

# Highgate Wood School Sixth Form

A student guide to applying  
to university through UCAS

# Stage 1

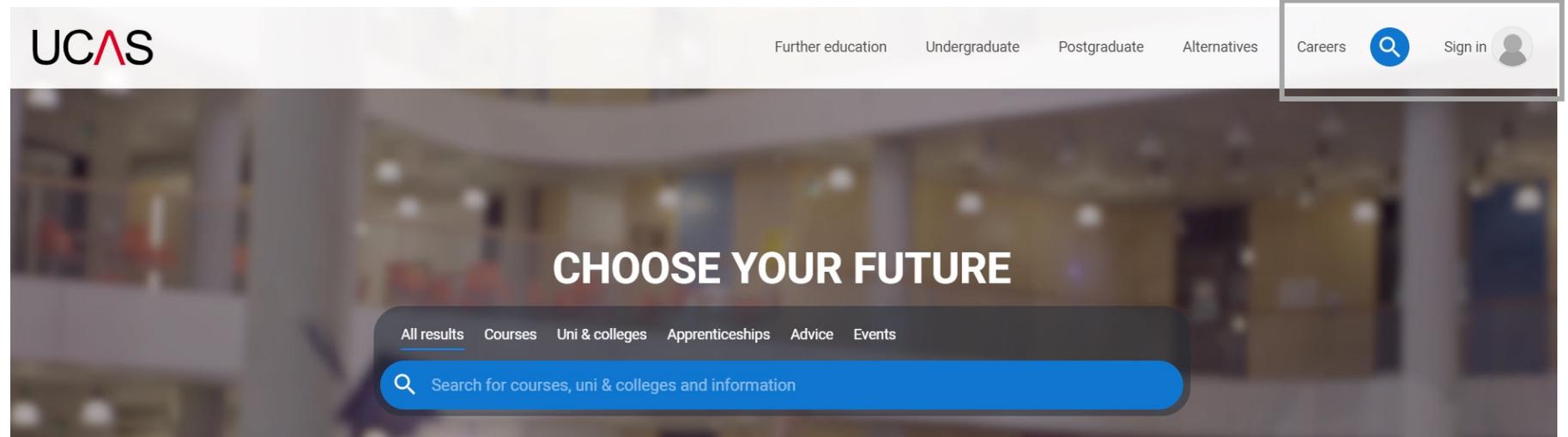


Registering for an account.

# Registering for an account

Head to  
ucas.com

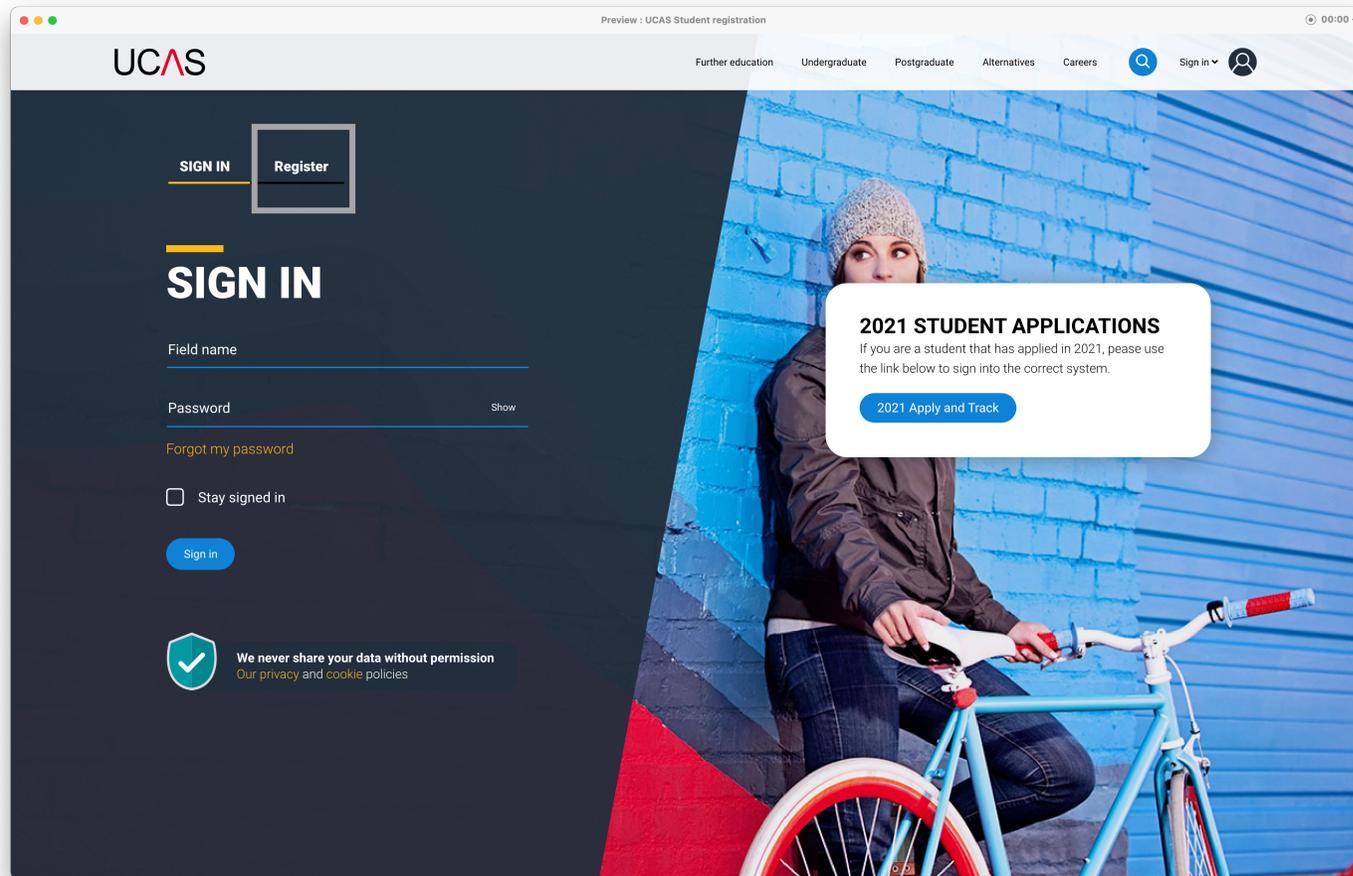
Select **Sign  
in** from the  
drop-down  
menu.



# Select the relevant sign in

The screenshot shows the UCAS Student Sign In page. At the top, the UCAS logo is on the left, and navigation links for Further education, Undergraduate, Postgraduate, Alternatives, and Careers are on the right. Below the logo, the heading "STUDENT SIGN IN" is followed by the instruction "Please select an education scheme." The page features five main sections, each with a distinct color bar on the left: Undergraduate (red), 2022 Entry (blue), Conservatoires (teal), Teacher training (orange), and Postgraduate (purple). Each section includes a title, a brief description, and a "2021 entry" or "2022 entry" label. Buttons for "Apply", "Track", "Hub", "Sign in", and "Register" are provided for each. To the right of these sections are two promotional images: one for "UCAS" with the text "Make the right decision for you. Get in for the full story." and another for "FIND AN APPRENTICESHIP" with the text "Learn more". At the bottom, there is a "Sponsored articles" section with three articles: "How to find a job", "Top ten student money tips", and "How to save money at uni". The footer contains links for "Contact us", "Give feedback", "Advertise", "About us", and "Privacy".

# Registering for an account



Choose **Register**.

Note: The design of this screen may change as UCAS proceed through the application cycle.

# Registering for an account

Complete the short form.

Make sure the **password** is **memorable**.

UCAS

[Further education](#)

[Undergraduate](#)

[Postgraduate](#)

[Alternatives](#)

[Careers](#)



[Account](#)



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

## REGISTER

Email \*

First name \*

Last name

Password \*

Confirm password \*

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

[Register](#)

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

# Registering for an account

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

UCAS

## Email verification

Hi,

You now need to verify your email address.

Please enter **647527** when prompted on the website.

This verification code will expire after 5 minutes.

Kind regards.

UCAS

## VERIFY YOUR ACCOUNT

An email has been sent to you on behalf of UCAS, with a code to verify your email address. Please enter the code below.

Code \*

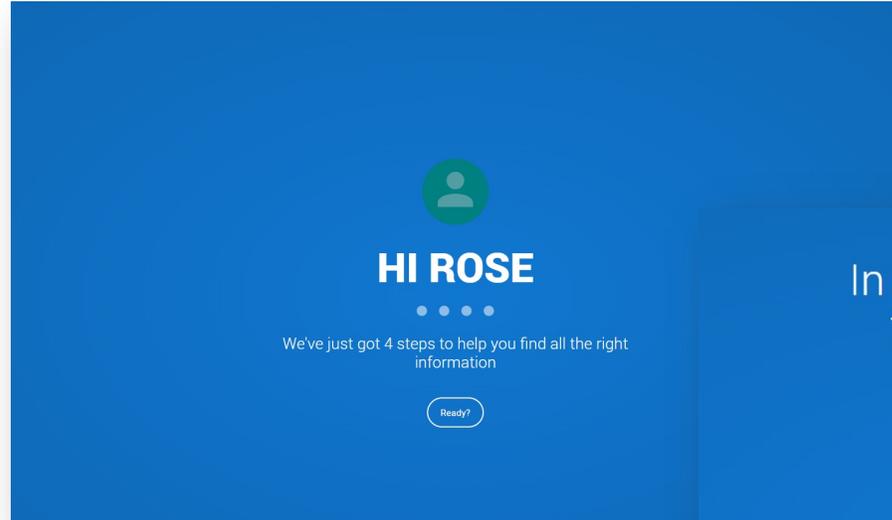
Verify

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

# Registering for an account

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

Make sure you choose the correct study year, **2022** if you want to start next year.

