

# UCAS 101

Sam Sykes, Customer Success Manager

UCAS



# What is UCAS?

UCAS is an independent charity providing information, advice and admissions services. We're there to help people discover what their next step might be.

## UCAS does:

- provide information, advice, and support
- process applications
- complete fraud and verification checks
- take part in education sector engagement

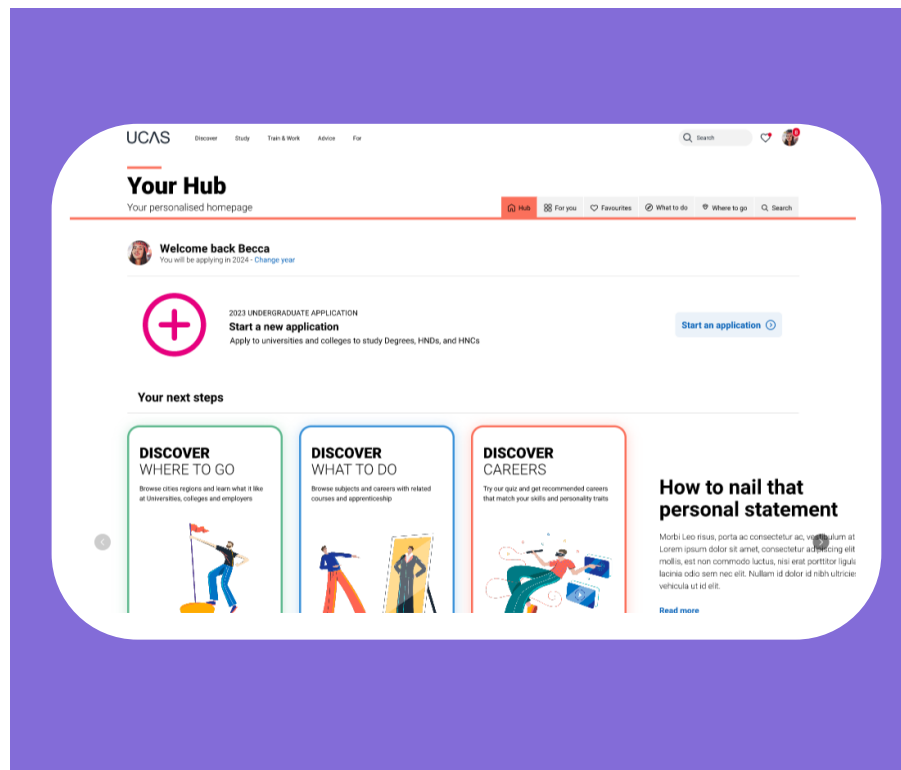
## UCAS doesn't:

- make decisions or offers
- set entry requirements
- advise on finance
- advise on immigration or visas for individuals

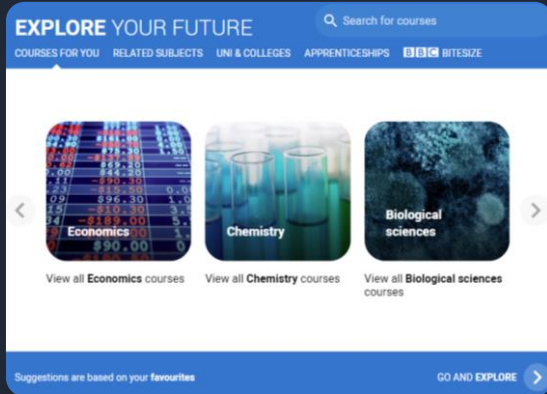
# Starting your research

Register with the UCAS Hub to:

- explore careers, subjects, places, and apprenticeships
- find and favourite over 35,000 courses
- search for open days, events and virtual tours
- turn predicted grades into UCAS Tariff points
- speak to those in the know using [Unibuddy](#)
- speak to career, higher education, and application specialists by attending [Hub lives](#)
- take the [UCAS Quiz](#) to find your career matches
- start your application



# Personalised tools to help

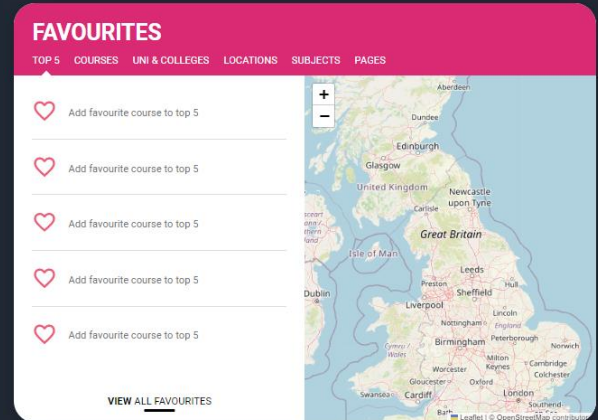


## Explore your future

Discover what to do with subject, industry, and career guides; discover where to go with city, employer and accommodation information. Explore apprenticeships and course opportunities for you. Favourite as you go.

