

UCAS APPLICATION

A GUIDE TO COMPLETING YOUR UCAS APPLICATION



- Log onto the internet
- www.ucas.com
- Quick links to "Apply"
- Register/Login to use Apply 2015 & wait for whole page to display
- The first time you need to register - click on the word/link <register>
- Follow the online form to completion
 - Register through a "school or college"
 - Buzz word "charliebrown5" (all lower case)
 - Complete the personal details requested in order to set up you own personal user and password details to use in the future. If you have a UCAS card then you can use the card number to allow UCAS to automatically use the details you have already given them to save time.
 - **IMPORTANT: Please keep a note of your username and password, write it below on this guide and put it in your phone. We do not have access to UCAS to get these back if you loose them, you will have to call UCAS direct.**

USER NAME _____ PASSWORD _____

College buzzword is 'charliebrow4'

2011 apply

Register: Welcome

- What is Apply?
- Guided tour
- Help
- Options/Opsiynau

- Key**
- Help

Home > Register

Progress

Before you can apply you must first register. This is free and will take approximately fifteen minutes.

You will only need to do this once. If you have already registered but cannot remember your login details, please use the 'Forgotten login?' link on the [login screen](#) to access your details.

Registration is a process of entering your personal details, for example, name, date of birth, address.

If you are applying through a school, college, careers centre or any other organisation, you will be asked to use the [buzzword](#) provided by them, so please have this information to hand.

If you are not applying through a school, college, careers centre or any other organisation, you can apply as an individual.

Once you have completed the registration, a username will be automatically generated. You will be asked to create a password of your choosing. **Please make a note of these details as you will need them to log back in to your application later.**

Use our website to find more general information about [applying](#).

[Help](#) text is available throughout each section. For general information about each section of Apply, please take our [guided tour](#).

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Please make sure you keep a note of your username and password this is very important.

This is initial registration to give you a username please keep a note of the username safe as you will need this.

2011 apply

Register: Initial details

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Home > Register

Progress

Compulsory fields are marked with an asterisk (*).

Title* ?

Gender* ?

First/given name(s)* ?

Surname/family name* ?

Date of birth* ?

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2013 apply

Register: Postal address

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Home > Register

Progress

Where is your postal address?*

UK ?

Non UK/International ?

British Forces Post Office (BFPO) ?

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Progress

Please enter your house number and postcode and click on 'next'.

Compulsory fields are marked with an asterisk (*).

House number or name (if known) ?

Postcode* ?

previous next

Enter your house number and postcode

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You can amend the first line of the address if necessary. Click 'next' once the address is correct or 'previous' to search for a different address.

Compulsory fields are marked with an asterisk (*).

Postal address* ?

Postcode*

previous next

Check the address is correct

What is Apply?

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Progress

Compulsory fields are marked with an asterisk (*).

Postal address*

?

Home telephone number ?

Mobile number ?

Email address ?

Confirm email address ?

Commercial mailings:

The UCAS group of companies work with a range of companies to bring you discounts, offers, career information, graduate placements and news about products particularly of interest to students.

In addition, if you find yourself without a place, we may send tailored information from universities and colleges that have spaces available at certain times of the year.

Your preferences below do not affect us contacting you in connection with your UCAS application. They only relate to communications from other companies and tailored information from universities and colleges.

For more information take a look at our [data protection statement](#) and [terms and conditions](#).

I want to receive sales information by email and/or by text message to my mobile phone

I do not want to receive sales information by post

Once your application is submitted, you can change your preferences at any time in the Personal Details section in Track. All monies raised from commercial mailings are used to improve our services to applicants.

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Make sure you fill in your contact details and tick to make clear how you would like to receive your correspondence

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Home > Register

Progress

Please enter a password and choose 4 unique security questions together with their appropriate answers. Please do not choose passwords or answers which might cause offence.

Compulsory fields are marked with an asterisk (*).

Your password must:

- be 6 - 14 characters long
- have at least one lowercase letter (a-z) and one uppercase letter (A-Z)
- contain at least one number (0-9)

Your password must not:

- use any other characters, such as / % £ : Æ Œ Ô Ć
- be the same as your username.

Please make a note of your password now, as it will not be displayed at a later stage.

Password* ?

Confirm password* ?

It is important that you can remember the answers to your security questions and that they cannot be easily guessed by others. If you lose or forget your password you will be asked one or more of these security questions in order to identify you.

Security question 1* ?

Your answer* ?

Security question 2* ?

Your answer* ?

Security question 3* ?

Your answer* ?

Security question 4* ?

Your answer* ?

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You will need this if you lose your username/ password or if you have to get in touch with UCAS direct so please note down your answers to the security questions

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Key

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Home > Register

Progress

Your username is : mwood55

Please make a note of your username now, as it will not be displayed at a later stage.

