



UCAS APPLICATIONS

HOW TO REGISTER – UCAS 2022

What is UCAS?

University and Colleges Admissions Service

- **All students** will need to register in the [UCAS Hub](#) to start and access their application (2022 applicants only)
- There is only one single sign in for students to access the application and to track their offers and decisions

www.Ucas.com



Sign in
STUDENTS

Click Undergraduate



2022 Entry

Applying for university and college degree courses, performance-based courses at conservatoires, and postgraduate teacher training in Scotland and Wales

Conservatoires

Apply for performance-based courses at conservatoires

2021 entry

Use Track to check the progress of your submitted application.

Apply

Track

► What's this?

2022 Entry

Applying for university and college degree courses, performance-based courses at conservatoires, and postgraduate teacher training in Scotland and Wales

Sign in

Create account

You need
to register
first/create
account



[Sign in](#)[Register](#)

REGISTER

Email *

First name *

Last name

Password *



We never share your data without permission
[Our privacy and cookie policies](#)

Don't try to log in –
your UCAS log in will
be for the main site
not APPLY.

Click REGISTER



REGISTER

Email *

sharonw@crickhowell-hs.powys.sch.uk

First name *

Sharon

Last name

Webb

Password *

.....

Confirm password *

.....



I have read and understood the [Terms and conditions](#) *



We never share your data without permission

[Our privacy](#) and [cookie policies](#)

Important - Sensible email address that you check **very regularly**. Can be school or home.

First name: Full name as birth certificate not Kate if it is Katie or Tom if it is Tomos

Your Password needs to contain:

At least 8 characters

At least 1 lowercase character

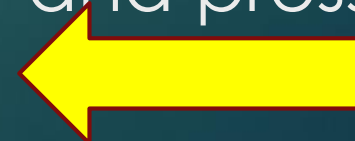
At least 1 uppercase character

At least 1 number

At least 1 special character

No more than 30 characters

Accept terms and conditions and press Register



You will be sent an email with a code

- ▶ Add Verification code
 - You only have 5 MINS
- ▶ If you do not receive an email-check junk or if you have timed out click request another code

UCAS

Further education

Undergraduate

Postgraduate

Alternatives

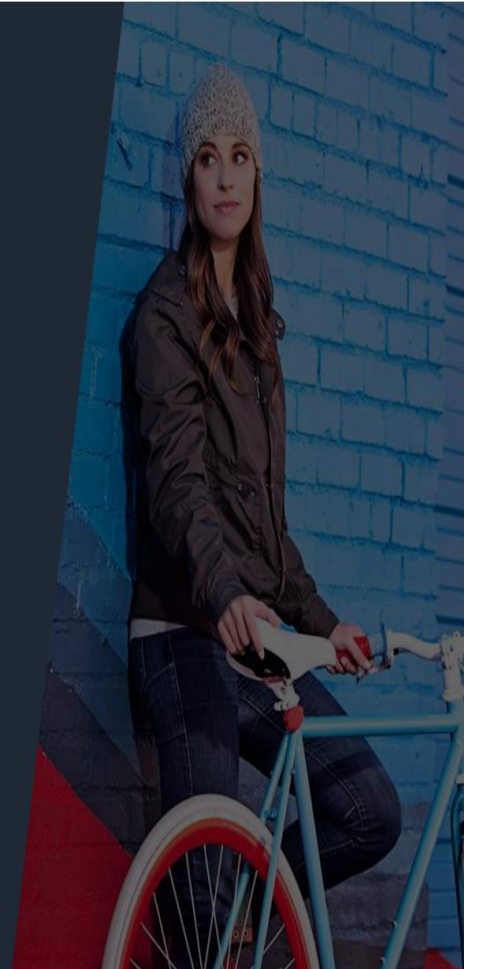
VERIFY YOUR ACCOUNT

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](#)





HI SHARON



We've just got 4 steps to help you find all the right information

Ready?

Not a student?

In which year do you want to
start your studies?



2022

2023

Click 2022

Select a **level of study**



Undergraduate

Uni and college degrees, and apprenticeships

Postgraduate

Returning to uni to continue study, or apprenticeships



You need to
click undergraduate.

Postgraduate is post
degree

Would you like additional information on:

☐

Apprenticeships

Work based training

☐

Conservatoires

Performing arts at Conservatoire
universities

Next

Click if you'd like info on Conservatoires or
Apprenticeships and then next or just next if you don't

Where do **you** live?



