Your current address should be added first – you will only be asked for further addresses if you have not lived there/it hasn't been your permanent home since September 2022.

Why you are living here?

Generally **PERMANENT HOME**.

Use address that you spend most time at if you split living between parents/places

Where you live

Add the addresses you have been living at since 1st September 2022 to the present day. We collect this to help universities and colleges ensure you pay the correct fees.

If you split your time between two permanent home addresses, for example, if your parents live apart, please inform us about the address where you spend the majority of your time.

Add current address

Address type *

What date did you start living here? *

Enter month and year

Month Year

Why are you living here? *

Universities and colleges need to know whether you are living here permanently or for a temporary reason

Save address

6th

FORM

Where You Live

✔ The addresses you have added cover the date range we require

Please confirm your home address *

Universities and colleges require your permanent home address, to determine your domicile. This might be where your family lives, or the house you own. This may not be where you are currently living, if you are living away from home on a temporary nature (for example at boarding school, or other temporary housing for educational purposes)

- 1 Constable Court, Millfield Avenue, York, North Yorkshire, YO10 3XA
- high street, Town, Bahamas
- Add a different home address

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

When you've added enough addresses to cover the required duration, you'll see a success message. You'll then need to confirm your home address.

This can be selected from the list of addresses you entered, or a new one can be added.

You then need to select your area of permanent residence and residential category – **UK Citizen - England**

6th

FORM

Contact Details

Make sure your **PERSONAL EMAIL** is professional and appropriate

– used by both UCAS and your choices to update you. Can change in Hub Preferences.

NOMINATED ACCESS - Strongly advise YES

Means someone else can speak to UCAS about your application.

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

6th Add Parent or other responsible adult

The screenshot displays two overlapping sections of the UCAS application form. The top section, titled 'Contact details', includes fields for mobile and other telephone numbers (with country dropdowns), an email address (with a note that it can be updated in UCAS Hub), and a postal address (with an address type dropdown and a 'Click here' link to enter manually). The bottom section, titled 'Nominated access', contains a question: '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.' Below this is a 'Yes' (selected) and 'No' radio button option. Further down, there are fields for 'Full name of nominee' and 'Relationship to you', each with a text input box. At the bottom of the form, there is a 'Mark this section as complete' checkbox and a 'Save this section' button.

Finance and Funding

Most of you will take out a Student Loan to pay Tuition fees.

Select **UK, ChI, IoM, EU student finance services**.

Then select **COUNTY** where you live in drop down that appears

Use **Private** if have other sources of money to pay.

Doesn't commit you at this stage.

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 those eligible EU students under the EU Settlement Scheme will be in the category UK, ChI, IoM, or EU student finance.

This guidance has been created based on [eligibility advice](#) from the Student Loans Company, 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.

If you require additional guidance, we recommend contacting [the UK Council for International Student Affairs](#).

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.

Essex ▾

6th

FORM

Diversity and Inclusion

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.

The screenshot shows a form titled "Equality monitoring" with the following fields:

- Ethnic origin ***: A dropdown menu.
- What is your religion or belief?**: A dropdown menu.
- What is your sexual orientation?**: A dropdown menu.
- Do you identify as transgender?**: A list with three options: "Yes", "No", and "I prefer not to say". The "I prefer not to say" option is highlighted in blue.

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

Diversity and Inclusion

Parental Education

Strongly advise you do answer **NO** if your parents, step-parents or guardians do not have any higher education qualification (e.g. degree, diploma, or certificate of higher education)

Factor in **CONTEXTUAL ADMISSIONS**

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.

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

Important to declare possible support needs and difficult circumstances.

Select **None**, relevant category or **A condition not listed above**.

Add brief details, e.g. 25% extra time, separate room, scribe, etc.

Confidential and will not negatively impact your application

Help ensure relevant support and consideration given to you

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: *

- None
- A learning difference (e.g. dyslexia, dyspraxia, or AD(H)D)
- A visual impairment uncorrected by glasses (e.g. blindness or partial sight)
- A hearing impairment (e.g. D/deafness or partial hearing)
- A long-term illness or health condition which may involve pain or cause fatigue, loss of concentration or breathing diff
- A mental health condition, challenge or disorder (e.g. anxiety or depression)
- A social, behavioural or communication impairment (e.g. an autistic spectrum condition or Tourette's Syndrome)
- A physical impairment or challenges with mobility (e.g. climbing stairs or uneven surfaces), or dexterity (e.g. using a k
- A condition or impairment not listed above (please give details in the box below)
- Two or more impairments or conditions (please give details in the box below)

Yes No

6th

FORM

UCAS Experiences

Experiences:

- Education
 - Employment
 - Extra activities*
- *(for students with a UK home address)

Experience

Education >

Your qualifications and periods of study

Section in progress

Employment >

Employment, paid or unpaid, or volunteer work

Section complete

Extra activities >

Activities you have attended in preparation for higher education

Start this section

Personal Statement

Personal statement >

Why do you want to study this subject?

