

A guide to completing your online UCAS form

Registering

Visit www.ucas.com/apply to register for your Apply account. As part of the registration process you will be given a username, asked to create a password, and set your security questions.

You will also be asked for the buzzword that your school or college will have given you. If you are applying independently, you won't have a buzzword but will instead be asked some additional questions.

You will receive a UCAS ID number when you register. **This ID is needed if you phone UCAS or the HE provider.**

Personal Details

'Residential category' allows the universities/colleges to determine your fee status, e.g. 'UK citizen or EU national'.

If you intend to apply for any loans/grants that you are eligible for, you should enter fee code 02 ('UK, ChI, IoM or EU student finance services). If you select this option, you will then need to select the area where you live from the drop down list in the 'Student support arrangements box'.

You should enter fee code 05 if you are applying for NHS funded courses and will be eligible for an NHS bursary.

The 'Nominated access' box allows you to enter details of someone you would like to be able to speak to UCAS or your chosen universities/colleges about your application, e.g. a parent or a teacher. This is especially important if you are going to be out of the country at key times of the year. You can enter more than one person here if you want to.

You won't be disadvantaged if you declare that you have a disability on your application form. This information is used by universities/colleges to ensure they can provide the correct support. Case studies providing examples of the support universities can provide are included in the help text.



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General Tips

On every page of the online UCAS form there is some 'help' text to assist you with providing the information that is being requested – make sure you use it! The red question mark (?) provides more guidance about the information you are being asked to provide.

Any information entered can be changed up until when the form is submitted.

for schools
for individuals
for employers

Choices

You can apply for up to five courses, but only once in a cycle. There's no preference order and universities/colleges won't see where else you've applied.

In this section you need to state whether or not you are planning to live at home while you study. If you say that you intend to live at home, the institutions you are applying to will not send you any information about accommodation.

You should leave 'point of entry' blank unless you've had discussions with a university about entering a course in year two or three.



Education

This section allows you to enter details of up to ten different schools/colleges where you've studied.

You need to enter all of your qualifications - including those that you don't yet have the results for.

You must press 'save' after you've entered the details for each qualification.

Employment

In this section you can enter the details of five different employers that you've worked for. These must be paid employment - voluntary work is important, but should be included in your personal statement instead of in this section.

If you've had more than five jobs, you should include the ones that are most relevant to your application. It doesn't matter if there are gaps in your employment.

Personal Statement

Your personal statement is your chance to show universities and colleges why you want to study the course and why you would make a great student. For advice on what to include in your Personal Statement, download our Personal Statement Tips information sheet, or visit:

www.ucas.com/personalstatement.

It's advisable to write your personal statement offline in Word and copy and paste it into your UCAS form, to avoid being 'timed out' and also so you can make the best use of spell check etc. When you do paste it in, check the formatting carefully, and check that you are within the character and line limits, as some word processing applications count these differently. If you go over the limit, your statement will cut off suddenly.

You should print off a copy of your completed Personal Statement in case you need to make reference to it in preparation for an interview.

Reference

Everyone needs to include a reference with their application. If you are at school or college, a tutor will write your reference, add it to your application and submit it to UCAS.

If you are applying independently, you will need to request a reference from either your previous school/college, or from someone else who knows you academically, e.g. an employer. Once they have added their reference to your application, you need to submit it to UCAS.

Guidelines are available for referees about what information they should include in a reference, at: www.ucas.com/advisers/references/how-write-ucas-undergraduate-references.

Payment

Payment can be made by credit or debit card. For 2018 entry it costs £13 to apply for just one course, or £24 for multiple courses or for late applications sent after 30 June.

If you are applying through your school or college, you will pay before your tutor adds your reference. If you are applying independently, you cannot pay until your reference has been added to your application.



See below for some key dates

Key dates and deadlines

- 15 October 2017** Applications for Oxford, Cambridge or any course in medicine, dentistry and veterinary medicine/science should arrive at UCAS by 18:00 today. The reference has to be completed before the application can be sent to UCAS.
- 15 January 2018** Applications for the majority of courses should arrive at UCAS by 18:00 today (check course details for the correct deadline). The reference has to be completed before your application can be sent to UCAS. Go to the UCAS **Course Search** to check application deadlines for courses.
- 25 February 2018** Extra begins. If you are eligible to use Extra, you can add more choices to your application. **More about Extra**
- 24 March 2018** Applications for some art and design courses should arrive at UCAS by 18:00 today (others have a 15 January deadline – check course details to confirm the correct deadline). The reference has to be completed before your application can be sent to UCAS. Go to the UCAS **Course Search** to check application deadlines for courses.
- 30 June 2018** If you send your application to UCAS by 18:00 today, they'll send it to your chosen universities/colleges; after this date you're entered into Clearing. **More about Clearing**
- 4 July 2018** Last date to apply through Extra. **More about Extra**
- 5 July 2018** 2018 Entry Clearing Opens
- 16 August 2018** A-level, GCE and Advanced Diploma results day – and the start of the full Clearing vacancy search. **More about Clearing.** Adjustment opens for registration. **More about Adjustment**
- 31 August 2018** The deadline for any remaining conditions to be met – otherwise the university or college might not accept you – plus Adjustment ends.
- 20 September 2018** The final deadline for applications to 2016 courses. Applications must arrive at UCAS by 18:00.
- 23 October 2018** The deadline for adding Clearing choices and universities or colleges accepting Clearing applicants.

If you're applying through your school/college, please check their deadline, and follow this to get your application in on time. This gives them enough time to read your application, check you've entered your qualifications correctly, write and attach your reference, and submit your application to UCAS.

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