Keep your username and password safe as you will need both each time you access your application.

Your registration has been successful. If you wish you may now enter the Apply service or come back another time. If necessary, you can change any of your registration details once you have entered Apply.

[log in now](#) [go to UCAS homepage](#)

After you have completed the registration pages it will give you your username- please make sure you keep a note of this and your password somewhere safe as we are not given a list of these to refer back to.

Initial UCAS questions: How are you applying?

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Initial UCAS questions

How are you applying?*

Through my school/college ?

Through a careers organisation ?

Through another organisation ?

As an individual ?

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Tick through school/college and enter the buzzword on the next page which is charliebrown4

Initial UCAS questions: How are you applying?

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Initial UCAS questions

You need to enter your buzzword on this page. If you do not know the buzzword, your tutor or careers adviser will give this to you. You will only need to enter your buzzword at this stage and then it will no longer be needed.

(Buzzwords are case sensitive and should be entered exactly as supplied.)

Buzzword* ?

Your buzzword should have been given to you by your tutor or careers adviser. It is very important as it helps us establish which organisation you are applying from. It also allows your referee to attach your reference and to send your application to us once all parts of the application, including the reference, are complete.

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Initial UCAS questions: Which centre?

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Initial UCAS questions

You are registering through...

Grobby Community College
Ratby Road
Grobby
Leicester
Leicestershire

...Is this correct?* Yes No ?

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Ensure you have selected the correct school and tick yes. This will then take you through to your UCAS application where you can see your personal number and details ready to start filling in. Please make sure at some point you verify your email address so that correspondence from UCAS gets through.

Welcome

Welcome
Personal details <input type="checkbox"/>
Choices <input type="checkbox"/>
Education <input type="checkbox"/>
Employment <input type="checkbox"/>
Statement <input type="checkbox"/>
View all details <input type="checkbox"/>
Pay/Send <input type="checkbox"/>
Help
Options/Opsiynau

Key

Completed

In progress

Not started

? Help

Welcome

Welcome Michelle,

Your Personal ID is: **110-545-4233**.

Please make a note of this number and keep it handy. You will need to quote this number if you call our Customer Service Unit.

Verify your email address
Your email address needs to be verified as valid before you send your application to us.
[Please click here to verify your email address](#)

Before starting your application, please read through the relevant information below regarding:

- [completing your application](#)
- [applicants applying through a school, college or organisation](#)
- [applicants applying as an individual](#)
- [deadlines for submitting your application](#)

Personal details

Welcome	
Personal details	<input checked="" type="checkbox"/>
Choices	<input type="checkbox"/>
Education	<input type="checkbox"/>
Employment	<input type="checkbox"/>
Statement	<input type="checkbox"/>
View all details	<input type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	<input type="checkbox"/>
Options/Opsiyau	<input type="checkbox"/>

Key

<input checked="" type="checkbox"/> Completed
<input type="checkbox"/> In progress
<input type="checkbox"/> Not started
<input type="checkbox"/> Help

Make sure all the information is filled in correctly . Please use an email address that is appropriate for an official University application...try to avoid nickname emails

Welcome > Personal details

Some of these details have been copied automatically from the information given when you first registered.

Compulsory fields are marked with an asterisk (*).

Before leaving this section please click 'save' to avoid losing any information. When you have finished all the entries please click on 'section completed' and 'save'.

Personal

Title* ?

Gender* ?

First/given name(s)* ?

Surname/family name* ?

Preferred first name ?

Previous surname at 16th birthday ?

Postal address*

 ?

Is your permanent home in the UK?* Yes No ?

Home address (if different from postal address)
 ?

Home telephone number ?

Mobile number ?

Email address ?

Confirm email address ?

Date of birth* ?

Country of birth* ?

Date of first entry to UK (if not born in the UK*)
 ?

Nationality* ?

Dual nationality ?

Area of permanent residence* ?

Residential category* ?

Do not worry about reference numbers these will fill in automatically when you have finished the form

Reference numbers

If you do not have any of the following reference numbers, please leave the boxes blank.

Unique Learner Number (ULN) ?

Independent Safeguarding Authority (ISA) Number ?

Test of English as a Foreign Language (TOEFL) Number ?

International English Language Testing System (IELTS) TRF Number ?

Passport details

(This section only applies if your permanent home is outside the EU)

Where relevant, UCAS collects applicants' passport information on behalf of universities and colleges, who need it for purposes of visa application and checks with the UK Border Agency (UKBA). For further details of the UK Border Agency please visit the [UKBA website](#).

Do you require a student visa? ?

Please enter the following details about your passport. If you have more than one passport, give the details of the passport you intend to use to enter the UK for the purpose of studying your course.

