Journey of an application

Advisers

Applicants

Apply opens

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 **schools@ucas.ac.uk**.
- **Copy and save last year's staff and group names.**
- **Create a shortlist of qualifications.**
- **Create your centre's new buzzword.**

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:

- **1 October** – deadline for UCAS conservatoires' music applications.
- **15 October** – all courses at Oxford, Cambridge, and most courses in medicine, veterinary science / medicine, and dentistry.
- **15 January** – the majority of courses.
- **24 March** – some art and design courses.
- **30 June** – after this date applications received are automatically entered into Clearing.

Preparing pre-applicants

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

Completion of application

- **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.

Submitting application

Universities or 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 choices, one at a time.

Post-submission

Keep up-to-date with your students' offers and decisions with **Adviser Track**. Subscribe then access it through Apply for advisers.

UCAS send 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 **sending exam results**.

Exam results

We receive exam results from many awarding bodies. This is called Awarding Body Linkage (ABL).

We then match the results to your students' applications 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 will not match the qualifications they have put in Apply.

Confirmation and clearing

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.

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 there may be a change of grade.

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

UCAS