Applying through UCAS

For courses starting in 2024

Updated: 27 April 2023

UCAS

Using this slide deck

This deck has been designed so you can support those on the application journey.

Information relates to the 2024 application cycle.

You can copy and paste the screenshots included into your own materials and guides to support applicants.

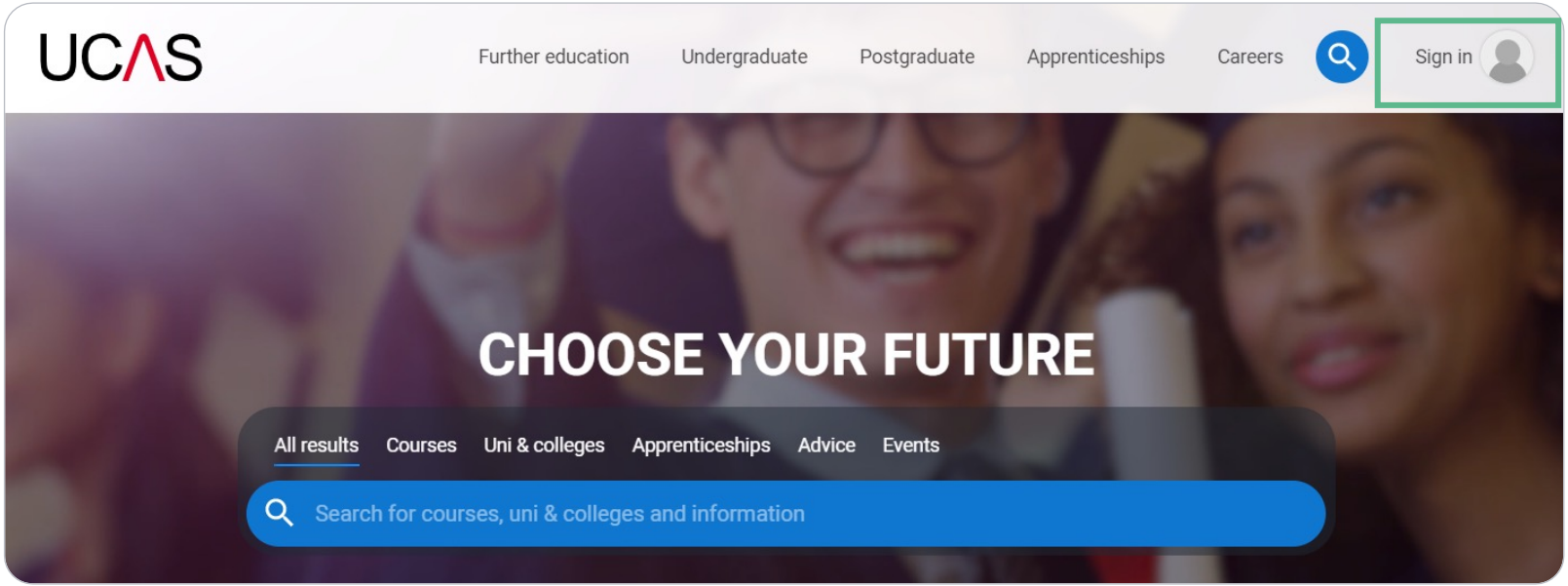
Please note changes to the design of the UCAS Hub and application can take place during a cycle, along with updates to help text and guidance. This is based on feedback and is to improve accessibility and navigation. Screenshots will change, and we will update this deck periodically. Please see date stamp on the title slide.

Find more help and advice on filling in the undergraduate application on ucas.com.

Registering for an account.

Registering for an account

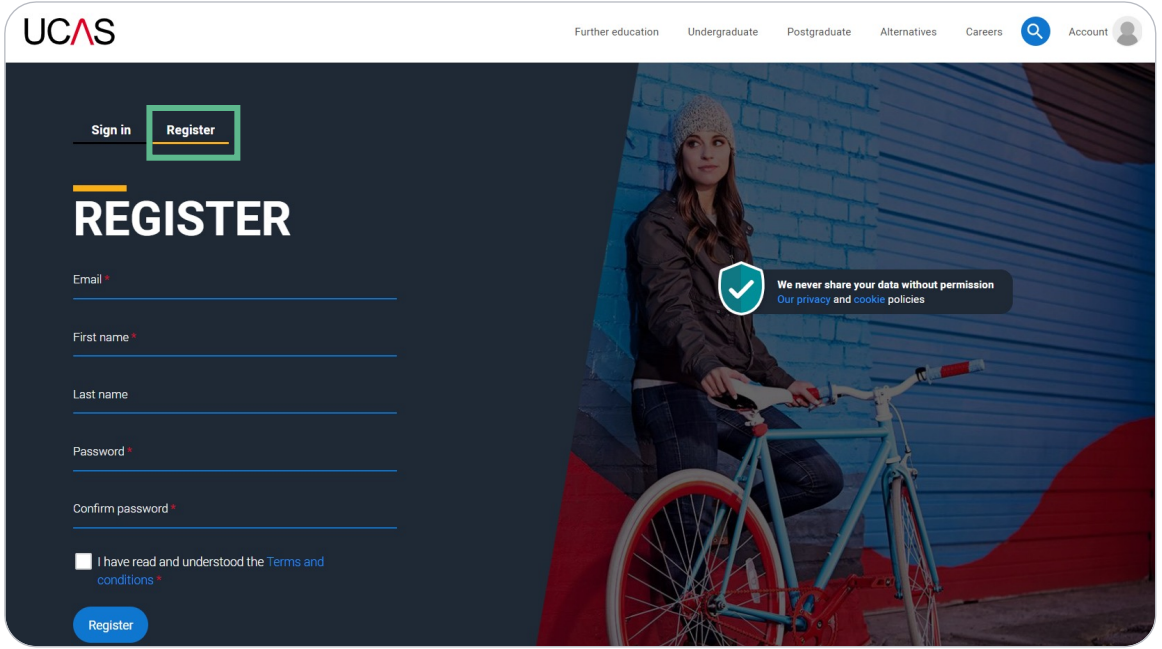
Head to ucas.com and select Sign in.



Registering for an account

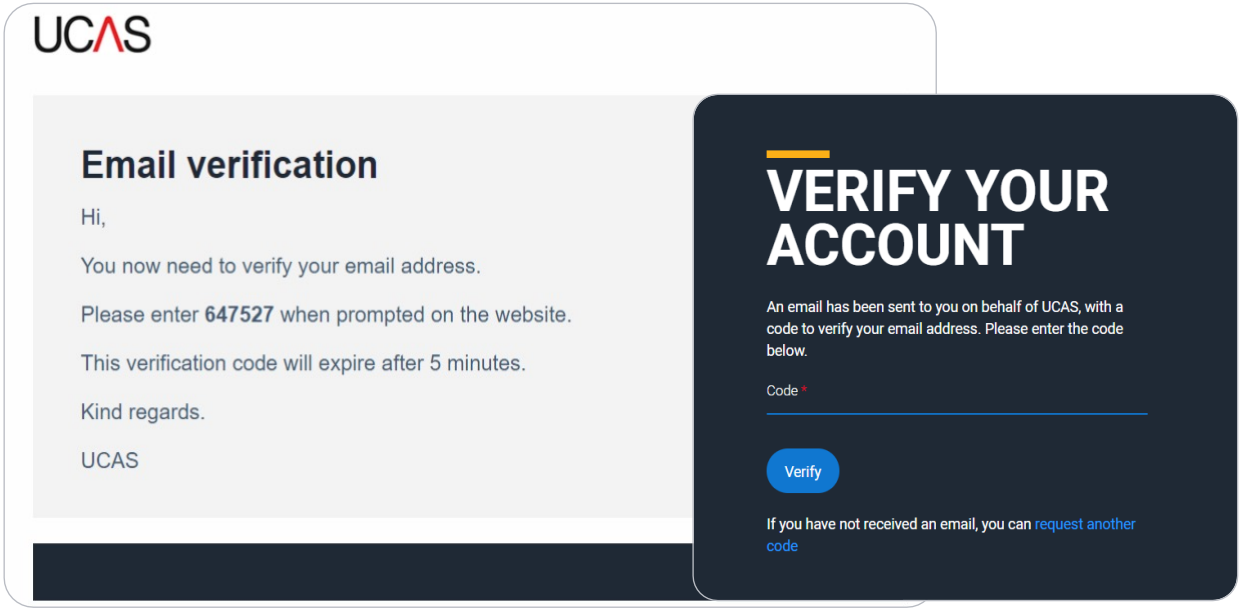
Complete the short form. Make sure the **password** is **memorable**.

We recommend you use a **personal email address** so you have access to updates at all times.



Registering for an account

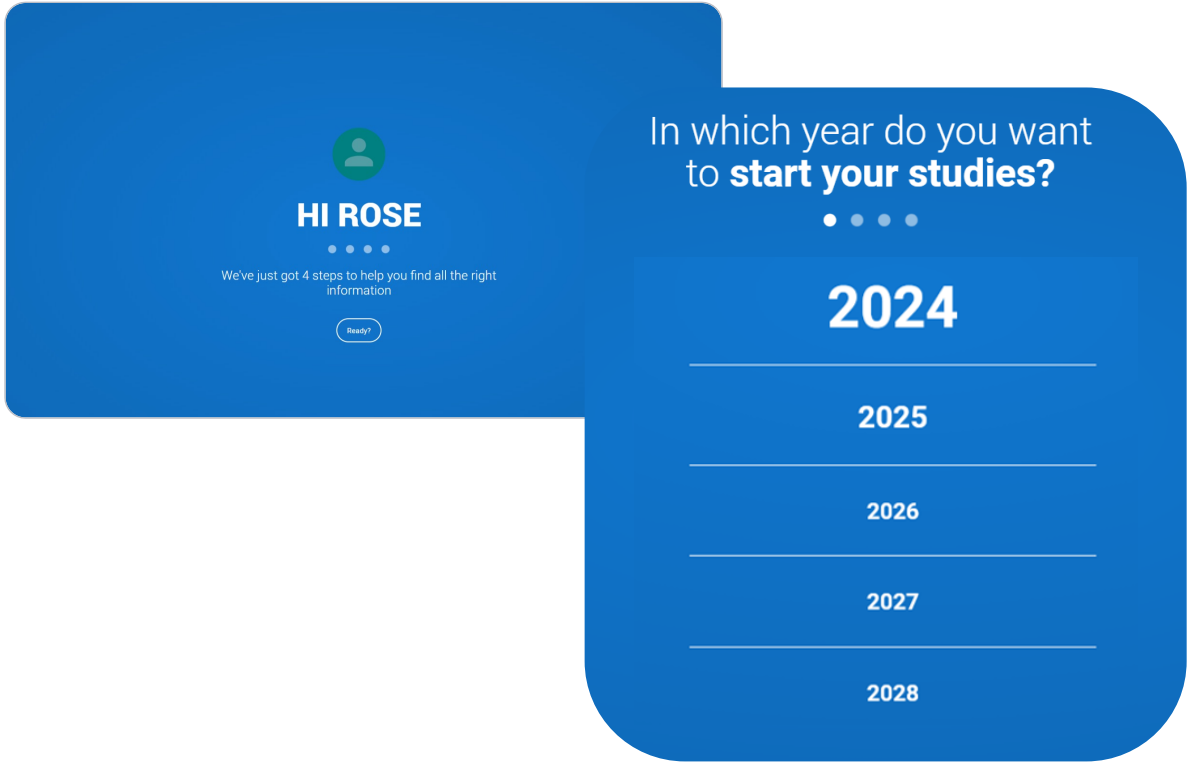
We'll email you a **code** to **verify** your email address, so we know we've got the right details.



Registering for an account

Once you've registered, we ask you a few questions like when you want to start studying, where you live and what you're interested in so we can tailor the information you see.

Make sure you choose the correct study year, 2024 if you want to start next year, including if you want to defer entry.

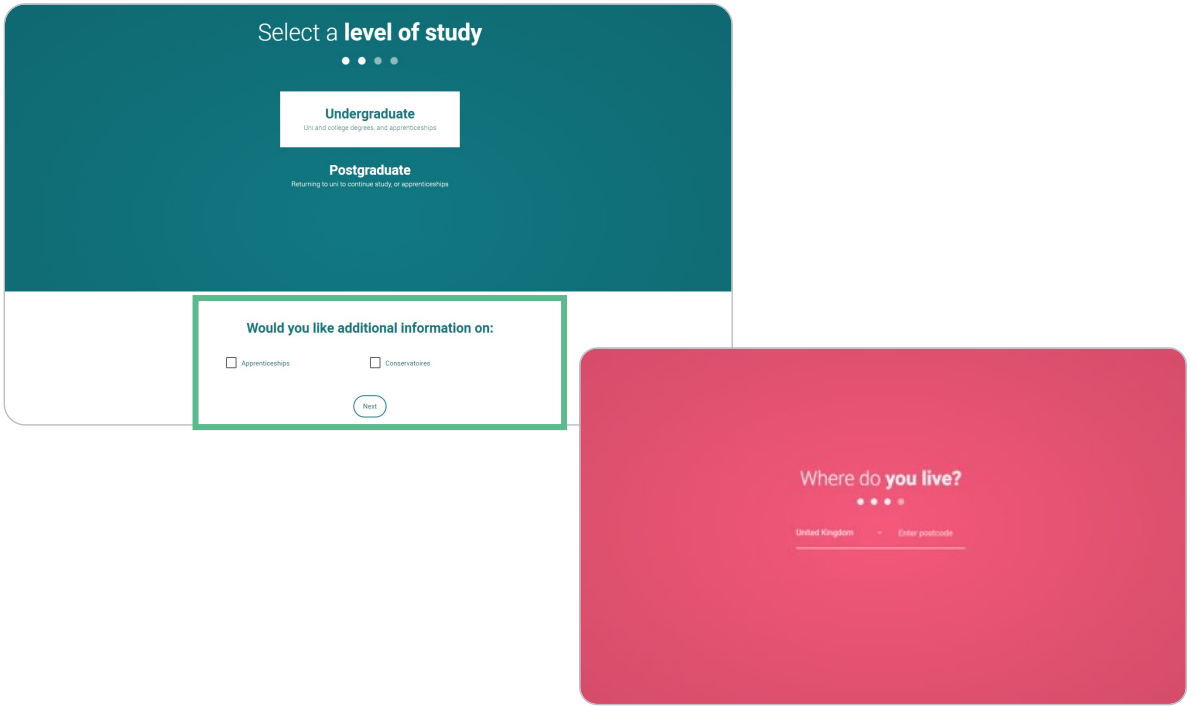


Registering for an account

Choose the correct level of study; it's **Undergraduate** if you're still at school/college.

You can choose to get information on **apprenticeships** and **conservatoires** here too.

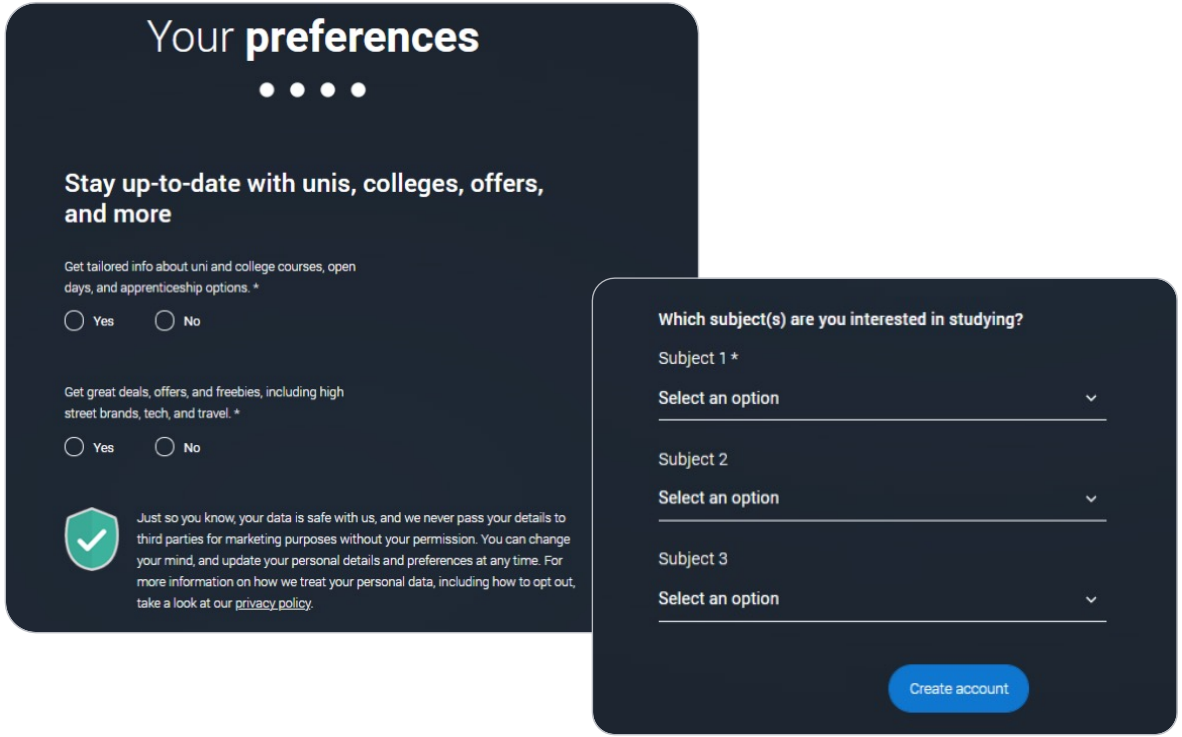
Tell us where you live so we can direct you to the right information.



Registering for an account

Choose if you want to get tailored information about uni, college and apprenticeship options.

Select the **subjects** that you are interested in – you can change these at any point in your preferences.

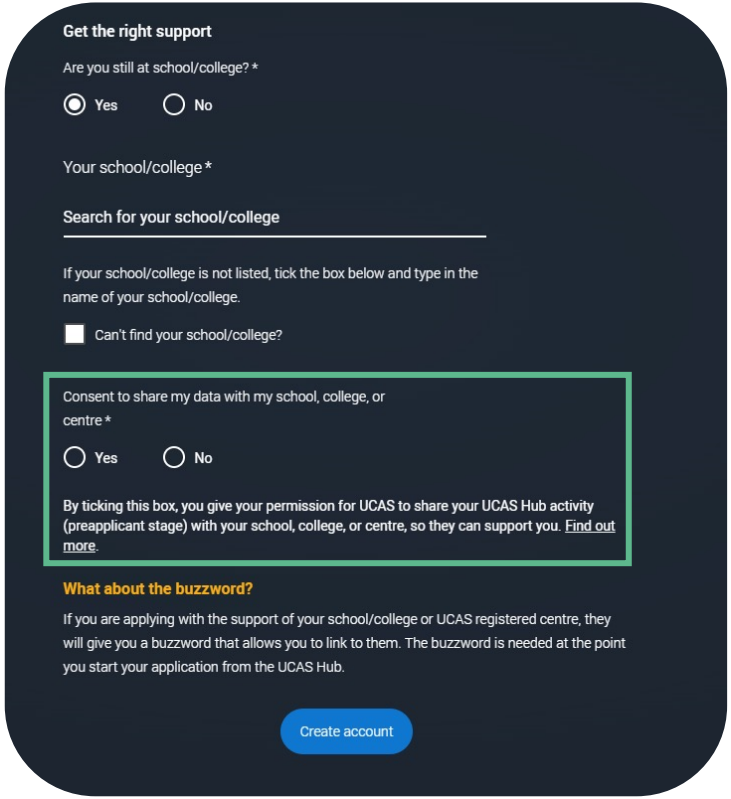


Registering for an account

Search for your school, college or centre by typing in the name and pick from the drop down list presented.

You need to tick the box to give your permission for UCAS to share your UCAS Hub activity with your school, college, or centre, so they can support you. Then scroll right to the bottom to **Create account**.

You'll also need to enter your school/college buzzword when you start your application so they can support you with applying.

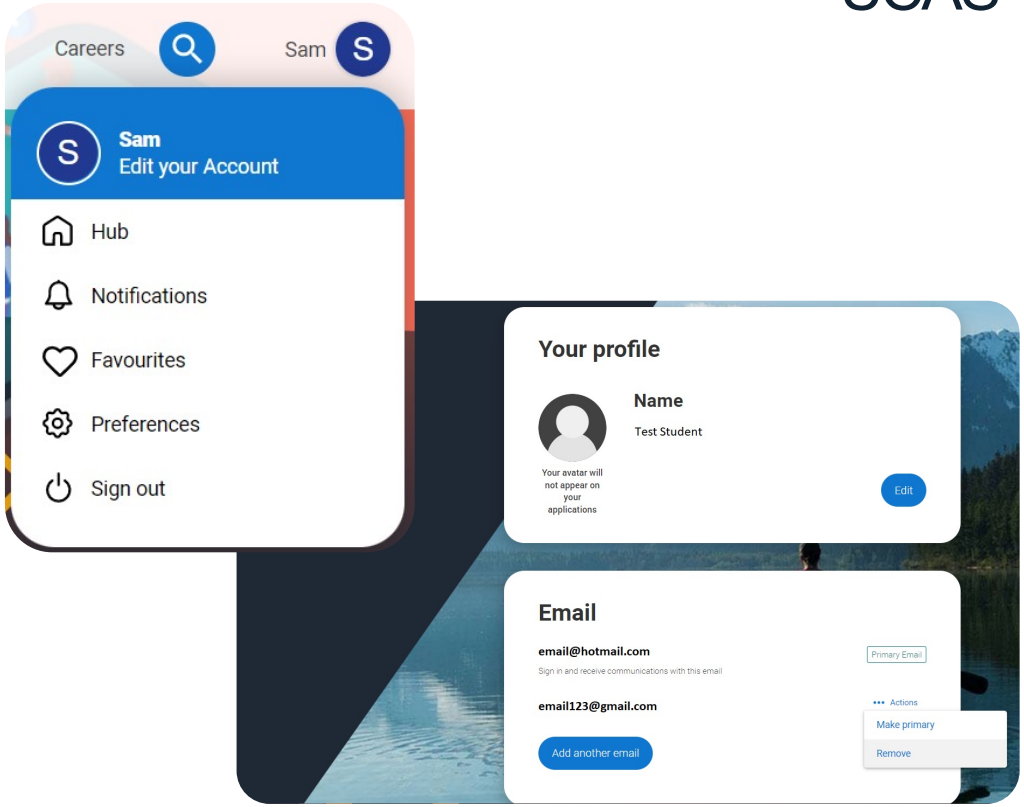


Your email

It’s really important your contact details are kept up to date throughout your application.

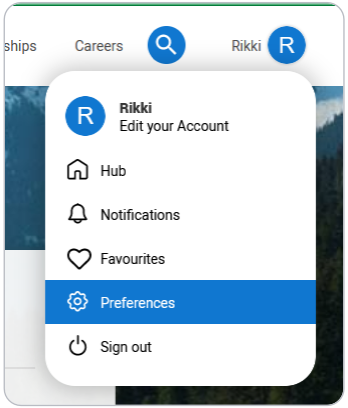
We **recommend using a personal email address** as your primary email, rather than a school/college one, so that you have access to it throughout your application journey.