Start this section

6th

FORM

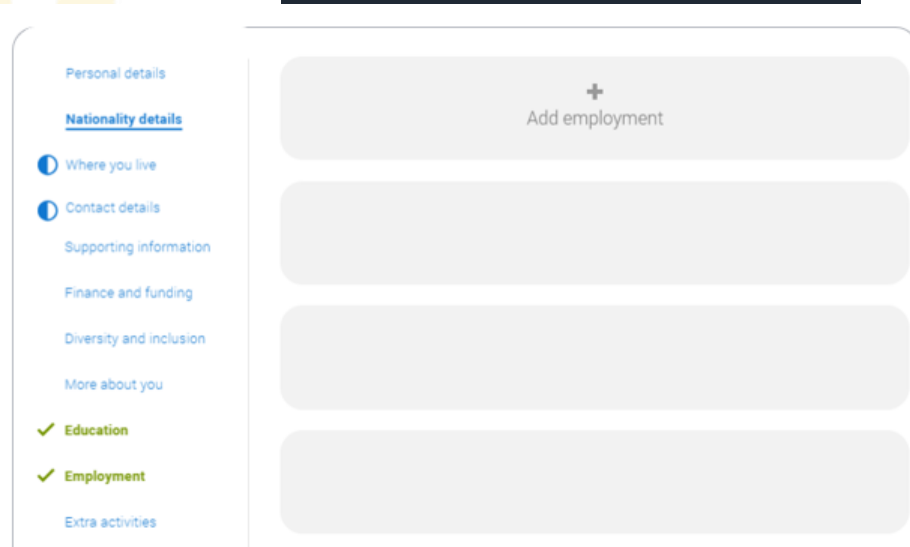
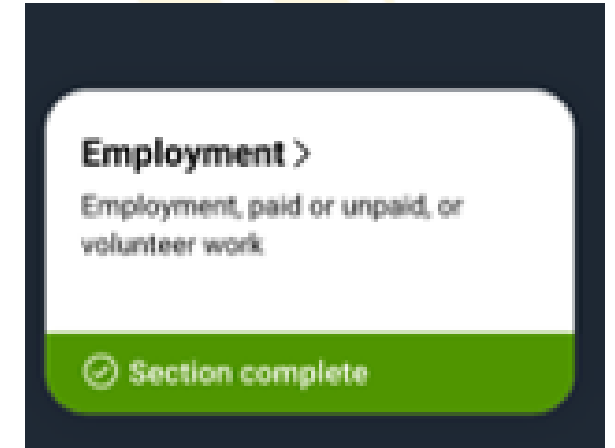
EXPERIENCES - EMPLOYMENT

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



EXPERIENCES – EXTRA ACTIVITIES

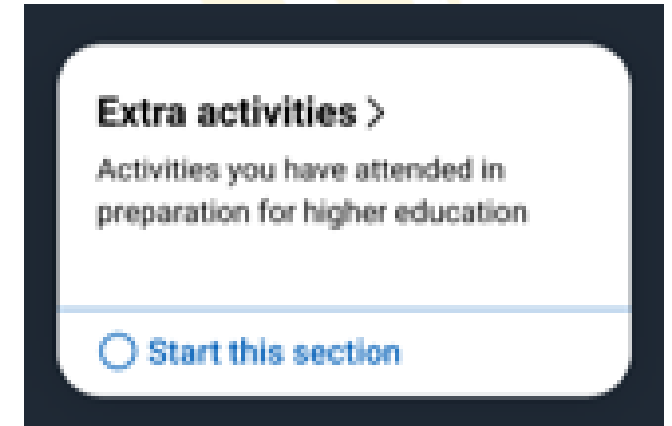
Add any activity you have taken part in to prepare for higher education.