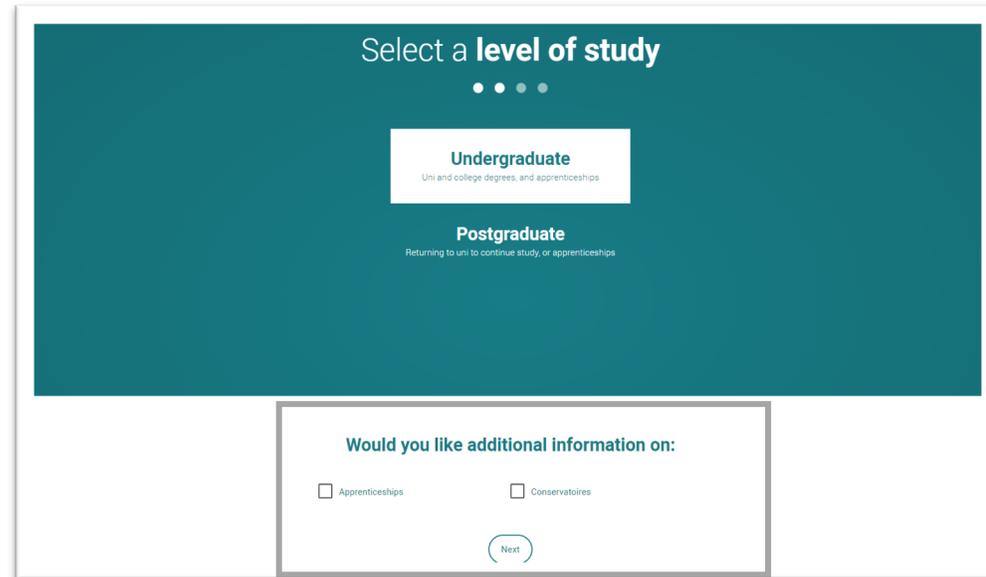


# Registering for an account

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

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

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



The screenshot shows a teal background with the heading "Select a level of study" and three dots below it. There are two main options: "Undergraduate" (with subtext "Uni and college degrees, and apprenticeships") and "Postgraduate" (with subtext "Returning to uni to continue study, or apprenticeships"). Below these is a white box with the heading "Would you like additional information on:" and two checkboxes: "Apprenticeships" and "Conservatoires". A "Next" button is at the bottom of this box.



The screenshot shows a pink background with the heading "Where do you live?" and three dots below it. There is a dropdown menu showing "United Kingdom" and a text input field labeled "Enter postcode".

# Registering for an account

Choose if you want to get tailored information about uni, college and apprenticeship options.

Select the **subjects** that you are interested in – you can change these at any point in your preferences.

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

The screenshot shows a dark-themed registration form titled "Your preferences" with four white dots below the title. The form is divided into two main sections. The left section contains three items: 1) A heading "Stay up-to-date with unis, colleges, offers, and more" followed by a subtext "Get tailored info about uni and college courses, open days, and apprenticeship options. \*" and two radio buttons for "Yes" and "No". 2) A heading "Get great deals, offers, and freebies, including high street brands, tech, and travel. \*" followed by two radio buttons for "Yes" and "No". 3) A green shield icon with a white checkmark and a paragraph of text: "Just so you know, your data is safe with us, and we never pass your data to third parties for marketing purposes without your permission. You can change your mind, and update your personal details and preferences at any time. For more information on how we treat your personal data, including how to delete it, take a look at our [privacy policy](#)." The right section is titled "Which subject(s) are you interested in studying?" and contains three dropdown menus labeled "Subject 1 \*", "Subject 2", and "Subject 3", each with the text "Select an option" and a downward arrow. At the bottom right of the form is a blue rounded button with the text "Create account".

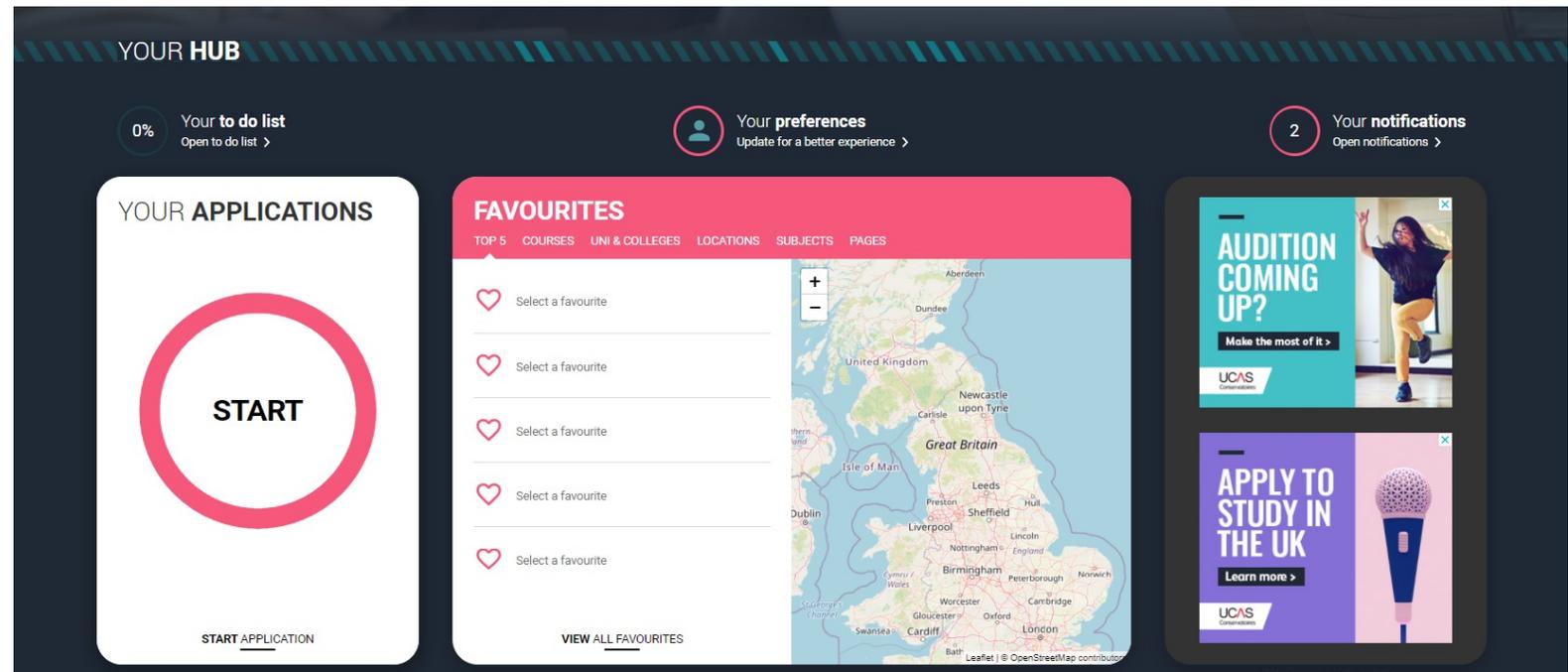
# Stage 2



Starting your application.

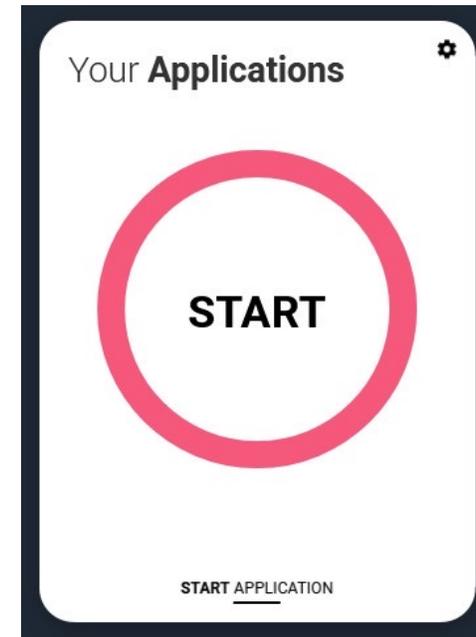
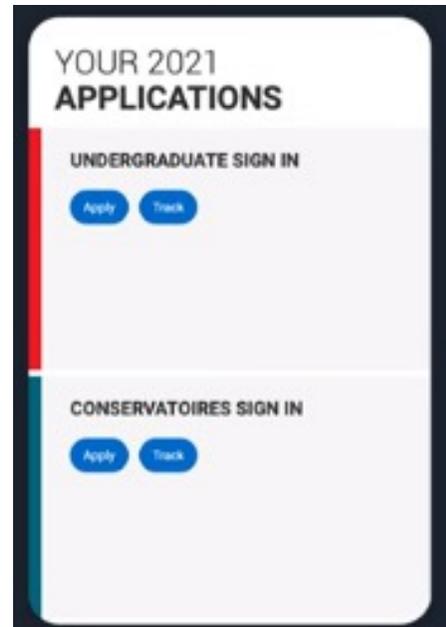
# Starting your application

To start your UCAS application click on the **Your application** tile.



# Make sure you have the correct year

If you already have a Hub account and have said you are interested in courses for the 2021 cycle, you'll see this card.



To start your 2022 UCAS application click on the **Your application** tile with the red circle.

# Update your preferences

If you need to change the application cycle to show the **Your application** tile for 2022, click on Preferences from the main menu.