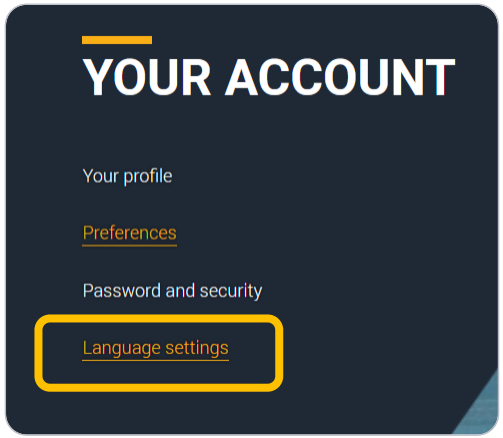
To update your email address, go to ‘Edit your account’ from drop-down, where you can change your email.



Welsh language preferences

If you would prefer to view your application, along with the help text and receive communications from us in Welsh, you can update your language preferences.





Tell us your preferred language

Applying in Welsh? If you are applying only to Welsh universities or colleges you may choose to have your application conducted entirely in the Welsh language. You must sign out and back in to make sure your preference is saved before you submit your application.

Click on the below options to set your language preference. Please note you'll also receive letters from us in Welsh.

- ○ English
- ◉ Cymraeg

If you're changing your language preference after you've submitted your application to UCAS, please contact us so we can ensure all future correspondence from UCAS and Welsh universities and colleges is in your preferred language.

If you're a teacher or adviser, we'll update your preferred language in the adviser portal, but this won't affect other services or correspondence you receive from us.

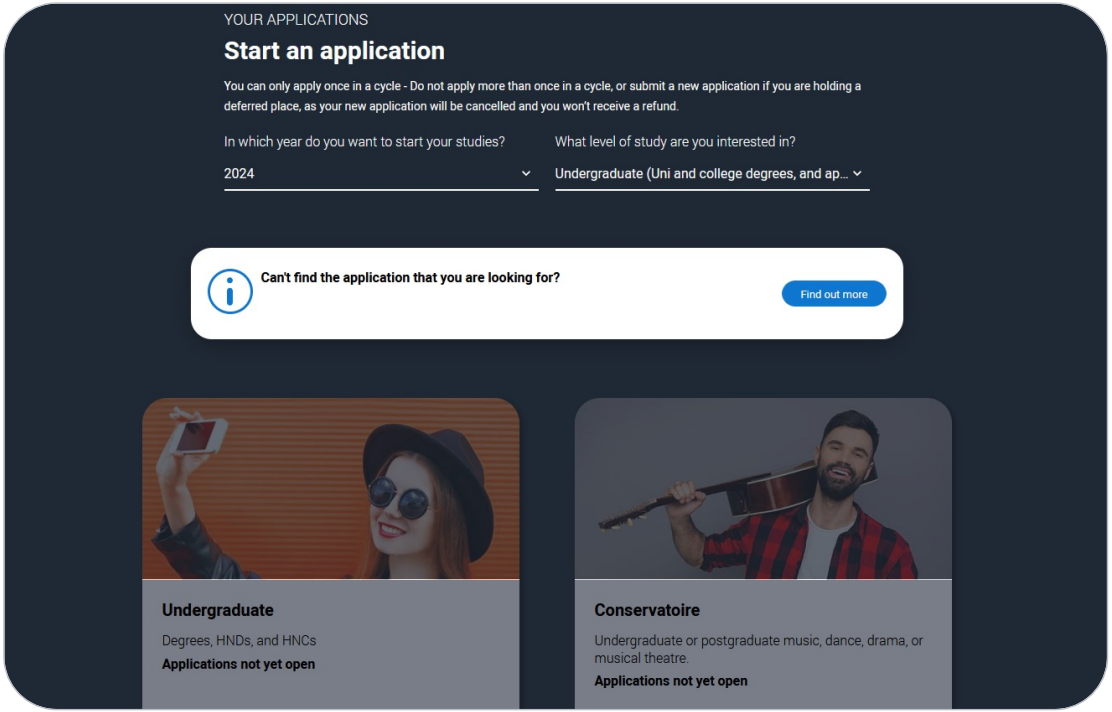
Save Cancel

Starting your application.

Starting your application

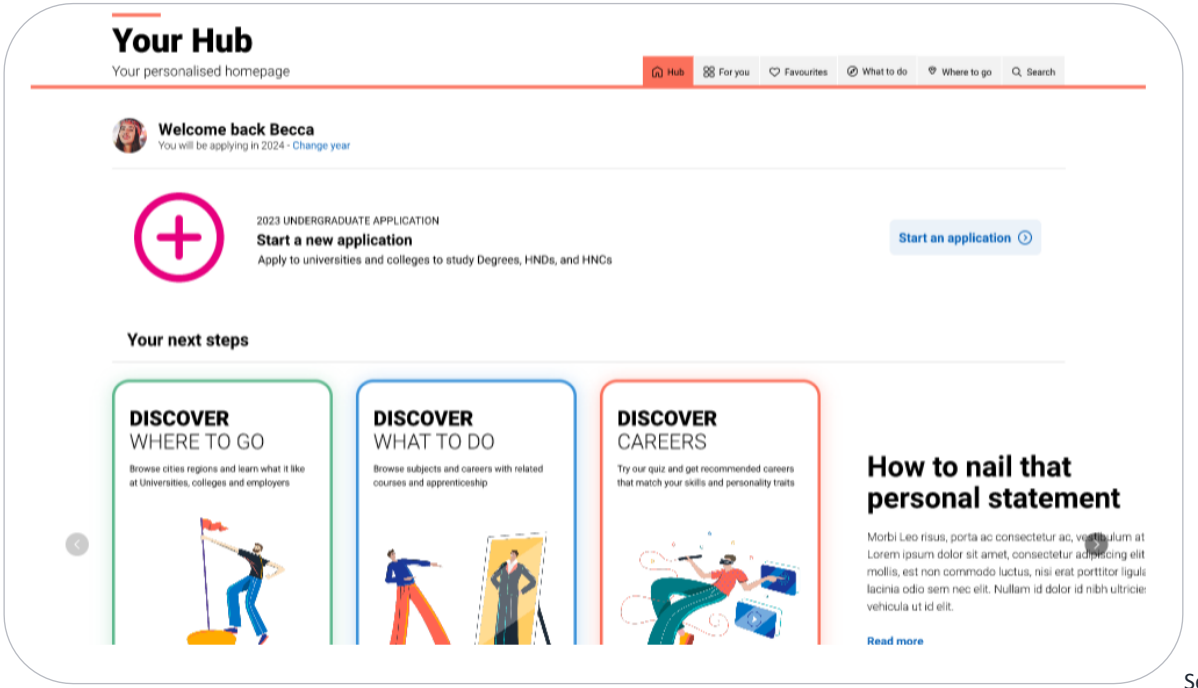
Choose the year you want to start your studies, level of study (it's **Undergraduate** if you are still at school/college) and type of application you wish to make.

Make sure you choose **2024** if you want to start next year, including if you want to defer entry.



Starting your application

To start your UCAS application click on **2024 applications** to get started.

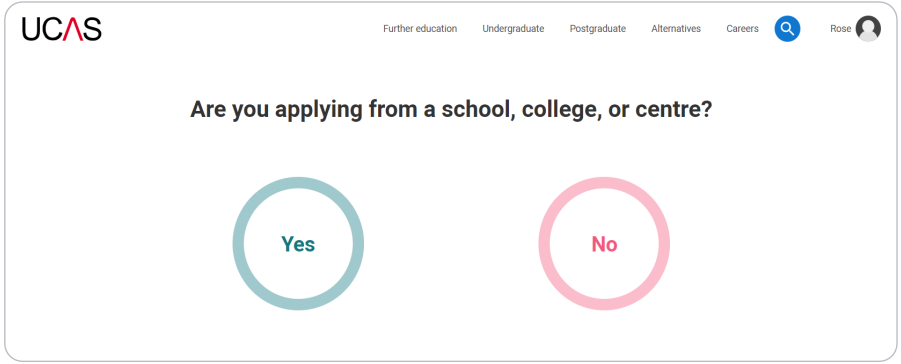


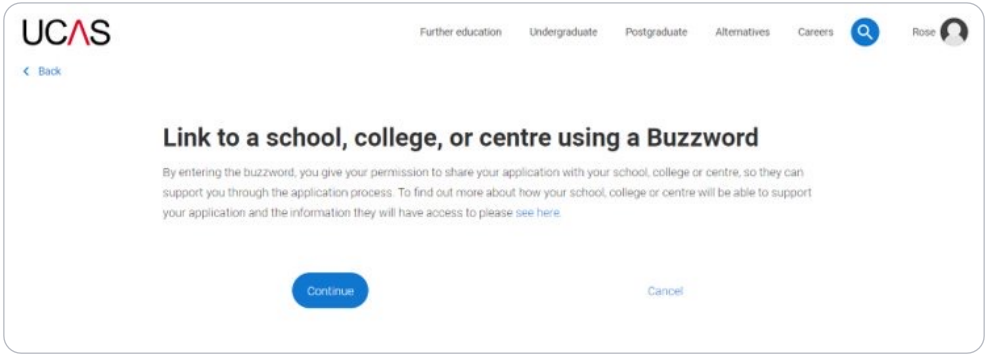
Linking to your school, college or centre

If you're applying with the help of your school, college or centre then select ‘**Yes**’.

You will then need to enter the **Buzzword**.

The Buzzword is given to you by your school, college or centre.

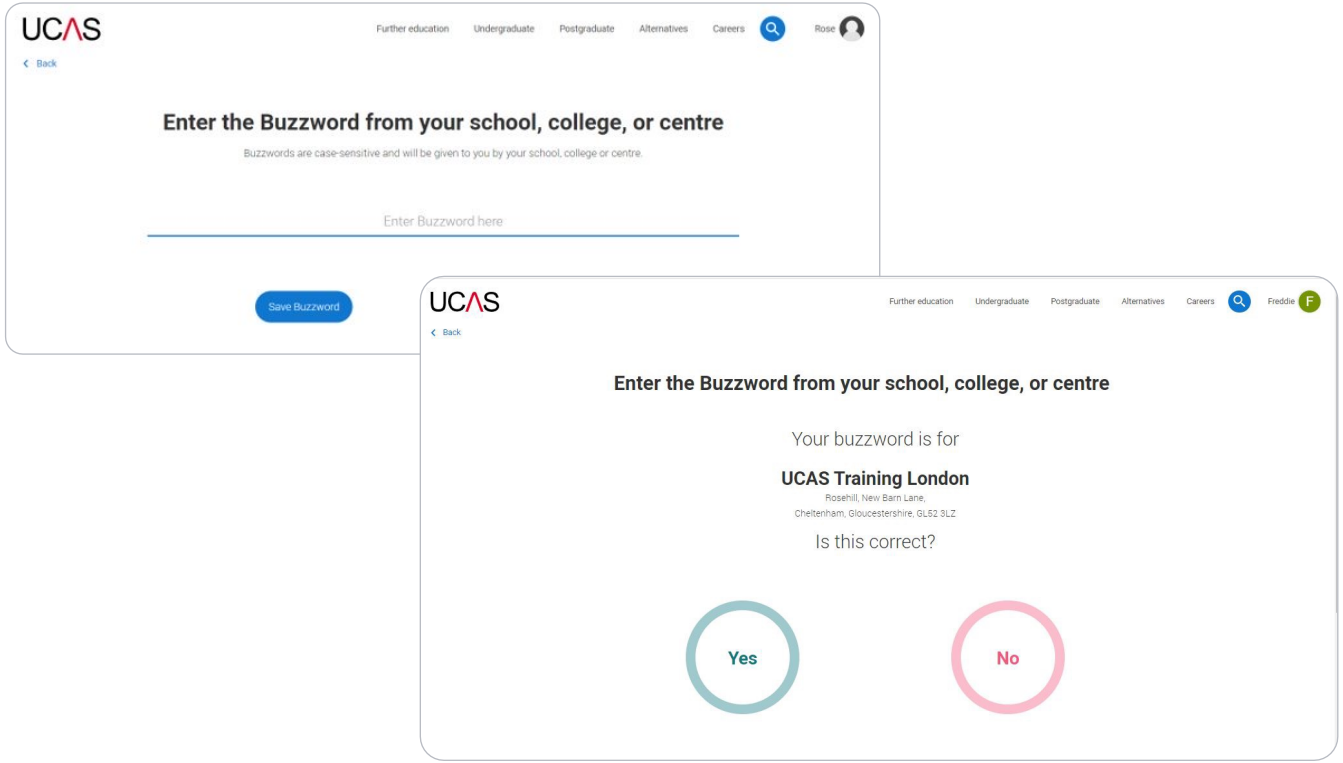




Linking to your school, college or centre

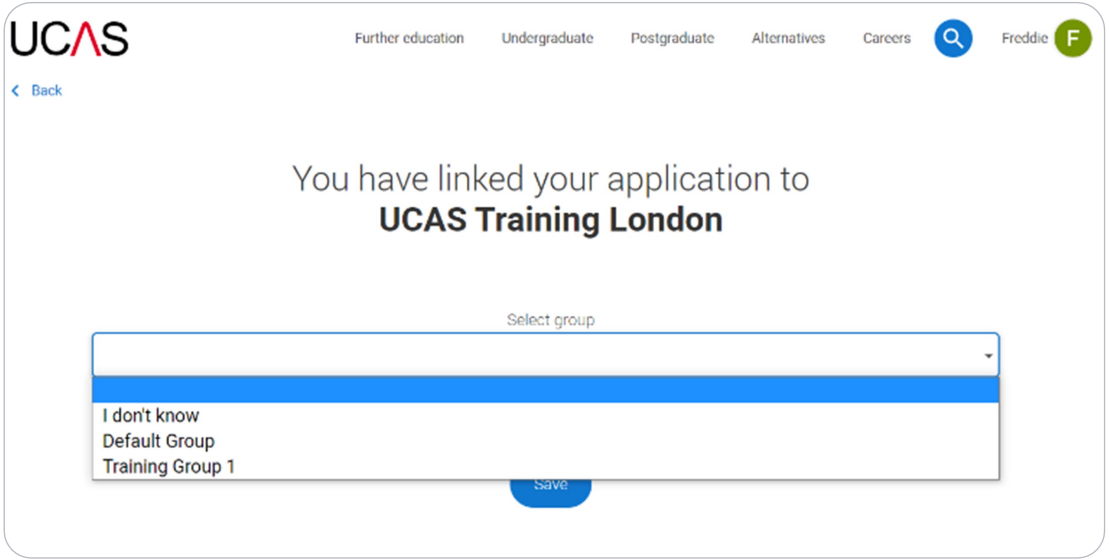
Enter the **buzzword**, and **confirm** the details are correct.

This will **link your application** to your school or college, so they can track your progress and provide support, including adding your reference.



Linking to your school, college or centre

Once your application has been linked, you can then select a **group** (if this has been set up by your school or college) for your application.



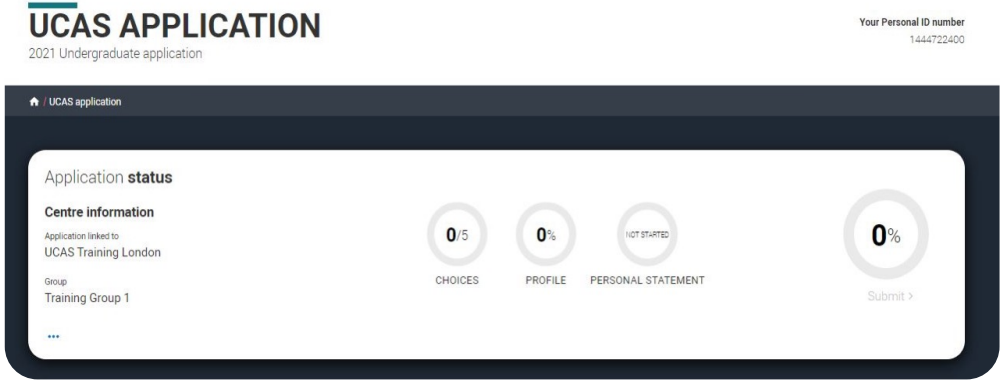
Application overview.

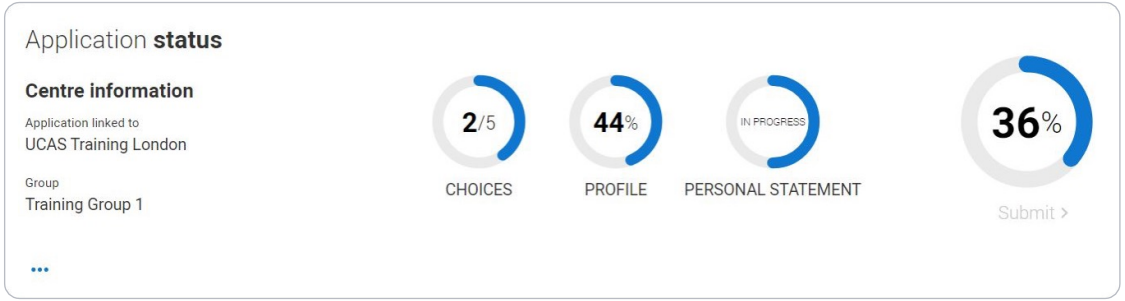
Application overview

Your ‘Application status’ helps you keep track of your progress.

As you add information to each tile, the **percentage complete** updates each time you mark a section as complete.

You don’t need to complete the application straight away, you can log in and out at any time until you're finished.



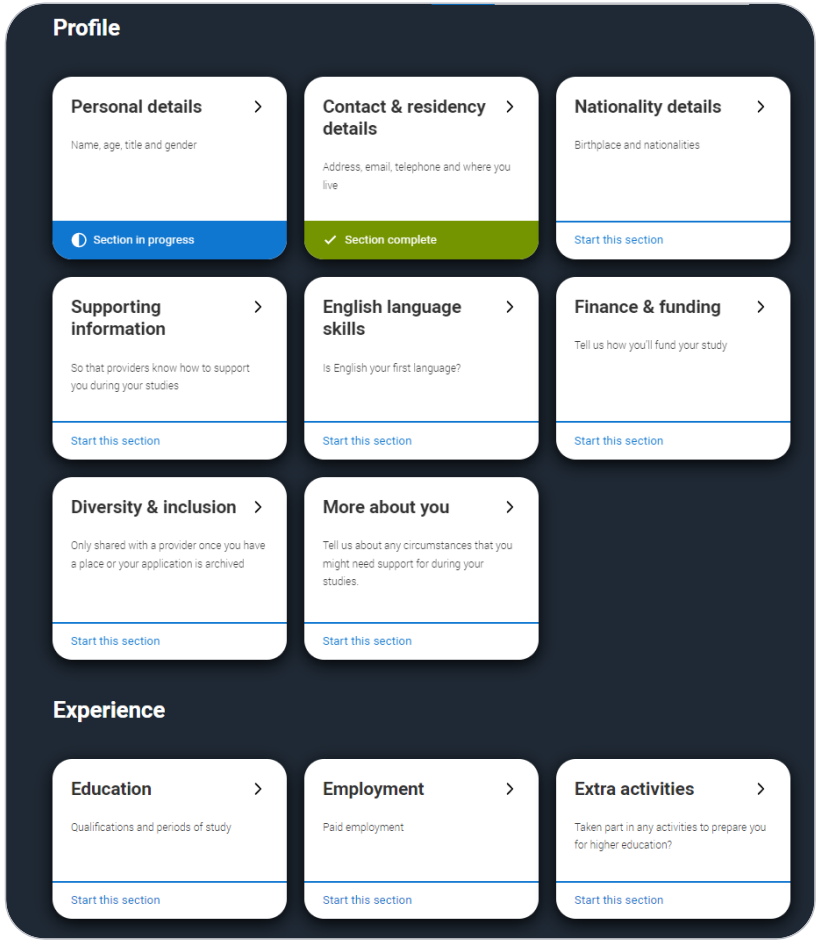


Application overview

The application form is responsive to make it easier to complete.

Once you've completed 'Contact & residency details' if your permanent residence is in the UK, you'll also see the 'Diversity and inclusion' and 'Extra activities' sections to complete.

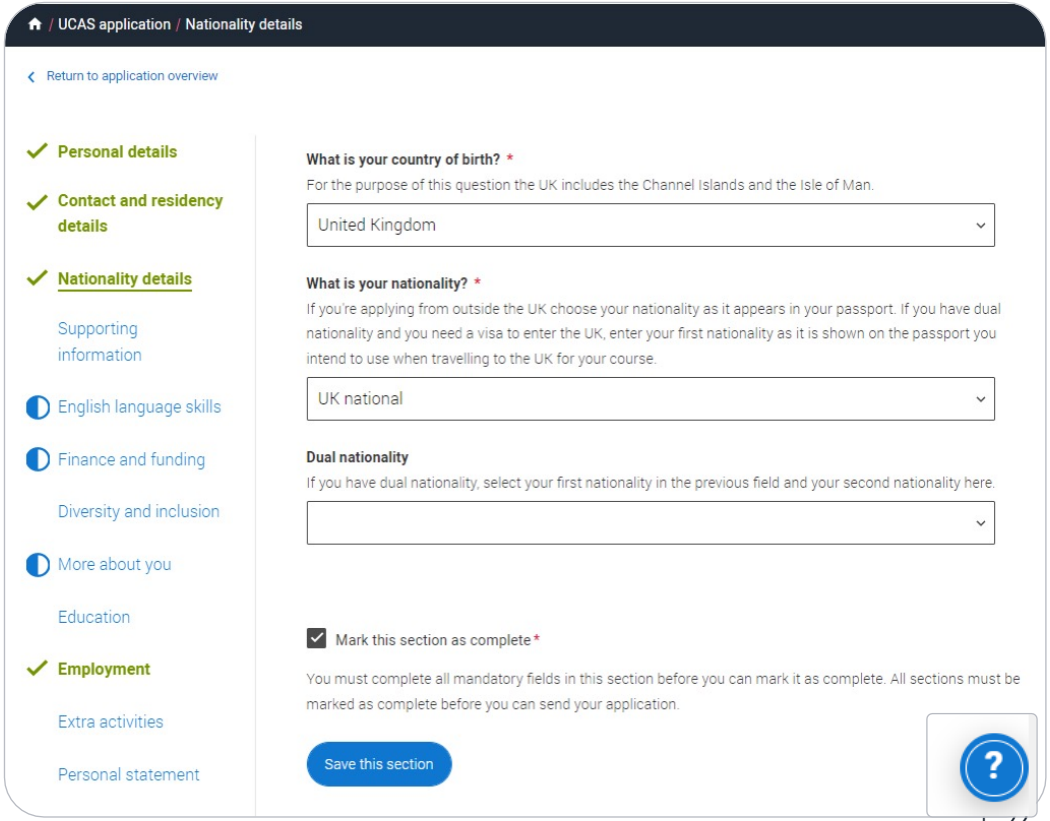
All sections must be marked as '**Complete**' to send to your school or college that you may be linked to for review. You must complete all mandatory questions to mark a section as complete (they have a *).



Application overview

The list on the left of each section will show which sections are completed (with a tick), which are in progress (with a half-moon) and which have yet to be started (no icon).