May include national or regional schemes, university-run programmes, summer schools (e.g. UNIQ, Sutton Trust), taster courses, subject masterclasses and booster courses.

Open days are not relevant to this question.

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

Still need to mark SECTION COMPLETE



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

UCAS - Education

- Need to add the school(s) where you got your GCSEs and where you will sit your A levels/BTECs
- Click **Add Place of Education**
- **ULN** is on your Statement of Results from GCSE (but can be left blank)
- If you have English as an Additional Language (EAL) and have taken English language tests, enter these here (any other English language tests can be added as a qualification)

+

Add place of education

Unique Learner Number (ULN)
UK Students ONLY - This is a 10-digit number connected to a UK Student's Personal learning record. You can find this on a qualification certificate or results slip. If you don't have one or don't know yours, please leave this blank.

English language certificates

English language certificates are often needed for international students as an entry requirement for the course. Not everyone will need an English language certificate. If you're unsure whether you need one, check the entry requirements for the course on the search tool. If you have a language certificate that is not listed here, ie Pearson, Cambridge you can add these as a qualification in the section above.

Test of English as a Foreign Language (TOEFL) Number

International English Language Testing System (IELTS) TRF Number

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 - Education

You should have linked to TBSHS so when you click on 'Add place of education', you'll be asked if you'd like to add it – click YES

You will have at least A levels/BTEC to add under TBSHS

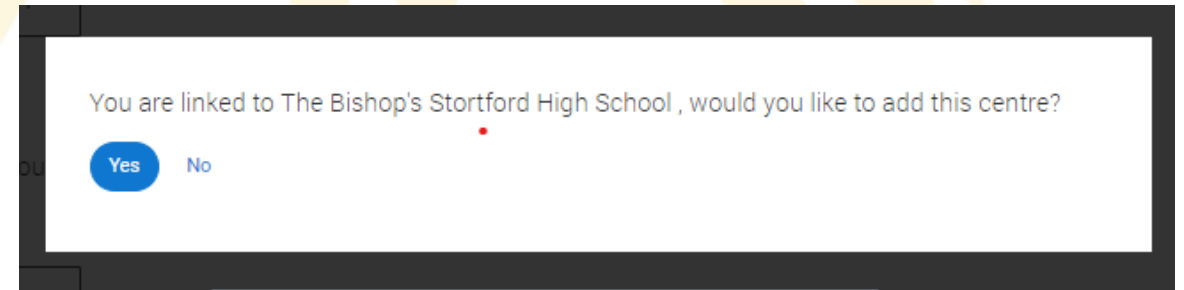
Dates of attendance:

Start - Yr 7 then 09/2019
Sixth Form 09/2024

End – 07/2026 or 08/2026 (end academic year)

Full time study

Study Mode in person

A screenshot of the "Add place of education" form. The form has a white background and a grey border. It contains the following fields and options:

- Name of the school, college, or university ***: A text input field.
- Exam centre number**: A text input field with a note below it: "This may be automatically filled in based on your school, college, or university".
- Start date ***: Two dropdown menus for "Month" (MM) and "Year" (YYYY).
- End date ***: Two dropdown menus for "Month" (MM) and "Year" (YYYY).
- Type of study ***: Three radio buttons: "Full time", "Part time", and "Exam only".
- Study Mode ***: Two radio buttons: "Online" and "In Person".
- At the bottom, there are three buttons: "Save and add Qualification" (blue), "Save and return to Education Section" (grey), and "Cancel" (grey).

6th

FORM

UCAS - Education

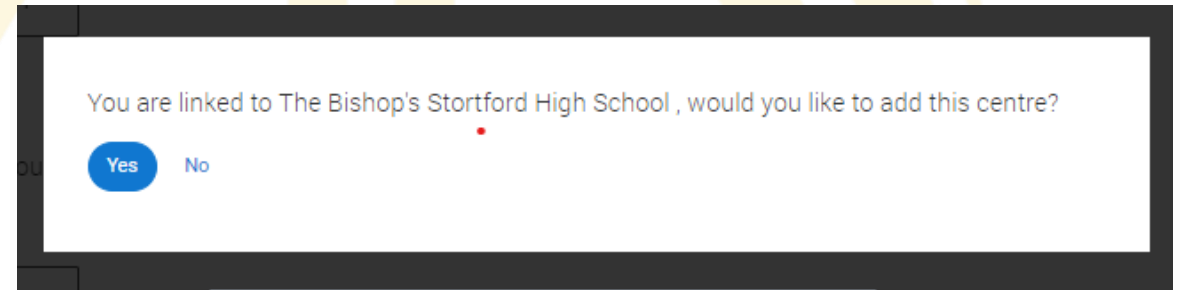
Repeat "Add place" to add previous secondary school(s) if you joined in Sixth Form

You will need to add your GCSEs under your last school

Start typing **name** of where you studied. Select the right school from the drop down.