Then select 2022 in answer to the question **In which year do you want to start your studies?**

The screenshot shows the UCAS website interface. At the top, the navigation bar includes 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', 'Careers', and a user profile 'Eddie'. The 'Preferences' menu item is highlighted in blue. Below the navigation bar, a modal window titled 'Manage my Hub personalisation' is displayed. The form contains the following questions and options:

- Are you considering going straight into employment?  
 Yes  No
- Are you considering a gap year?  
 Yes  No
- Where do you live?  
United Kingdom
- Your postcode (we will use this to show events near you)  
PL14 7HG
- In which year do you want to start your studies?  
2022
- What level of study are you interested in?  
Undergraduate (Uni and college degrees, and apprenticeships)
- Would you like additional information on:  
 Apprenticeships  Conservatoires

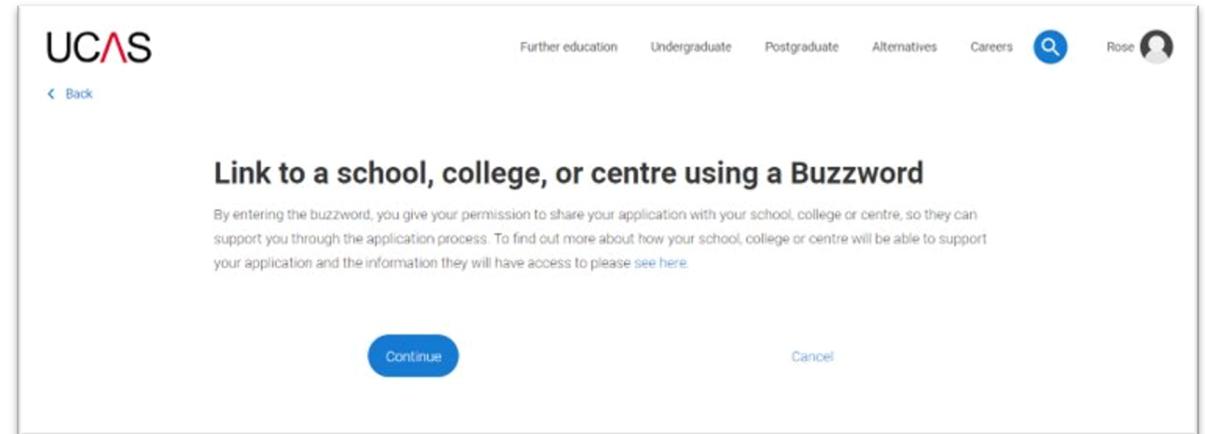
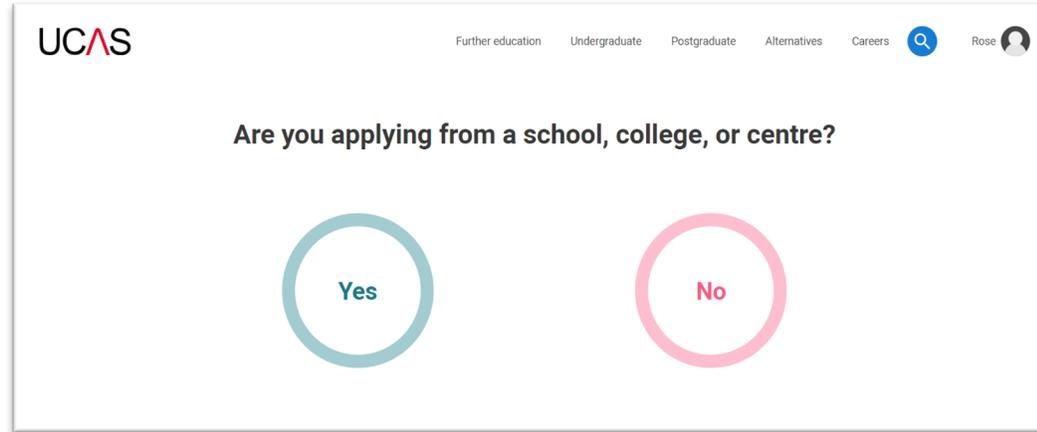
At the bottom of the form, there are 'Save' and 'Cancel' buttons. The background of the website shows a city skyline at night with the text 'ATTEND A VIRTUAL OPEN DAY'.

# Linking to the school

You are applying through Highgate Wood School so select **Yes** and enter our **Buzzword**.



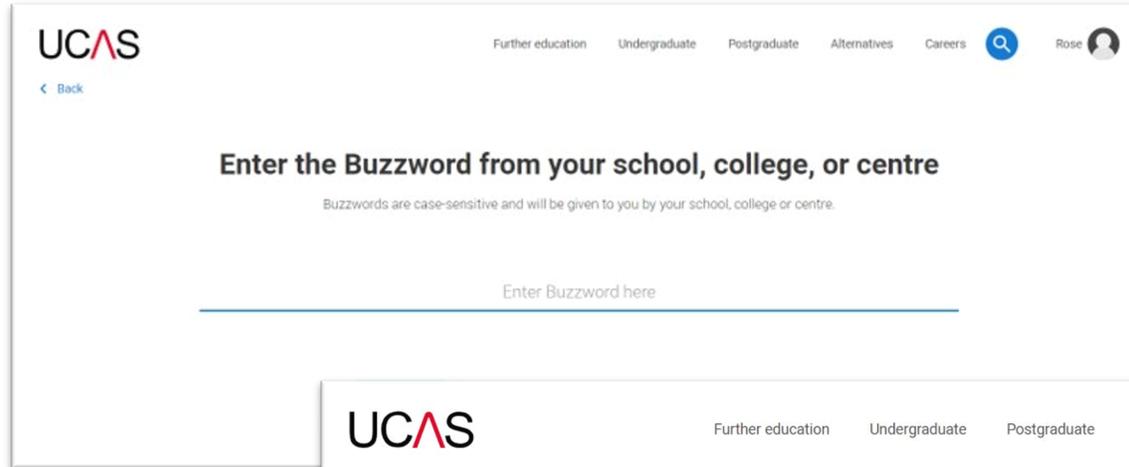
**Hws2022**



# Linking to the school

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

This will **link your application** to Highgate Wood School, so we can track your progress and provide support, including adding your reference



UCAS

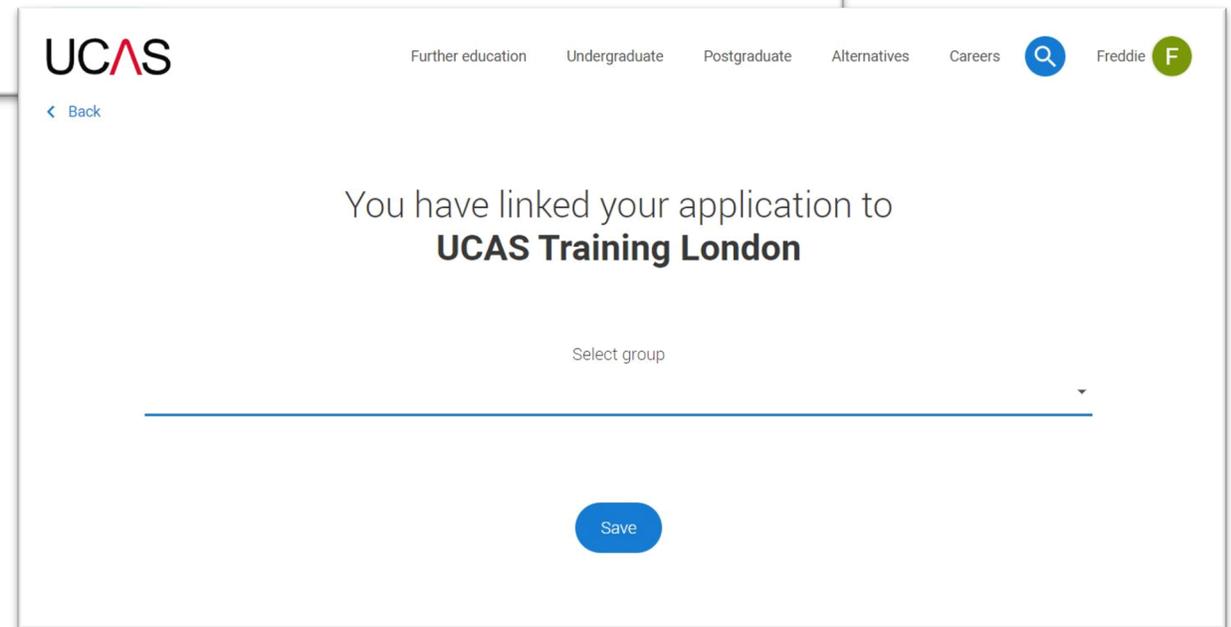
Further education Undergraduate Postgraduate Alternatives Careers

< Back

Enter the Buzzword from your school, college, or centre

Buzzwords are case-sensitive and will be given to you by your school, college or centre.