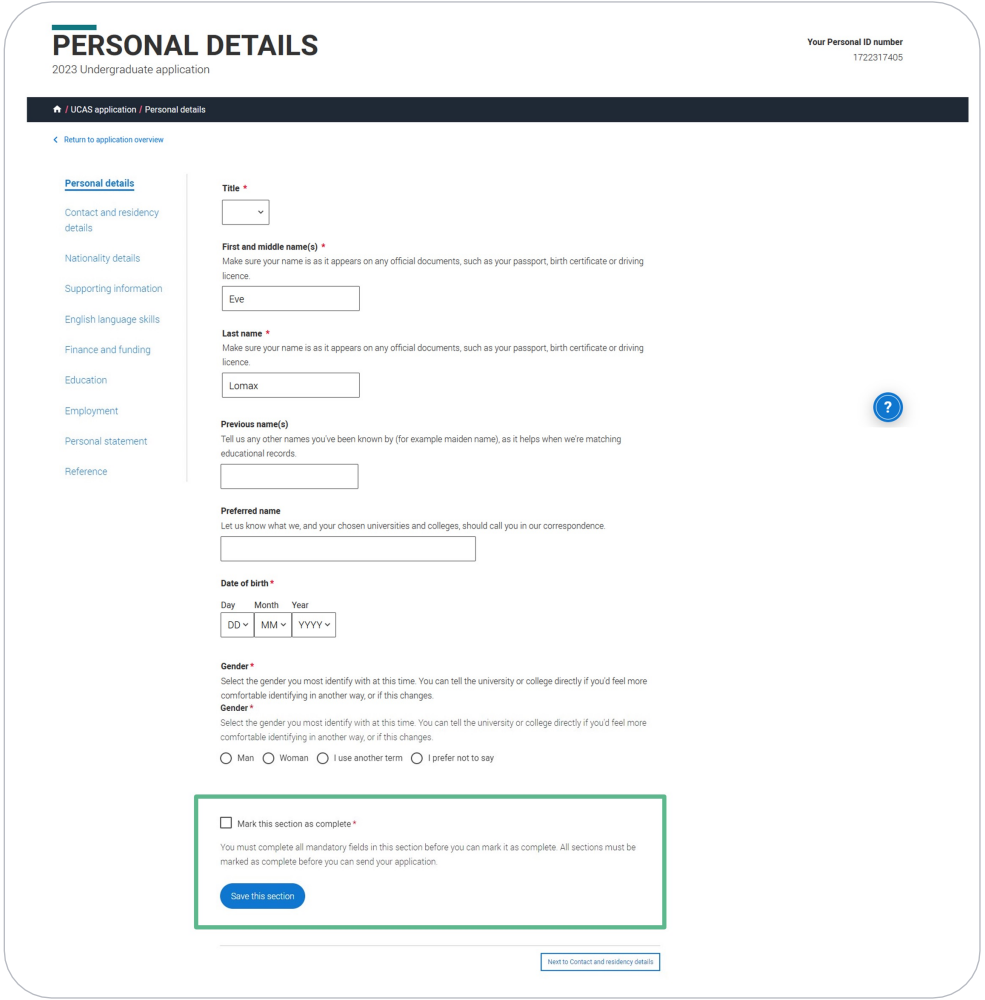
Click on the ? throughout for help text to provide advice about what to put.



Personal details.

Personal details: your name should already be visible, but you'll need to add your title and complete the other mandatory fields (marked with a *).

Once you have completed a section you must remember **to mark the section as complete and save it** at the bottom of each page.



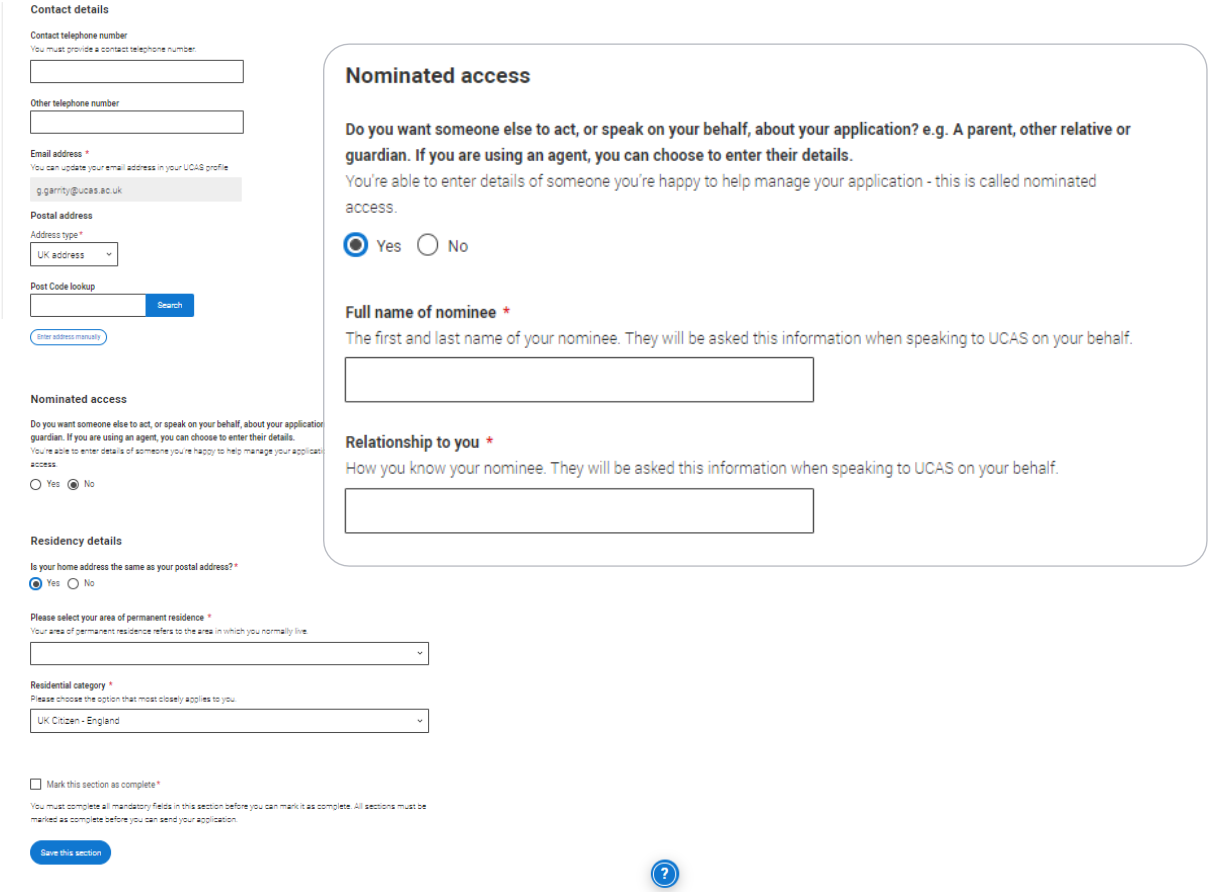
Contact and residency details.

Your email will be used by both UCAS and your choices to update you. If you're using a school/college email address make sure you can access it at all times so you don't miss anything important.

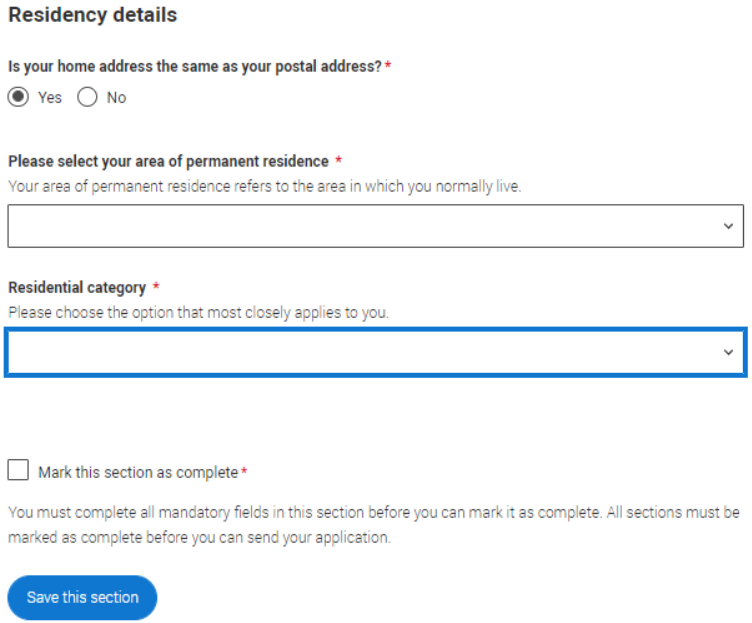
We would advise using a personal email address, which can be updated in the Hub preferences.

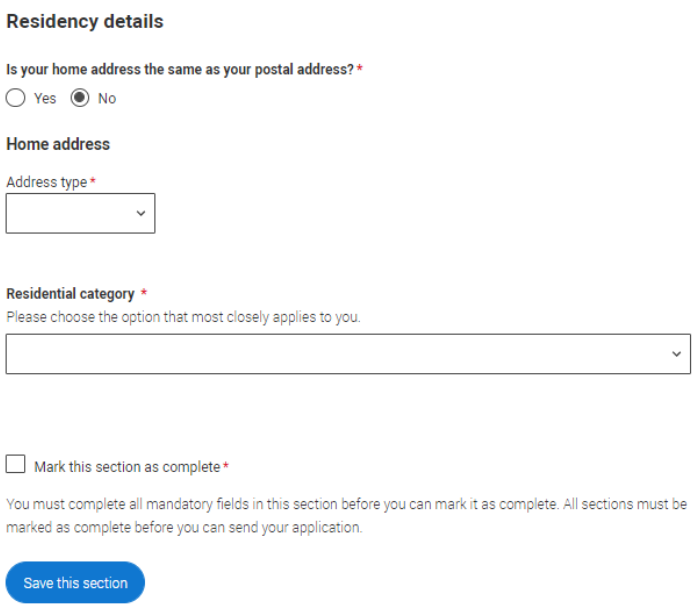
You'll only see the fields to add the nominated contact details if you answer Yes to the question.

This means someone else can speak to us about your application.



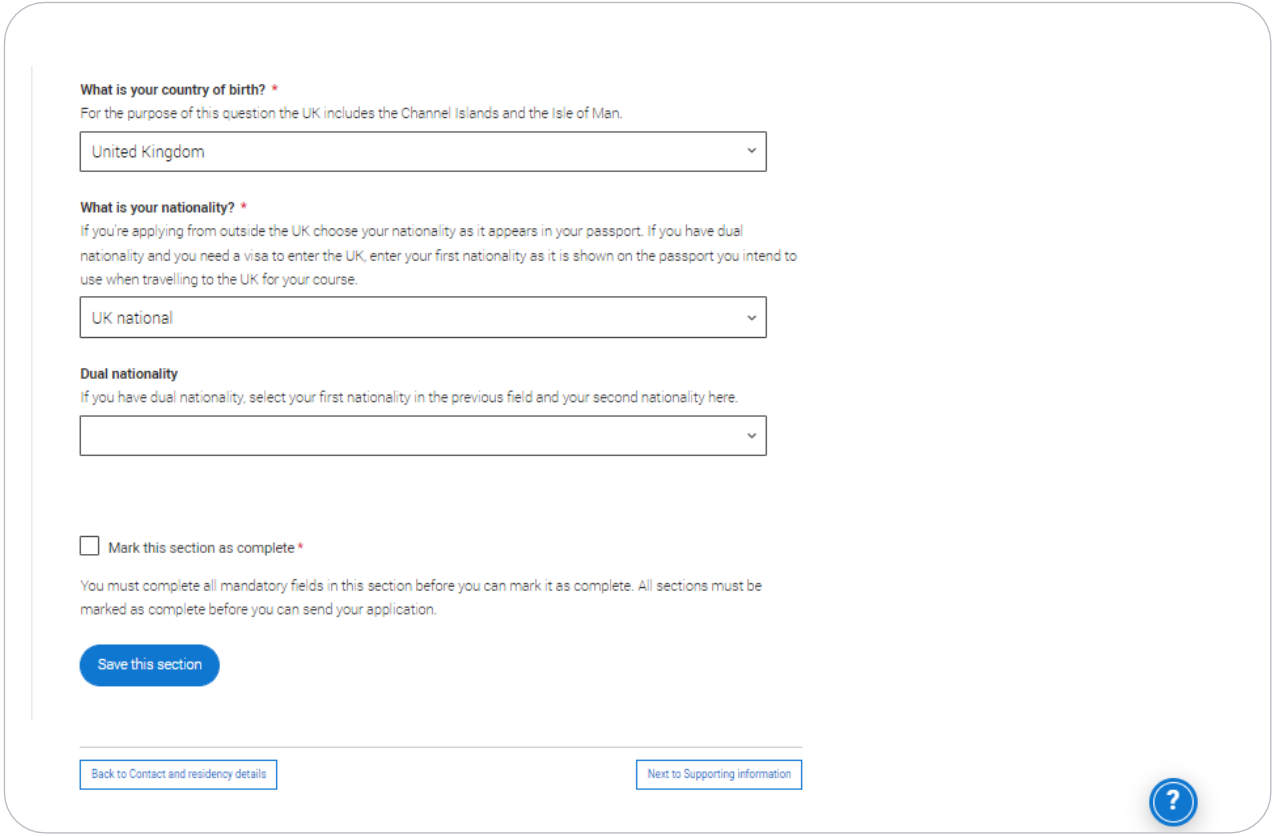
If you select **No**, additional **Home address** questions will appear. Remember to use our help text (?) for advice about this question if you are unsure what to enter.





Nationality details.

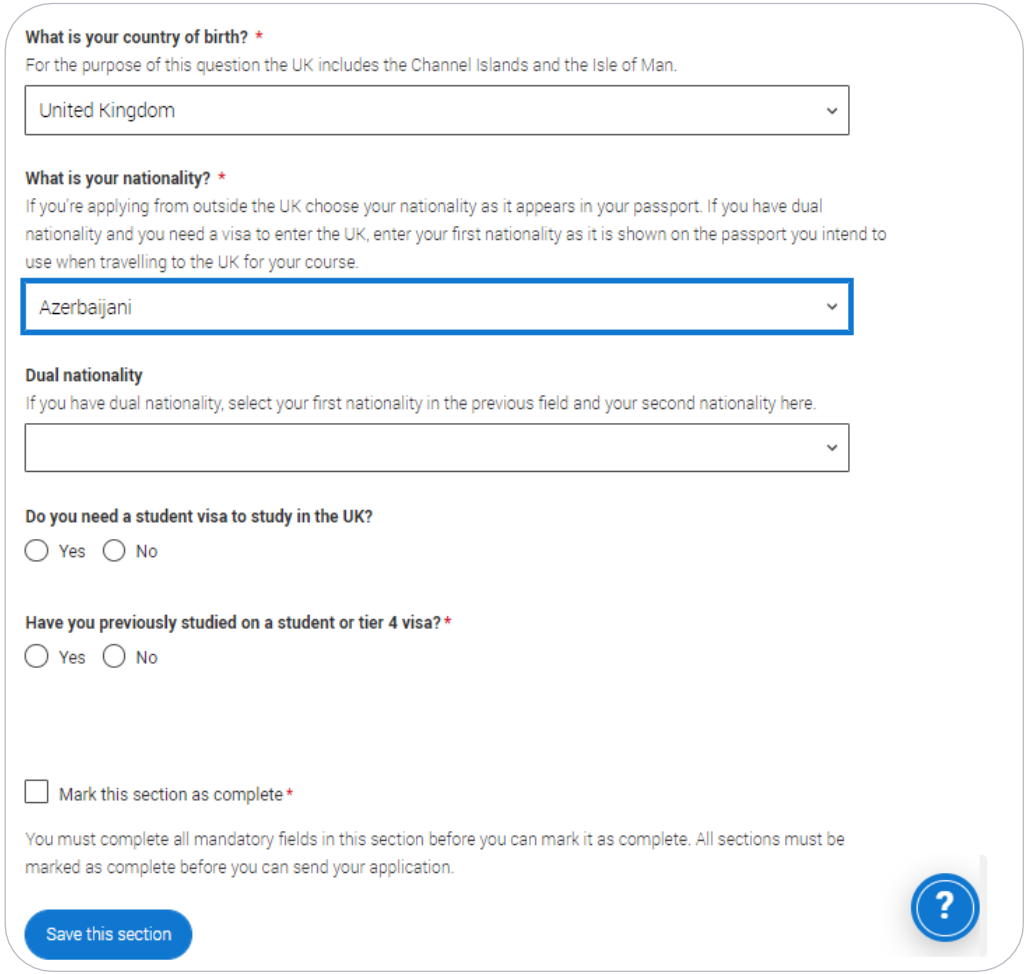
If you're
a UK national, this
is what you will see.



If you were born in the UK but have a different nationality, you will be asked additional questions.

The information you provide will help universities and colleges in determining your eligibility and allow them to assist you with the visa application process, if required.

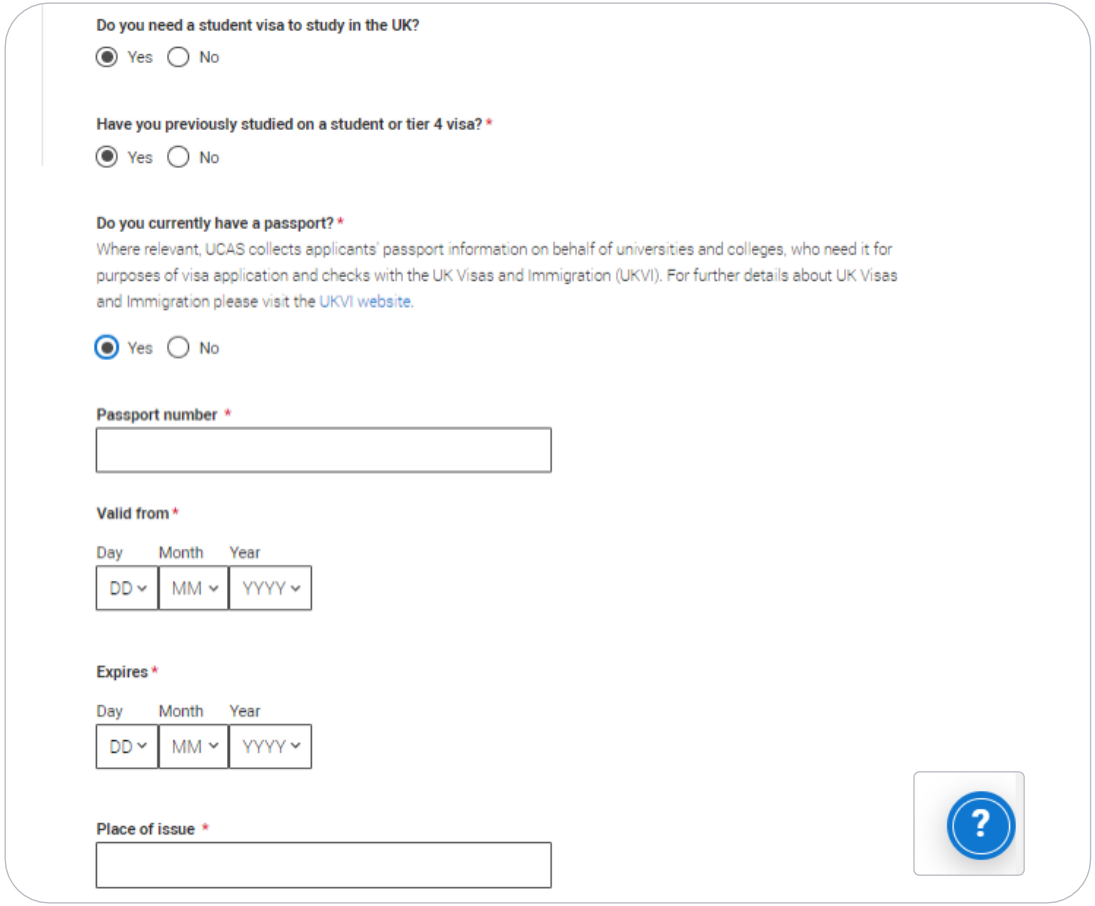
There's some possible combinations but we'll only show relevant fields depending on your answers.



If you select that you will need a visa, you'll also be asked for your passport details.

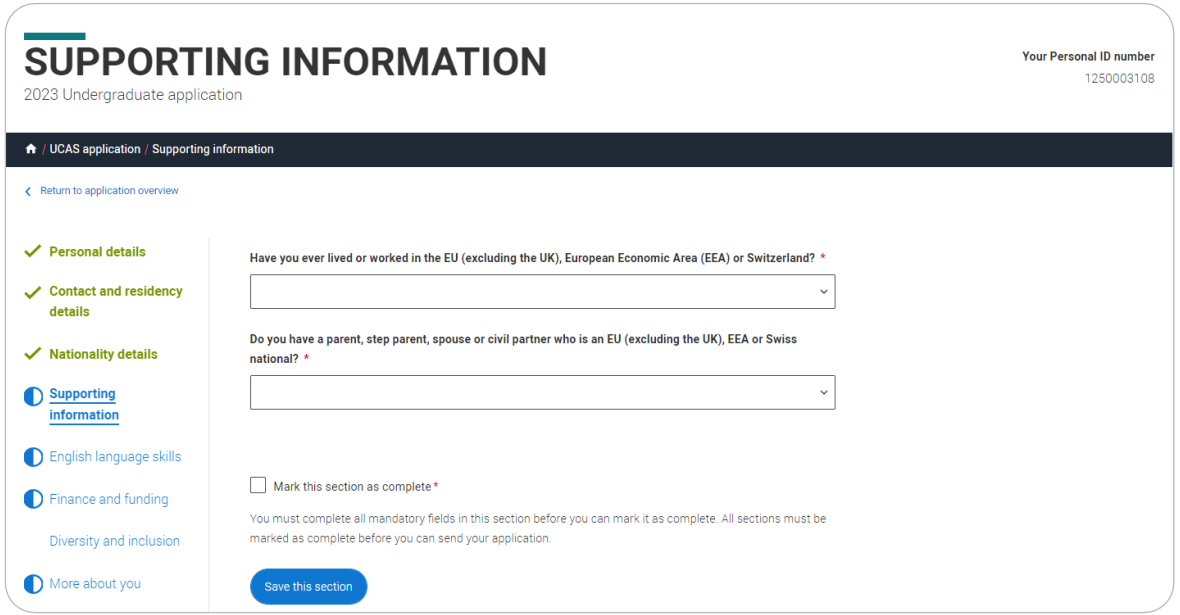
If you have a passport, we ask you for your passport number, valid from and expiry dates; and place of issue.

Select ? to see our help text with advice about this.

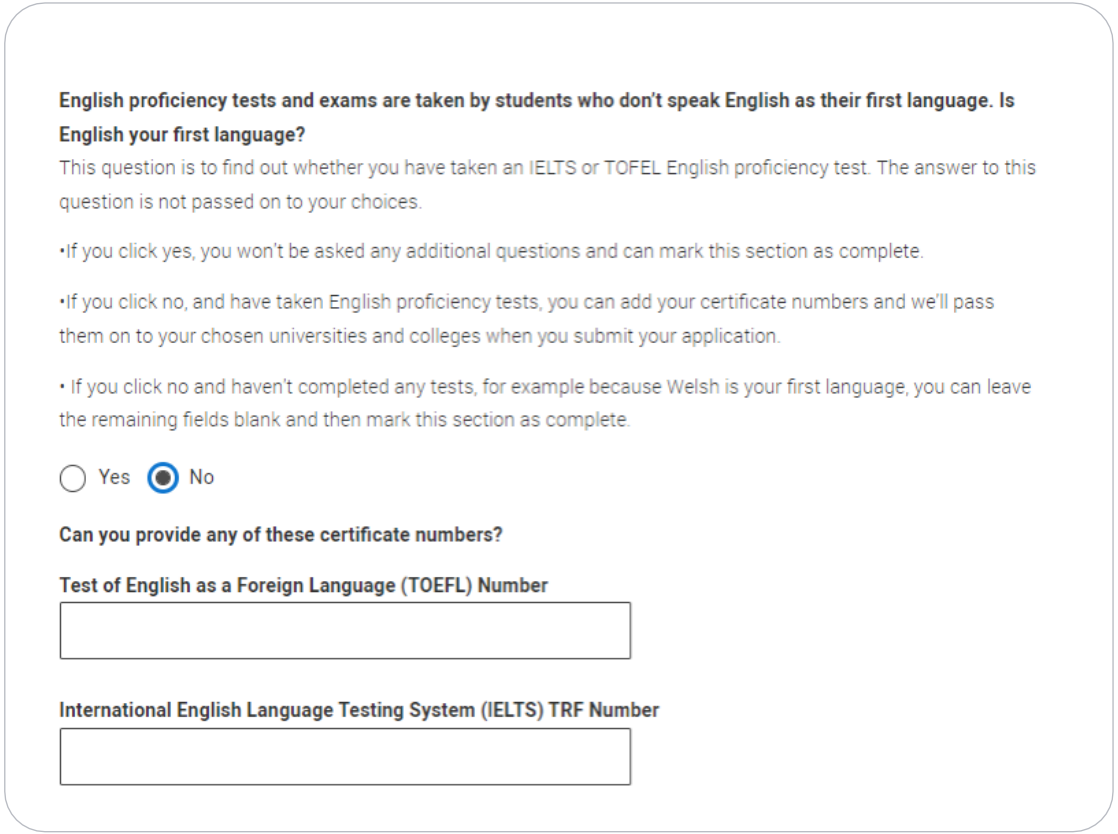


Supporting information.

