Journey of an application

Advisers

Apply for advisers opens in the third week of May.

- Check your centre’s contact details are correct. If you need to update them, send the correct details to adviserhelp@ucas.ac.uk.
- Copy and save last year’s staff and group names.
- Create a shortlist of qualifications.
- Create your centre’s new buzzword.

Preparing pre-applicants

You may want to set your own deadlines for students to complete applications, to allow time for adding references and final checks.

- Check students’ progress in Apply for advisers. Click the ‘Send to UCAS’ link to check for any incomplete applications.
- Create, edit, and approve references. You’ll need to complete a reference for each application before sending it to us.
- Make sure the student completes every section of their application.
- Keep your students informed. Remind your students that clicking ‘Pay/Send’ is not the end of the process and you still have work to do.

Completion of application

This is when students can register, start their research, and search for courses. They need to check entry requirements and application deadlines:

- 15 October – all courses at Oxford and Cambridge, and most courses in medicine, veterinary science/medicine, and dentistry.
- 15 January – the majority of courses.
- 30 June – after this date, applications received are automatically entered into Clearing.

Submitting application

Universities and colleges will decide whether to make the applicant an offer. It’ll be:

- unconditional if they’ve already met the entry requirements
- conditional if the offer’s based on exam results

Confirmation and Clearing

If the applicant has used all five choices and doesn’t receive any offers, or declines the offers they do receive, they can use Extra to apply for more courses.

Exam results – www.ucas.com/advisers/exam-results

We receive exam results from many awarding bodies. This is called Awarding Body Linkage (ABL). We match the results to your students’ qualifications listed in Apply and send them to the universities and colleges that are holding offers for them. If your students change/drop subjects, please let us know, as the qualifications we receive from awarding bodies will not match the qualifications they have put in Apply. This may delay universities and colleges in confirming a place.

Appeals

Applicants may need your support if they appeal a result or request a re-mark. It is important to let the universities and colleges know an appeal is taking place, and if a grade changes (if applicable).

Applicants

UCAS Undergraduate Apply opens one week after Apply for advisers.

Students can register, start their research, and search for courses. They need to check entry requirements and application deadlines:

- 15 October – all courses at Oxford and Cambridge, and most courses in medicine, veterinary science/medicine, and dentistry.
- 15 January – the majority of courses.
- 30 June – after this date, applications received are automatically entered into Clearing.

Employees and colleges will decide whether to make the applicant an offer. It’ll be:

- unconditional if they’ve already met the entry requirements
- conditional if the offer’s based on exam results

If the applicant has used all five choices and doesn’t receive any offers, or declines the offers they do receive, they can use Extra to apply for more courses.

UCAS sends exam results to universities and colleges. Applicants must send certification of exam results for any we don’t forward to their chosen university/college – see www.ucas.com/sending-exam-results.

Applicants can see their status in Track and check if their place is confirmed.

- If the firm choice is unconditional, the place is theirs.
- If the place is conditional, the university or college will update their status when they have their results.
- If the applicant is unsuccessful, they can use Clearing to apply for more courses.

If an applicant does better than expected and exceeds the conditions of their firm choice, they can look for an alternative course using Adjustment.