

Filling in your UCAS application



UCAS

Here's a **step-by-step** guide to filling in your **UCAS** application

- Start by registering for your Apply account at **www.ucas.com/apply**, add some personal details, get a username, create a password, and set your security questions.
- Add the buzzword your school, college, or centre gave you.
- If you're applying independently, you won't have a buzzword so we'll ask you some more questions.
- Please note you can only apply once in a cycle.

Once you've registered, here are the sections you will need to complete in Apply.

1 Sign in to fill in the rest of your details

- You'll need to add in your funding and sponsorship options, residential status, any special needs or disabilities, and any criminal convictions.
- Add your email address – we'll show you how to verify it with us. Then we can let you know whenever your application is updated.
- You can give a parent, guardian, or adviser nominated access if you'd like them to speak to us on your behalf.

2 Additional information (UK applicants only)

- Equality, ethnic origin, national identity, any summer schools/taster courses you attended, care and parental education, and occupational background all need to be added in this section.
- These questions aren't compulsory or used for selection purposes – they're just helpful for statistics.

3 Student finance (UK and EU applicants only)

- This page might appear if certain questions are answered in the 'personal details' sections.
- We don't arrange student finance, but if you're looking for financial support, you can give us permission here to share your information with the student loans/awards organisation you apply to, which should speed up the process of getting a loan.
- For more information about this, visit **www.ucas.com/finance**



4 Course choices

- You can choose up to five courses. There's no preference order and your universities/colleges won't see where else you've applied.
- **Applying to medicine, dentistry, veterinary medicine, or veterinary science?** You can only apply to a maximum of four courses in any one of these subjects.
- **Applying to the universities of Oxford or Cambridge?** You can only apply to one course at either the University of Oxford or the University of Cambridge.
- **Applying for deferred entry?** Make sure you've checked the university or college accepts deferred entry applications for the course you're interested in.

5 Full education history

- You must enter all your qualifications – whether you have the result or you're still awaiting exams and results.
- If any of your pending qualifications aren't listed on [ucas.com](https://www.ucas.com), you still need to add them to your application, but remember you'll need to send the results to your chosen universities and colleges when you get them.
- **International students** – qualifications are listed by name and country but don't worry if yours isn't there – just add it to the 'Other' box. You may have to send proof of your results to the university or college yourself.
- **Mature students** – if you can't find your school exam certificates, contact the school and local authority.
- For more information on adding your qualifications to your application, visit www.ucas.com/fillinginyourapplication.

6 Your employment history

- If you've had any paid jobs – full-time or part-time – here's where you can enter details for up to five of them. Include company names, addresses, job descriptions, and start/finish dates.
- If you've done any unpaid or voluntary work, you don't need to include details about it in this section – you can talk about this in your personal statement.



7 Write a personal statement

- This is your chance to show universities and colleges why you want to study the course and why you'd make a great student.
- Start early – it might take a while until you're happy with it and you've checked it through with teachers, advisers, or family.
- For detailed advice on how to write your personal statement, head to www.ucas.com/personalstatement.

8 Take a final look at your application

- See if you need to make any edits, then mark it as complete and save it.
- Once you've marked all previous sections as complete, you'll be able to read and agree to the declaration – this allows us to process your information and send it to your chosen universities/colleges.
- You'll then be able to move on to the final section...

9 Get a reference, pay your fee, and send us your application

- A reference is a written recommendation from a teacher, adviser, or professional who knows you academically. Everyone needs a reference, unless you get permission from your chosen universities/colleges.
- The application fee is £13 if you're applying to just one course, or £24 for multiple courses and for late applications sent after 30 June.
- **Applying through a school, college, or centre?** They will let you know whether and when you should pay them, so they can pay us. Alternatively, they will tell you to pay us directly by credit/debit card – you'd do this before the reference is added to your application. They will send the application to us on your behalf.
- **Applying independently?** After the reference is added, pay by credit/debit card online, then send your application to us.

For more information on completing your application, go to www.ucas.com/fillinginyourapplication

Good luck!