All questions are mandatory (*), but you have the option of *don't know* and *Prefer not to say*.



English Language Skills.



If you have taken an English proficiency test, you can add your certificate numbers and we'll pass them on to your chosen universities and colleges when you submit your application.

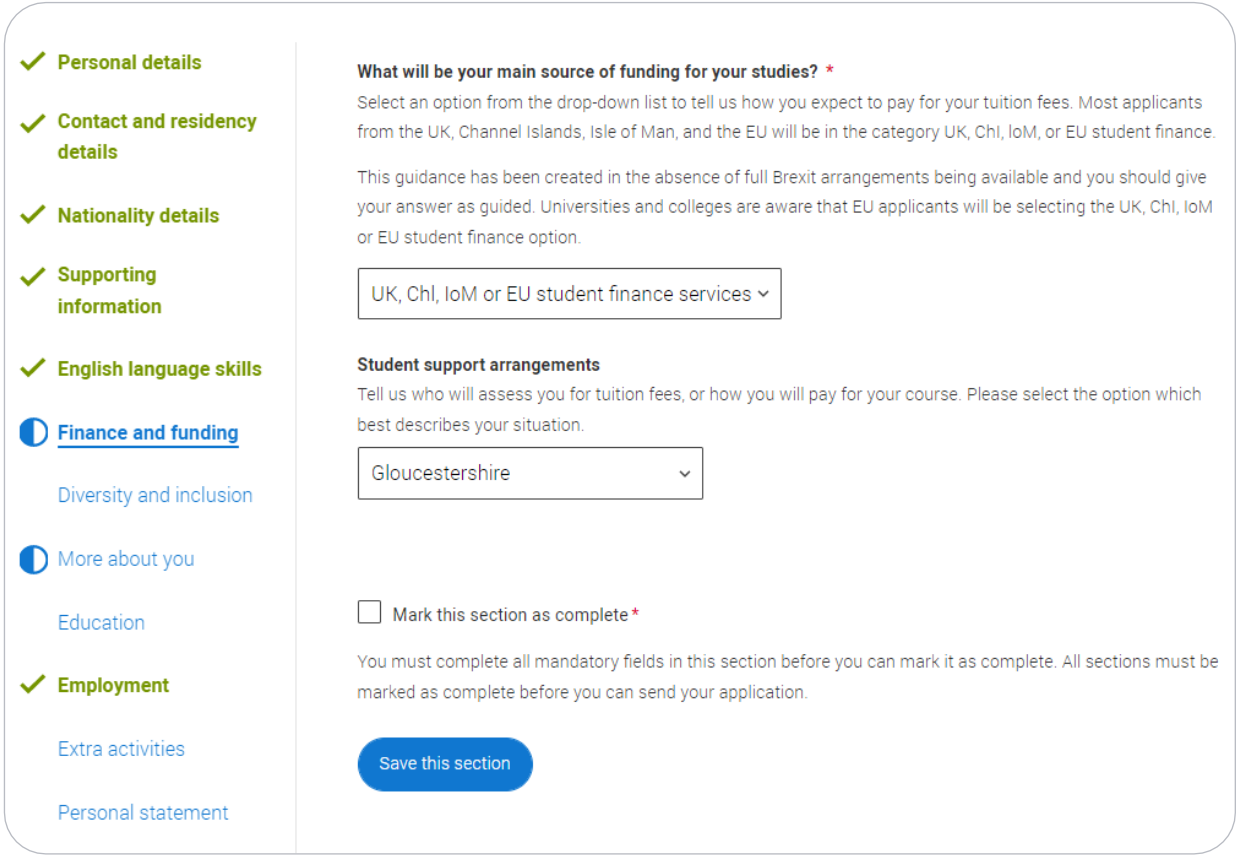
If you haven't completed any tests, you can leave the remaining fields blank and then mark this section as complete.

Finance and funding.

You will only be asked further questions in finance and funding if you select UK, ChI, IoM or EU Student Finance Services.

We'll ask you for your local authority under ‘Student support arrangements’.

For more information head to: ucas.com/finance

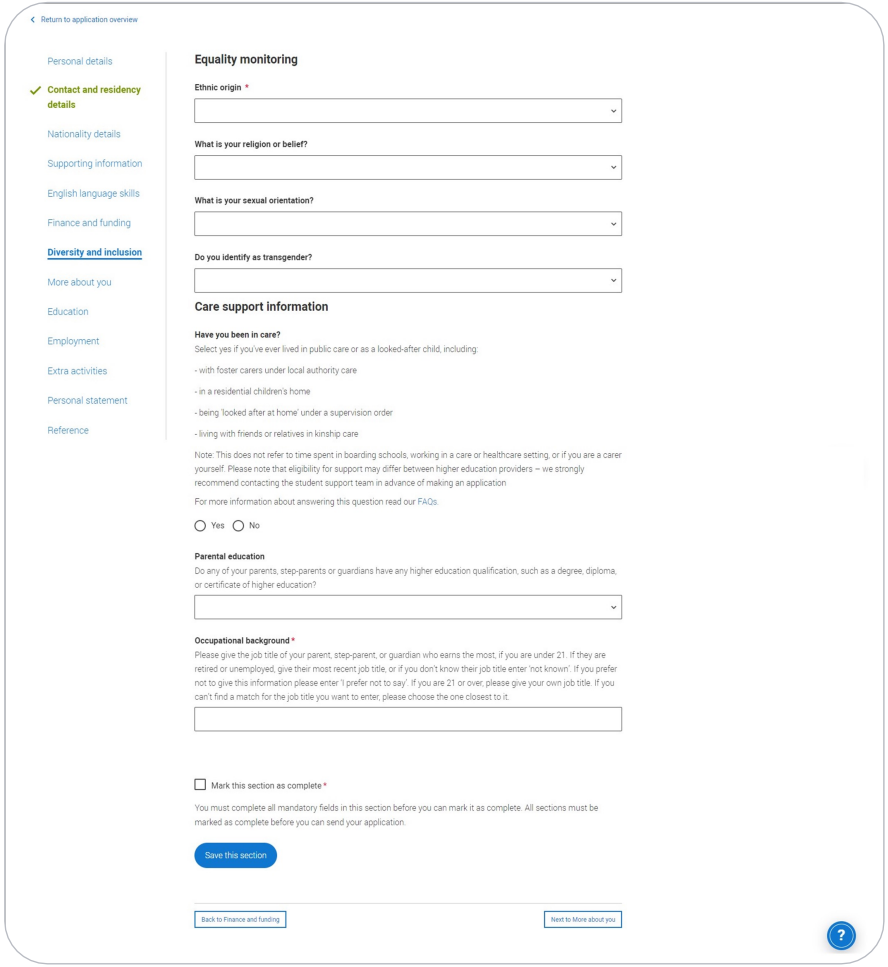


Diversity and inclusion.

You'll only see these questions if you have a UK home address.

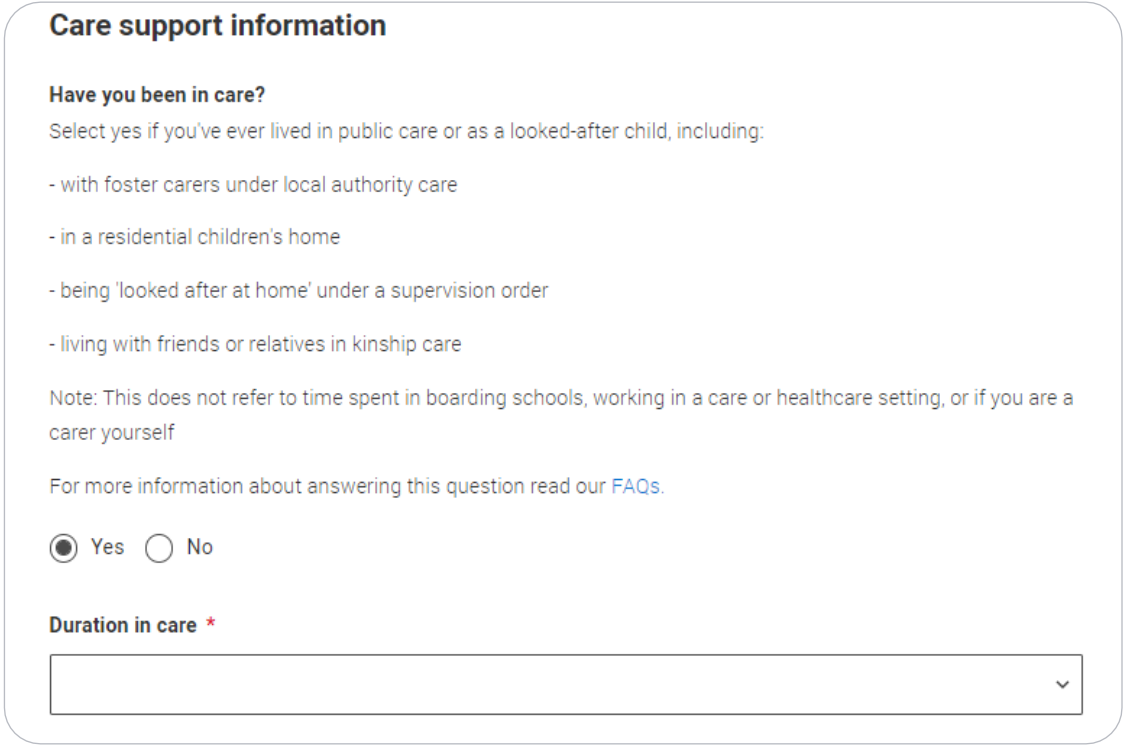
There are two mandatory fields(*), but you have the option to respond with **I prefer not to say**.

This information is only shared with universities or colleges once you have secured a place, it does not influence any decision making. It's used to ensure applications are treated fairly.



Growing up in care means you are entitled to a range of practical support; for example during your application, financial assistance, year-round accommodation, or help with managing your health and wellbeing.

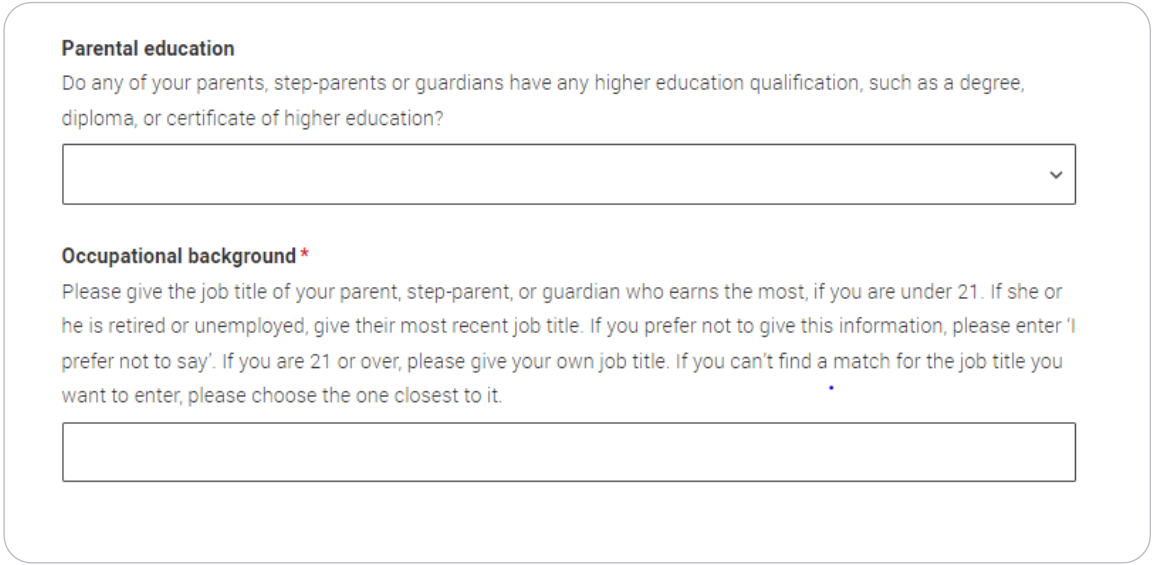
When you give this information, you are letting the university or college know that you may need additional support during your studies. They may get in touch to tell you more about the benefits and options available, if you want it.



You can select *I prefer not to say* for the parental education question.

For the occupational background, you must type at least 3 letters into the response field, and then select an option from the menu that appears below it.

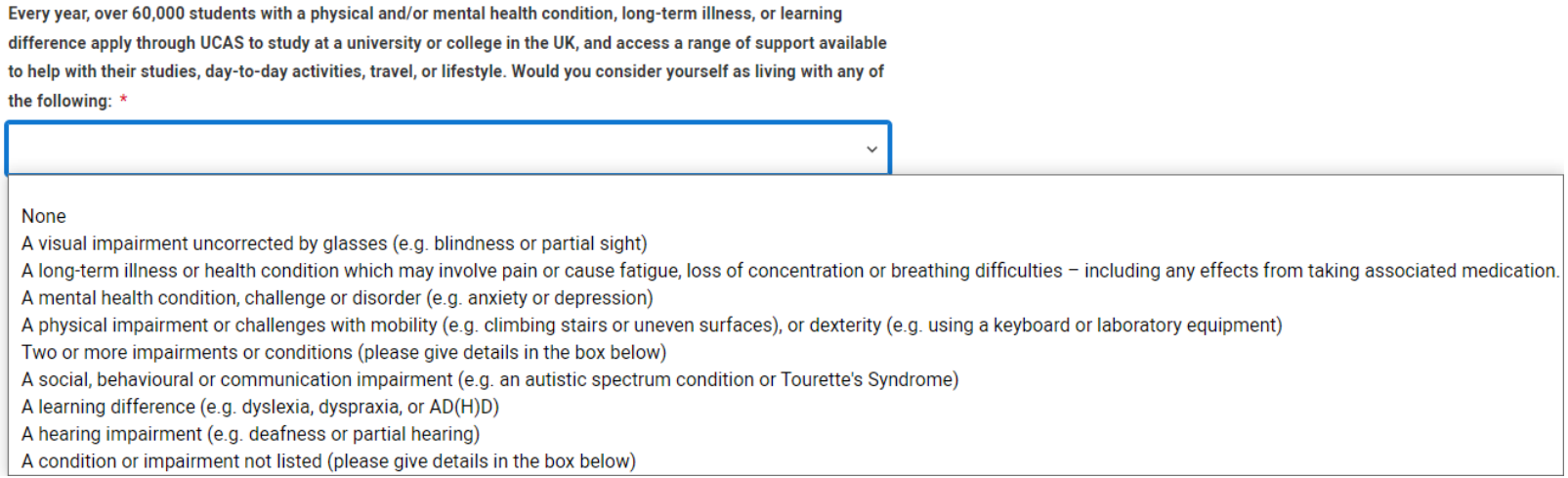
If you prefer not to give this information, please enter *'I prefer not to say'*.



More about you.

You can tell us about any circumstances that you might need support for during your studies. We don't need you to give details – this information will be shared with those involved in making arrangements to support you at the university or college (e.g. the student support team, admissions staff), and they may get in touch to tell you more.

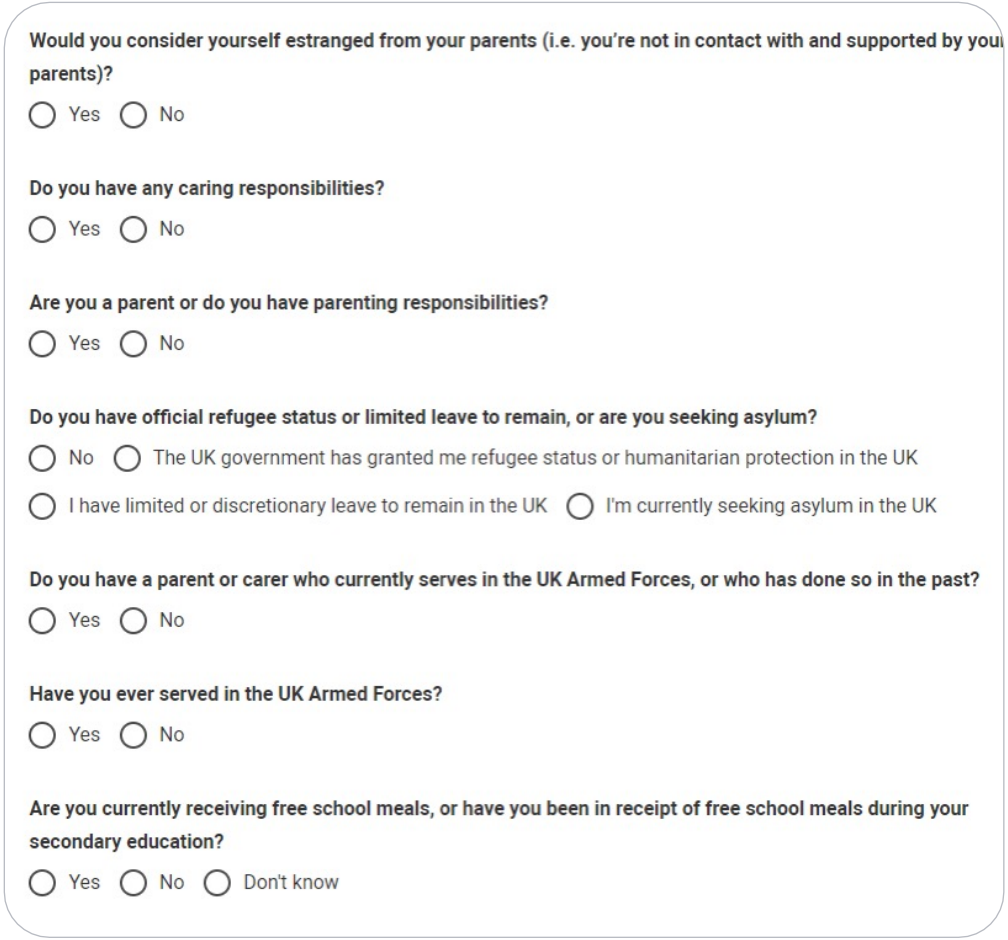
In order to mark the section as complete you will need to select an answer: either to share information or select 'No disability'. You will see this question if you have a UK or Non-UK home address.



You might feel uncertain about sharing personal circumstances, please feel reassured this information is confidential and will not negatively impact your application.

These questions are intended to connect you to the right support for your needs.

You will only see these questions if you have a UK home address.



Would you consider yourself estranged from your parents (i.e. you're not in contact with and supported by your parents)?

◯ Yes ◯ No

Do you have any caring responsibilities?

◯ Yes ◯ No

Are you a parent or do you have parenting responsibilities?

◯ Yes ◯ No

Do you have official refugee status or limited leave to remain, or are you seeking asylum?

◯ No ◯ The UK government has granted me refugee status or humanitarian protection in the UK

◯ I have limited or discretionary leave to remain in the UK ◯ I'm currently seeking asylum in the UK

Do you have a parent or carer who currently serves in the UK Armed Forces, or who has done so in the past?

◯ Yes ◯ No

Have you ever served in the UK Armed Forces?

◯ Yes ◯ No

Are you currently receiving free school meals, or have you been in receipt of free school meals during your secondary education?

◯ Yes ◯ No ◯ Don't know

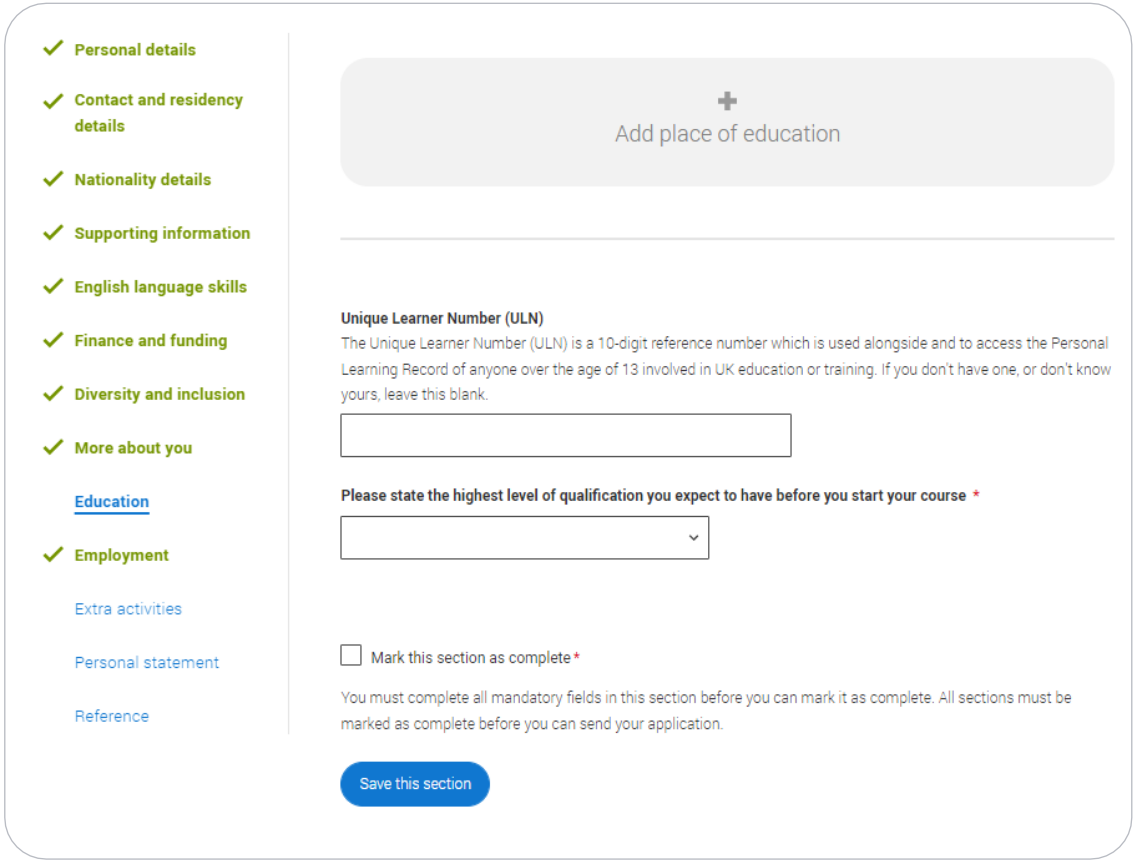
Education.