## Your favourites

Search for courses, use to decide your top 5 choices, manage, keep those favourite information pages to hand. Manage and edit at any time.

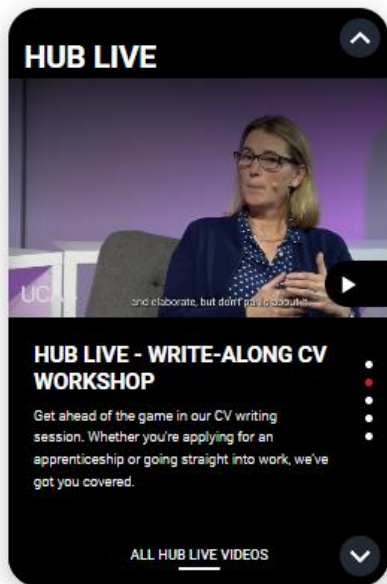


# Our advice and events

## UCAS Hub lives

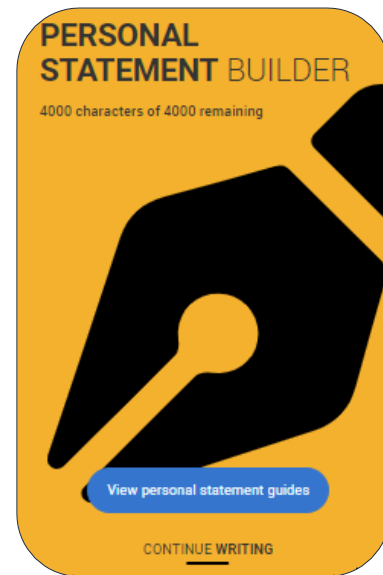
Join our [live sessions](#) hosted by expert panels.

Ask questions to help you make an informed decision about the right path for you. University, apprenticeships or the world of work.



## Personal Statement Builder

Designed to help you think about what to include, and how to lay it all out. It counts how many characters you've used, so it's easy to see when you're close to the 4,000 character limit.



# Completing the UCAS application



Student registers for a UCAS Hub account to carry out research and start application.



Student completes all sections of the application and sends it to their school/college.



Teacher or adviser reviews the application and adds reference and predicted grades.



Applications are sent to UCAS by the school or college on behalf of the student.



Universities and colleges make their decisions on the application.

# Key Dates – 2024 entry



\* 18.00 UK time

# Key facts

- To start an application you need to register with [ucas.com](https://ucas.com), you can register at any time.
- From **May** you'll be able to start an application.
- Universities and colleges **can't see** your other choices when you apply.
- Apply by the **equal consideration date**.
- You have up to **five choices**, unless applying to study medicine, veterinary, medicine/science, dentistry – then it's **four choices**.
- You **can't apply to BOTH** Oxford and Cambridge.
- Applying **costs** £27.50.



2024 UNDERGRADUATE APPLICATION

**Start an application**

Apply to universities and colleges to study Degrees, HNDs, and HNCs



# Linking to a school

- If you're applying with the help of a school, college or centre you should enter their 'buzzword' to link your application to them.
- The buzzword is a unique code set by your school, college or centre.
- By linking your application you're giving your school, college or centre permission to view and track your application.
- It also means they'll provide you with a reference, and send your application to UCAS on your behalf.

The image displays two screenshots of the UCAS application interface, set against a purple background. The top screenshot shows a question: "Are you applying from a school, college, or centre?" with two large circular buttons: a teal "Yes" button and a pink "No" button. The bottom screenshot shows the "Enter the Buzzword from your school, college, or centre" screen. It includes a "Back" link, a note that "Buzzwords are case-sensitive and will be given to you by your school, college or centre," a text input field labeled "Enter Buzzword here:", and "Save Buzzword" and "Cancel" buttons at the bottom.