United Kingdom



Enter postcode

Enter postcode

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

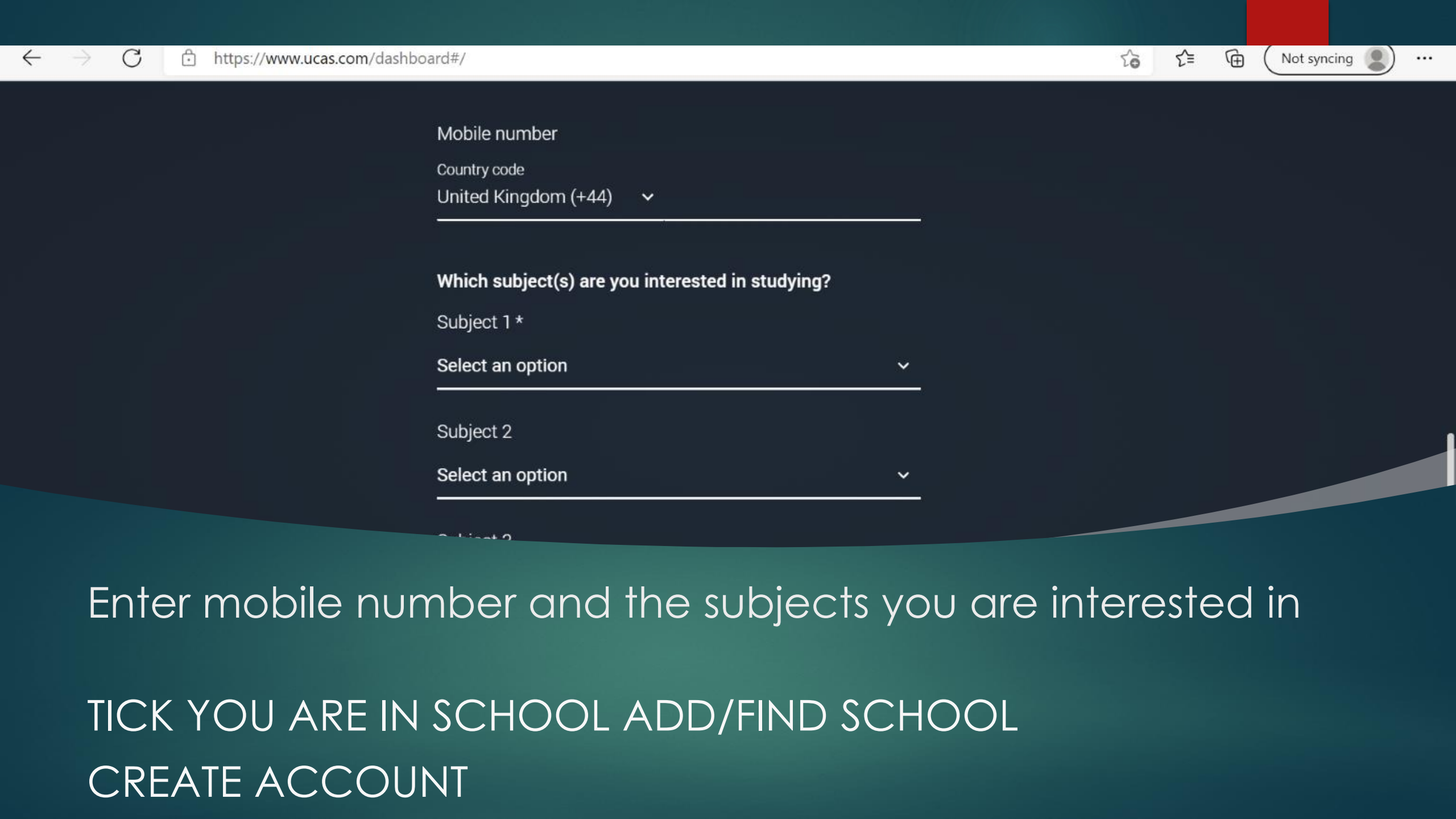
Get great deals, offers, and freebies, including high street brands, tech, and travel. *

☐ Yes

☐ No

Just so you know, your data is safe with us, and we never pass your details on to third parties.

Your choice but useful for offers/other opportunities



Mobile number

Country code

United Kingdom (+44) ▼

Which subject(s) are you interested in studying?

Subject 1 *

Select an option ▼

Subject 2

Select an option ▼

Subject 3

Enter mobile number and the subjects you are interested in

TICK YOU ARE IN SCHOOL ADD/FIND SCHOOL
CREATE ACCOUNT

CHAT WITH STUDENTS STUDYING
FIND OUT WHAT

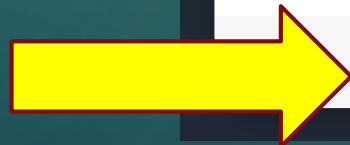


You now have access to a range of help, resources and support

Starting your application.

Now to start an application

ADD
APPLICATION



YOUR APPLICATIONS

UNAVAILABLE

Your applications are temporarily unavailable, please check the service status page.
Network Error: UGA

SERVICE STATUS

+ Add application

TARIFF POINT CALCULATOR

0

A* A B CLEAR

C D E DELETE

- - - SAVE

- VIEW SAVED LOAD SAVED

chromebook

Switch to Chromebook

Learn more

Battery life may vary based on device model, usage and other conditions.

chromebook

Switch to Chromebook


Learn more

Internet connection required


Advertisement. Why the ads?

Feedback


What type of application would you like to make?



Conservatoire
Applications not yet open.



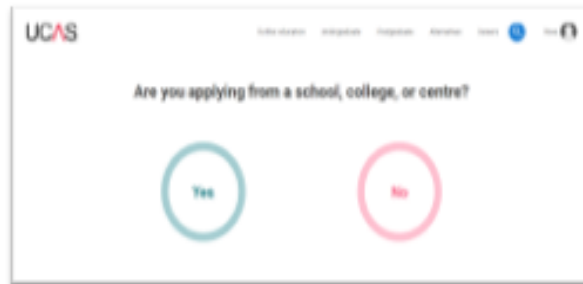
Undergraduate
Degrees, HNDs, and HNCs



You need
undergraduate
unless you are
applying for a
conservatoire
(music/performing
arts)

Linking to your school, college or centre

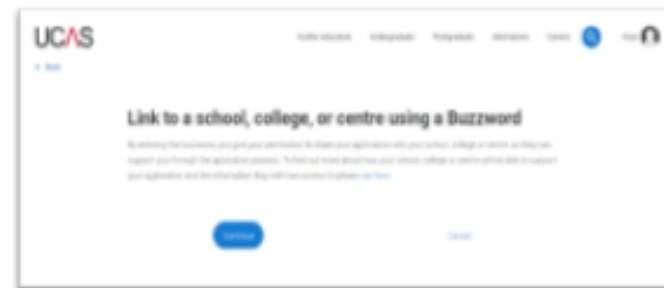
If you're applying with the help of your school, college or centre then select **Yes** and enter our **Buzzword**.



UCAS

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

Yes No



UCAS

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

By linking the Buzzword you give your permission for UCAS 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 visit the information they will have access to please see here

Link School Cancel

UCAS

Say Yes – Apply through school

Our Buzzword is

STJOS2022ENTRY

ENTER THE BUZZWORD
AND CONFIRM THE
SCHOOL

- ▶ It will then say you are linked to **St Joseph's Catholic High School**.