You must enter all your qualifications from secondary education onwards – whether you have the result (even any that were ungraded) or you're still awaiting exams and results.

First you need to add details of where you've studied, or are studying, then add qualifications.

Start by clicking **Add place of education**.

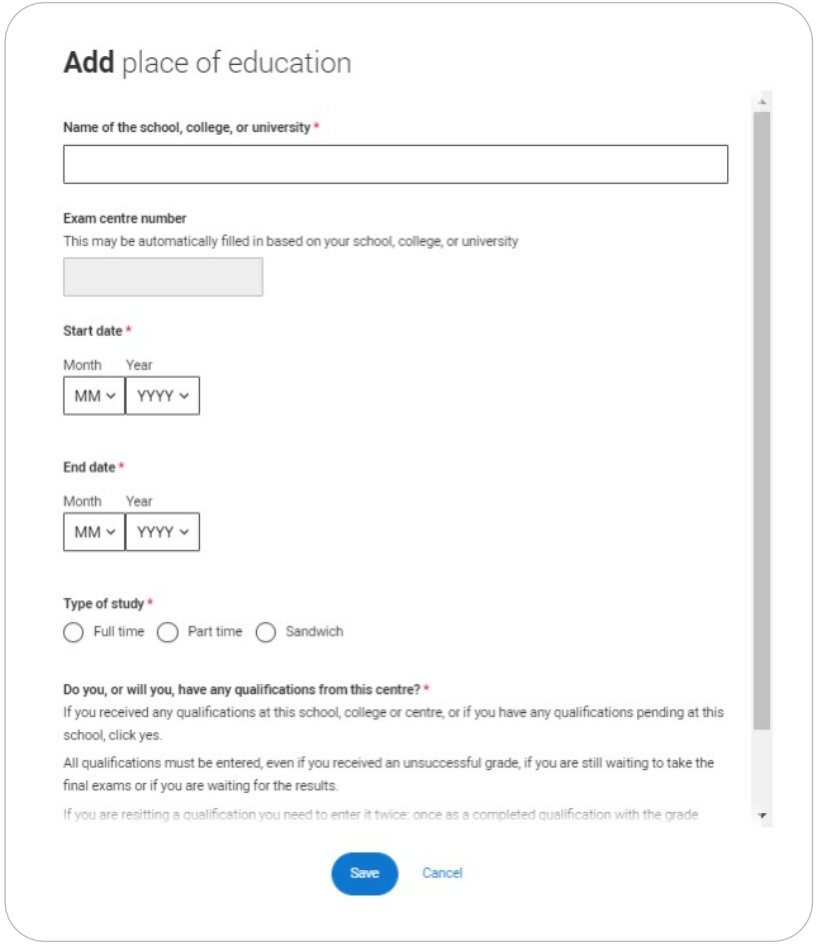
You'll be asked for a Unique Learner Number – if you don't have one leave the question blank.



Type the name of where you studied. Once you find your centre, click on the name and the **Exam centre number** will automatically populate.

If an exam centre number doesn't appear that's ok, it's because we don't have it.

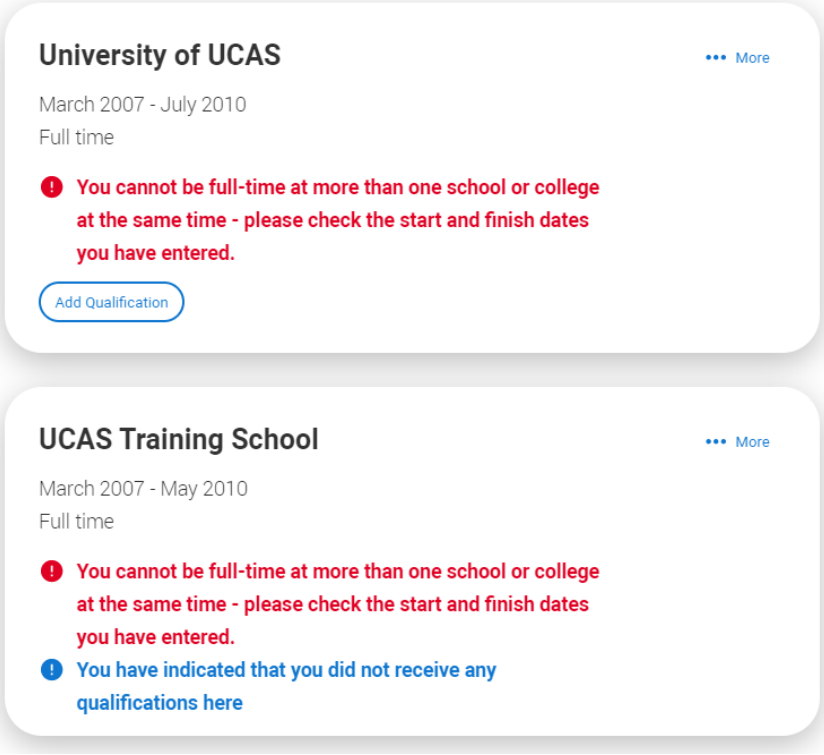
Add when you started and finished, and if you're still studying there add the month, you're due to finish.

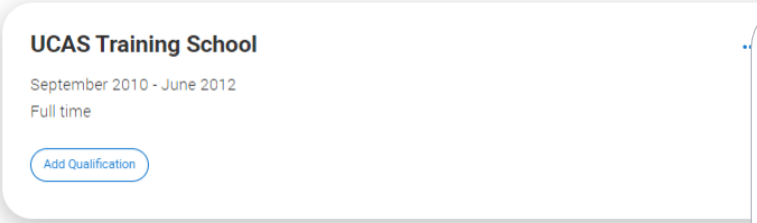


There are warning messages to help you.

For example, you can't say you attended 2 or more places of study full-time during the same date range.

Red text are warnings and mean something is wrong and blue text is for information you need to be aware of.

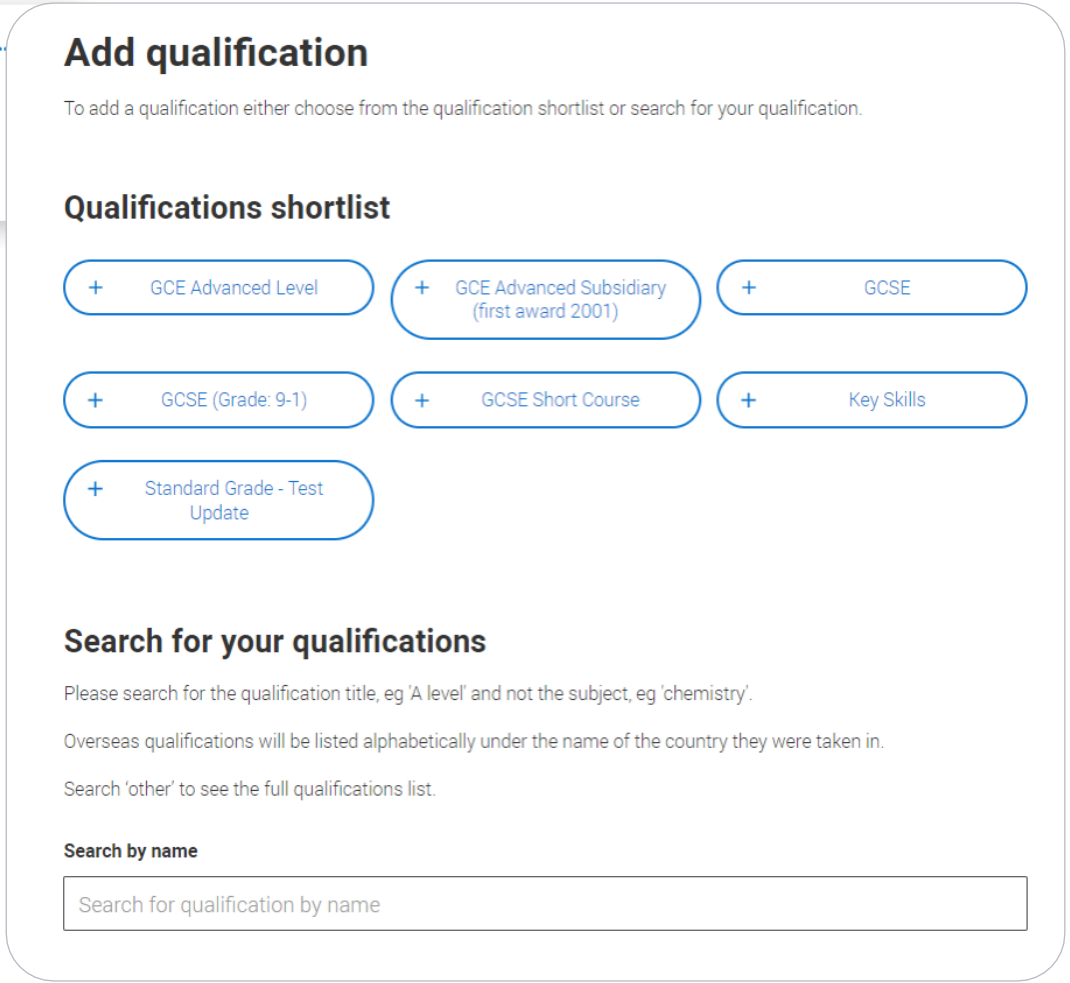




Once you've added where you studied you need to '**Add qualification'**.

If you are searching for a qualification make sure you use the qualification title. For more help and advice head to ucas.com.

International qualifications are listed by name and country, but don't worry if yours isn't there – type 'other' into the search box and select the relevant option.



Security marking: **PUBLIC**

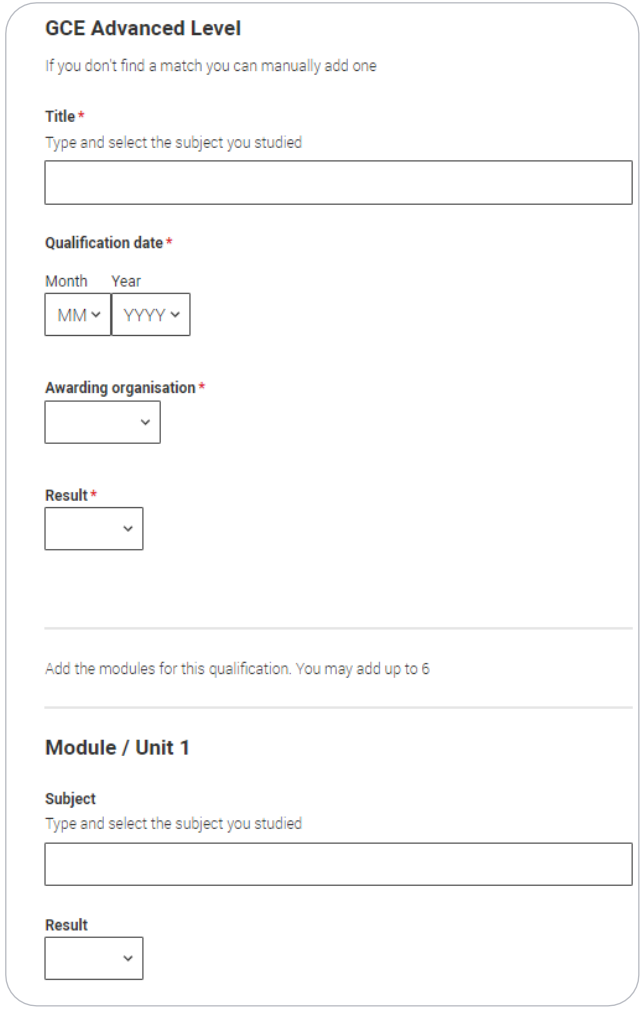
The qualification dates you can select are based on those you entered when you entered your place of education.

You need to enter the awarding organisation – speak to your teacher or adviser if you're not sure.

If you haven't finished the qualification or had your result, then you choose Pending*.

It's entirely up to you whether you include module information. However, some courses may state in their entry requirements that they'd like to see module results – in which case make sure you include them on the application.

* If presented with a free text box then the result must be left blank.



Security marking: **PUBLIC**

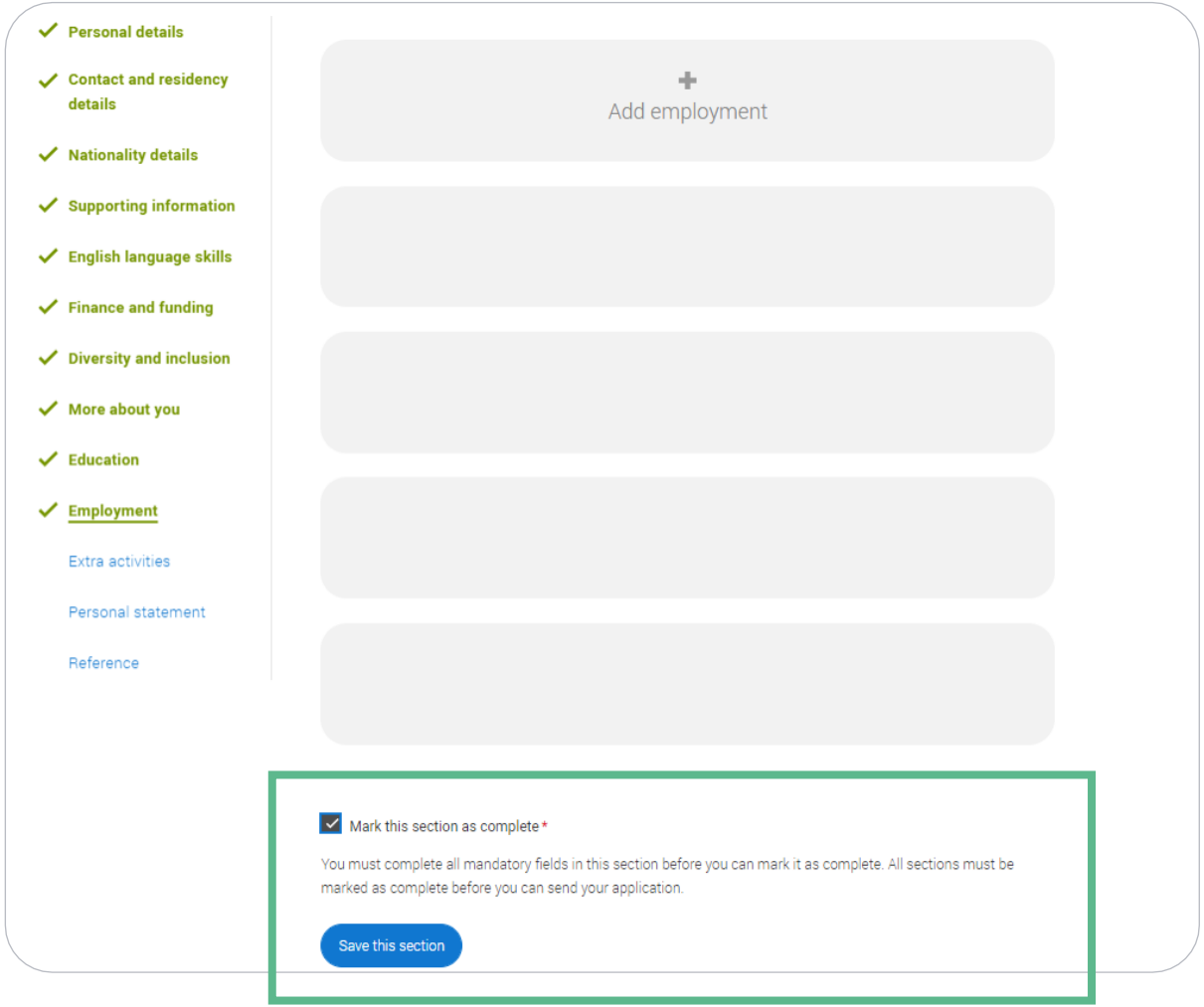
Employment.

Only enter paid work here, so not everyone will have something to enter.

If you add more than one employer it will appear in chronological order with the most recent at the top.

Any work experience or volunteering should be covered in your personal statement.

If you leave this section blank remember to mark it as complete.



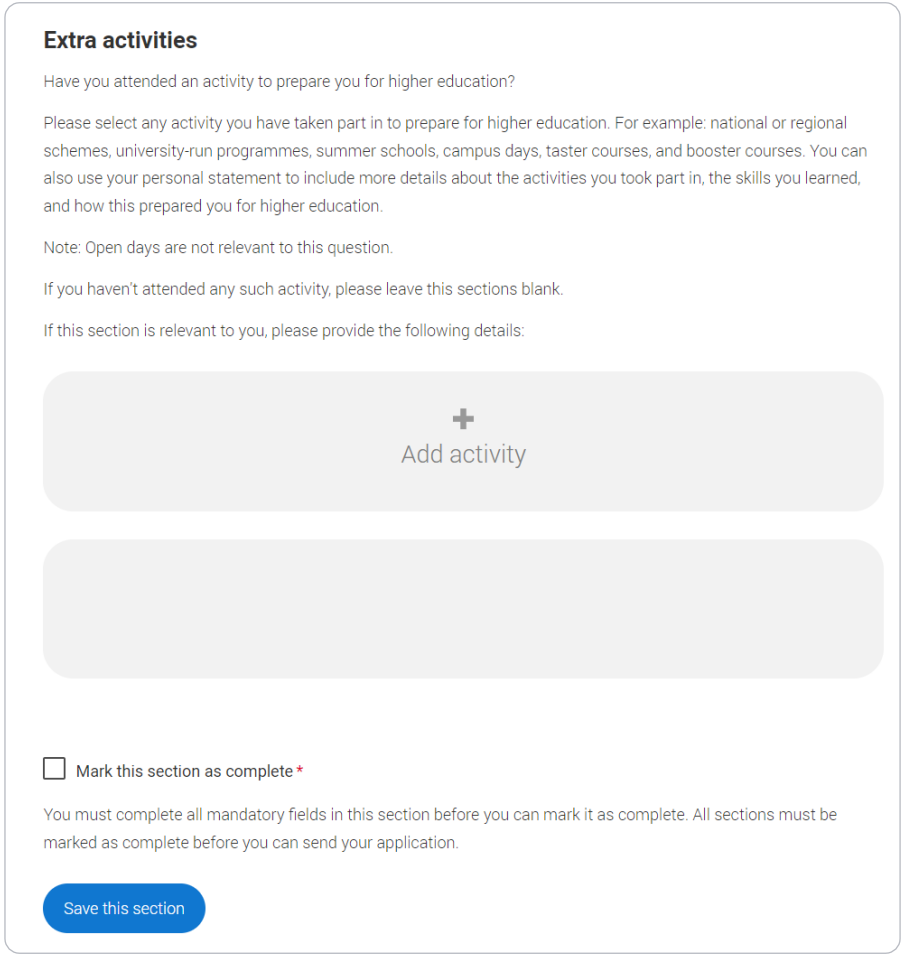
Extra Activities.

Please add any activity you have taken part in to prepare for higher education.

These include national or regional schemes, university-run programmes, summer schools, taster courses, and booster courses.

Open days are **not relevant** to this question.

If you haven't attended any such activity, please leave this sections blank.

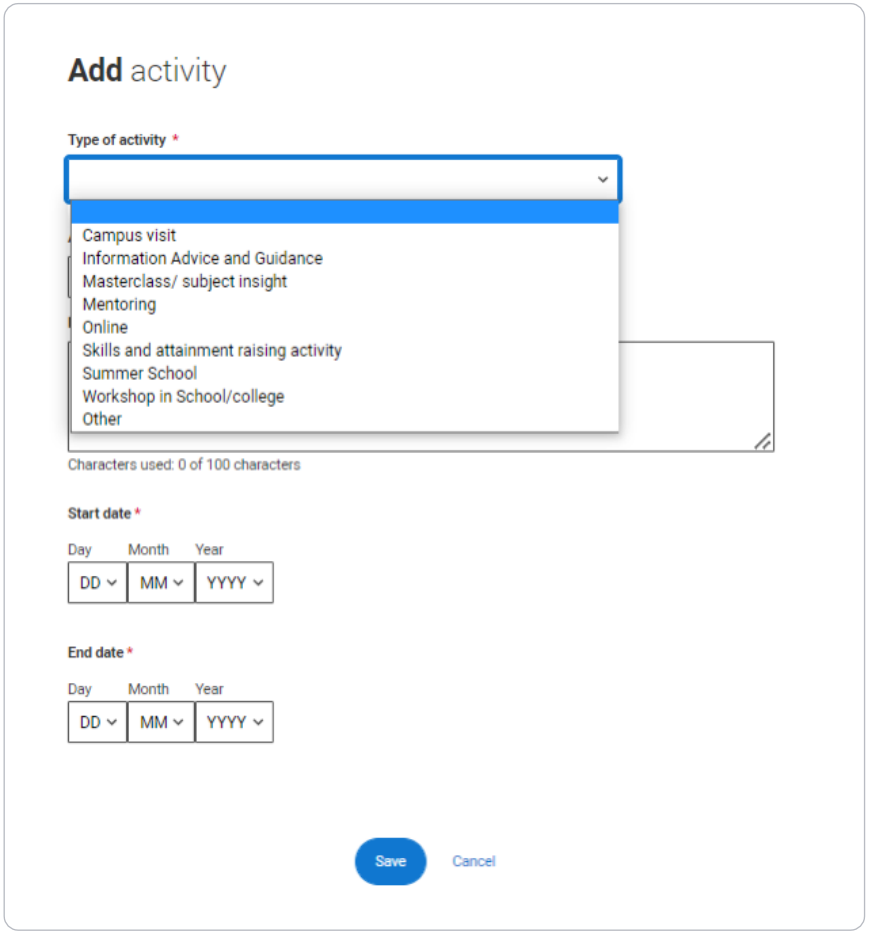


Security marking: **PUBLIC**

If this section is relevant to you, you need to include:

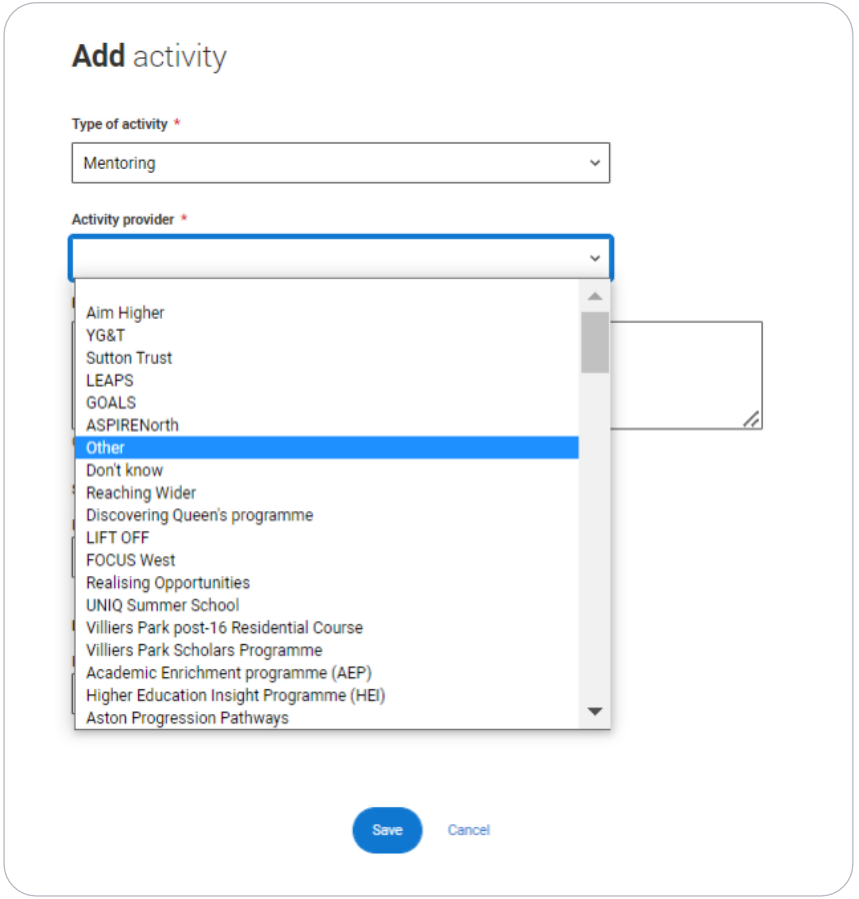
- type of activity
- name of the activity provider (from a drop down list)
- name of the activity/programme (a free text box)
- dates of the activity.