Enter Buzzword here



UCAS

Further education Undergraduate Postgraduate Alternatives Careers

< Back

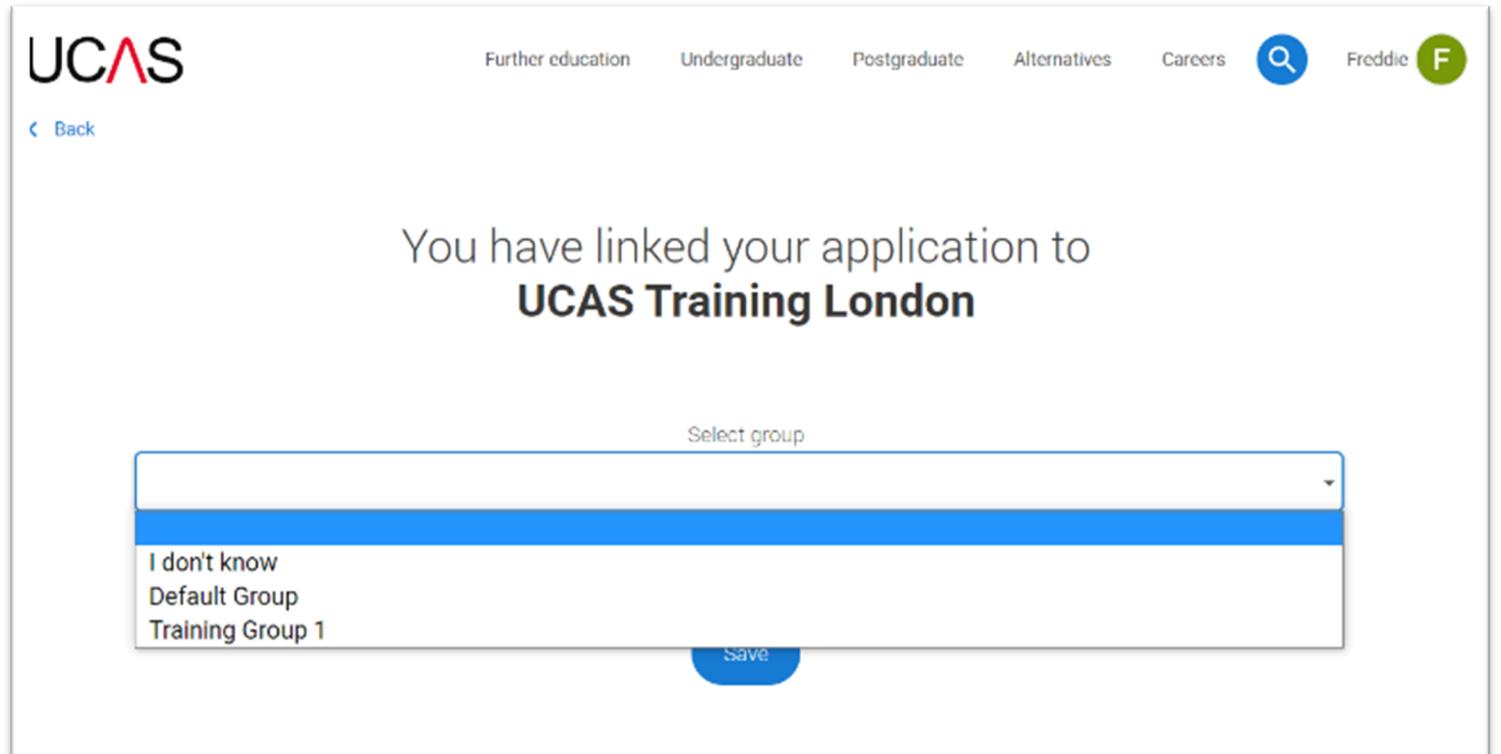
You have linked your application to  
**UCAS Training London**

Select group

Save

# Linking to the school

Once your application has been linked, you can then select a **group** - your group is your tutor's initials. For example, If your tutor is Mr Holmes, choose CHO.



The screenshot shows the UCAS website interface. At the top, the UCAS logo is on the left, and navigation links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', and 'Careers' are on the right. A search icon and a user profile 'Freddie F' are also visible. Below the navigation, there is a '< Back' link. The main content area displays a confirmation message: 'You have linked your application to **UCAS Training London**'. Below this message is a dropdown menu labeled 'Select group'. The dropdown menu is open, showing three options: 'I don't know', 'Default Group', and 'Training Group 1'. A blue 'Save' button is located below the dropdown menu.

# Stage 3



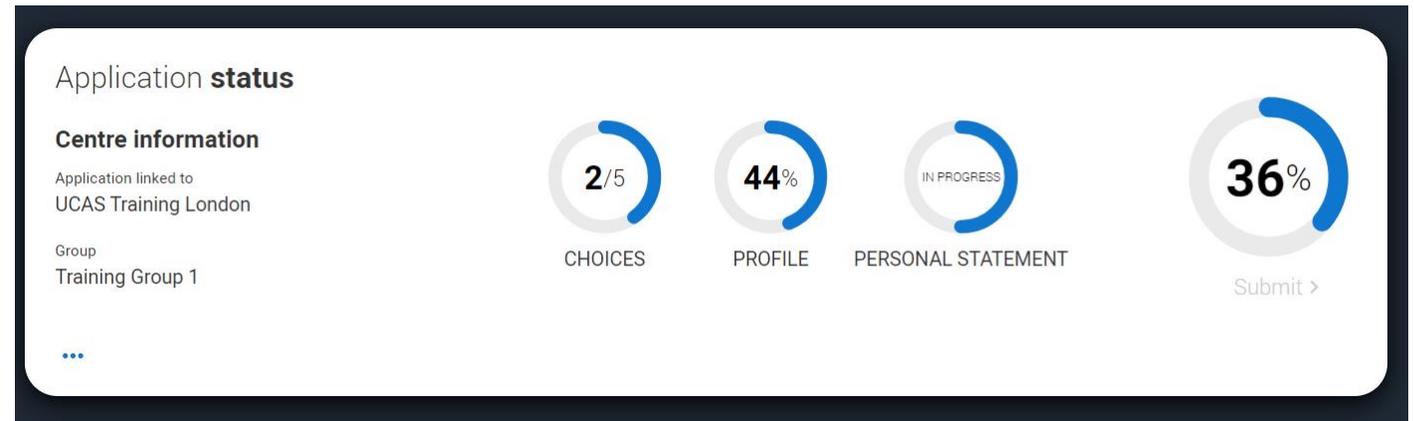
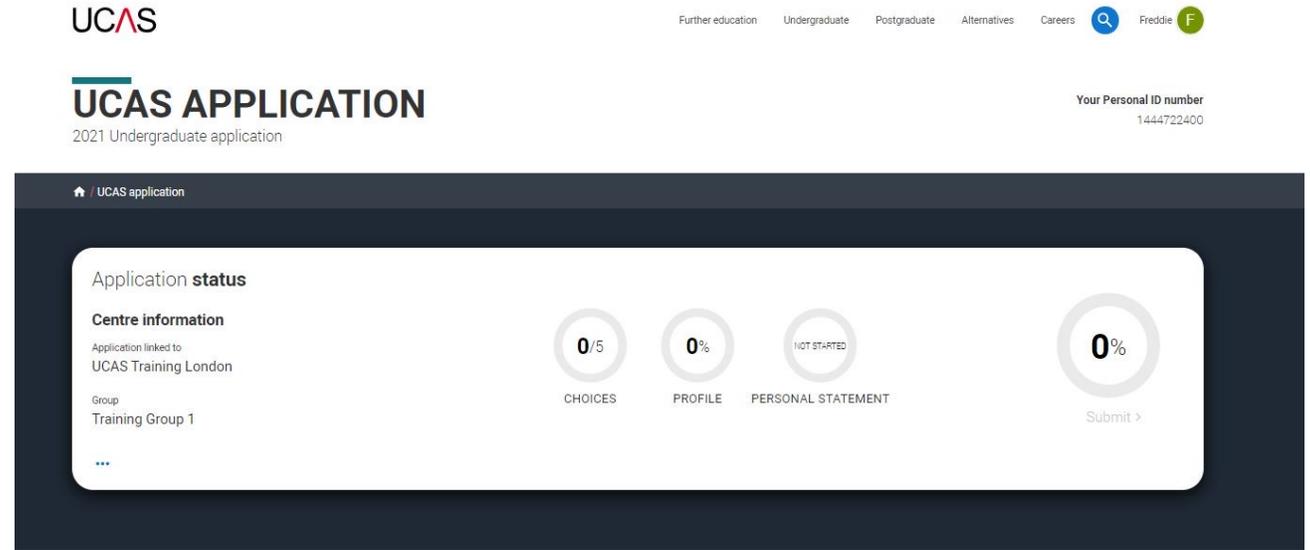
# Application overview.

# 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.



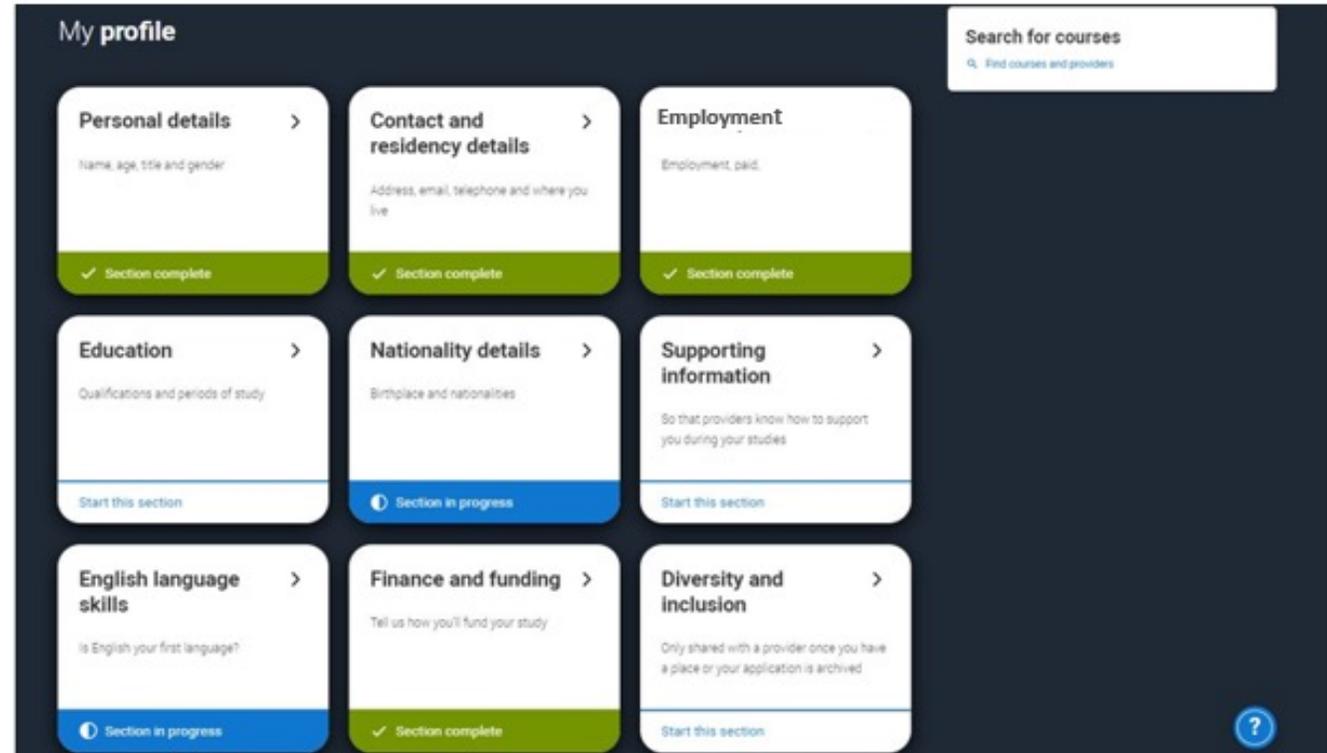
# Application overview

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 \*).



