How to complete your UCAS application

(in really easy steps with pictures!)
Application process

The process is quite simple; however, the application form requires information to be entered in a specific way. The following slides will give you a step by step guide to registering and completing the application.
Registering

In order to use apply to HE you will need to register with UCAS. You will need a valid email address and the college ‘buzzword’ in order to register. Your tutor will be able to provide you with these (the buzzword is on this presentation). Along with personal information you will be required to complete four security questions. Once this is completed your UCAS username will be shown. You will use this every time you log in, keep a safe record of it!
Website

Go to www.ucas.ac.uk
Step 1

Click this
Step 2

Choose Undergraduate registration
Step 3

Register for a UCAS Undergraduate course

Click the register and apply link to start your UCAS Undergraduate application. You can only apply once in a cycle.

- This route also includes MA/MSc courses in social work, nursing, medicine, LLB accelerated programmes, and Scottish teacher education courses.
- Apply through UCAS Conservatoires for performance-based courses.
- Apply through UCAS Teacher Training for postgraduate teacher training programmes.

Please note, registration for our search tool is separate to the registration for Apply.

- Register and apply for 2017 entry
- Register and apply for 2018 entry

Teaching Excellence Framework

The Government has introduced the Teaching Excellence Framework (TEF) to give information about universities and colleges, intended to help you decide where to study.

Parent registration
Step 4

Register: Welcome

Before you can apply you must first register. This is free and will take approximately fifteen minutes.

You will only need to do this once. If you have already registered but cannot remember your login details, please use the ‘Forgotten login?’ link on the login screen to access your details.

Registration is a process of entering your personal details, for example, name, date of birth, address.

If you are applying through a school, college, careers centre or any other organisation, you will be asked to use the buzzword provided by them, so please have this information to hand.

If you are not applying through a school, college, careers centre or any other organisation, you can apply as an individual.

Once you have completed the registration, a username will be automatically generated. You will be asked to create a password of your choosing. Please make a note of these details as you will need them to log back in to your application later.

Use our website to find more general information about applying.

Help text is available throughout each section.
Step 5

If you don’t tick the box you cannot progress
Step 6

You must use your official name, even if this is not the name you are known as in college. Use full names eg Matthew not Matt.
Step 7

Register: Postal address

Key

What is Apply?
Help
Options/Opsiynau

Where is your postal address?

- UK
- Non UK/International
- British Forces Post Office (BFPO)

Contact us | Help | Print page
Step 8

Register: Your postcode

Please enter your house number and postcode and click on 'next'.

Compulsory fields are marked with an asterisk (*).

House number or name (if known) 168
Postcode* WA10 4NW

previous next
Step 9

You can amend the first line of the address if necessary. Click 'next' once the address is correct or 'previous' to search for a different address.

Compulsory fields are marked with an asterisk (*).

Postal address*: 168 Gladstone Street

ST. HELENS

Postcode*: WA10 4NW
Step 10

Use an email address you can easily access, you all have college email addresses. If you have an unsuitable address make a new one.
Step 11

Deselect if you do not want to receive marketing
Step 12

Choose a password you will remember. It will not be shown again, write it down if you need to.

Security questions are compulsory, make sure you can remember your answers.
Step 13

Write your username down, you will need it every time you log in. College cannot access your usernames, it is your responsibility.
Step 14

<table>
<thead>
<tr>
<th>Key</th>
<th>Initial UCAS questions</th>
</tr>
</thead>
</table>
| Help| How are you applying?*
|     | Through my school/college |
|     | Through a careers organisation |
|     | Through another organisation |
|     | As an individual |

*Key:* Help

[Diagram of what is Apply, Help, Options/Opsiynau]
Step 15

You need to enter your buzzword on this page. If you do not know the buzzword, your tutor or careers adviser will give this to you. You will only need to enter your buzzword at this stage and then it will no longer be needed.

(Buzzwords are case sensitive and should be entered exactly as supplied.)

Your buzzword should have been given to you by your tutor or careers adviser. It is very important as it helps us establish which organisation you are applying from. It also allows your referee to attach your reference and to send your application to us once all parts of the application, including the reference, are complete.
Step 16
Application Form

You have now successfully registered with UCAS, make sure you have given a copy of your username and password to your tutor.

Next Step

Start to complete the 6 areas of the application listed on the left.