If the type of activity you attended is not listed, please select ‘Other’.



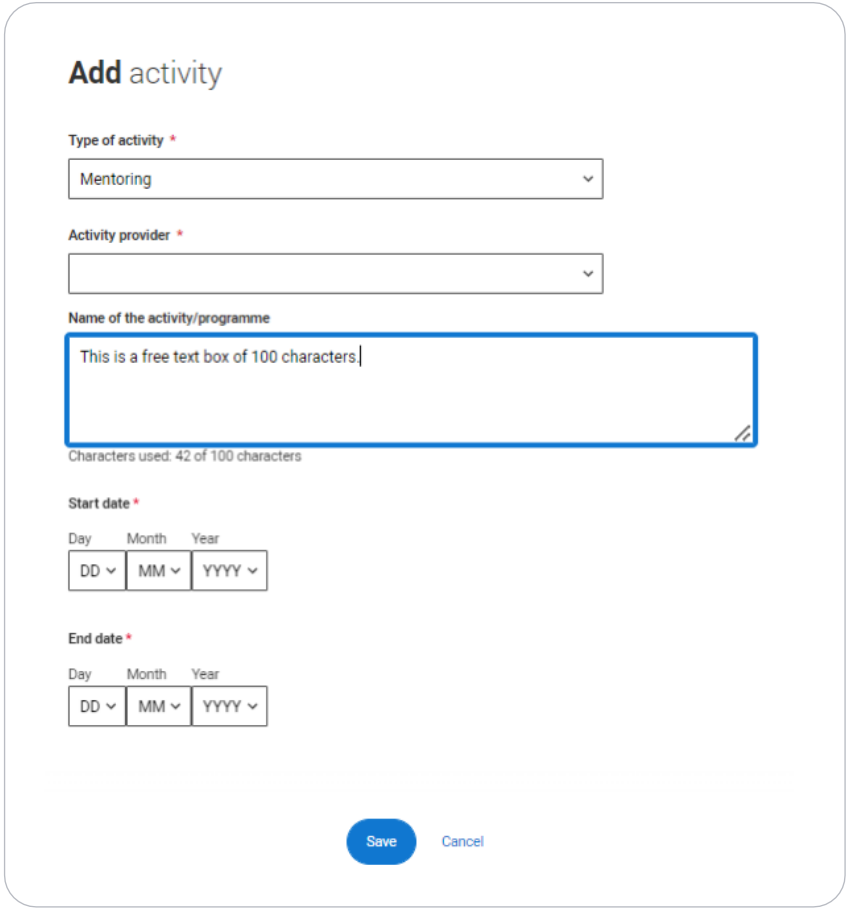
The activity provider is the organiser of the activity. It may be a university or college, or a national, regional, or local organisation.

If the activity provider isn't listed, please select "Other". If you're unsure of the answer, contact whoever organised the activity to find out, and, if you're still unsure, select 'Don't know'.



Add the official title of the activity. If you're unsure of the answer, contact whoever organised the activity to find out.

Remember you can use your personal statement to include more details about the activities you took part in, the skills you learned, and how this prepared you for higher education.

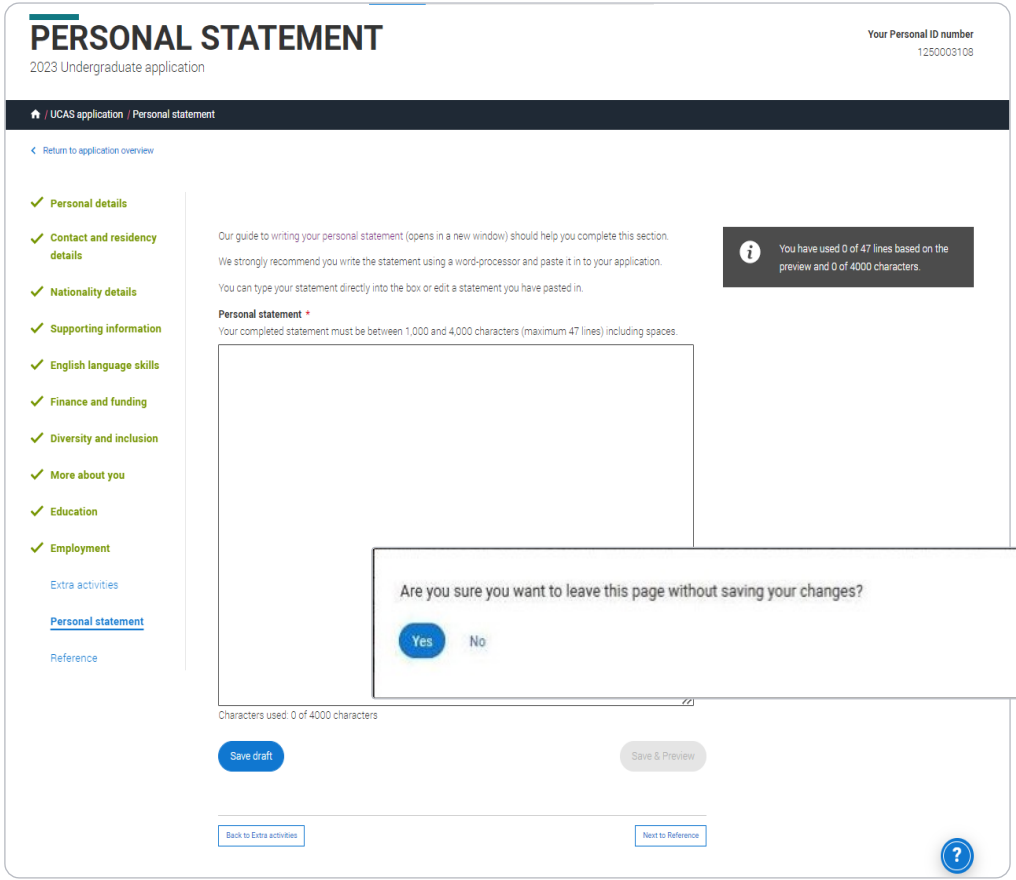


Personal statement.

You can save and edit this section as many times as you need to.

If you try to navigate away without saving your work. We'll remind you with a pop-up warning.

For advice on how to write your personal statement head to ucas.com or use the personal statement builder in the UCAS Hub.



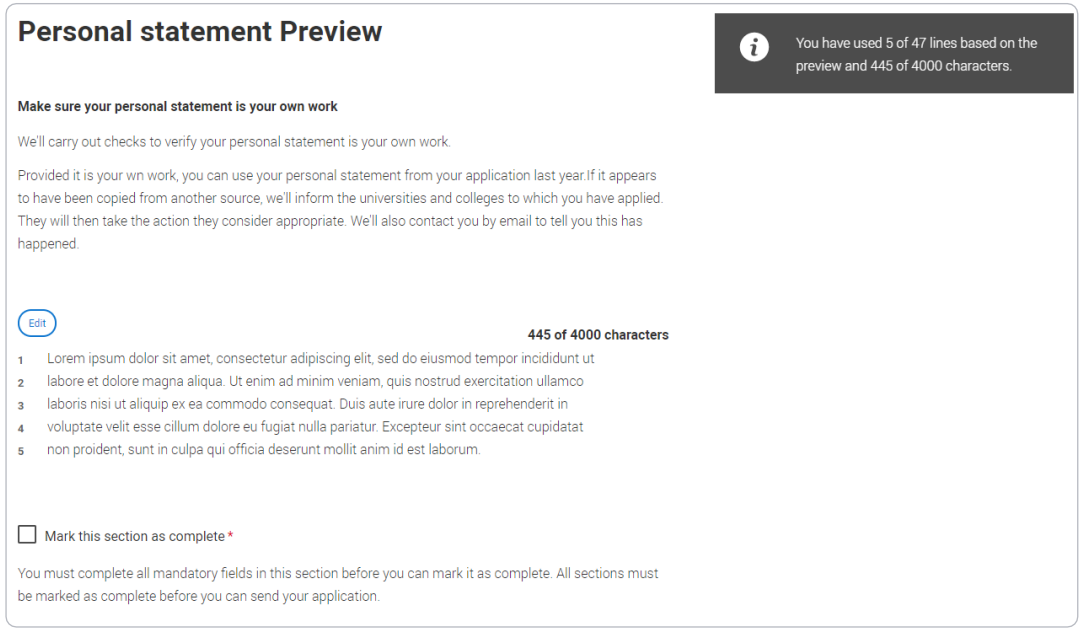
Security marking: **PUBLIC**

You can only mark **this section as complete** on the **Preview** screen.

Remember we'll carry out checks to verify your personal statement is your own work.

If it appears to have been copied from another source, we'll inform the universities and colleges to which you have applied. They will then take the action they consider appropriate.

We'll also contact you by email to tell you this has happened.



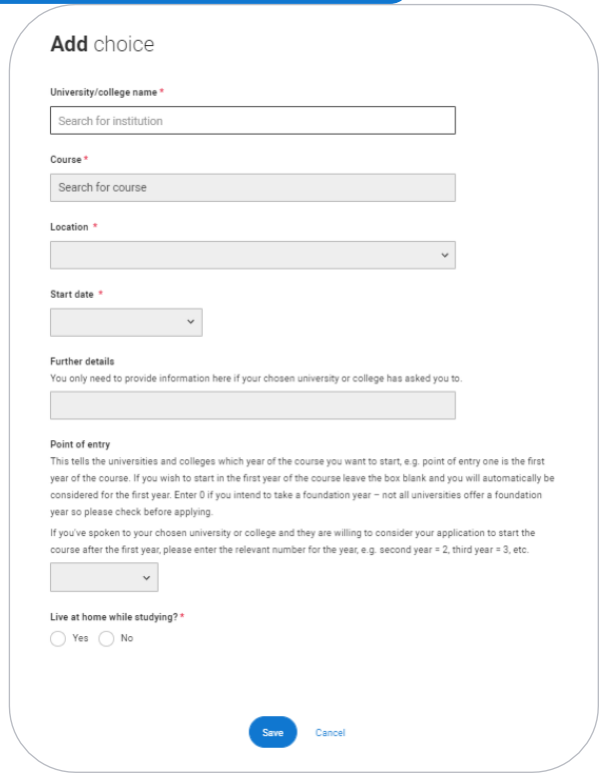
Security marking: **PUBLIC**

Adding a choice.

To add your choice start typing the name of the university or college into the institution field. Select from the options displayed.

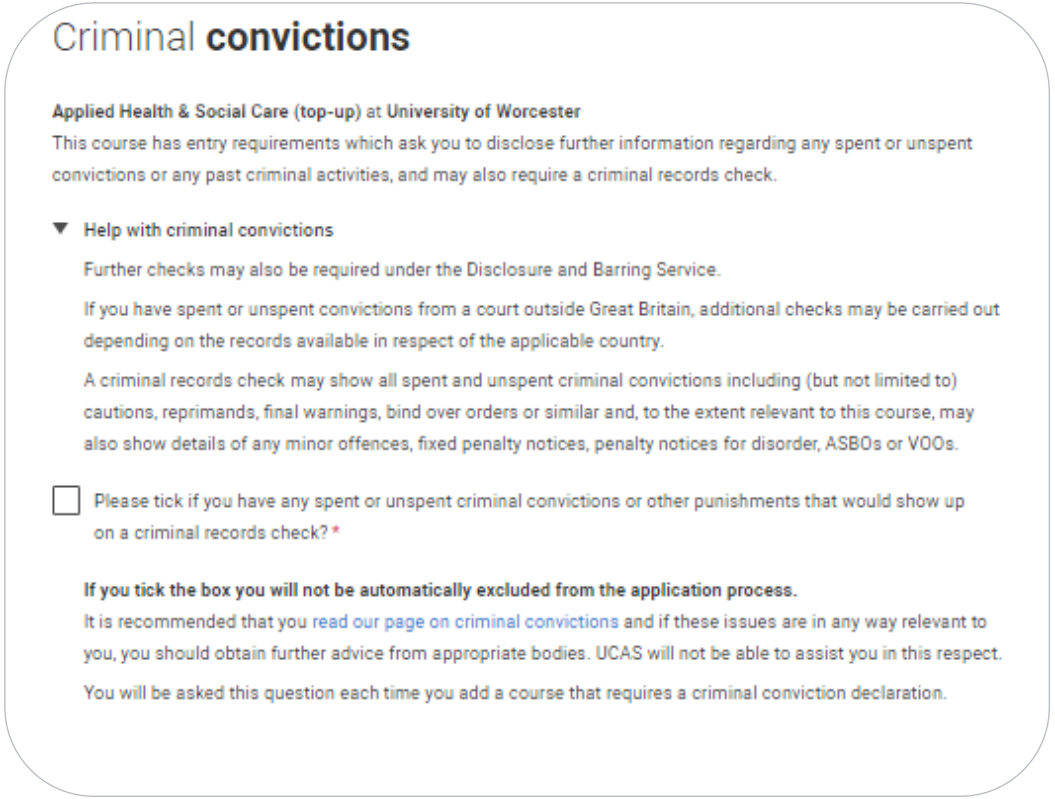
Do the same for the course you have selected.

Locations and start dates are displayed according to the course details.



Some courses may require you to disclose your criminal conviction status.

We'll only show this question if the course choice requires it.



Criminal **convictions**

Applied Health & Social Care (top-up) at **University of Worcester**

This course has entry requirements which ask you to disclose further information regarding any spent or unspent convictions or any past criminal activities, and may also require a criminal records check.

▼ **Help with criminal convictions**

Further checks may also be required under the Disclosure and Barring Service.

If you have spent or unspent convictions from a court outside Great Britain, additional checks may be carried out depending on the records available in respect of the applicable country.

A criminal records check may show all spent and unspent criminal convictions including (but not limited to) cautions, reprimands, final warnings, bind over orders or similar and, to the extent relevant to this course, may also show details of any minor offences, fixed penalty notices, penalty notices for disorder, ASBOs or VOOs.

☐ Please tick if you have any spent or unspent criminal convictions or other punishments that would show up on a criminal records check? *

If you tick the box you will not be automatically excluded from the application process.

It is recommended that you read our page on criminal convictions and if these issues are in any way relevant to you, you should obtain further advice from appropriate bodies. UCAS will not be able to assist you in this respect.

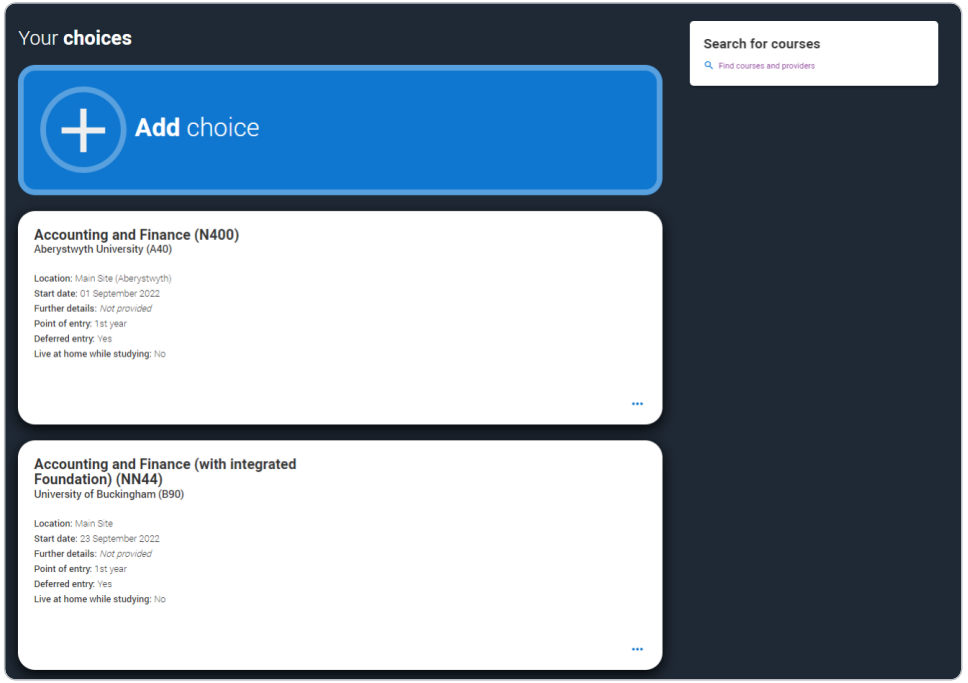
You will be asked this question each time you add a course that requires a criminal conviction declaration.

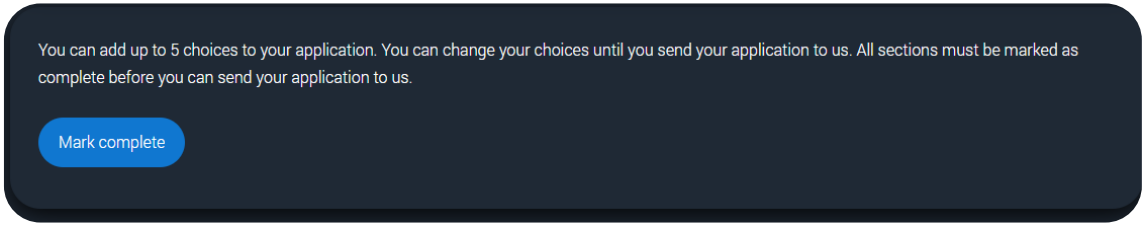
There is a maximum of 5 choices and choice restrictions still apply (a maximum of four courses of medicine, dentistry, veterinary medicine or veterinary science).

Once all choices are added you must mark the section as complete to be able to submit.

Choices do not need to be added in any preference order, and universities/colleges cannot see where else you have applied to.

They will only know where else you applied once they've made their decision and you've decided whether or not to accept them as your firm or insurance choice.



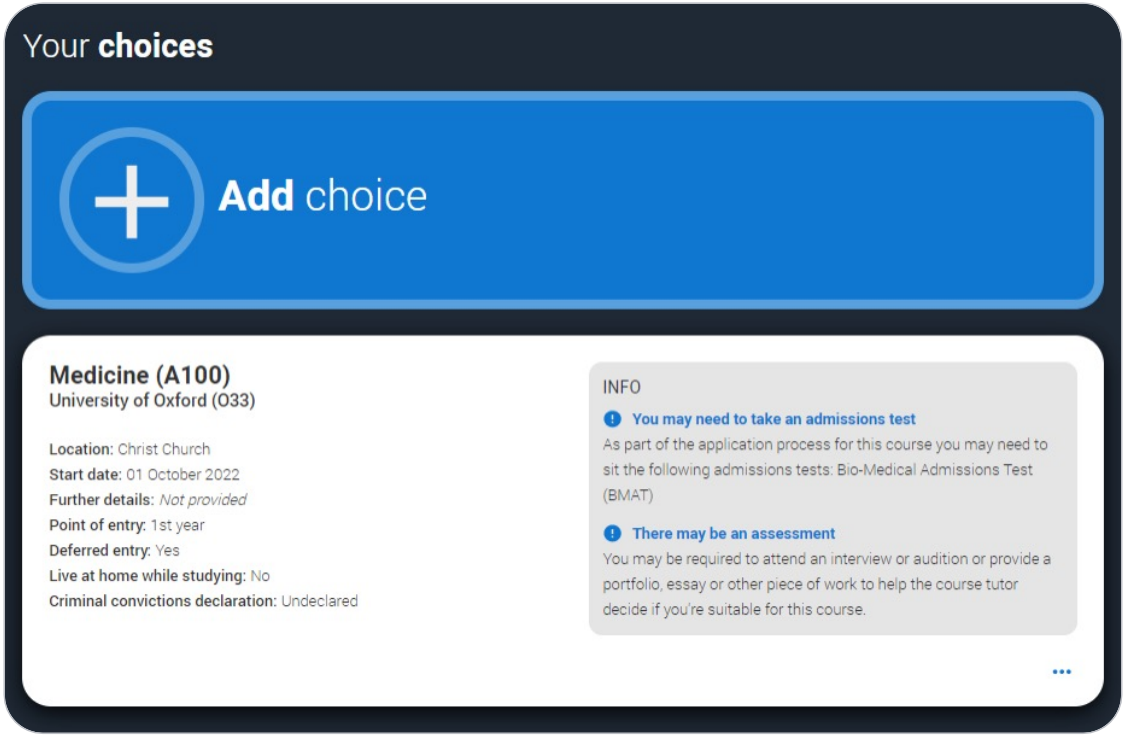


Security marking: **PUBLIC**

Some courses have extra admissions tests and assessments.

We'll show these in blue text on the choice card.

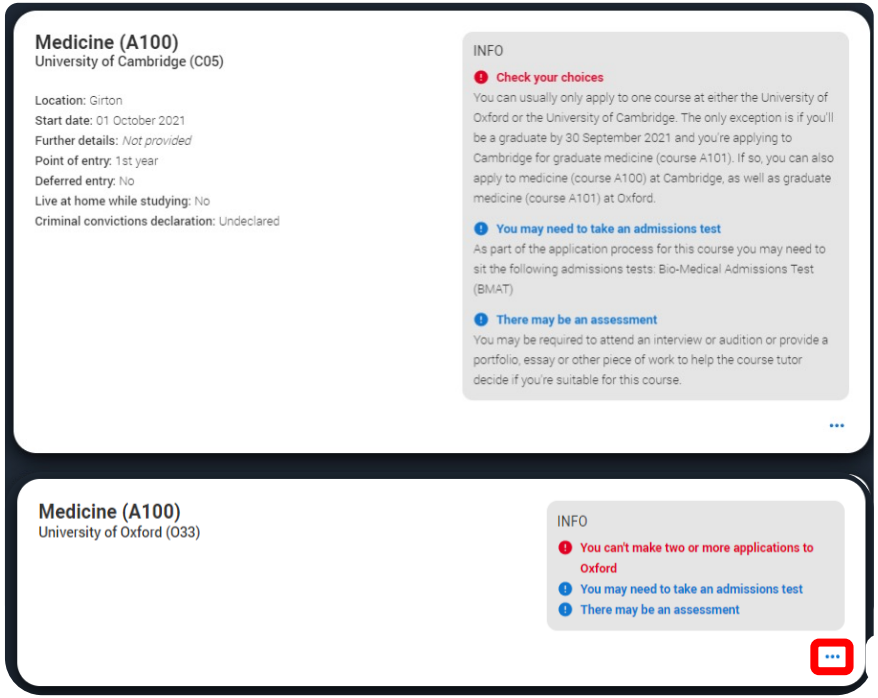
This should not be a surprise to you, as you should have seen details of this when researching the course.



Click anywhere on a choice card to expand it or collapse it.

Any choice combinations that are not permitted will be flagged with red text on the right of each relevant card.