# Application

## Profile:

- Personal details
- Contact and residency details
- Nationality details
- Supporting information
- English language skills
- Finance and funding
- Diversity and inclusion\*
- More about you

\* (for students with a UK home address)

The screenshot displays the UCAS application profile interface, which is organized into a grid of sections. Each section has a title, a brief description, and a status indicator at the bottom. The sections are as follows:

- Personal details >**  
Name, age, title, and gender  
Status: Section complete (indicated by a green bar and a checkmark icon)
- Contact & residency details >**  
Address, email, telephone, and where you live  
Status: Start this section (indicated by a blue bar and a circular arrow icon)
- Nationality details >**  
Country and nationality details  
Status: Start this section (indicated by a blue bar and a circular arrow icon)
- Supporting information >**  
Status: Section in progress (indicated by a blue bar and a circular arrow icon)
- English language skills >**  
Is English your first language?  
Status: Start this section (indicated by a blue bar and a circular arrow icon)
- Finance & funding >**  
Tell us how you'll fund your study  
Status: Section in progress (indicated by a blue bar and a circular arrow icon)
- Diversity & inclusion >**  
Only shared with a provider once you have a place or your application is archived  
Status: Start this section (indicated by a blue bar and a circular arrow icon)
- More about you >**  
Tell us about any circumstances that you might need support for during your studies  
Status: Start this section (indicated by a blue bar and a circular arrow icon)

# Application

## Experiences:

- Education
- Employment
- Extra activities\*
- Personal statement
- Reference\*\*
- Add choices – up to five

\*(for students with a UK home address)

\*\* (not visible for students linked to their school/college)

The image shows a screenshot of the UCAS application progress dashboard. It features a dark blue background with rounded corners. At the top, under the heading 'Experience', there are three white boxes. The first box, 'Education >', contains the text 'Your qualifications and periods of study' and a blue bar at the bottom with a play icon and the text 'Section in progress'. The second box, 'Employment >', contains the text 'Employment, paid or unpaid, or volunteer work' and a green bar at the bottom with a checkmark icon and the text 'Section complete'. The third box, 'Extra activities >', contains the text 'Activities you have attended in preparation for higher education' and a blue bar at the bottom with a play icon and the text 'Start this section'. Below these, under the heading 'Personal Statement', there is a white box with the text 'Personal statement >' and 'Why do you want to study this subject?'. At the bottom of this box is a blue bar with a play icon and the text 'Start this section'.

# Changing an application after it's been submitted

Which part of the application?	Can it be changed in the application post-submission?	How?
Personal details (e.g. email, phone number, postal address)	Yes	Can be changed easily by the student from within the application.
Name, date of birth. Qualifications	Yes, but there may be a delay.	By sending a form and relevant documentation to UCAS (if required).
Personal statement Reference Predicted grades	No	By contacting choices directly.

# The personal statement



The only section you have full control over



Your only chance to market yourself as an individual



The same for all of your choices



A maximum of 4,000 characters, or 47 lines



A minimum of 1,000 characters



There isn't a spelling or grammar check



No formatting allowed

UCAS' similarity detection service:  
every personal statement is run  
through software to check for  
plagiarism.

# Consider...

Universities and colleges will consider:

- Have you chosen the course for the right reasons?
- Can you achieve in a new learning environment?
- Do you have a range of interests and aptitudes?
- Do you have a depth of interest in the subject?
- Have you studied independently?
- Do you appear motivated and committed?
- Do you have good numeracy and literacy skills?



# Why is subject based evidence important?

- Shows critical engagement with a subject.
- Shows academic skills, independent research, synthesis of information.
- Can be a discussion point at interview, expanded on in portfolios.
- Broadens subject knowledge at a higher level.
- Often referred to as **super-curricular** activities.
- Priority for competitive course application.

# Personal statement resources



Writing a personal statement for [multiple choices](#).



How to [help your students](#) write their personal statements.



Personal statements [dos and don'ts](#)



[FAQs](#) on personal statements answered by admissions staff.



[How to start](#) and [how to end](#) your personal statement.





**PERSONAL STATEMENT BUILDER** ⓘ

4000 characters of 4000 remaining

✓ Writing about the course

Why are you applying for your chosen course(s)?

Write your text here...

Why does the subject interest you?

Write your text here...

Why do you think you're suitable for the course(s)?

Write your text here...