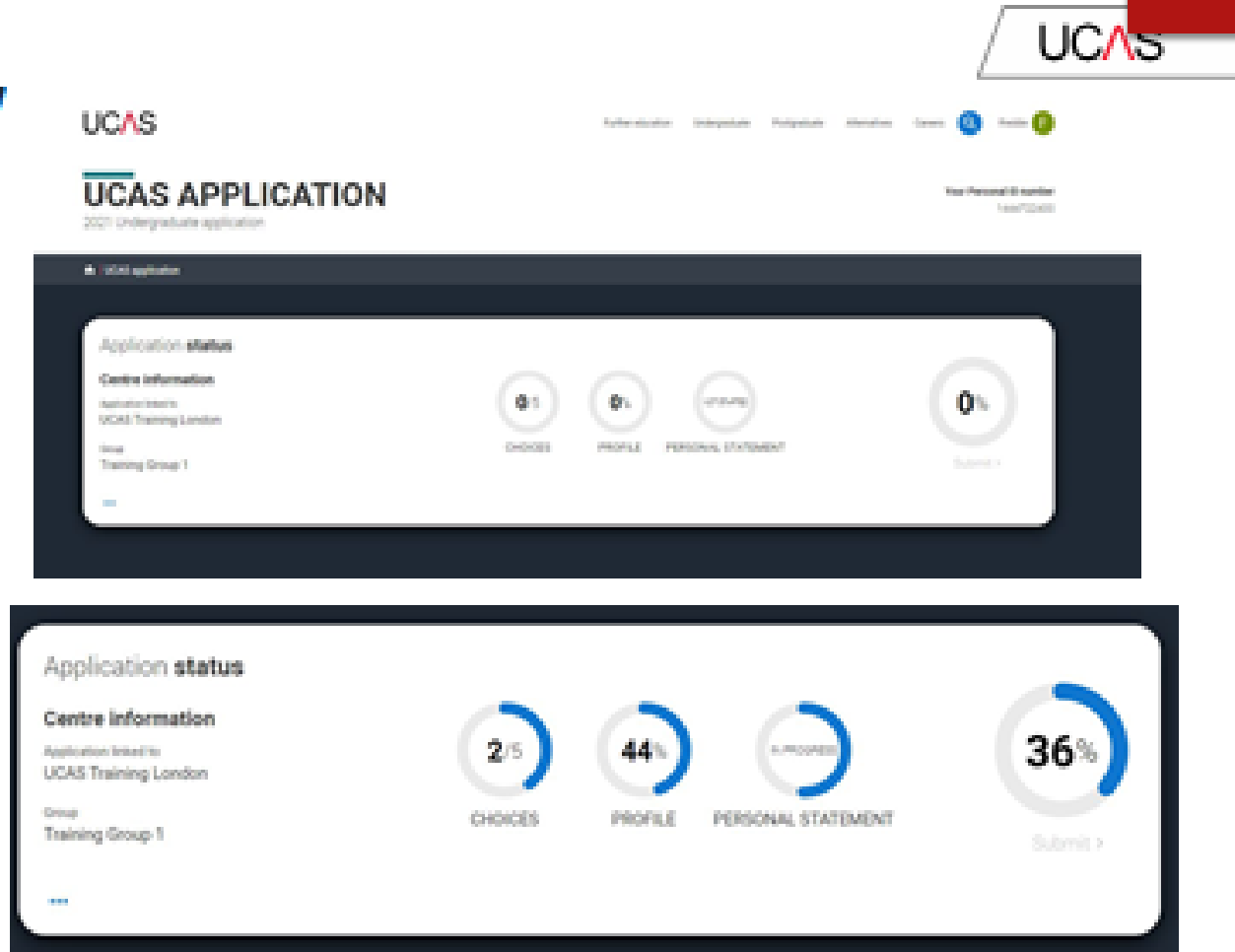
Application overview.

Application overview

Your homepage is where you'll see the sections that need completing.

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

As you add information to each tile, the percentage complete dial should increase each time you mark a section as complete.



Application overview

The second section is your **profile** - information about you.

The tiles will give you an overview; if a section is complete, in progress, or you need to start it.

All sections must be marked as complete to send to UCAS.

You must complete all mandatory questions to mark a section as complete (they have a *).

The screenshot displays the 'My profile' section of the UCAS application portal. It features a grid of nine tiles, each representing a different section of the application. The tiles are arranged in three rows and three columns. The top row includes 'Personal details', 'Contact and residency details', and 'Employment'. The middle row includes 'Education', 'Nationality details', and 'Supporting information'. The bottom row includes 'English language skills', 'Finance and funding', and 'Diversity and inclusion'. Each tile has a title, a brief description, and a status indicator at the bottom. The status indicators are: 'Section complete' (green bar with a checkmark), 'Section in progress' (blue bar with an exclamation mark), and 'Start this section' (white bar). The 'Nationality details' and 'English language skills' tiles are marked as 'Section in progress'. The 'Supporting information' and 'Diversity and inclusion' tiles are marked as 'Start this section'. A search bar for courses is located in the top right corner. A blue question mark icon is visible in the bottom right corner of the profile section.

Section	Status
Personal details	Section complete
Contact and residency details	Section complete
Employment	Section complete
Education	Section complete
Nationality details	Section in progress
Supporting information	Start this section
English language skills	Section in progress
Finance and funding	Section complete
Diversity and inclusion	Start this section

Personal details.

Then click on PERSONAL DETAILS

- NB your name should be the same as your exam entries
- Preferred name can be your shortened name eg Ben not Benjamin
- Only fill in surname before 16th birthday if you have changed your name since you turned 16 – otherwise don't put anything here




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 *).