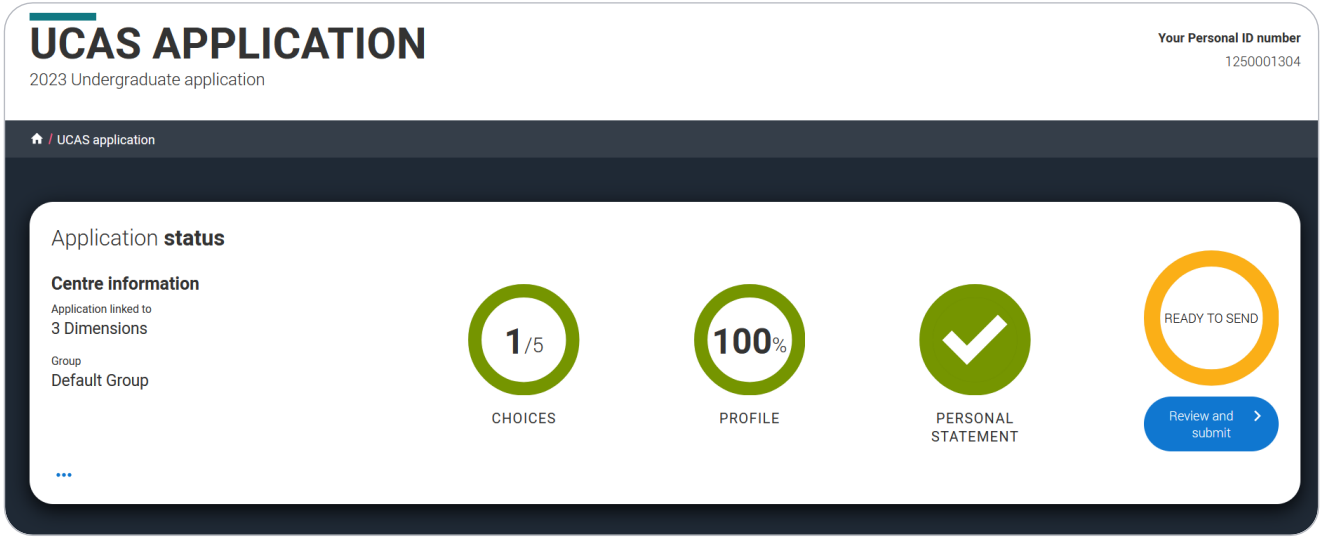
For example these screens show error messages for students trying to apply to University of Cambridge **and** University of Oxford.



Submitting the application.

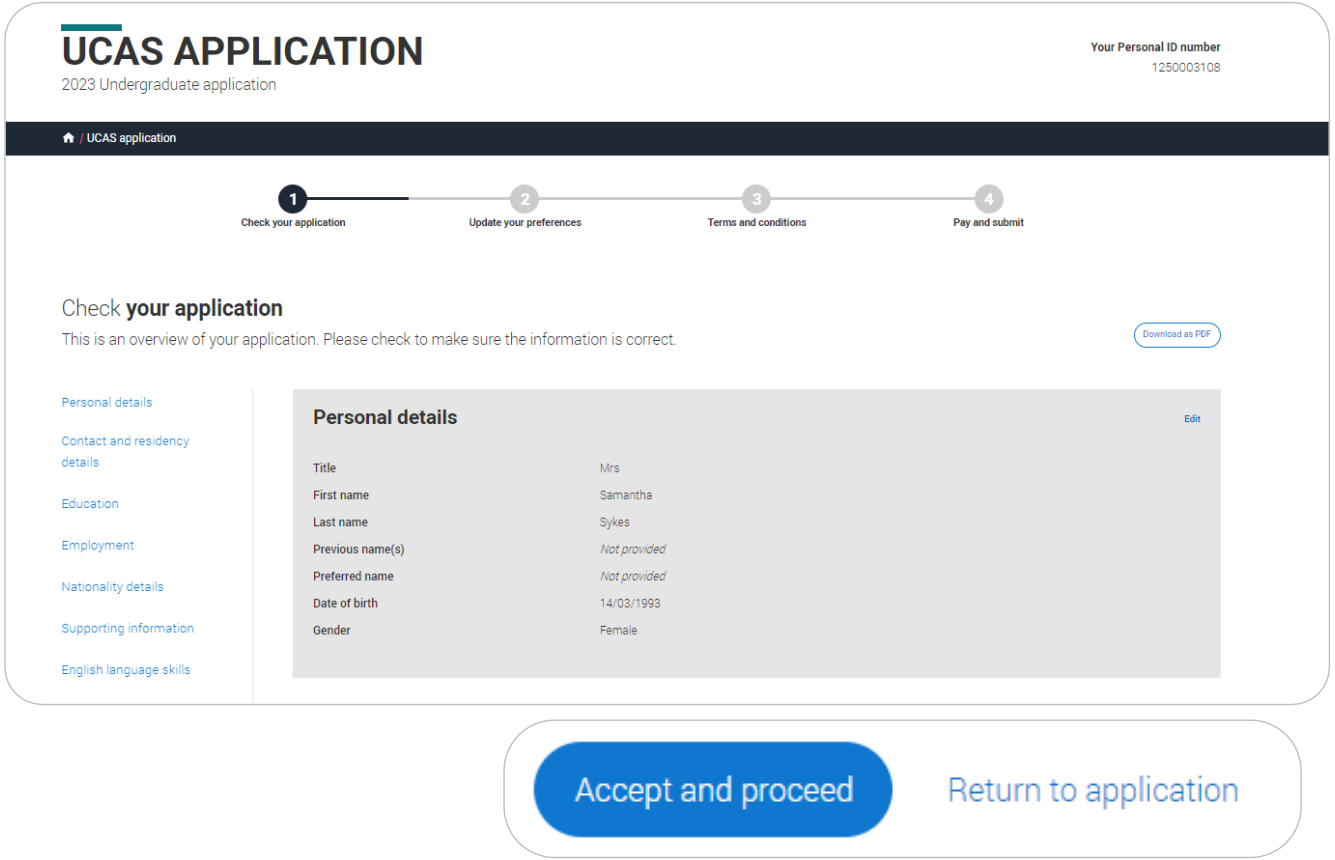
There are 4 steps to the submission process.

The profile must be complete and showing 'Ready to Send' before being able to review and submit.

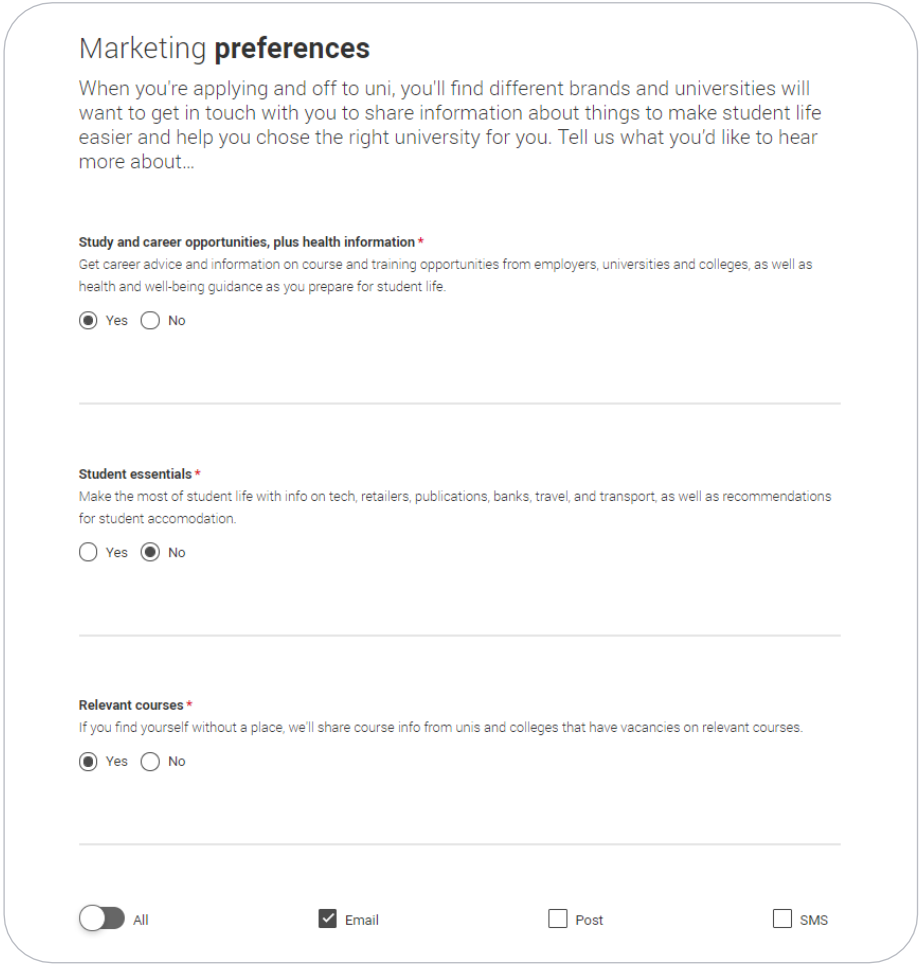


This shows the full application and you can download it as a pdf (in the top right) to help you check it.

At the bottom of the application, click **Accept and proceed** (or return to application if you want to make more changes).



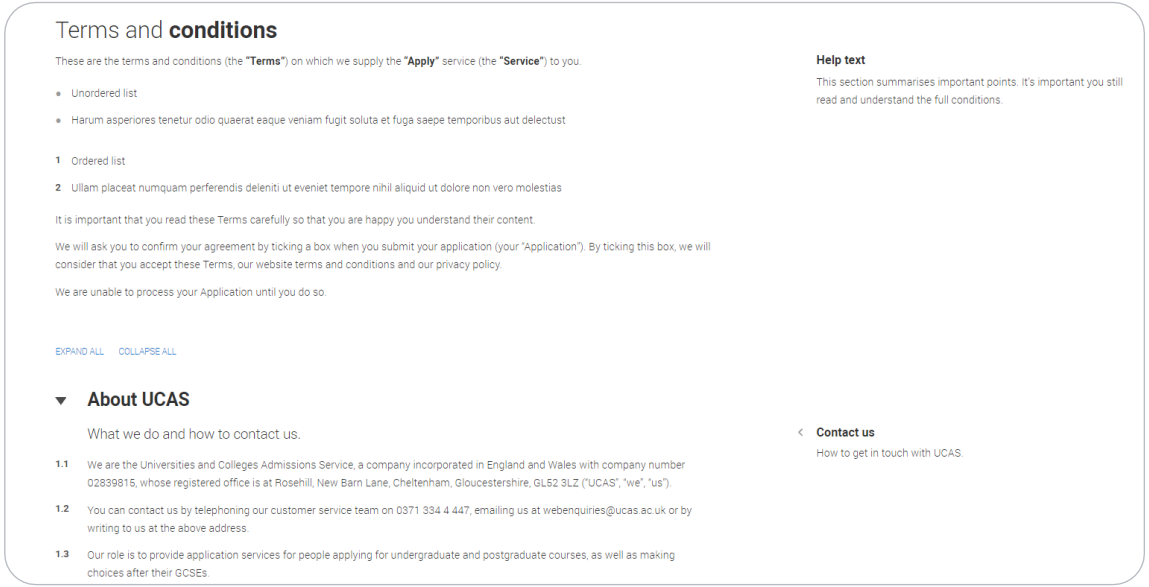
We need you to update your preferences.



You must tick the box at the bottom of the page to confirm you have read and understood the terms and conditions.

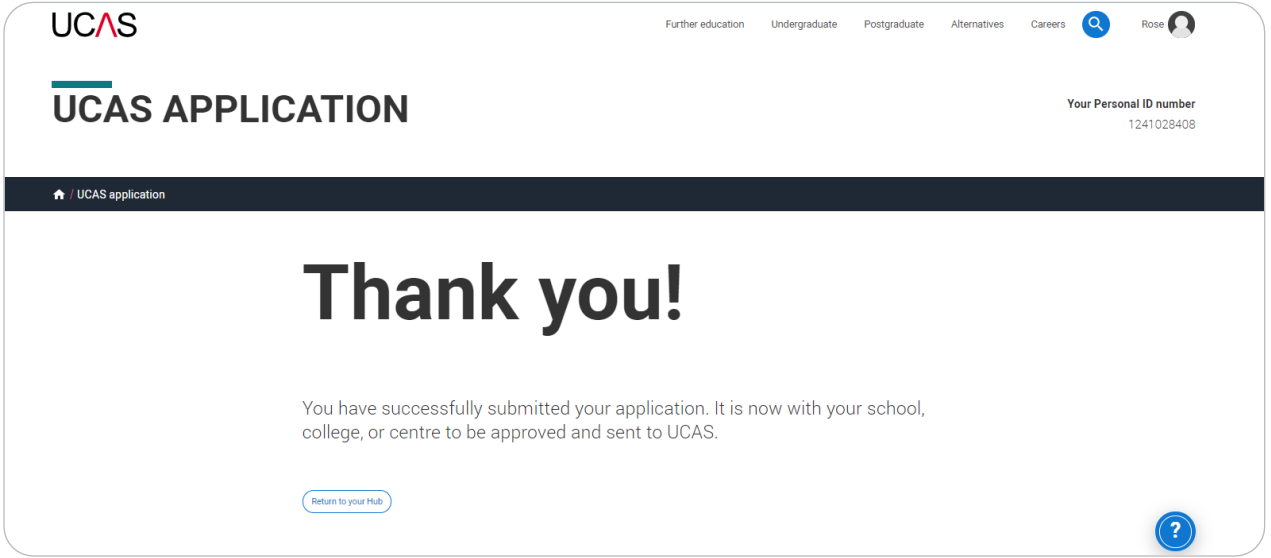
You can collapse these by clicking the ▼.

Then click **Accept and proceed**, or you can Return to application, or Return to marketing preferences.

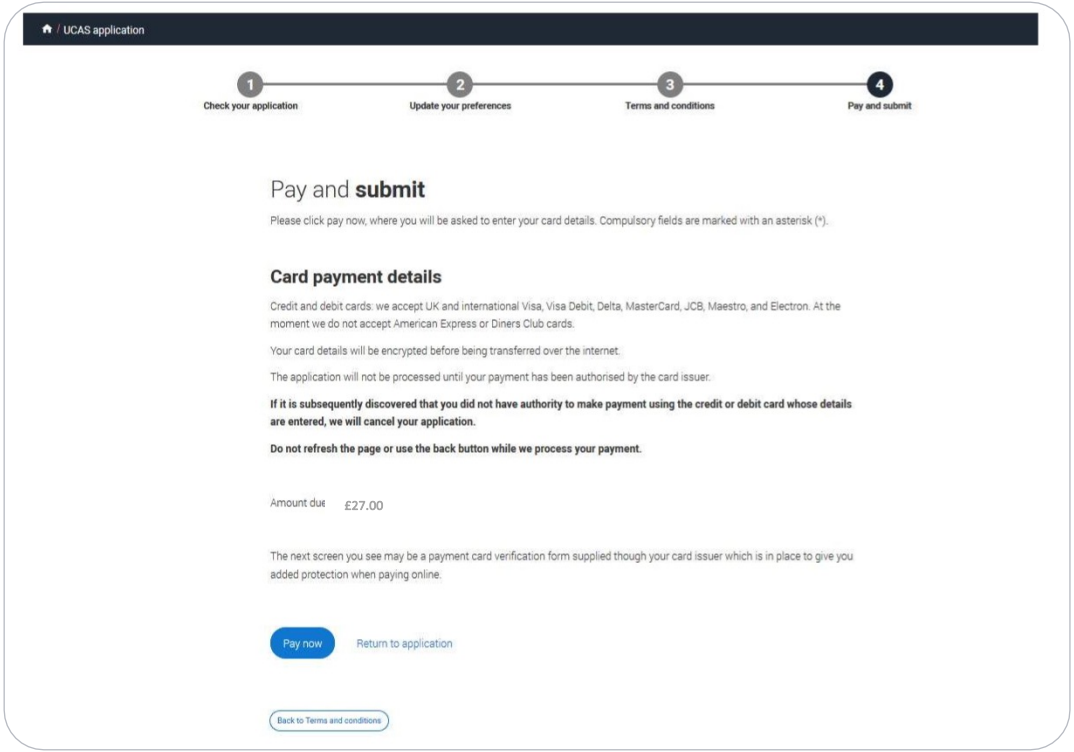


Pay and Submit.

If your school or college pay for your application you won't need to enter any card details.



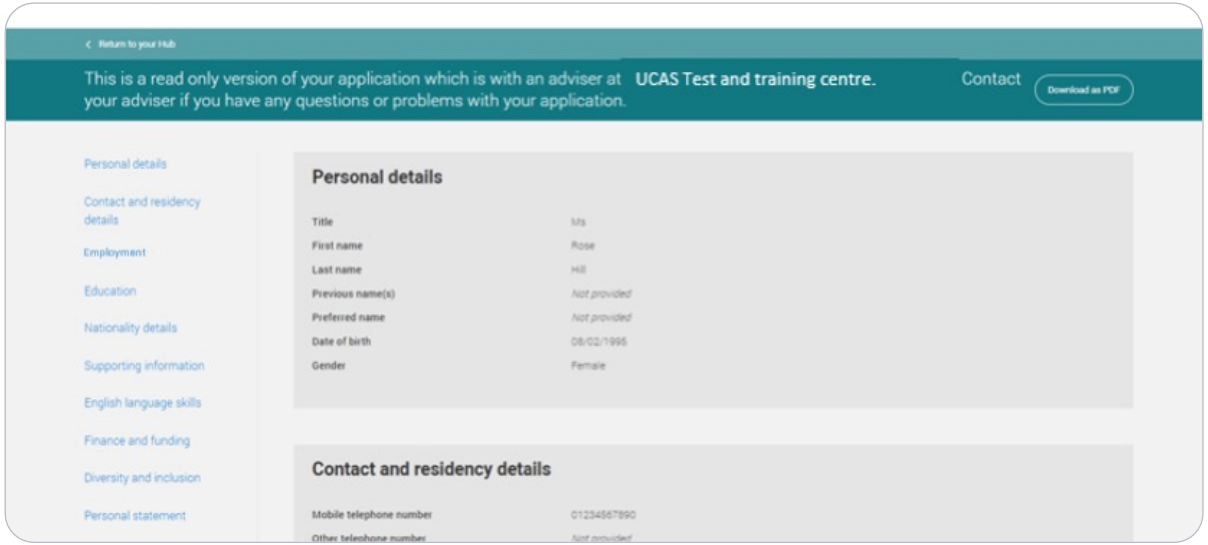
If you need to pay by card you will see this, click Pay now and you will be asked to enter your card details.



When you've paid and submitted your application, it will go to your school/college to check.

They will submit the application to UCAS.

If you log in after you've submitted your application, you'll see a read only version of it.



Tracking your application.

The banner at the top of your UCAS Hub will update as the status of your application changes. Click on it to go to your application.

Submitted to your school or college

Your application has been sent to your school or college and is being checked by your adviser. Once they have approved it your application will be sent to UCAS.

Your application has been returned by your adviser

Your adviser has returned your application, go to your application to see what amendments they are recommending for you.

Waiting for decisions

Universities or colleges are considering your application.

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

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

Waiting for confirmation

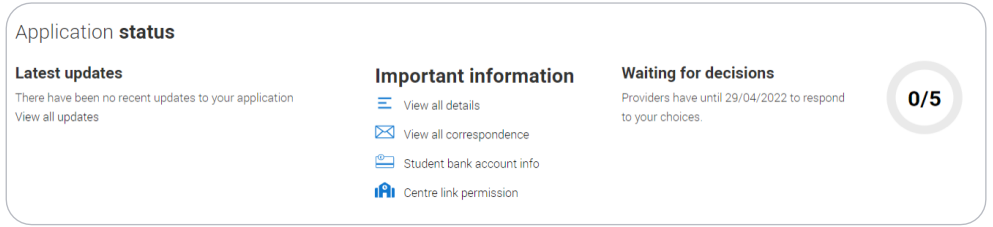
You're waiting for confirmation of your choices. If you meet the offer conditions, the university/ college will confirm your place. Send them your results if requested.

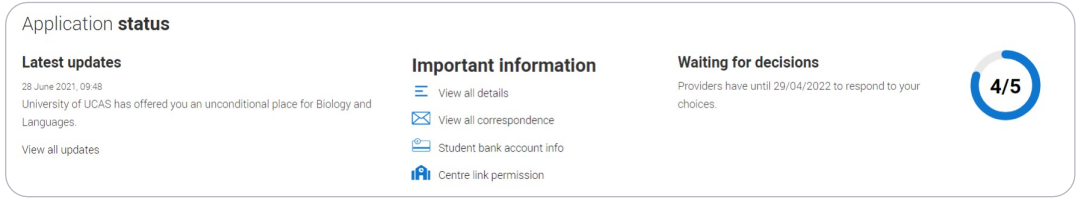
Go to application

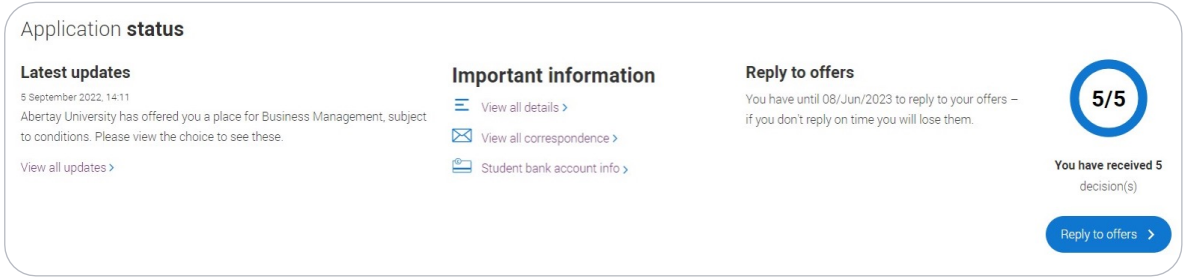
You'll be taken to your application status, which displays all of the key information relevant to your application.

It will update to reflect your status and clearly state any actions you need to take.

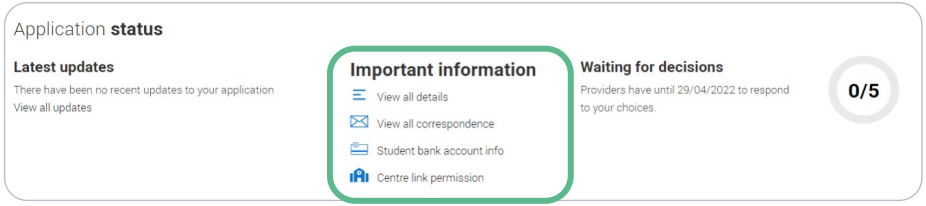
Particularly when you will need to reply to any offers.

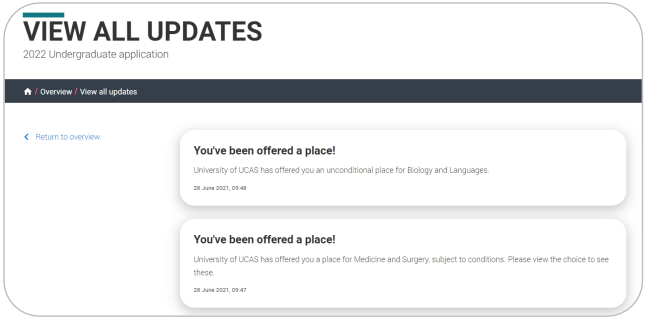






- **Latest updates** – displays offer and decision notifications, click view all updates for full history.
- **Student bank account info** – you'll need this to open a student bank account (when eligible).
- **View all correspondence** – all correspondence is grouped by choice.
- **Centre link permission** – if you are linked to a centre this enables you to update your sharing preference. Remember if you don't share with your centre then they will be unable to help support you with your application.