# Stage 4



Personal details.

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

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

**PERSONAL DETAILS**  
2021 Undergraduate application

Your Personal ID number  
1241028408

UCAS application / Personal details

**Personal details**

Contact and residency details

Employment

Education

Nationality details

Supporting information

English language skills

Finance and funding

Personal statement

**Title \***

**First name \***  
Please enter your first name as it appears on official documents, such as your passport, birth certificate, or driving licence.

**Last name \***  
Please enter your last name as it appears on official documents, such as your passport, birth certificate, or driving licence.

**Previous name(s)**  
Please let us know any previous names you have been known by. This includes if you have changed your name by marriage or deed poll.

**Preferred name**  
Please let us know what we should call you.

**Date of birth \***

Day Month Year

**Mark this section as complete \***

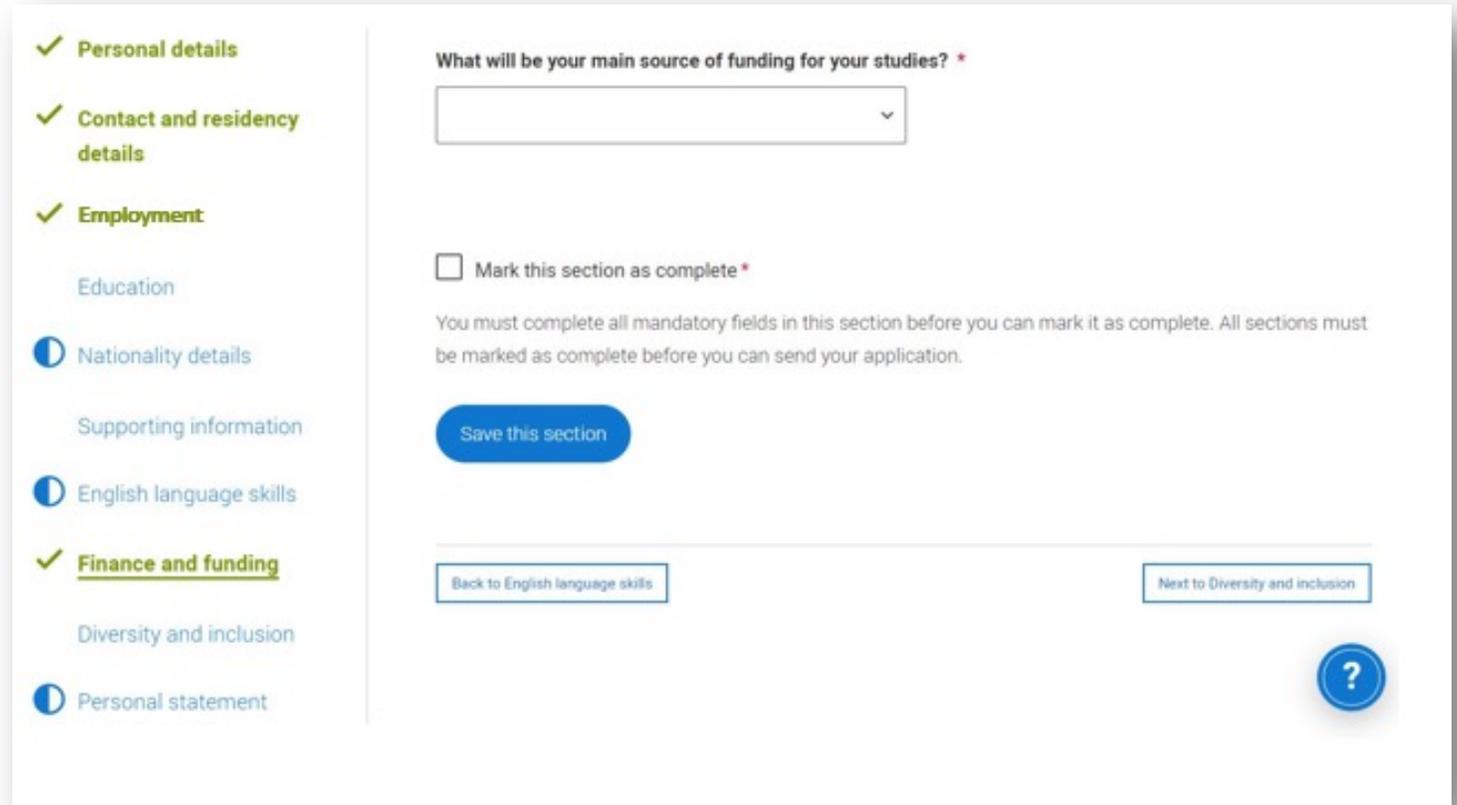
You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

?

# 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 displays an application form interface. On the left is a vertical sidebar with a list of sections: 'Personal details', 'Contact and residency details', 'Employment', 'Education', 'Nationality details', 'Supporting information', 'English language skills', 'Finance and funding', 'Diversity and inclusion', and 'Personal statement'. The 'Finance and funding' section is highlighted with a green checkmark. The main content area is titled 'What will be your main source of funding for your studies? \*' and contains a dropdown menu. Below the dropdown is a checkbox labeled 'Mark this section as complete \*'. A blue button labeled 'Save this section' is positioned below the checkbox. At the bottom of the main area, there 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.

# Stage 5



# 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 (a parent) can speak to UCAS about your application.

The image shows a screenshot of the UCAS application form, specifically the 'Contact and residency details' section. On the left, a navigation menu lists various sections: Personal details, Contact and residency details (highlighted), Employment, Education, Nationality details, Supporting information, English language skills, Finance and funding, and Personal statement. The main form area contains several fields: 'Mobile telephone number' and 'Other telephone number' (both text boxes), 'Email address' (with a note that it can be updated in the UCAS profile), 'Postal address' (with a dropdown for 'Address type'), and 'Residential category' (with a note to choose the most applicable option). A 'Nominee access' section is partially visible, asking 'Do you want someone else to act, or speak on your behalf, about your application?' with radio buttons for 'Yes' and 'No'. A white pop-up box titled 'Nominee access' is overlaid on the form, containing the same question with 'Yes' selected. Below the question, it asks for the 'Full name of nominee' (with a text box and a note that they will be asked this information when speaking to UCAS) and the 'Relationship to you' (with a text box and a note that they will be asked this information when speaking to UCAS).

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.

[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.

[Save this section](#)

# Stage 6



# 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

2021 Undergraduate application

EMPLOYMENT

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 Rosehill, Cheltenham

Start date 10/2019

Finish date 01/2021

Was/is your position full time or part time? Full time

+ Add work experience

### Add Employment

Company/organisation name \*

Role title \*

Company/organisation address \*

Start date \*

Month Year

MM ▼ YYYY ▼

Finish date

Month Year

MM ▼ YYYY ▼

Was/is your position full time or part time? \*

Full time  Part time

Save Cancel

# Stage 7



# 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.

This will either be Highgate Wood School (if you did your GCSEs here) or another school e.g. Park View Academy, Heartlands if you joined us in September 2020.

The screenshot shows the UCAS Education 2021 Undergraduate application form. The top navigation bar includes links for Further education, Undergraduate, Postgraduate, Alternatives, Careers, a search icon, and a user profile icon. The main header displays the UCAS logo, the word 'EDUCATION' in large blue letters, and '2021 Undergraduate application'. On the right, it shows 'Your Personal ID number' as 1241028408. A dark navigation bar below the header contains a home icon and the text 'UCAS application / Education'. The left sidebar lists various sections: Personal details, Contact and residency details, Employment, Education (highlighted in blue), Nationality details, Supporting information, English language skills, Finance and funding, and Personal statement. The main content area features a large grey button with a plus sign and the text 'Add place of education'. Below this, there is a text input field for 'Unique Learner Number (ULN)'. A dropdown menu is labeled 'Please state the highest level of qualification you expect to have before you start your course \*'. At the bottom of the form, there is a checkbox for 'Mark this section as complete \*' and a blue 'Save this section' button. A small blue question mark icon is located in the bottom right corner of the form area.

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 UCAS Education application interface. At the top, the UCAS logo is on the left, and navigation links for Further education, Undergraduate, Postgraduate, Alternatives, and Careers are on the right. A search icon and a user profile icon are also present. Below the navigation, the page title is 'EDUCATION' with the subtitle '2021 Undergraduate application'. On the right side, the user's Personal ID number is displayed as 1241028408. A dark navigation bar contains a home icon and the text 'UCAS application / Education'. On the left, a sidebar lists various sections: Personal details, Contact and residency details, Employment, Education (highlighted in blue), Nationality details, Supporting information, English language skills, Finance and funding, and Personal statement. The main content area features a large grey button with a plus sign and the text 'Add place of education'. Below this, there is a text input field for the 'Unique Learner Number (ULN)'. A dropdown menu is labeled 'Please state the highest level of qualification you expect to have before you start your course \*'. At the bottom of the form, there is a checkbox for 'Mark this section as complete \*' and a blue 'Save this section' button. A help icon (question mark in a circle) is located 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 UCAS 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. This will be **JULY 2022**.