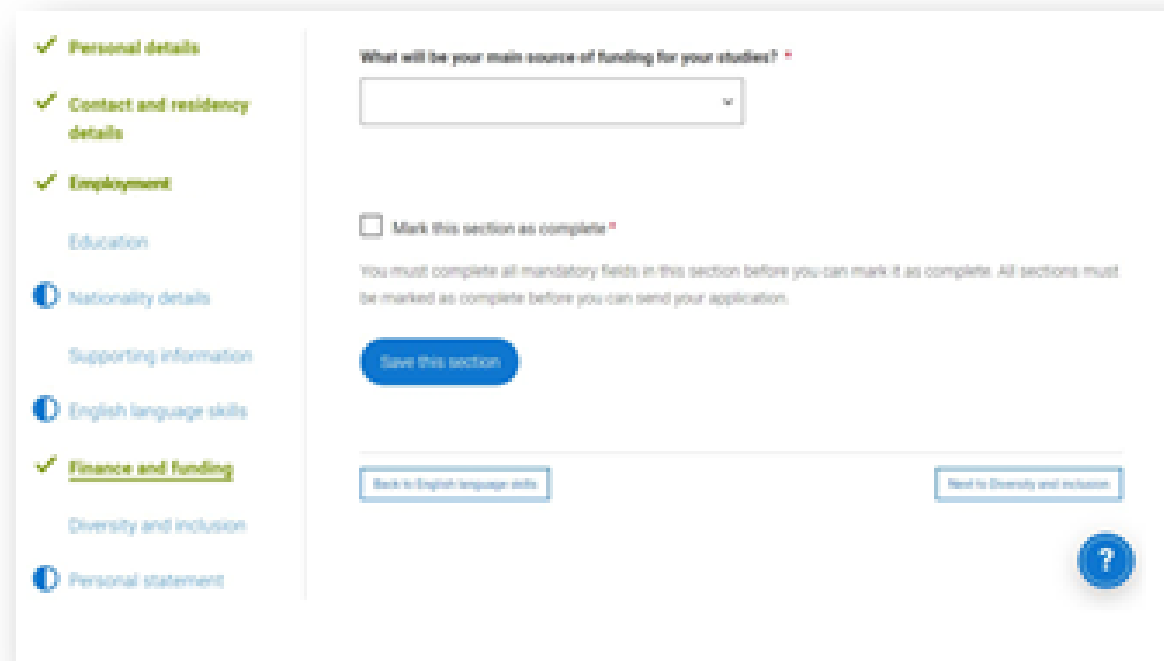
Once you have completed a section you must remember to mark the section as complete at the bottom of each page.

The screenshot shows the UCAS 'PERSONAL DETAILS' form for a 2022 undergraduate application. The form is divided into sections, each with a status icon (green checkmark for completed, blue 'i' for incomplete). The sections are: Personal details (completed), Contact and mailing details (completed), Student (incomplete), Emergency (completed), Nationality details (completed), Supporting information (completed), English language skills (completed), Finance and funding (completed), Diversity and inclusion (incomplete), and Personal statement (incomplete). The 'Personal details' section is expanded, showing fields for Title (dropdown), Surname (text), Preferred name (text), First name (text), Middle name (text), Preferred name (text), Date of birth (dropdown), Sex (dropdown), and Gender (dropdown). A green box highlights a message at the bottom of the form: 'Mark this section as complete'. The message states: 'You must mark the mandatory fields in this section as complete before you can proceed to the next section. You must also mark the section as complete before you can proceed to the next section.' There is a 'Mark this section as complete' button below the message.

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.



The screenshot shows the UCAS application overview interface. On the left is a vertical 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 and highlighted), 'Diversity and inclusion' (half-moon), and 'Personal statement' (info icon). The main content area is for the 'Finance and Funding' section, titled 'What will be your main source of funding for your studies?'. It contains a text input field, a checkbox for 'Mark this section as complete', and a note stating that all mandatory fields must be completed before marking a section as complete. At the bottom of the main area are two buttons: 'Back to English language skills' and 'Next to Diversity and inclusion'. A blue circular help icon with a question mark is located in the bottom right corner of the main content area.

Contact and residency details

You should provide either a landline or a mobile number in this section.

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.

The screenshot shows a web form with a sidebar on the left containing a list of sections: Personal details, Contact details, Nominated access, and Emergency details. The main content area is divided into three sections: Contact details, Nominated access, and Emergency details. The Contact details section has fields for Contact details (text), Email address (text), and Text address (text). The Nominated access section has a question 'Do you want someone else to act, or speak on your behalf, about your application?' with radio buttons for 'Yes' and 'No'. Below this is a field for 'Full name of nominee' and a field for 'Relationship to you'. The Emergency details section has a question 'Do you have anyone else who can speak on your behalf, about your application?' with radio buttons for 'Yes' and 'No'. Below this is a field for 'Emergency contact details' and a field for 'Emergency contact details'.

You can choose, but Nominated Access is usually Mr Graeme Clark (Head of Sixth Form), Mrs Kayliegh Bray (Head of Year 13) or a parent.

Personal Details

- ▶ Area of Permanent Residence – will be where you live e.g. Slough the county where you LIVE. ... use the LIST
- ▶ Residential Category – most will be **UK Citizen England**– use the LIST but some will be other options. Just make sure you are aware of this ahead of time.
- ▶ Fee Code – **most will be 02** – check again before application goes off re sponsorship etc
- ▶ **Student Support Arrangements** – select Slough (depending on **where you live** – use list)
- ▶ Parent who is not a UK National ... ?
- ▶ Nominated Access – this is up to you! However, I recommend you put Mrs Bray or me so we can help with any issues.
- ▶ Criminal Convictions – only tick if you HAVE a conviction!
- ▶ Disability/ Special Needs – only include something here if it is registered and official – ie a statement. But DO include if you have one as lots of funding available.

If you select **No**, additional Home address questions will appear.

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](#)

Employment

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

Not everyone will have something to enter here. It's up to you whether you create an employment record here or not - but remember to mark the section as complete!

UCAS

Further education Undergraduate Postgraduate

EMPLOYMENT

2021 Undergraduate application

UCAS application

- ✓ Personal details
- ✓ Contact and residency details
- Employment**
- Education
- Nationality details
- Supporting information
- English language skills
- Finance and funding
- Diversity and inclusion
- Personal statement

UCAS

Digital Learning Developer

Company/organisation address: Froun...