All questions with a red asterisks are compulsory.
My Application

Sections to be completed. Click on Personal Details.
Personal Details

If a field has a ‘see list’ button you must select your answer from the list. Do not type answers.
Personal Details

Select fee code 02

Select the local authority you live in
Personal Details

Select how you wish to be contacted

You must tick this box at the end of each section. Then click on Additional Information on the left of the screen.
Additional Information – this information is not seen by college or universities
Equality monitoring

Universities and colleges have a legal obligation to make sure applicants are not discriminated against or disadvantaged. This information will not influence any decision in respect of your application and will only be shared with the universities and colleges after you have secured a place or at the end of the application cycle.

Ethnic origin*

I Prefer not to Say

The next three questions are optional. If you have any concerns you do not have to answer them.

Your answers will be treated in the strictest confidence.

What is your religion or belief?

No religion or belief

What is your sexual orientation?

Please select...

- Bisexual
- Gay man
- Gay woman/lesbian
- Heterosexual
- Other
- I prefer not to say

Is your gender identity different to the sex you were assumed to be at birth?

National identity*

Dual national identity

Please select...
Additional Information

You must select a national identity.
Additional Information

Activities in preparation for higher education: 1
For example: summer schools, Saturday university, campus days, summer academies, taster courses and booster courses. If you have not taken any such course, please leave these sections blank.

<table>
<thead>
<tr>
<th>Start date</th>
<th>Month ▼ Year ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration (days)</td>
<td>Day ▼</td>
</tr>
<tr>
<td>School year</td>
<td>Please select...</td>
</tr>
<tr>
<td>Location</td>
<td>see list</td>
</tr>
<tr>
<td>Sponsor</td>
<td>Please select...</td>
</tr>
</tbody>
</table>

Activities in preparation for higher education: 2

<table>
<thead>
<tr>
<th>Start date</th>
<th>Month ▼ Year ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration (days)</td>
<td>Day ▼</td>
</tr>
<tr>
<td>School year</td>
<td>Please select...</td>
</tr>
<tr>
<td>Location</td>
<td>see list</td>
</tr>
<tr>
<td>Sponsor</td>
<td>Please select...</td>
</tr>
</tbody>
</table>

Have you been in care? | No ▼
Duration in care If you have answered 'Yes' to the question above, please indicate the total length of time you have been in care:
Parental education Do any of your parents, step-parents or guardians have any higher education qualifications, such as a degree, diploma or certificate of higher education?
Occupational background* If you are under 21, please give the job title of your parent, step-parent or guardian who earns the most. If she or he is retired or unemployed, give their most recent job title. If you are 21 or over, please give your own job title. Click 'Find...' and enter the job title.

I would like correspondence from Welsh universities, colleges and UCAS to be in Welsh.

Select the occupation which best matches that of the parent/step parent in your home who earns the most money. This does not affect your application to student finance.

Please select an answer
Choices

Do not complete choices yet. You must only enter your 5 choices once you have firmly decided on your chosen universities and course. This section can be completed later.
Compulsory fields are marked with an asterisk (*).

Click on the 'add new school/college/centre' to add the centres you have attended. Enter details of qualifications that you have achieved or are in the process of achieving at that school/college/centre. Click on 'section completed' and 'save' when you have finished.

You can add up to 10 schools/colleges/centres.

> add new school/college/centre

No schools/colleges/centres entered.

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

Please select...

section completed
Education

If you came from another school enter it here. You will need to add Cowley as a second school.

Enter the dates that you finished/will finish.
You will need to enter all Level 2/GCSE qualifications plus subject studied in 6th Form. AS and A2 must be entered as separate qualifications if you have taken AS exams.
Choose qualification you want to enter
Grades are available on your results statements. A list of Exam boards is on the Common Drive in ‘sixthform’ folder.
Make sure you have chosen the correct Btec title for the course. A guide is on common in the sixthform folder.
Results should be entered at pending. You can add AS grades in September. It is not necessary to enter modules unless you feel it will benefit your application.

BTEC’s are 2 year courses. You do not need to enter modules unless you feel it will benefit your application.
Statement

You will be given guidance and advice on writing your statement. Guides are available on the Common drive in ‘Sixthform’. Do not complete it at this time. Statements should be drafted in a Word document first.