

# ADVISER CHECKLIST

## Application toolkit

### 10 THINGS TO REMEMBER WHEN YOUR STUDENTS ARE APPLYING...

**1. Students need to register on [ucas.com](https://ucas.com) for a UCAS Hub account.**

2. To start an application students should login to their UCAS Hub and click the 'Your application' tile.

3. Make sure your students know the application deadlines and understand the entry requirements. We strongly advise students to before the deadline to minimise the risk of last minute problems.

4. Make sure your students understand the relevant tuition fees for courses they're interested in.

5. Check your students have made their applications using your centre's buzzword and not as an individual. This will ensure you can monitor their progress in the adviser portal.

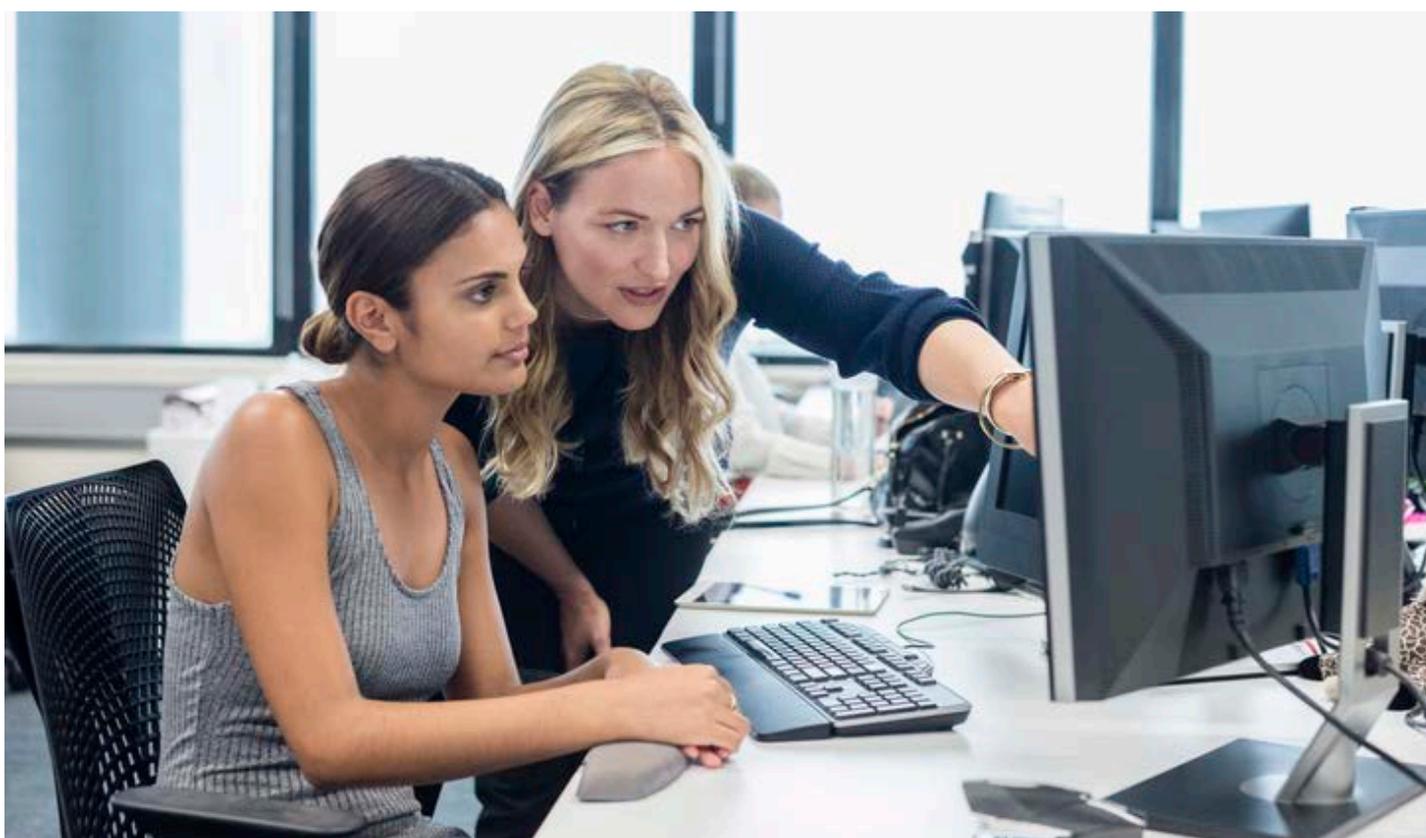
6. Check that your students have entered the details of someone who can contact UCAS or the universities and colleges on their behalf - for example a parent, guardian or teacher.

7. Check that your students have entered the correct fee code.

8. Check your students have correctly entered all their qualifications, including module and unit information.

9. If your school is using a UCAS invoice to pay for student application fees, make sure you send the payment within the 30 day terms and conditions. You must collect any outstanding fees from your students.

10. Complete your references ahead of deadlines as systems can become busier as deadline approach.



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### 8 THINGS TO REMEMBER AFTER YOUR STUDENTS' APPLICATIONS HAVE BEEN SENT TO UCAS

1. Everything is in one place - to check the progress of their application students should login to [ucas.com](https://ucas.com) and click of the 'My application' tile.

2. Encourage your students to respond promptly if they receive invitations from universities or colleges to attend interviews, auditions or to provide a portfolio of work.

3. Make sure your students carefully check the details of any offers they receive as soon as possible. If there is something they do not understand they need to contact the university or college immediately.

4. Make sure your students reply to offers by the deadline given. This will only be displayed once they have received decisions from all their choices.



5. If your students change any of the qualifications they are taking, for example A level to AS, they need to complete our Request to amend qualifications form, and also update their chosen universities and colleges.

6. If personal circumstances change, for example a student suffers ill health or bereavement, and you think this will affect their performance in exams, contact the universities and colleges as soon as possible. Do not wait until the results are published.

7. Remind students to keep their contact details up-to-date at all times. They can do this in their application. Maintaining an accurate email address is particularly important as this is now our primary contact method for reaching students.

8. Reassure your students that it can take some time from when they first apply to when they receive a decision from the universities and colleges, particularly if they have applied before the 26 January deadline. If they have not heard anything and are concerned, they should contact the relevant universities and colleges.