Start date: 10/2019

End date: 01/2021

Was this your position full-time or part-time?

Start date: Month Year

End date: Month Year

Was this your position full-time or part-time?

☐ Full-time ☐ Part-time

Save Cancel

Education

You'll add details of all qualifications you've already achieved and those you're studying towards.

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.

The screenshot shows the 'EDUCATION' section of the UCAS 2022 Undergraduate application. The page title is 'EDUCATION' with the subtitle '2022 Undergraduate application'. In the top right corner, it says 'New Personal ID number' and '123456789'. A dark navigation bar contains '2022 application' and 'Education'. On the left, a sidebar lists sections: 'Personal details', 'Contact and residency details', 'Education' (highlighted with a blue circle), 'Employment', 'Nationality details', 'Supporting information', 'English language skills', 'Finance and funding', 'Diversity and inclusion', 'Personal statement', and 'References'. The main content area features a large grey button with a plus icon and the text 'Add place of education'. Below this is a section for 'Unique Learner Number (ULN)' with a text box and a note: 'The unique learner number (ULN) is a 10-digit reference number which is used to log in and to access the Personal Learning Record of anyone over the age of 16 involved in an education or training. If you don't have one or don't know yours, leave this blank.' There is a dropdown menu for 'Please state the highest level of qualification you expect to have before you start your course'. At the bottom of this section is a checkbox 'Mark this section as complete' and a note: '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.' A blue 'Save this section' button is located below the note. At the very bottom of the page, there are two buttons: 'Back to Contact and residency details' and 'Next to Employment'. A blue circular help icon with a question mark is in the bottom right corner.

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.

The screenshot shows the 'Add place of education' form on the UCAS website. The form includes 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' and 'Year'.
- End date ***: Two dropdown menus for 'Month' and 'Year'.
- Type of study ***: Three radio button options: 'Full time', 'Part time', and 'Sandwich'.
- Do you, or will you, have any qualifications from this centre? ***: A section with instructions: '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 waiting a qualification you need to enter it twice: once as a completed qualification with the grade'.
- Buttons**: 'Done' and 'Cancel' buttons at the bottom.

UCAS

- School >>>>use **find** >>>> St Josephs Catholic High School (no apostrophe) >>> check exam number (51421)
- If you joined us IN Year 7 your start date will be 09 2015
- If you joined AFTER Year 7, your start date will be different.
- Finish Date 08 2022

If you joined us for Sixth Form and sat GCSEs at another school ...

- ▶ Click 'add new'
- ▶ School college and enter details for your previous school.

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.
- i You have indicated that you did not receive any qualifications here

Add qualifications

- ▶ I have done a shortlist of your qualifications to help you add the correct ones.
- ▶ If you do resit GCSE, remember to put this as a course that you are studying currently too!

Contact and residency details

Education

Employment

Nationality details

Supporting information

English language skills

Finance and funding

Personal statement

Add qualification

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

Qualifications shortlist

+ Extended Project (Level 3)

+ GCE Advanced Level

+ GCE Advanced Subsidiary

+ GCSE (Grade: 9-1)

+ GCSE (Grade: A*-G)

+ GCSE: Double Award (A*-A* to G-G)

+ OCR Level 1/2 Cambridge Nationals

+ Pearson BTEC Level 3 National Extended Cert (360) (First teaching Sept 2016)

+ Pearson Edexcel Level 3 Certificate in Mathematics in Context (Core Maths)

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

Education

- ▶ Add qualifications >>>>
- ▶ **GCSE – add all GCSEs**
 - ▶ – nb you sat 'English Language' and 'English Literature'
 - ▶ >> date is August 2020
 - ▶ >>> Awarding Body = AQA, Edexcel, Eduqas, Pearson...check with your subject teacher.
 - ▶ >>> use SAVE and ADD SIMILAR until all subjects are in
 - ▶ Put your GCSE/Level 2 BTEC grades in.
- A Levels, BTECs, Core Maths and EPQ**
 - ▶ As above but ensure you put your graduating date as August 2022 and your grade as 'pending'
 - ▶ BTECS – you may need to put in the modules that you study with any official grades that you already have.

Nationality details.

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

The screenshot shows the UCAS 'NATIONALITY DETAILS' page for a 2022 Undergraduate application. The page has a dark blue header with the UCAS logo and navigation links for Further education, Undergraduate, Postgraduate, International, and Careers. A dark blue breadcrumb trail shows 'UCAS application' > 'Nationality details'. A left-hand menu lists application sections: Personal details, Contact and teaching details, Education, Employment, Nationality details (highlighted with a green checkmark), Supporting information, English language skills, Finance and funding, Overseas and insurance, Personal statement, and References. The main content area contains three sections: 'What is your country of birth?' with a dropdown menu set to 'United Kingdom'; 'What is your nationality?' with a dropdown menu set to 'UK national'; and 'Dual nationality' with an empty dropdown menu. At the bottom, there is a checkbox for 'Mark this section as complete' and a 'Save this section' button.

UCAS

Further education Undergraduate Postgraduate International Careers

NATIONALITY DETAILS

2022 Undergraduate application

UCAS application / Nationality details

What is your application reference?

- Personal details
- Contact and teaching details
- Education
- Employment
- Nationality details**
- Supporting information
- English language skills
- Finance and funding
- Overseas and insurance
- Personal statement
- References

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.

Make 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.