Do your current or previous studies relate to the course(s) that you have chosen?

Write your text here...

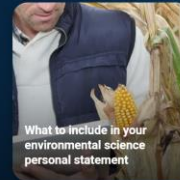
- › Skills and achievements
- › Work experience and future plans

Preview [Save & close](#)

## PERSONAL STATEMENT GUIDES

Help write your personal statement with a guide tailored to the subject you wish to study.

Explore Uni & colleges For you Favourites Search



# Reference guidance support

- [Reference examples](#) for each section.
- A [reference guidance presentation](#) which can be downloaded and edited
- Additional [FAQs](#) which we will be adding to from the questions received at our webinars. .
- Advice from admissions officers in a shareable video.



Enter a general statement about your school/college/centre.



If applicable, enter any information about extenuating circumstances which may have impacted the applicant's education and achievement.



Outline any other supportive information specific to the applicant and relevant to the course(s) applied for that you think universities/colleges should be aware of.

[UCAS.COM/ADVISERS/REFERENCES2024](https://ucas.com/advisers/references2024)

# Reference



## Linked to Registered Centres

Centres complete references through the **adviser portal**.



## Independent Applicant

Enter the details of a referee in the application. The referee will then receive a reference request by email.

See our advice and guidance on [changes to undergraduate references](#).

# Three section approach



Enter a general statement about your school/college/centre.

**(mandatory for applications sent via a registered centre)**



Enter any information about extenuating circumstances which may affect this applicant's performance in examinations or other assessments

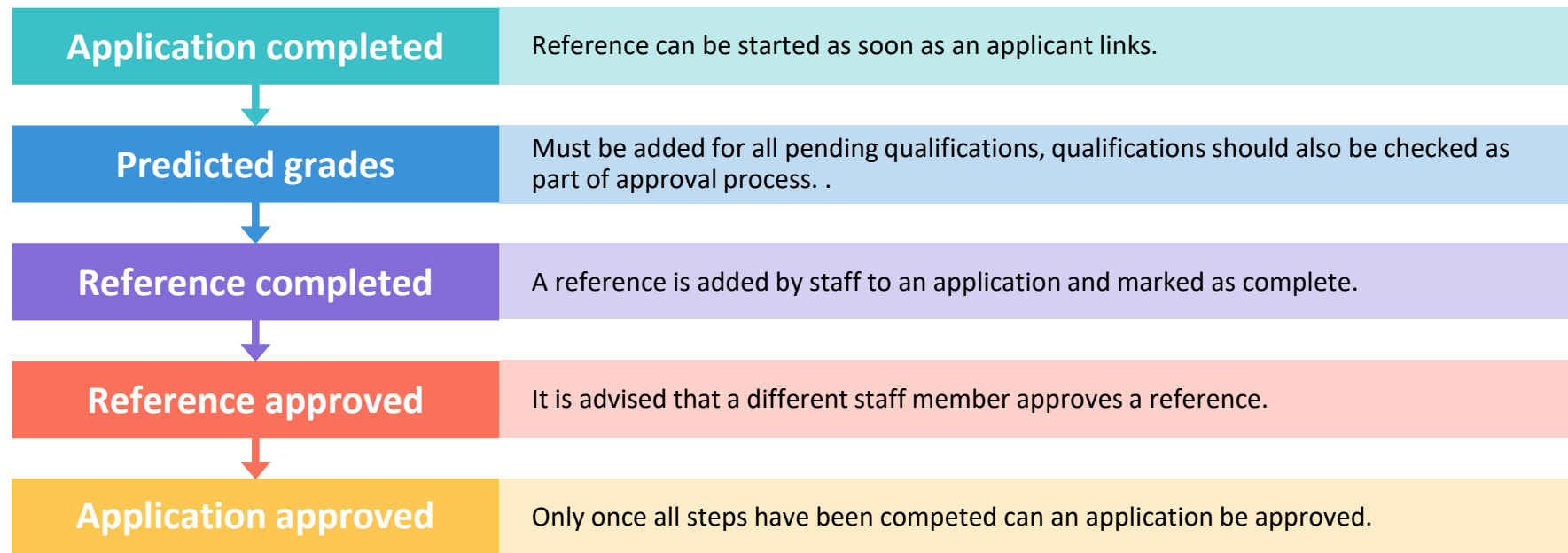
**(optional)**



Use this section to outline any other circumstances specific to the applicant that you think universities/colleges should be aware of, or how they can support the applicant

**(optional)**

# References in the Adviser Portal



# Decisions

Universities and colleges will review the:



personal statement



qualifications



reference

They may also ask for:



admissions test



interview



portfolio/audition

# Tracking your application



2023 UNDERGRADUATE APPLICATION

## **Waiting for decisions**

Universities or colleges are considering your application.

