

ADVISER FAQs

Application toolkit

HERE YOU CAN FIND ANSWERS TO YOUR QUESTIONS ABOUT THE UCAS APPLICATION.

What's changed for students looking to apply to study in 2022?

We've made the following improvements to the application for the 2022 cycle:

1. **Improved look and feel** – we've made the interface intuitive, responsive, and user-friendly.
2. **Centralised registration and login** – students will be given one set of credentials for their entire UCAS application.
3. **Updated help text** – to provide the best advice, guidance, and signposting.

How do my students register to make an application?

Students register once on ucas.com via the 'Sign in' menu. They'll be provided with one set of login credentials which will remain consistent unless they choose to update them.

The entire application is now managed within the 'Your application' tile within their UCAS Hub.

Can my student switch from applying independently to applying through our centre?

Yes, a student can request that their application be linked to your school or college when they start their application, or at any point during their application.

From their application homepage they simply click on 'Link to a school, college or centre. They'll be prompted to enter your centre's buzzword and a request will be sent for you to accept in the adviser portal under 'Link applications to centre'. Students have the option to link their entire application to you, or link to you for a reference only. Please be clear which link you want them to use.



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QUALIFICATIONS

How do my students give details of their qualifications?

In the education section, students add details of all the schools, colleges, and universities they have attended.

They then add all their qualifications they have completed, or are currently taking, at that centre. If students cannot find their qualifications in the list, they should search for the qualification title not the subject – for example, 'A level' and not the subject 'chemistry'. Or they can choose their qualification title from the list. Please note, the search facility does not have a spellchecker so check your students have spelt it correctly. If they still can't find it, enter 'Other' in the search box and then select the relevant option from the list.

You can also add a shortlist of the qualifications your centre offers in the adviser portal. This is displayed to your students their application to help them choose the right qualifications.

If students are resitting a qualification, they need to enter it twice: once as a completed qualification with the achieved grade, and again as a qualification with 'Pending' result.

What do I need to do in the predicted grades section?

Under the heading 'References and predicted grades' you will see any qualifications the applicant has listed as pending.

Select the predicted grade or result from the drop-down list, or type your prediction in the box provided.

Can we add the predicted grades after sending the application to UCAS?

You cannot add or change predicted grades or references once they have been submitted to UCAS. If you want to change a predicted grade or amend a reference, you need to discuss this with the universities and colleges the student has applied to.

ADVISER PORTAL

I'm an adviser and I've not used UCAS before, how do I register?

If your centre has never registered with UCAS, please visit www.ucas.com/becomeacentre for guidance. It's free and means you can manage your students' applications through UCAS' adviser portal.

You and your staff need to register an account with UCAS when using the adviser portal for the first time. Once you've registered, created a password, and verified your email, you can access the adviser portal with the email, username, and password you created when registering.

How do I set up my school?

If you are a registered centre, you can set up the adviser portal for the new cycle each May. Your staff, their permissions, groups, and shortlist of qualifications will all be rolled over from the previous year. However, you will need to set up your new buzzword and choose a payment method for the application fee. Once completed, you can give the buzzword to your students to link them to your centre.

The adviser portal user guide will help you understand its features and functions.

REFERENCES

What should I include in a reference?

Ucas.com/advisers gives you advice on the admissions process, including what to include in the reference.

Give an assessment of the student's suitability for the courses they are applying for. Remember that even though universities and colleges cannot see where else a student is applying, they will all see the same personal statement and reference. It is important not to mention specific universities and colleges or course titles.