**Add** place of education

Name of the school, college, or university \*

UCAS Training

UCAS Training London

UCAS Training School

Exam center number

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

Centre number has not been entered. If the search facility does not have a centre number you can leave it blank. The warning message will remain

Start date \*

Month Year

MM ▼ YYYY ▼

End date \*

Month Year

MM ▼ YYYY ▼

Save Cancel

There are warning messages to help you.

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

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

**University of UCAS** ... More

March 2007 - July 2010  
Full time

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

[Add Qualification](#)

**UCAS Training School** ... More

March 2007 - May 2010  
Full time

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

**! You have indicated that you did not receive any qualifications here**

## UCAS Training School

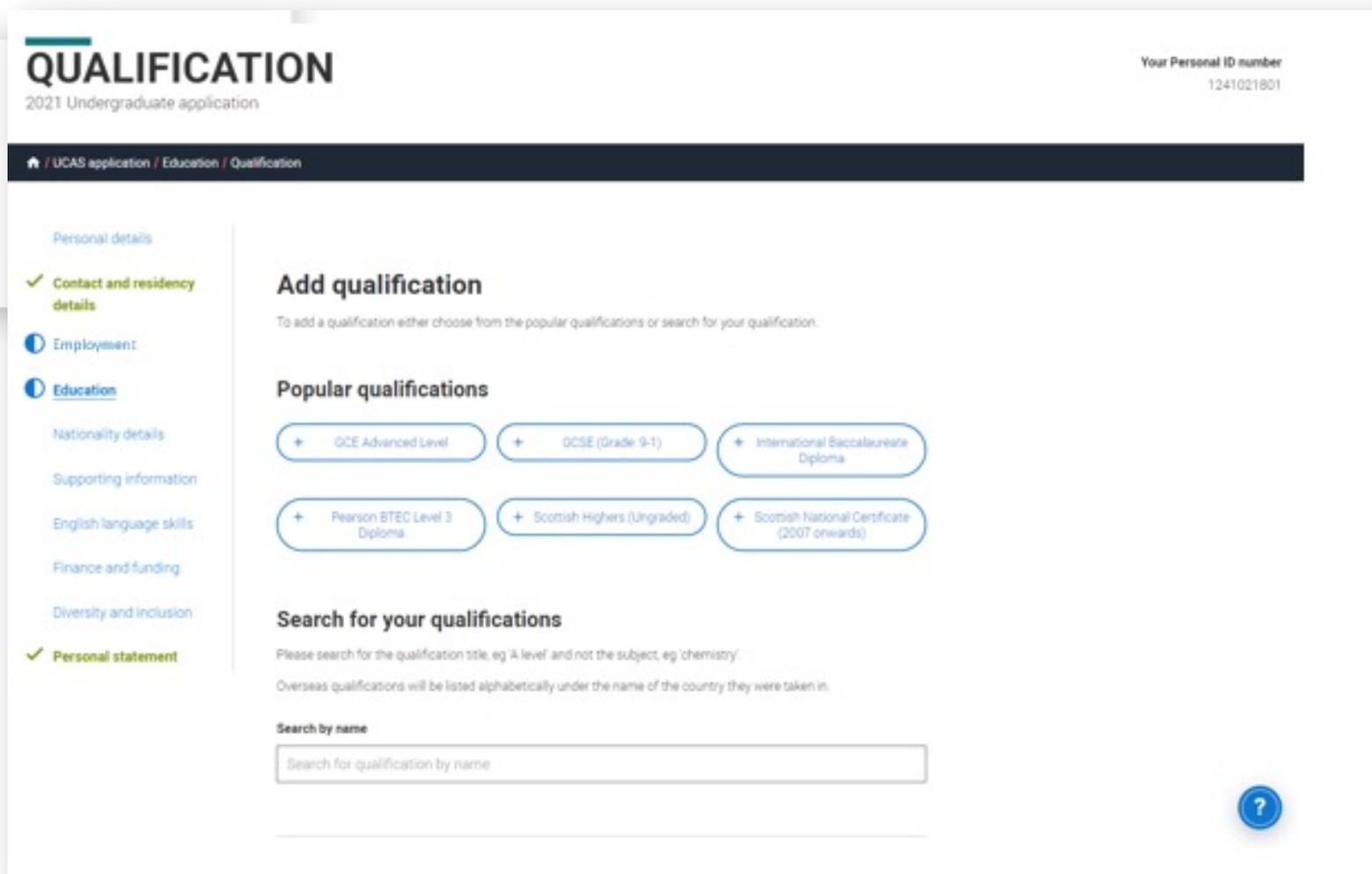
September 2010 - June 2012

Full time

Add Qualification

Once you've added where you studied you can enter the qualifications.

Click the **Add qualification** button and search for your qualification.



**QUALIFICATION**  
2021 Undergraduate application

Your Personal ID number  
1241021801

Home / UCAS application / Education / Qualification

Personal details

✓ Contact and residency details

1 Employment

1 **Education**

Nationality details

Supporting information

English language skills

Finance and funding

Diversity and inclusion

✓ Personal statement

### Add qualification

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

#### Popular qualifications

+ GCE Advanced Level

+ GCSE (Grade 9-1)

+ International Baccalaureate Diploma

+ Pearson BTEC Level 3 Diploma

+ Scottish Highers (Ungraded)

+ Scottish National Certificate (2007 onwards)

#### 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 by name

Search for qualification by name

?

The qualification dates you can select are based on those you entered when you set up the centre.

If you know which awarding organisation it is, enter it here – speak to your teacher or tutor if you're not sure.

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

**Add qualification**

**GCE Advanced Level**  
If you don't find a match you can manually add one

**Title\***  
Type and select the subject you studied

**Qualification date\***  
Month Year  
MM YYY

**Awarding organisation\***

**Result\***

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

**Module / Unit 1**

**Subject**  
Type and select the subject you studied

**Result**

[Add another module](#)

[Save qualifications](#) [Save and add another](#) [Cancel](#)

**Your qualifications**

**UCAS Training School**  
September 2010 - June 2012

**No qualifications**  
There are no qualifications added for this school at the moment.

# Stage 8



Nationality details.

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

The screenshot shows the UCAS application interface for 'Nationality details'. The page includes a navigation menu at the top with options like 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', and 'Careers'. The user's name 'Rose' is visible in the top right corner. The main heading is 'NATIONALITY DETAILS' for a '2021 Undergraduate application'. The user's 'Personal ID number' is 1241028408. A breadcrumb trail shows the user is in 'UCAS application / Nationality details'. On the left, a sidebar lists various sections: 'Personal details', 'Contact and residency details', 'Employment', 'Education', 'Nationality details' (which is highlighted), 'Supporting information', 'English language skills', 'Finance and funding', 'Diversity and inclusion', and 'Personal statement'. The main content area contains three mandatory fields: 'What is your country of birth?' (with 'United Kingdom' selected), 'What is your nationality?' (with 'UK national' selected), and 'Dual nationality'. Below these fields is a checkbox for 'Mark this section as complete' and a 'Save this section' button. A note at the bottom 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.'

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 UCAS only show relevant fields depending on your answers.

**What is your country of birth? \***

Please select which country you were born in.

United Kingdom

**What is your nationality? \***

Please tell us the nationality listed in your passport.

Azerbaijani

**Dual nationality**

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

Yes  No

**Have you previously studied in the UK on a tier 4 visa? \***

Yes  No

Save this section

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

There's some possible combinations but to help you UCAS will only show relevant fields depending on your answers.

**What is your country of birth? \***

Please select which country you were born in.

Albania

**Please tell us your date of first entry to UK \***

Day Month Year

DD MM YYYY

**What is your nationality? \***

Please tell us the nationality listed in your passport.

Anguilla

**Dual nationality**

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

Yes  No

**Have you previously studied in the UK on a tier 4 visa? \***

Yes  No

Save this section

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

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

**What is your country of birth? \***  
Please select which country you were born in.

United Kingdom

**What is your nationality? \***  
Please tell us the nationality listed in your passport.

Azerbaijani

**Dual nationality**

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

**Have you previously studied in the UK on a tier 4 visa? \***  
 Yes  No

**Do you currently have a passport? \***  
 Yes  No

**Passport number \***

**Valid from \***

Day Month Year

DD MM YYYY

**Expires \***

Day Month Year

DD MM YYYY

**Place of issue \***

Save this section

# Stage 9



# Supporting information

| 50

All questions are mandatory (\*), but you have the option of *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.**

**SUPPORTING INFORMATION**  
2021 Undergraduate application

Your Personal ID number  
1241028405

UCAS application / Supporting information

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

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

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

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

Further details

Characters used: 0 of 450 characters

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, schizophrenia or anxiety disorder
- You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- You have a disability, impairment or medical condition that is not listed above
- You have two or more impairments and/or disabling medical conditions

# Stage 10



# 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.

UCAS ask you for your **local authority** (usually Haringey, Islington, Barnet etc.) under ‘Student support arrangements’.

The screenshot shows the 'Finance and funding' section of a UCAS application form. On the left is a navigation menu with the following items: Personal details, Contact and residency details, Employment, Education (highlighted with a blue circle and 'i' icon), Nationality details, Supporting information, English language skills, Finance and funding (highlighted with a blue underline), Personal statement, and Reference. The main content area contains the following elements: a question 'What will be your main source of funding for your studies?' with a red asterisk, a dropdown menu showing 'UK, ChI, IoM or EU student finance services', a section header 'Student support arrangements', a dropdown menu showing 'Aberdeenshire', a checkbox 'Mark this section as complete' with a red asterisk, a paragraph of instructions: '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, and a horizontal line at the bottom with two links: 'Back to English language skills' on the left and 'Next to Personal statement' on the right.

# Stage 11



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.