Providers have until dd-mm-yyyy to respond to your choices.



2023 UNDERGRADUATE APPLICATION

## **All decisions received**

You've received a decision from all of your choices. You can now reply to your offers at any time.

**Reply by dd-mm-yyyy**



2023 UNDERGRADUATE APPLICATION

## **Waiting for confirmation**

You're waiting for confirmation of your choices. If you meet the offer conditions, the university/ college will confirm your place. Send them your results if requested.

Follow your application 24/7:

- see your choices
- keep personal information up to date
- view and reply to your offers

You'll receive one of three decisions from your choices:

- unconditional offer
- conditional offer
- unsuccessful

# Replies to offers

Once you have decisions on all your choices, you can choose two:

- One as a 'firm' acceptance – your first choice.
- The other as an 'insurance' acceptance. This acts as a back-up if you do not get into your 'firm' choice.

Any remaining offers must be declined.

Once all your decisions and replies have been made, if you are not holding an offer, you may be able to use Extra or Clearing to find available places.







# Other options

UCAS

## Extra (Feb – 4 Jul)

- Used all five choices and had no offers.
- Add Extra choices for consideration one at a time.

## Clearing (5 Jul – 17 Oct)

- Apply after 30 June, receive no offers, decline all offers, not met conditions.
- Find vacancies from 5 July and add a Clearing choice to your application.

# Benefits of becoming a UCAS Registered Centre

- Schools, colleges, advisers or agents [can become registered UCAS centres](#) and get unique access to their students' higher education applications
- Help when you need it – a dedicated [support team](#)
- Your centre is viewed as a trusted source of applications by universities and colleges
- Manage and submit your students' applications – the ability to view the progress of your students' applications, review, comment, and send back to them for correction
- Unique insight and reporting post-submission – real-time data to track the status of your students' applications once they've been sent: whether they've received or replied to any offers, where they've been accepted, and more. Real-time applicant status reports are also available to easily download in accessible formats
- Receive monthly newsletters from UCAS, giving you news, insight, and up-to-date information about the application process that you can pass on to your students