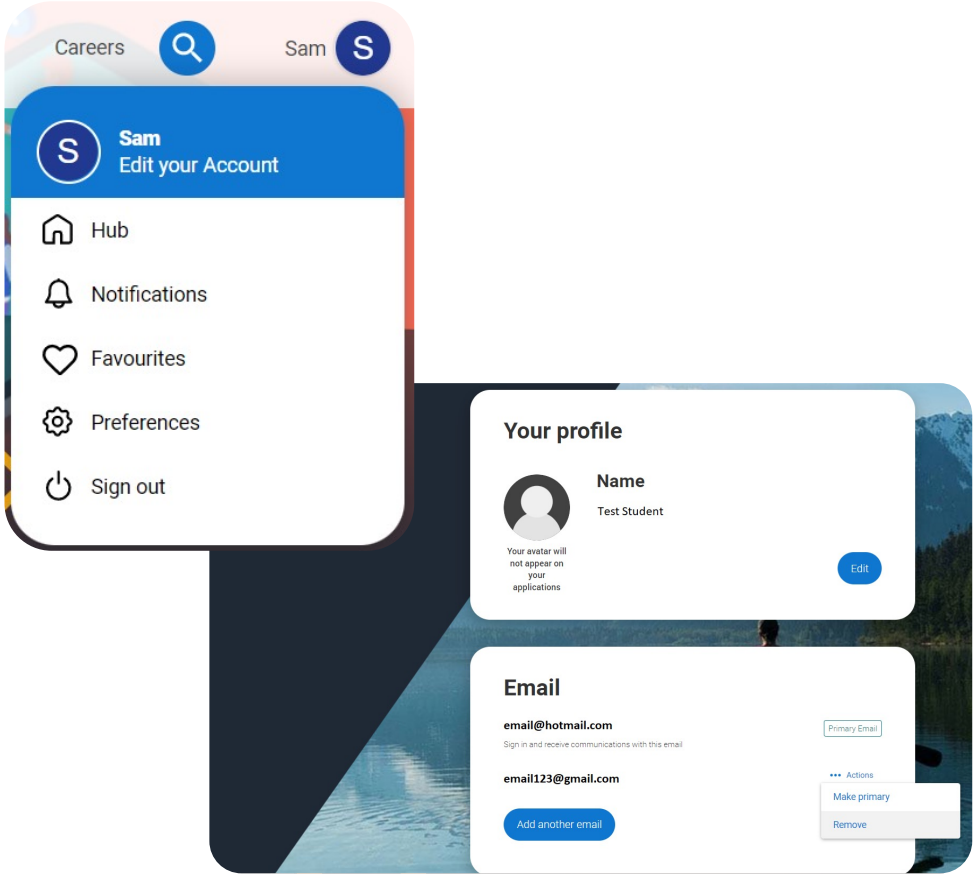


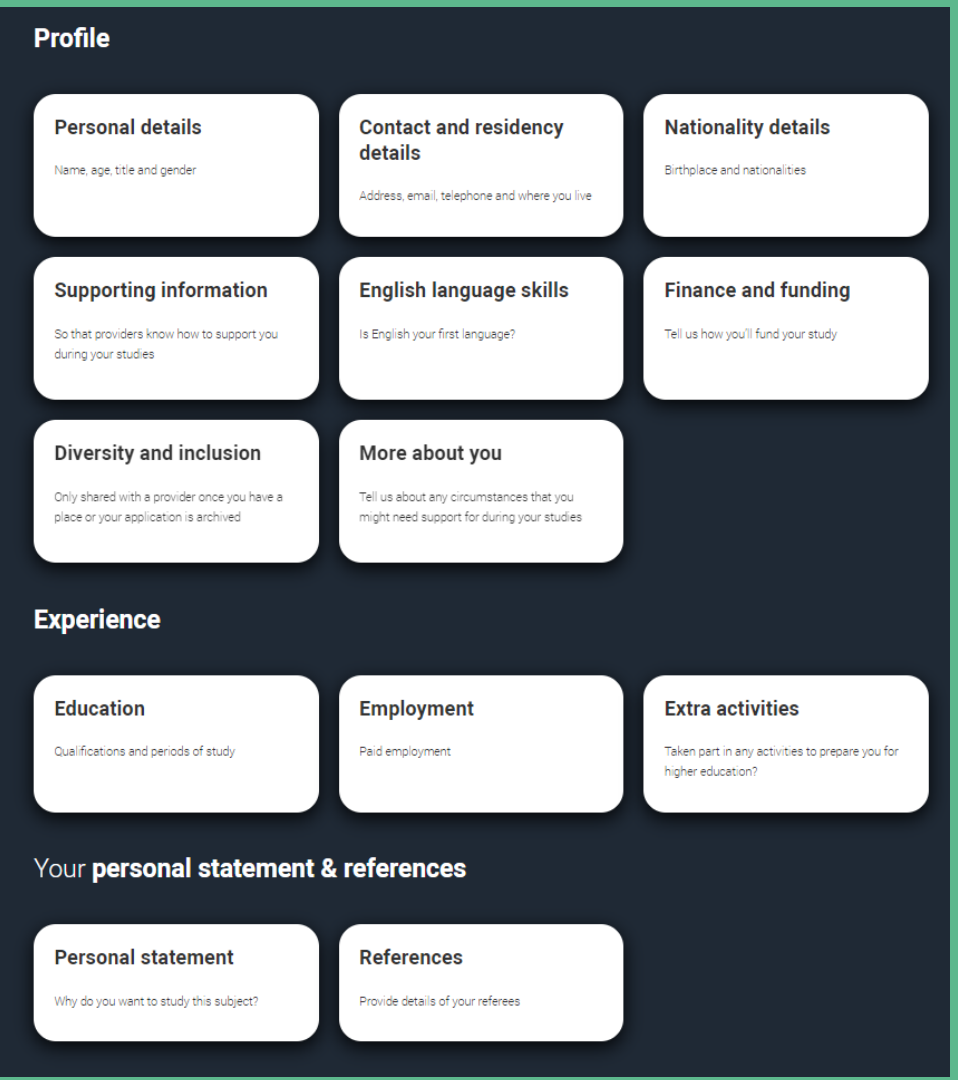


It’s really important your contact details are kept up to date.

We recommend using a personal email address, rather than a school/college one, so that you have access to it throughout your application journey.

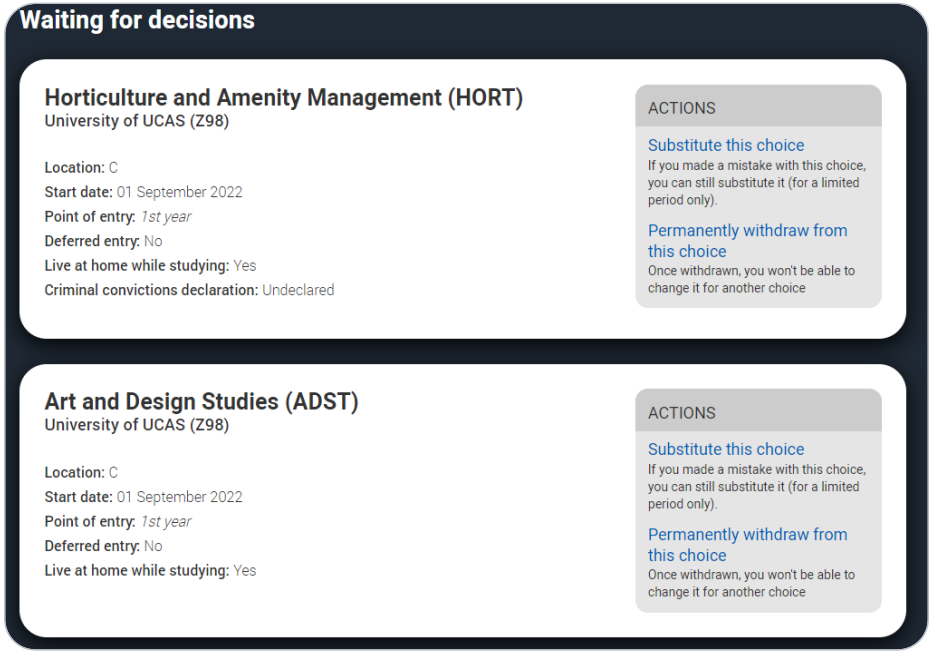
To update your email address, go to ‘Edit your account’ from drop-down, where you can change your email.

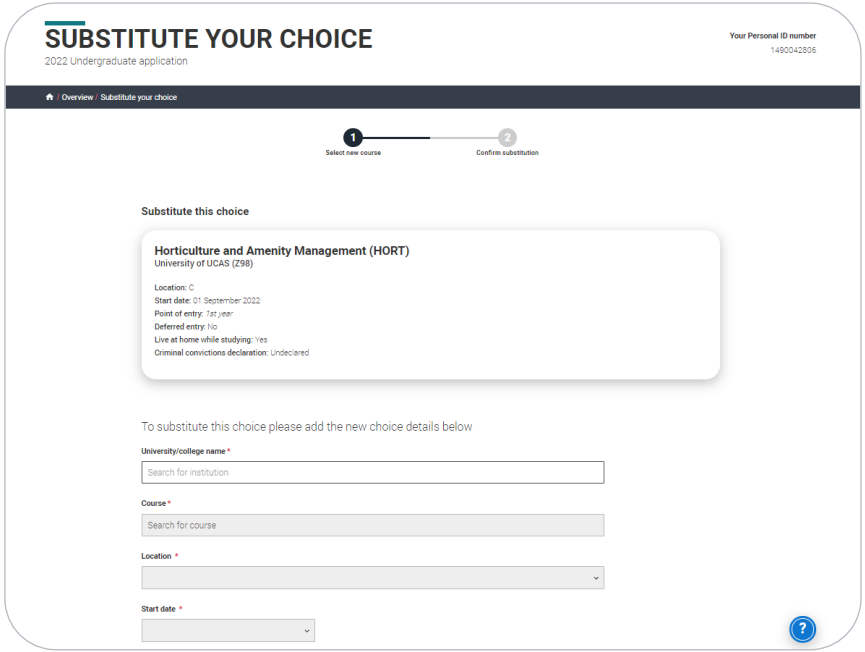




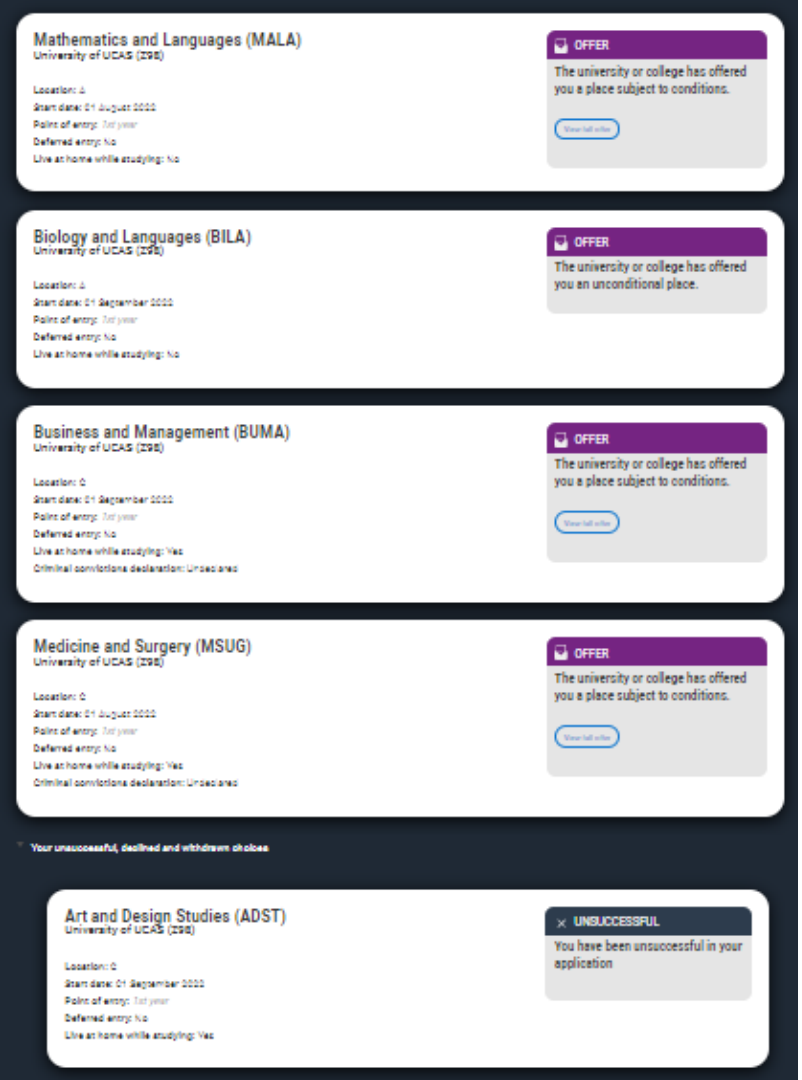
UCAS

- Your application details are displayed below your choices.
- All are read-only with the exception of 'Contact and residency' details. Here you can edit your phone numbers and postal address.

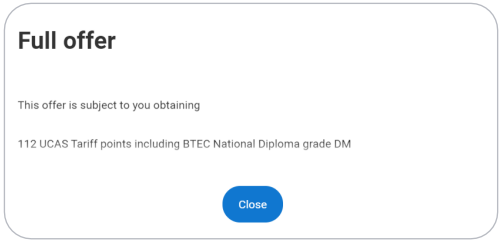




You can substitute a choice within 14 days of your application being sent to UCAS. Select the option from the actions box and complete the short substitution form.

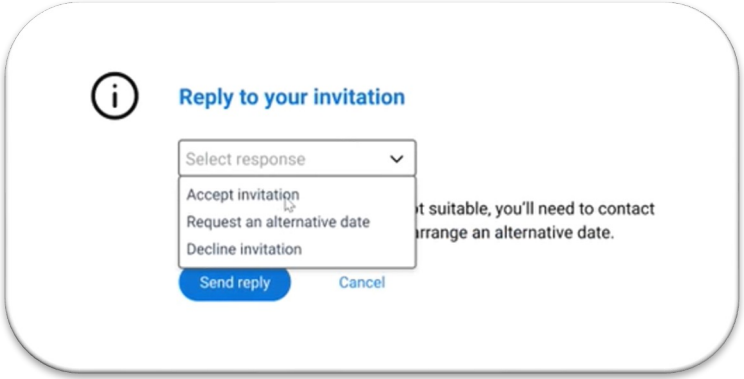


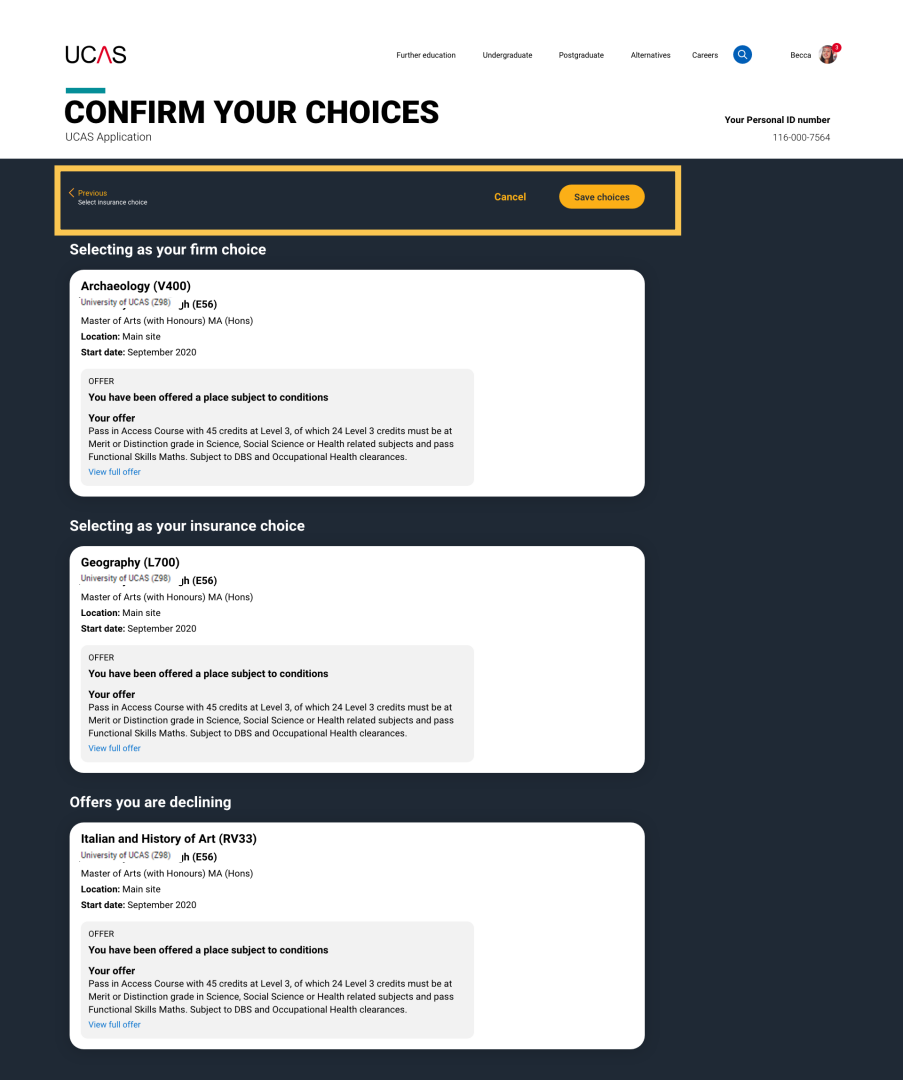
- The details of your offers will be shown including any conditions.
- The full text of the offer can be seen by clicking 'View full offer'.
- Your inactive choices (withdrawn, declined, unsuccessful) are in an accordion section below the active choices.



If a university or college has notified UCAS of an interview the invitation details will be shown alongside a button to enable you to respond.

There are three options you can select from to respond to the invitation.





- Once all decisions have been received, you will make your reply and confirm your choices.
- If you choose a conditional offer as your firm choice, you have the option to add an optional insurance choice.

If you choose an unconditional offer as your firm choice, you cannot have an insurance choice.

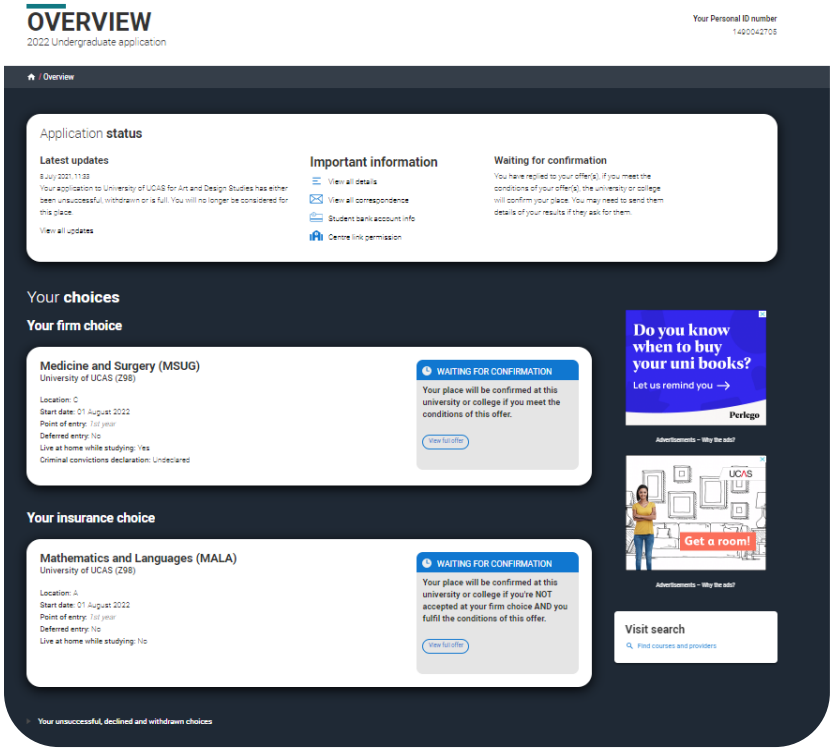
All other offers will be declined offers, underneath the Firm choice.

You must remember to ‘Save’ your choices.

The application status updates to show you have replied to your offer(s) and that you are waiting for the university or college to confirm your place when your results are available.

You are able to view the full text at any time by clicking ‘View full offer’.

Your application tile on the Hub will also update.



2023 UNDERGRADUATE APPLICATION

Waiting for confirmation

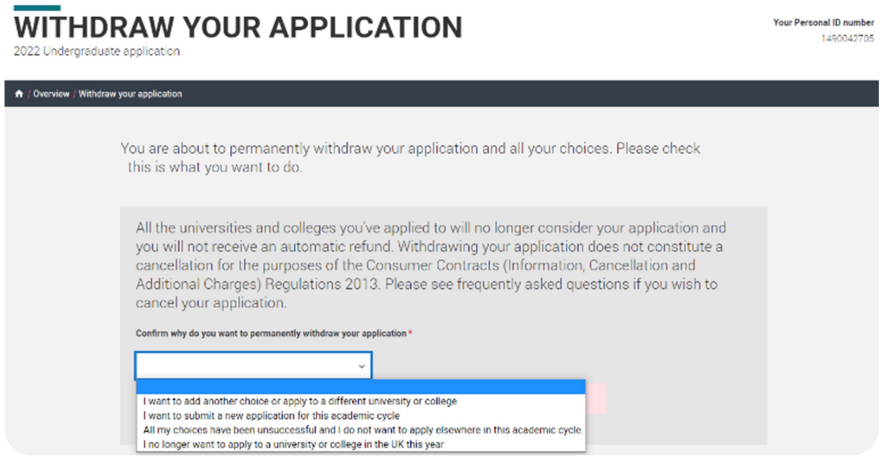
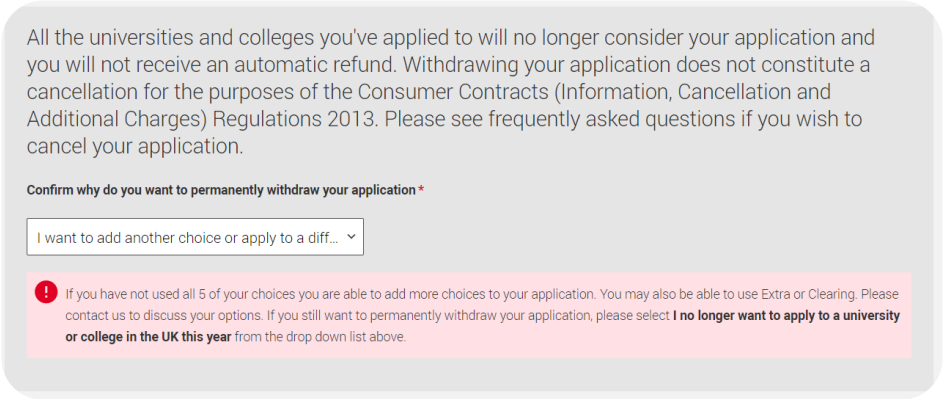
You’re waiting for confirmation of your choices. If you meet the offer conditions, the university/ college will confirm your place. Send them your results if requested.

Go to application

UCAS

There is a link to ’**Withdraw the whole application**’.

If you **withdraw**, you **will not** be able to apply again during the academic year, and you will not be eligible for Clearing.

Do not use this if you wish to add another choice or apply somewhere else.

Follow the onscreen warnings or speak to your adviser to ensure you are taking the right action.