The screenshot shows the 'DIVERSITY AND INCLUSION' section of a UCAS application. The page title is 'DIVERSITY AND INCLUSION' with the subtitle '2021 Undergraduate application'. A 'Your Personal ID number' of 1241028408 is displayed in the top right. A breadcrumb trail shows 'UCAS application / Diversity and inclusion'. A left-hand navigation menu lists several sections, with 'Diversity and inclusion' highlighted in blue. The main content area is titled 'Equality monitoring' and contains five dropdown menus: 'Ethnic origin \*', 'What is your religion or belief?', 'What is your sexual orientation?', 'Do you identify as transgender?', and 'National identity \*'. A 'Dual national identity' dropdown is located below these. The asterisks (\*) indicate mandatory fields.

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.

**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

**Add activity**

Sponsor \*

Start date \*

Month Year  
MM YYY

Duration (days) \*

School year \*

Location \*

Search for location

Save Cancel

Sponsor \*

- Aberystwyth Summer Uni
- Academic Enrichment programme (AEP)
- Aim Higher
- As Location
- ASPIRENorth
- 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 three 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 \*

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.

- Children's Nurse
- Children's Nurse (Domestic Service)
- Children's Nursery Owner
- Director (Children's Nursery)
- General Assistant (Children's Nursery)

# Stage 12



# Personal Statement.

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

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

The screenshot shows the UCAS Personal Statement application page. At the top, it says "PERSONAL STATEMENT" and "2021 Undergraduate application". On the right, it displays "Your Personal ID number 1241028408". A dark navigation bar contains "UCAS application / Personal statement". A left-hand menu lists various sections: Personal details, Contact and residency details, Employment, Education, Nationality details, Supporting information, English language skills, Finance and funding, and Personal statement (which is highlighted). The main content area includes a guide to writing the personal statement, a large text input box, and a character count "Characters used: 0 of 4000 characters". A "Save draft" button is visible at the bottom left. A dark information box on the right states: "You have used 0 of 47 lines based on the preview and 0 of 4000 characters."

The screenshot shows a confirmation pop-up dialog with the text "Are you sure you want to leave this page without saving your changes?". Below the text are two buttons: "Yes" (highlighted in blue) and "No".

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.

Edit

445 of 4000 characters

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

Mark this section as complete \*

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

# Stage 13



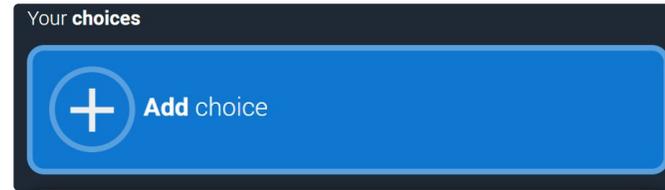
Adding a choice.

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.



**Add choice**

**Institution \***

**Course \***

**Location \***

**Start date \***

**Further details**

**Point of entry**

**Live at home while studying? \***  
 Yes  No

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

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

### Criminal **convictions**

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 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.

There is a maximum of **five** 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 a user interface for selecting course choices. At the top left, it says "Your choices". On the right, there is a search bar labeled "Search for courses" with a magnifying glass icon and the text "Find courses and providers". Below the search bar is a large blue button with a white plus sign and the text "Add choice".

Two course cards are listed below the "Add choice" button:

- Accounting and Finance (N400)**  
Aberystwyth University (A40)  
Location: Main Site (Aberystwyth)  
Start date: 01 September 2022  
Further details: *Not provided*  
Point of entry: 1st year  
Deferred entry: Yes  
Live at home while studying: No
- Accounting and Finance (with integrated Foundation) (NN44)**  
University of Buckingham (B90)  
Location: Main Site  
Start date: 23 September 2022  
Further details: *Not provided*  
Point of entry: 1st year  
Deferred entry: Yes  
Live at home while studying: No

At the bottom of the interface, there is a blue button labeled "Confirm choices" which is highlighted with a red rectangular box. A blue arrow points from the text "select confirm choices" to this button. In the bottom right corner, there is a small blue circular icon with a white question mark.

Some courses have extra admissions tests and assessments.

UCAS will 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

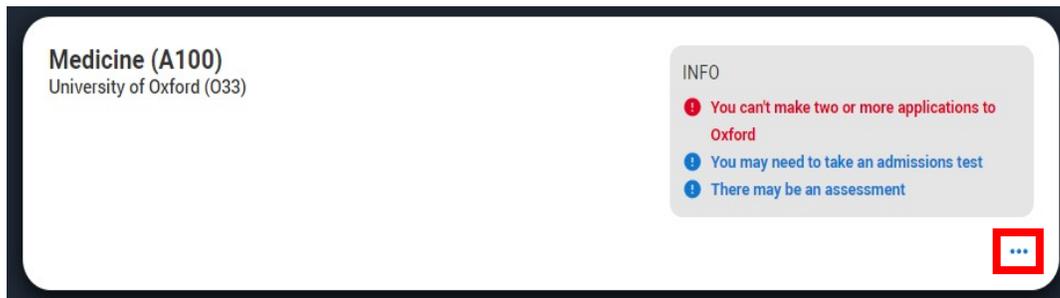
**INFO**

- 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.

...

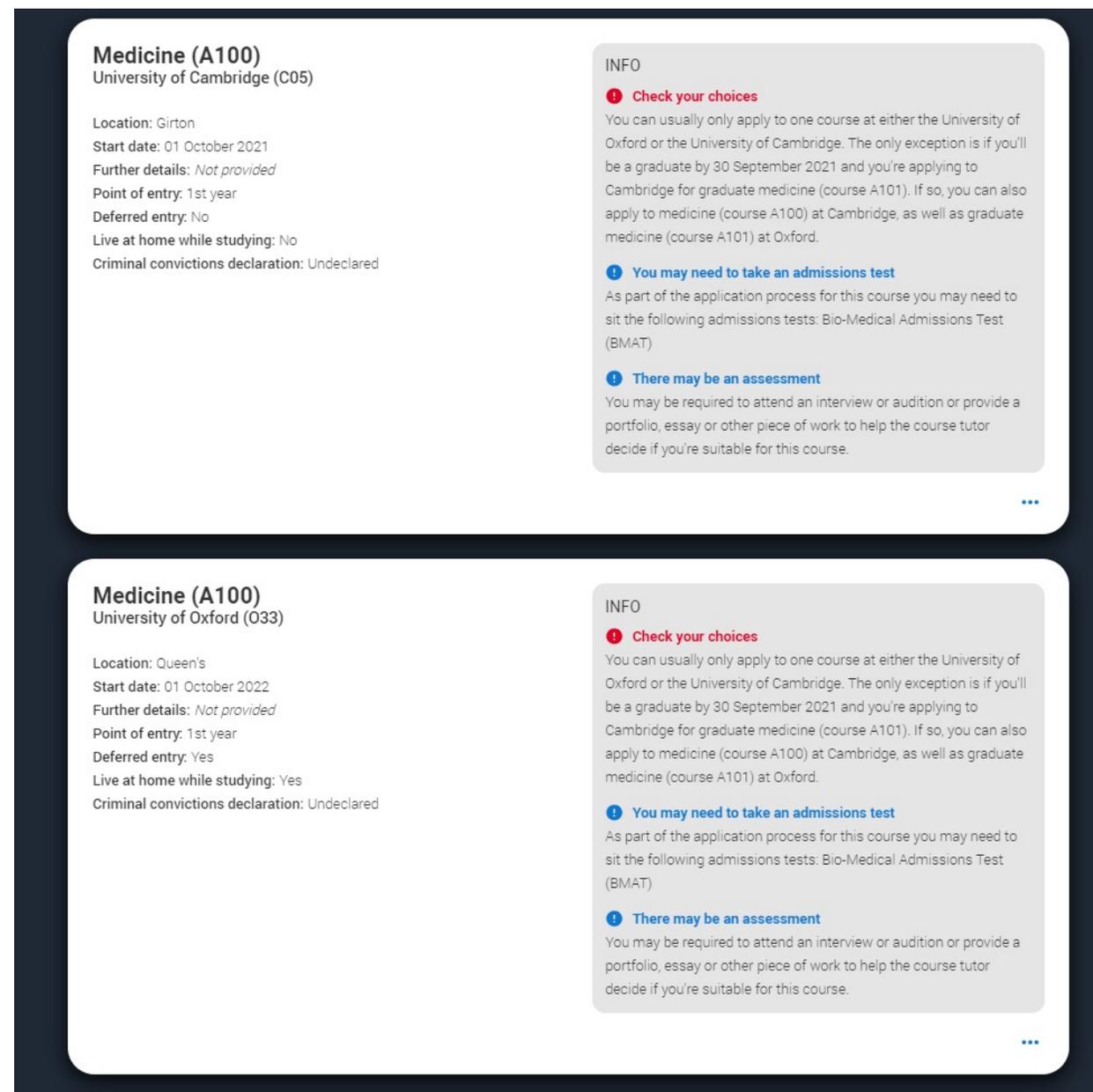
Confirm choices

Clicking the three 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.

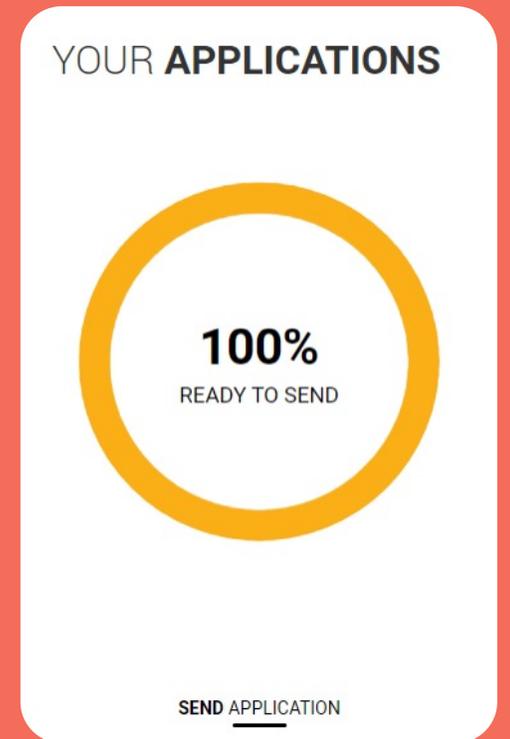


# Stage 14



# Submitting the application.

| 72



There are four steps to the submission process.