# 2024 Cycle Toolkit

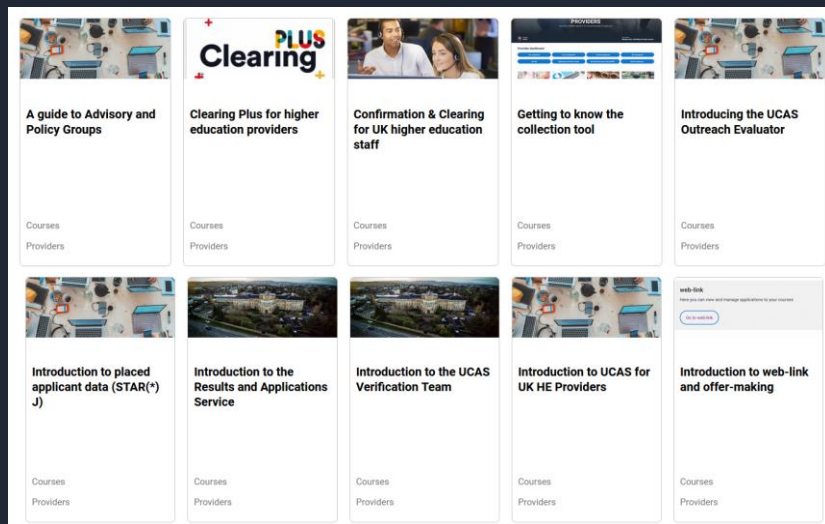
# ADVISER GUIDE 2024

FOR ENTRY TO UNIVERSITY OR COLLEGE IN 2024

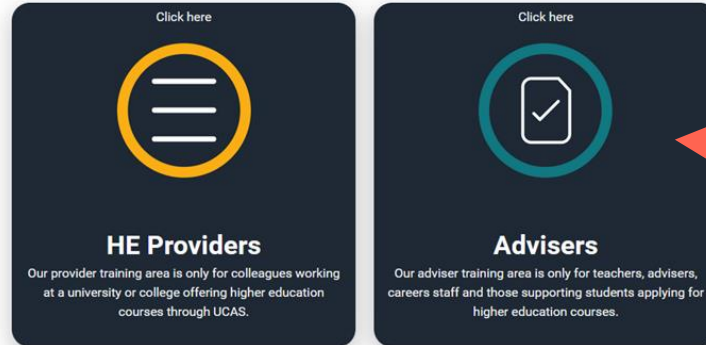
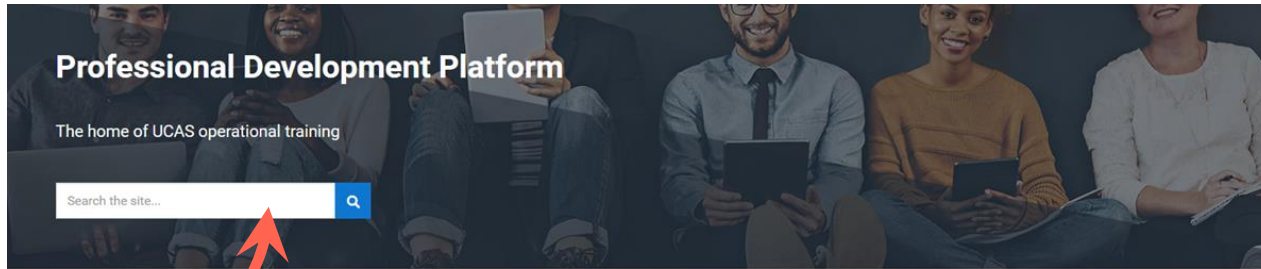


[www.ucas.com/advisers](http://www.ucas.com/advisers)

# Further training



- Free online operational training
- Variety of learning styles
- Individual record of learning
- Ideal for those new to HE, or new Registered centres
- Complements your own Induction programme



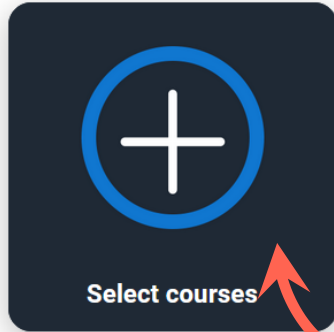
Use the search to find relevant courses

1. Sign in to [ucas.com](https://ucas.com)
2. Go to <https://pdp.ucas.com>
3. Specific training becomes available within 48 hours

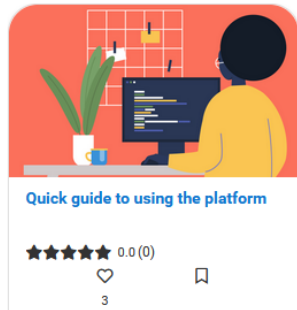
Advisers buttons to view your personal dashboard with your record of learning to download

# Your dashboard

UCAS



## Troubleshooting Guides



## Your Current Learning

2023 Results embargo compliance  
overdue since 31 Mar



Overview of the Undergraduate Application for Higher Education Providers



Primary Correspondent Essentials



Displaying 1 - 3 of 3 results

Browse for courses

Courses you've enrolled on



## Latest badges

You have no badges to display

A record of your personal learning activity



# Your record of learning

UCAS

Courses you've enrolled on

Download options to share with line managers

**5 records shown**

▼ Search by

Course Title ⓘ contains

Show more...

Search Clear

Show/Hide Columns

Type	Course Title ▲	Previous Completions	Previous Completion count	Progress	Enrolled	Course completion date	User's Institution
<input type="checkbox"/>	2023 Results embargo compliance		0	0%	7 Mar 2023		
<input type="checkbox"/>	Confirmation & Clearing for UK higher education staff		0	33%	4 Aug 2022		
<input type="checkbox"/>	Introducing the UCAS Outreach Evaluator		0	0%	30 Jun 2022		
<input type="checkbox"/>	Introduction to web-link and offer-making		0	0%	17 Aug 2022		
<input type="checkbox"/>	Unpicking confirmation decision errors during the results embargo (withdrawn)		0	100%	7 Jun 2022	13 Jun 2022	

Export as CSV Export

**Your progress**

# Keeping you informed



Adviser webinars hosted in one place to book and catch up on



Updates published via the newsletter and on adviser section of UCAS.com



Digital training to support your staff including online modules