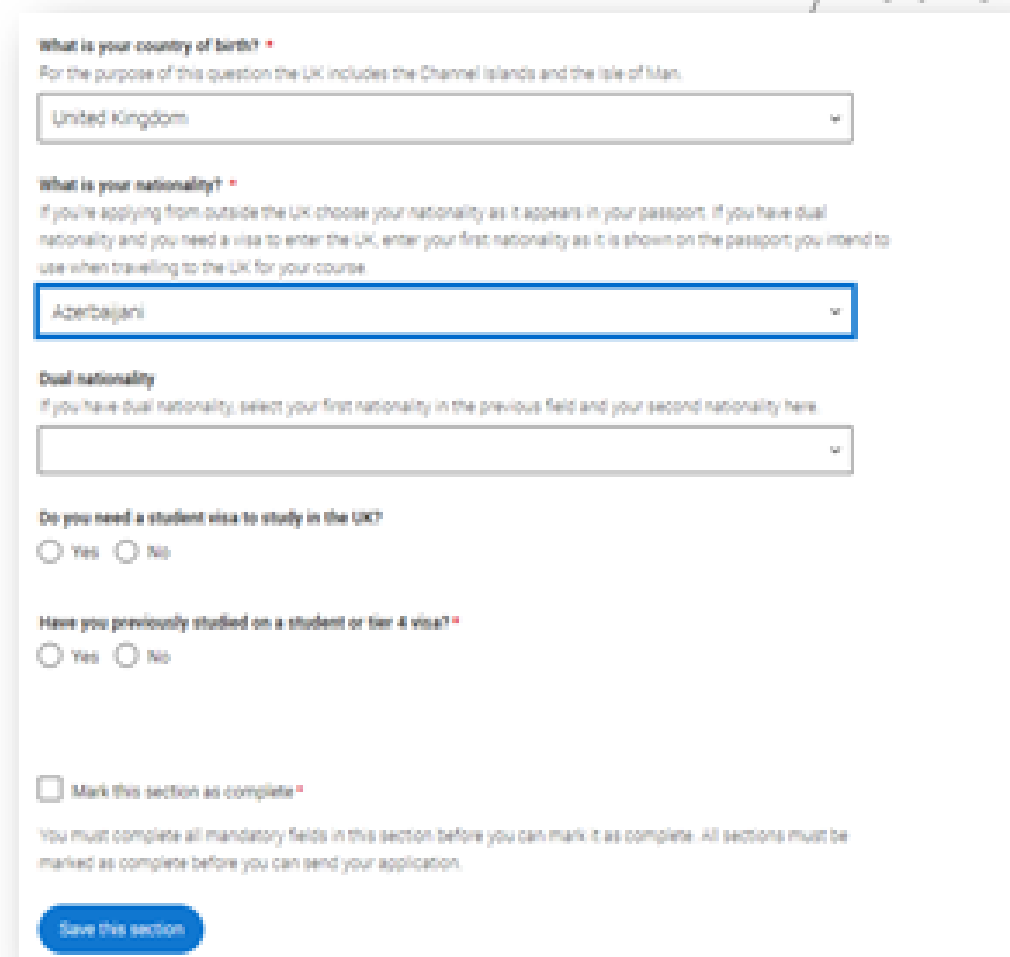
Save this section

If you 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.

Security marking: PUBLIC



The screenshot shows a section of the UCAS application form. At the top right, the UCAS logo is visible. The section is titled "What is your country of birth?" with a red asterisk. Below the title, a note states: "For the purpose of this question the UK includes the Channel Islands and the Isle of Man." A dropdown menu is shown with "United Kingdom" selected. The next question is "What is your nationality?" with a red asterisk. A note below it says: "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 traveling to the UK for your course." A dropdown menu shows "Azerbaijani" selected. Below this is a section for "Dual nationality" with a note: "If you have dual nationality, select your first nationality in the previous field and your second nationality here." A dropdown menu is empty. The next question is "Do you need a student visa to study in the UK?" with radio buttons for "Yes" and "No". Below that is "Have you previously studied on a student or tier 4 visa?" with radio buttons for "Yes" and "No". At the bottom, there is a checkbox for "Mark this section as complete" with a red asterisk. A note below the checkbox states: "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." A blue button labeled "Save this section" is at the bottom.

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 traveling 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 weren't born in the UK you're asked for the date of first entry to the UK.

If you're not in the UK yet, put the first of the month you plan to arrive.

There's some possible combinations but to help you 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.

Albania

Please tell us your date of first entry to UK *

Day Month Year

00 00 00

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.

Anguilla

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 *

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.

UCAS

✓ Personal details

✓ Contact and mailing details

Education

Employment

✓ Nationality details

✓ Supporting information

✓ English language skills

✓ Finance and funding

✓ Covered by UCAS

✓ Personal statement

References

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 to add to enter the UK, enter your nationality as it is shown in the passport you need to submit when travelling to the UK for your course.

Applicant

Your nationality

If you have dual nationality, select your first nationality in the box provided and your second nationality here.

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

☒ Yes ☐ No

Have you previously studied as a student or are it now?

☒ Yes ☐ No

Do you currently have a passport? *

Check we can't. UCAS collects data on your passport information on behalf of universities and colleges. We need this for purposes of visa applications and checks with the UK Home and Immigration Office. For further details about our data collection please visit the [privacy notice](#).

☒ Yes ☐ No

Passport number *

Valid from *

Day Month Year

00 00 00

Expires *

Day Month Year

00 00 00

Place of issue *

Supporting information

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

You don't have to declare a disability if you don't want to, you can select *No disability*.

Information completed here is not used to make a decision on your application. It's only shared with those involved in supporting you, or making the arrangements for support.

The screenshot shows the UCAS 'SUPPORTING INFORMATION' page for a 2021 undergraduate application. The page has a dark blue header with the UCAS logo and navigation links. A sidebar on the left contains a list of sections: Personal details, Contact and residency details, Education, Employment, Expanding details, Supporting information (highlighted), English language skills, Finance and funding, Diversity and inclusion, Personal statement, and Reference. The main content area contains several questions with dropdown menus for 'I don't know' and 'Prefer not to say'. The first question asks if the applicant has ever lived or worked in the EU, EEA, or Switzerland. The second question asks if they have a parent, step-parent, spouse, or civil partner who is an EU, EEA, or Swiss national. The third question asks if they have a disability, with a list of conditions to select from. A 'Further details' section is also present. A red vertical bar is visible on the right side of the page.