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

Application **status**

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

3/5 CHOICES    100% PROFILE    ✓ PERSONAL STATEMENT    100% Submit >

Application **status**

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

5/5 CHOICES    100% PROFILE    ✓ PERSONAL STATEMENT    100% 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		<a href="#">Edit</a>
Title	Ms	
First name	Rose	
Last name	Hill	
Previous name(s)	<i>Not provided</i>	
Preferred name	<i>Not provided</i>	
Date of birth	08/02/1995	
Gender	Female	

Contact and residency details		<a href="#">Edit</a>
Mobile telephone number	01234567890	
Other telephone number	<i>Not provided</i>	
Email address		

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

UCAS then needs you to update your preferences.

## Marketing preferences

When you're applying and off to uni, you'll find different brands and universities will want to get in touch with you to share information about things to make student life easier and help you chose the right university for you. Tell us what you'd like to hear more about...

### Study and career opportunities, plus health information \*

Get career advice and information on course and training opportunities from employers, universities and colleges, as well as health and well-being guidance as you prepare for student life.

Yes  No

### Student essentials \*

Make the most of student life with info on tech, retailers, publications, banks, travel, and transport, as well as recommendations for student accomodation.

Yes  No

### Relevant courses \*

If you find yourself without a place, we'll share course info from unis and colleges that have vacancies on relevant courses.

Yes  No

All

Email

Post

SMS

You must tick the box at the bottom of the page to confirm you have read and understood the terms and conditions.

You can collapse these by clicking the ▼ .

Then click **Accept and proceed**, or you can **Return to application**, or **Return to marketing preferences**.

The screenshot shows a web page titled "Terms and conditions". The main content area is partially collapsed, with a downward arrow icon and the text "About UCAS" visible. The visible text includes: "These are the terms and conditions (the 'Terms') on which we supply the 'Apply' service (the 'Service') to you.", an unordered list with two items, an ordered list with two items, a paragraph about reading terms, a paragraph about confirming agreement, and a paragraph about processing applications. On the right side, there is a "Help text" section and a "Contact us" section with a leftward arrow icon.

## Terms and conditions

These are the terms and conditions (the "Terms") on which we supply the "Apply" service (the "Service") to you.

- Unordered list
- Harum asperiores tenetur odio quaerat eaque veniam fugit soluta et fuga saepe temporibus aut delectust

- 1 Ordered list
- 2 Ullam placeat numquam perferendis deleniti ut eveniet tempore nihil aliquid ut dolore non vero molestias

It is important that you read these Terms carefully so that you are happy you understand their content.

We will ask you to confirm your agreement by ticking a box when you submit your application (your "Application"). By ticking this box, we will consider that you accept these Terms, our website terms and conditions and our privacy policy.

We are unable to process your Application until you do so.

[EXPAND ALL](#) [COLLAPSE ALL](#)

▼ **About UCAS**

What we do and how to contact us.

- 1.1 We are the Universities and Colleges Admissions Service, a company incorporated in England and Wales with company number 02839815, whose registered office is at Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ ("UCAS", "we", "us").
- 1.2 You can contact us by telephoning our customer service team on 0371 334 4 447, emailing us at [webenquiries@ucas.ac.uk](mailto:webenquiries@ucas.ac.uk) or by writing to us at the above address.
- 1.3 Our role is to provide application services for people applying for undergraduate and postgraduate courses, as well as making choices after their GCSEs.

**Help text**

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

< **Contact us**

How to get in touch with UCAS.

# Stage 15



Pay and Submit.

You will need to pay by card. You will see this.  
Click **Pay now** and you will be asked to enter your card details.

UCAS application

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

### Pay and **submit**

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

#### Card payment details

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

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

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

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

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

Amount due: £26.50

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

[Pay now](#) [Return to application](#)

[Back to Terms and conditions](#)

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

They will submit the application to UCAS.

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

The screenshot shows the UCAS Application 2021 Undergraduate application interface. At the top, it says 'UCAS APPLICATION' and '2021 Undergraduate application'. On the right, it displays 'Your Personal ID number 1241028408'. Below this is a teal navigation bar with a 'Return to your Hub' link. A message 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 'Download as PDF' buttons. A sidebar on the left lists various sections: Personal details, Contact and residency details, Employment, Education, Nationality details, Supporting information, English language skills, Finance and funding, Diversity and inclusion, and Personal statement. The main content area shows 'Personal details' and 'Contact and residency details' sections.

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

# The Jargon

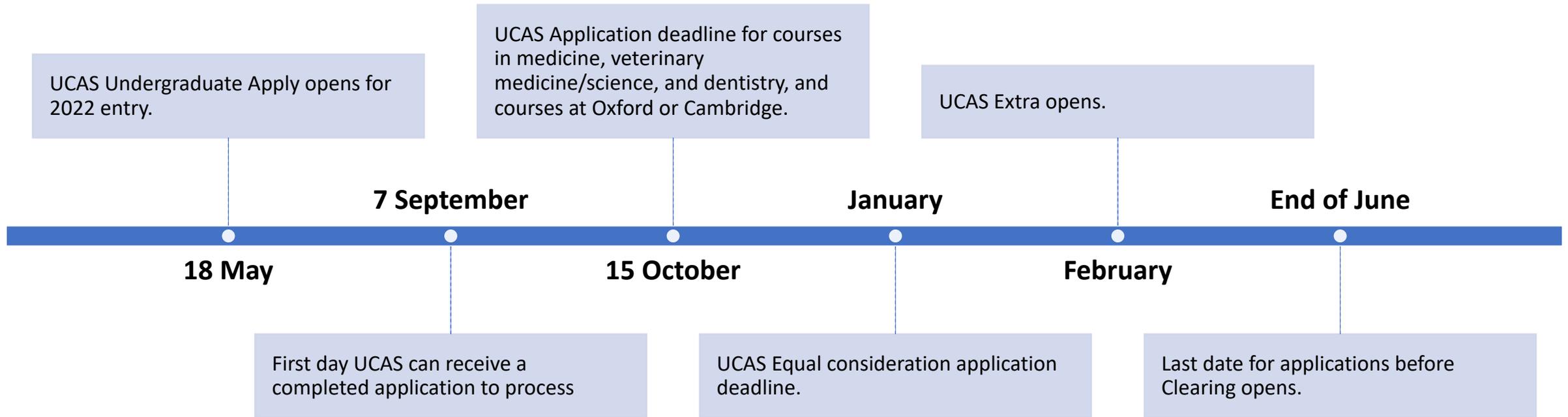
<b>Apply</b>	The name of the online application system.
<b>Buzzword</b>	For UCAS Undergraduate applications the school gives you a buzzword so you can link your application to them. It's a word you add to your application when you register to make a UCAS Undergraduate application.
<b>Deferral</b>	In your application, this is what you do if you'd like to carry an offer over to start it in the following academic year.
<b>Higher education (HE)</b>	The level of education we can help you apply to – from undergraduate courses when you've finished further education, to postgraduate courses you can move on to after graduating from an undergraduate degree.
<b>Sandwich course</b>	A course with an additional year where you work in the profession you're studying for.
<b>Tariff</b>	The UCAS Tariff is the system for allocating points to the different qualifications you can use to get into undergraduate higher education. Not all qualifications will be included in the Tariff. It is for use in admissions only and is not transferable to the job market.

<b>Track</b>	The name of the UCAS online tracking system where you can see how your application is progressing. Here you can reply to offers and make amendments, like changing your email address etc.
<b>UCAS</b>	The Universities and Colleges Admissions Service in the UK. This includes our main UCAS Undergraduate application service, as well as the other services: UCAS Conservatoires, UCAS Teacher Training.
<b>Unconditional offer</b>	In your application, an offer of a place on a course with no conditions – the place is yours if you want it.
<b>Undergraduate</b>	The first level of study in higher education. If you graduate from an undergraduate degree, you can move on to postgraduate study.
<b>Qualifications</b>	
<b>Bachelor's degree (BA)</b>	A three or four year course you can take in undergraduate higher education after you've finished further education – also known as a 'first degree' or 'undergraduate degree'. Most courses are either a Bachelor of Arts or Bachelor of Science.
<b>Honours</b>	For example an 'honours degree'. Most first degrees in higher education can come with 'honours'. It's not a grade as such – it just means it's possible to get your degree 'with honours', which would be an extra indication of quality.
<b>MA</b>	The abbreviation for Master of Arts, which can mean two different things. Often it stands for Master of Arts, a postgraduate-level qualification. It can also be an undergraduate degree studied at one of the UK's ancient universities, such as the universities of St. Andrews, Oxford, and Cambridge.

# UCAS Tariff points

Grade	Tariff points
A*	56
A	48
B	40
C	32
D	24
E	16

# Timeline for 2022 entry



**Friday 5<sup>th</sup> November 2020:** school deadline for UCAS applications.

# Useful information

- <https://unistats.ac.uk/>
- <https://www.ucas.com/undergraduate/applying-university/filling-your-ucas-undergraduate-application>
- <https://www.ucas.com/finance/managing-money/budget-calculator>
- <https://www.theguardian.com/education/universityguide>
- <https://www.thetimes.co.uk/article/good-university-guide-in-full-tp6dzs7wn>
- <https://www.thecompleteuniversityguide.co.uk/league-tables/rankings>
- <https://www.thecompleteuniversityguide.co.uk/universities/applying-to-university-and-ucas-deadlines/top-tips-for-writing-the-perfect-personal-statement/>
- <https://www.topuniversities.com/student-info/choosing-university/how-write-ucas-personal-statement>