Exam centre number automatically populates if UCAS has record of it

Complete remaining questions

A screenshot of the "Add place of education" form. The form contains the following fields and options:

- Name of the school, college, or university ***: A text input field.
- Exam centre number**: A text input field with a note: "This may be automatically filled in based on your school, college, or university".
- Start date ***: Two dropdown menus for "Month" (labeled "MM") and "Year" (labeled "YYYY").
- End date ***: Two dropdown menus for "Month" (labeled "MM") and "Year" (labeled "YYYY").
- Type of study ***: Three radio buttons: "Full time", "Part time", and "Exam only".
- Study Mode ***: Two radio buttons: "Online" and "In Person".
- At the bottom, there are three buttons: "Save and add Qualification" (blue), "Save and return to Education Section" (white with blue border), and "Cancel" (grey).

6th

FORM

UCAS - Education

The Bishop's Stortford High School

Full time

Add qualification

Under TBSHS click 'Add qualification'.

Qualification Type:

Make sure you select 'All Qualifications' to show the Qualifications Shortlist set up by the school

List has the main qualifications that you take (including Enhancement subjects and extra-curricular Music, Drama etc)

There is a Search box to help find anything else

Pick your qualification type

Choose the type of qualification you would like to add, you can search for specific qualifications within each group.

A Level, AS, EPQ, and T Levels | GCSE and equivalent | BTEC

Job related | Scottish qualifications | International and EU | Baccalaureate

Apprenticeships | Access to HE | Technical (not including BTEC) | Core maths

HNC, HND, and Degrees | Performance, Art, and Design | More UK Qualifications

All qualifications

Search for your qualifications

If you cannot find your qualification, select the 'All qualifications' filter and search there, if you still can't find your qualification you can select the 'All qualifications' filter and search 'Other'.

Search

Provided by your school or college

- + AQA Level 3 Certificate in Mathematical Studies (Core Maths)
- + Additional Admissions Test
- + BTEC Diploma (QCF)
- + BTEC Extended Diploma (QCF)
- + CISI Level 2 Award In Fundamentals of Financial Services
- + Dance
- + Drama and Speech

UCAS - Education

Add your **A levels/BTEC Sport** and your **Enhancement option**

Add your **GCSEs** under the school where you took them.

Add **Music/Drama etc** under the school you were at when you took the exam

- Add just the highest grade that you already have.
- Add additional entry with future date and result pending if actively studying towards next level

Provided by your school or college

- + AQA Level 3 Certificate in Mathematical Studies (Core Maths)
- + Additional Admissions Test
- + BTEC Diploma (QCF)
- + BTEC Extended Diploma (QCF)
- + CISI Level 2 Award In Fundamentals of Financial Services
- + Dance
- + Drama and Speech
- + Duke of Edinburgh Award
- + Extended Project (Level 3)
- + Free Standing Mathematics Unit/Qualification (FSMQ)
- + GCE Advanced Level (A-Level)
- + GCE Advanced Subsidiary
- + GCSE (Grade 9-1)
- + GCSE Double Award (9-9 to 1-1)
- + GCSE Short Course
- + Level 1 /Level 2 Certificates (Ofqual-approved IGCSE, e.g. for UK state schools)
- + Music Qualification - Graded Practical (ABRSM and equivalent)
- + Music Qualification - Graded Theory (ABRSM and equivalent)
- + OCR Level 1/2 Cambridge Nationals
- + OCR National Award
- + Sports Leaders UK Level 3 Award in Higher Sports Leadership

UCAS - Education

A Level use

GCE ADVANCED LEVEL (A level)

Subject – start typing formal name and select from drop down suggestions, e.g. Mathematics (MEI) not just Mathematics

Qualification Date

07/2026 or 08/2026 (needs to be same or before leaving date you have put on TBSHS entry)

Awarding Organisation – check Exam Board (e.g. in Sixth Form Options section of website)

Grade – must be **PENDING**

Add GCE Advanced Level (A-Level)
Entering unit details for A levels is optional

Subject * **Qualification date *** MM **Awarding organisation *** **Grade ***

Universities and colleges may find module/unit information useful if there are specific subject requirements for the courses you choose

Module title **Grade**

Grade dropdown menu: Pending, A*, A, B, C, D, E, O, N, U, Other

Red arrows point from the text on the left to the Subject, Qualification date, Awarding organisation, and Grade fields in the form.