UCAS

SUPPORTING INFORMATION
2021 undergraduate application

UCAS application / Supporting information

Expand to see details

- Personal details
- Contact and residency details
- Education
- Employment
- Expanding details
- Supporting information
- English language skills
- Finance and funding
- Diversity and inclusion
- Personal statement
- Reference

Have you ever lived or worked in the EU (including the UK), European Economic Area (EEA) or Switzerland? *

Do you have a parent, step parent, spouse or civil partner who is an EU (including the UK), EEA or Swiss national? *

Universities offer a wide range of support to students with disabilities. Please select any disability you have from the list below. *

Select the options which apply to your physical and/or mental health condition, long-term illness, or learning difference you may live with. If you have no disability, select or confirm you don't have a disability. You can get more help here.

Further details
Your chosen university or college

Universities offer a wide range of support to students with disabilities. Please select any disability you have from the list below. *

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, anxiety disorder or anxiety disorder

You have a specific learning difficulty such as dyslexia, dyspraxia or ADHD

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

☐ Read the section on completing

English language skills.

If English isn't your first or primary language, we'll ask for your TOEFL or IELTS registration numbers, you only need to enter reference numbers if you've been assigned one and you know it.

The screenshot shows the UCAS application interface for the 'ENGLISH LANGUAGE SKILLS' section of a 2021 Undergraduate application. The top navigation bar includes links for Further education, Undergraduate, Postgraduate, International, Careers, and a user profile icon. The user's Personal ID number is 123456789. A sidebar on the left lists application sections: Personal details, Contact and residency details, Employment, Education, Nationality details, Supporting information, English language skills (highlighted), Finance and funding, Diversity and inclusion, and Personal statement. The main content area contains the following questions and input fields:

- Is English your first or primary language?
☐ 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
- ☐ Mark this section as complete*

A note states: '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.' A 'Save this section' button is at the bottom, and a help icon (?) is in the bottom right corner.

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'. Most are O2 and the County you live

For more information head to: ucas.com/finance

✓ Personal details

✓ Contact and residency details

① Education

Employment

✓ Nationality details

✓ Supporting information

✓ English language skills

✓ Finance and funding

① Diversity and inclusion

✓ Personal statement

① Reference

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

Select an option from the dropdown 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.

Aberdeen ▾

☐ 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 or postal 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.

DIVERSITY AND INCLUSION

2022 Undergraduate application

🏠 / UCAS application / Diversity and inclusion

🔍 Return to application overview

✓ Personal details

✓ Contact and residency details

📘 Education

📋 Employment

✓ Nationality details

✓ Supporting information

✓ English language skills

✓ Finance and funding

📘 Diversity and inclusion

✓ Personal statement

📘 Reference

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.

Activities in preparation for higher education

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 this section blank.

+
Add activity

Details of specific organised preparation activities should be entered here; these will normally take place at a University or College campus. You will know if you have participated in such activities.

When adding the activity there is a drop-down box with options to choose from.

Add activity

Sponsor *

Start date *

End date (Month) *

End date (Year) *

Location *

Save

Cancel

Sponsor *

- Aberystwyth Summer Uni
- Academic Enrichment programme (AEP)
- Aim Higher
- As Location
- ASPIRE North
- Aston Progression Pathways
- Discovering Queen's programme
- FOCUS West
- Future Quest
- HE+
- Higher Education Insight Programme (HEI)
- Lancaster Access Summer School
- LEAPS
- LIFT OFF
- Next Step York
- Nottingham Potential Summer School
- NUEntry
- Dummy Test
- QUB - Pathway Programme

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.

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 are 21 or over, please give your own job title.

Base Room Manager (Children's Nursery)

Care Assistant (Children's Nursery)

Children's Reporter (Scotland)

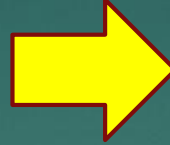
Children's Attendant

Children's Centre Manager

Personal Statement.

Personal Statement

UCAS have very sophisticated plagiarism software and this does happen and they do notify universities so be very careful about this!



- ▶ **Paste in** in from your Word Online doc when you are happy it is the final version.
- ▶ Do not add more than 4,000 characters as it will cut off.
- ▶ Check special characters such as pound signs and accents in languages as they do not always copy across.
- ▶ **CHECK THIS WITH FORM TUTOR/SIXTH FORM TEAM BEFORE YOU DO THIS.**



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.

The **Mark this section as complete** feature is only available on the **Preview** screen.

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.

5/11

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.

Choices

LEAVE UNTIL YOU ARE READY.

They are in no particular order. They will appear in alphabetical order on your form and won't be visible to your universities.

You should have choices that are realistic with your predicted grades and make sure you have a back up for your insurance (lower entry requirement).

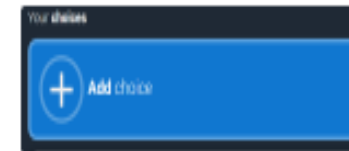
Do your research before completing this section!

To add your choices, click the **Choices** section.

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.



UCAS

Add choice

University/college name *

Search for institution

Course *

Search for 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

You select 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 1 if you intend to take a foundation year + not all universities offer a foundation year so please check before applying.

If you're applying 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

Save Cancel

Security marking: PUBLIC

as of 21 May 2021 | 54

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

Do you have any spent or unspent criminal convictions or other punishments that would show up on a criminal records check?

n/a

☐ Yes ☐ No

▼ 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, ABBOs or VOOs.

It is recommended that you read the help text accompanying this question 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.

[Save](#) [Cancel](#)

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

Do you have any spent or unspent criminal convictions or other punishments that would show up on a criminal records check?

n/a

☐ Yes ☐ No

▼ 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 VOs.

It is recommended that you read the help text accompanying this question 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.

[Save](#) [Cancel](#)

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

Once all choices are added select confirm choices to mark the section as complete.

The screenshot displays the 'Your choices' section of the UCAS application. At the top right, there is a search bar labeled 'Search for courses' with a link to 'Find courses and providers'. Below this, a large blue button with a white plus icon and the text 'Add choice' is visible. Two course cards are listed below the button:


- Accounting and Finance (B400)**
Birmingham University (BU)
Location: Birmingham
Start date: 01 September 2023
Further details: Not provided
Points of entry: Not yet
Deferred entry: No
Live at home while studying: No
- Accounting and Finance (with Integrated Foundation) (B064)**
University of Birmingham (BU)
Location: Birmingham
Start date: 01 September 2023
Further details: Not provided
Points of entry: Not yet
Deferred entry: No
Live at home while studying: No

At the bottom of the section, a blue button labeled 'confirm choices' is highlighted with a red rectangular box. A red arrow points from the text 'select confirm choices to mark the section as complete.' to this button. A small blue circular icon with a white question mark is located at the bottom right of the section.

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

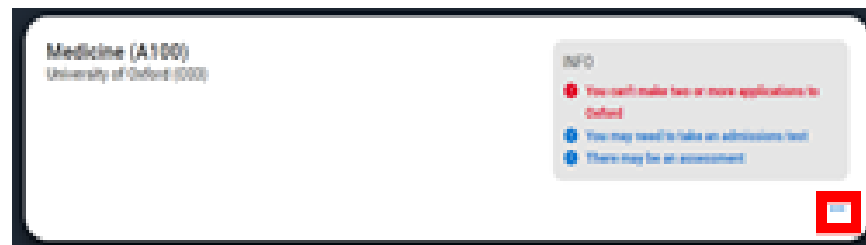
INFO

- 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.

...

Confirm choices

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

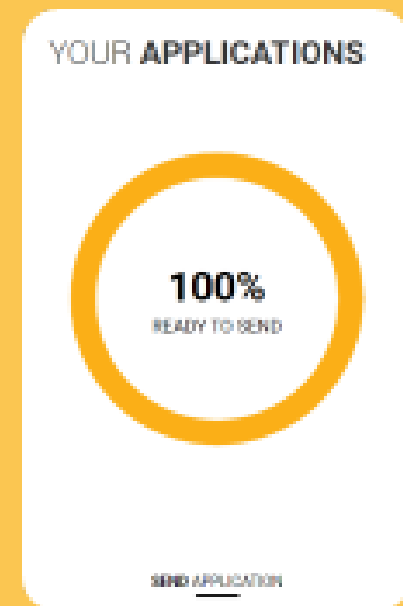


Any choice combinations that are not permitted will be flagged with **red text** on the right of each relevant card.

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



Submitting the application.



There are 4 steps to the submission process.

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

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

Employment

Education

Nationality details

Supporting information

English language skills

Finance and funding

Diversity and inclusion

Personal statement

Choices

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
Email address	

[Accept and proceed](#)[Return to application](#)

We then 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 choose 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 wellbeing 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 accommodation.

☐ Yes ☒ No

Relevant courses *

If you find yourself without a place, we'll share course info from uni 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
- Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut elit tellus, luctus nec ullamcorper mattis, pulvinar dapibus leo.

- 1. Ordered list
- 2. Utam placed nullquam perferendis, idem ut etiam tempore non aliquid ut idem 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 02039911, whose registered office is at Roswell, New Barn Lane, Cheltenham, Gloucestershire GL50 2LZ ("UCAS", "we", "us").
- 1.2 You can contact us by telephoning our customer service team on 0871 354 6161, emailing us at enquiries@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.

DEADLINES

15th October Oxbridge/Medicine/Dentistry

15th January – all other applications

- ▶ When all the sections are ticked as COMPLETE, you will be able to PAY/SEND
- ▶ This only goes as far as the Sixth Form Team to check. Not the universities. Submit at least a week in advance.
- ▶ We will send it back if there are amendments; keep checking emails as the message returns to the email you put on the UCAS form.

Pay and Submit.

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

The application fee for 2022 applications will be £22.00 for one choice, or £26.50 for two – five choices

The screenshot shows the 'UCAS application' payment page. At the top, a progress bar indicates four steps: 1. Check your application, 2. Update your preferences, 3. Terms and conditions, and 4. Pay your choice. The current step is 'Pay and submit'. Below this, a heading 'Pay and submit' is followed by a note: 'Please click pay now, where you will be asked to enter your card details. Compulsory fields are marked with an asterisk (*).' A section titled 'Card payment details' provides information about accepted cards (Visa, Visa Debit, Delta, MasterCard, JCB, Maestro, and Electron), a disclaimer about card details being encrypted, and a warning that the application will not be processed until payment is authorized. It also states that if it is subsequently discovered that the user did not have authority to make payment, the application will be cancelled. A note advises not to refresh the page or use the back button while processing payment. The 'Amount due' is listed as £22.00. At the bottom, there are two buttons: 'Pay now' and 'Return to application', and a link to 'Read the Terms and conditions'.

UCAS application

1 Check your application 2 Update your preferences 3 Terms and conditions 4 Pay your choice

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 Chinese Union 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: £22.00

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](#)

[Read the 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 shows the UCAS Application 2021 Undergraduate application page. The page is titled "UCAS APPLICATION" and "2021 Undergraduate application". It includes a "Your Personal ID number" field. A teal banner states: "This is a read only version of your application which is with an adviser at UCAS Test and training centre. your adviser if you have any questions or problems with your application." There are "Contact" and "Application page" buttons. A sidebar on the left lists sections: Personal details, Contact and residency details, Education, Supporting details, Supporting information, English language skills, Financial support, University with choices, and Personal statement. The main content area shows "Personal details" and "Contact and residency details" sections.

Personal details	
First name	Mr
Last name	Mr
First name	Mr
Address	123 Main St
Postcode	123 456
Date of birth	12/12/1999
Gender	Male

Contact and residency details	
Mobile telephone number	07700 123456
Other telephone number	01234 567890