Ignore second subject box – no need to enter module information unless a course choice specifically asks for it

6th

FORM

UCAS - Education

BTEC use

BTEC Diploma (QCF) for all levels of BTEC

Subject – start typing formal name and select from drop down suggestions, e.g. Sport

Qualification Date

Summer 2026 if doing Level 3 BTEC
Past date if a Level 1 or 2 BTEC you have already taken (make sure it is under right school)

Level – 2 is GCSE; level 3 is A level equivalent in 6th Form (12 units leading to two grades e.g. DM). **Do not use Diploma Extended** as that is the 18-unit qualification leading to three grades e.g. DMM

Grade – PENDING for level 3 studying now. Actual result for ones already taken

Add BTEC Diploma (QCF)

Enter qualification modules/units here if you want to. Universities and colleges find it useful if there are specific subject requirements for the courses you choose.

BTEC qualifications are awarded by Pearson and Edexcel. If your qualification is awarded by another Awarding Organisation, such as UAL, City & Guilds or NCFE, or is an OCR Cambridge Technical please return to the previous screen and search for these qualifications.

Subject*	Qualification date*	Awarding organisation*	Level*	Grade*
<input type="text" value="Sport"/>	MM ▾ YYYY ▾	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Subject	Qualification date	QCF Credit value	Level	Grade
<input type="text"/>	MM ▾ YYYY ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add another module

6th

FORM

UCAS - Education

GCSEs

Use the right category

GCSE (Grade 9-1)

Single grade GCSE courses

Date summer taken (generally 2023)

Awarding Organisation check statement of results/certificates

Grade check statement of results/certificates

+ GCSE (Grade 9-1)

+ GCSE Double Award (9-9 to 1-1)

+ GCSE Short Course

+ OCR Level 1/2 Cambridge Nationals

+ OCR National Award

GCSE Double Award (9-9 to 1-1)

Double graded GCSE Courses

e.g. **TRILOGY COMBINED SCIENCE**

+ Level 1 /Level 2 Certificates (Ofqual-approved IGCSE, e.g. for UK state schools)

iGCSE – use Level 1/Level 2 Certificates (Ofqual-approved for iGCSE e.g. for UK state schools)

6th

FORM

UCAS - Education

Enhancements

- **Core Maths**

Use AQA Level 3 Mathematical Studies (Core Maths)

Date summer 2025

Grade pending now but update after you get your result

- **Fundamentals of Finance**

Use CISI Level 2 Award In Fundamentals of Financial Services

Date summer 2025

Grade pending now but update after you get your result

Subject – leave blank

- **Sports Leader**

Use Sports Leaders UK Level 3 Award in Higher Sports Leadership

Date summer 2025

Grade pending now but update after you get your result

UCAS - Education

Enhancements

- **EPQ**

Use **Extended Project (Level 3)**

Subject Use free text box for brief title to show subject area/nature of project.

Date January 2026

Grade PENDING (you won't get formally awarded result before submission of UCAS)

- **DoE**

Use **Duke of Edinburgh Award**

One entry for each level that you have already completed, e.g. Pass for Bronze/Silver with date

Plus another entry for **GOLD** to be taken

Date Summer 2026

Grade PENDING

UCAS Applications Help



- **Help button**
- **UCAS Guides:**
 - [Filling-your-ucas-undergraduate-application](#)
 - [2026_APPLY_UCAS_GUIDE](#)
- **UCAS Customer Experience Line - 0371 468 0 468**
Need to quote your Personal Id
- **Tutors and SFMT**
Tutors first, then Mrs Radford
- **Key Points Sheet:**
[UCAS Applications Key Points 2026 Entry](#)

UCAS Applications Homework

- Register on the UCAS Hub and start your UCAS registration
- Complete all parts of the MY PROFILE and EXPERIENCE sections by 4 July

NB: You will complete CHOICES and PERSONAL STATEMENT sections in the Autumn Term.

Everyone must do it whether or not you eventually send it off