If you need a visa but don't yet have a valid passport, leave the sections below blank - we will ask you to provide the details once you have submitted your application and have received an offer of a place.

Passport number ?

Issue date ?

Expiry date ?

Place of issue ?

Student support

Fee code* ?

Student support arrangements (This field is only available if you select fee code '02 UK, ChI, IoM or EU student finance services') see list ?

Fee Code is always 02 Student Finance England

Nominated access

You can choose to nominate someone, eg parent/guardian/adviser, who can discuss your application with us and the universities if you are unavailable.

Full name of nominee ?

Relationship to you ?

Criminal convictions

Criminal convictions ? Please read the help text. You should tick the box only if you have a relevant criminal conviction that is not spent.

Disability/special needs

Category* see list ?

Please give details of any special needs

?

section completed

save cancel

You do not have to nominate anyone but could be useful if you are planning to be away for a long period of time.

<Log out

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Additional information

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Welcome > Additional information

Compulsory fields are marked with an asterisk (*).

Before leaving this section please click 'save' to avoid losing any information. When you have finished all the entries please click on 'section completed' and 'save'.

Ethnic origin* ?

National identity* ?

Dual national identity ?

These can include the HE Trip to Loughborough University or any Open Days you have attended

Activities in preparation for higher education: 1

For example: summer schools, Saturday university, campus days, summer academies, taster courses and booster courses. If you have not taken any such course, please leave these sections blank.

Start date ?

Duration (days) ?

School year ?

Location see list ?

Sponsor ?

Parental education

Do any of your parents, step-parents or guardians have any higher education qualifications, such as a degree, diploma or certificate of higher education?

?

Occupational background*

If you are under 21, please give the job title of your parent, step-parent or guardian who earns the most. If she or he is retired or unemployed, give their most recent job title. If you are 21 or over, please give your own job title. If you cannot fit the full job title in the box, please use an appropriate abbreviation.

?

I would like correspondence from Welsh universities, colleges and UCAS to be in Welsh

Yes No ?

section completed

save cancel

Make sure once you have filled everything in you tick the 'section complete' box and then click save.

Key

- Completed
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- Not started
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This is where you enter your university choices. They can be entered in any order as the system puts them alphabetically when you have completed the section.

2011 apply **Choices** <Log out

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Welcome > Choice summary > Choice details

To avoid losing information please click 'save' before leaving the page.

To search for courses, check entry requirements and view Entry Profiles, please use [Course Search \(opens in a new window\)](#).

Compulsory fields are marked with an asterisk (*).

Institution code* see list ?

Course code* see list ?

Campus code* see list ?

Start date* see list ?

Further details ?

Live at home while studying?* Yes No ?

Point of entry ?

Always use the 'see list' button when entering your courses as it will make it easier and quicker for you to find the courses and uni's you want to apply to.

Very Important section. You will need your GCSE and AS results with the exams boards to fill this in correctly

2011 apply **Education** <Log out

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Welcome > Education > Where have you studied?

Compulsory fields are marked with an asterisk (*). Before leaving this page click 'save' to avoid losing any of your information.

School/college/centre name* find... ?

Exam centre number ?

When did you start...* Month Year ?

...and finish? Month Year ?

Attendance* full-time part-time sandwich ?

Did you / will you receive any formal qualifications at this centre?* Please select... ?

Check you have entered the correct dates. You will need to enter the year you started at GCC and the date you leave will be June 2014

Make sure you use the right section for the right qualification

[<Log out](#)

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Education

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- Options/Opsiynau **GCSE**

Welcome > Education > Choose qualification

Please choose your qualification type from the list...

- [BTEC National Award](#)
- [BTEC National Certificate \(2003 onwards\)](#)
- [Extended Project \(Level 3\)](#)
- [GCE Advanced Level](#)
- [GCE Advanced Subsidiary \(first award 2001\)](#)
- [GCSE](#)
- [GCSE Short Course](#)
- [GCSE: Double Award](#)
- [International Baccalaureate Diploma](#)
- [Music Qualification - Graded Practical \(ABRSM and equivalent\)](#)
- [Music Qualification - Graded Theory \(ABRSM and equivalent\)](#)

BTEC qualifications

A2 Subjects

AS Subject

GCSE Short Course—RE and Citizenship

GCSE Double Award—English and Double Science

[Other qualification type not in this list](#)

Any other qualification not listed ie. Music grades

Key

- Completed
- In progress

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Education

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Welcome > Education > Enter GCE Advanced Level

GCE Advanced Level

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

Entering unit details for AS or A levels is optional

Subject*
 (other)

Qualification date*

Awarding organisation* (other)

Grade* (other)

Key

- Completed

When you start to enter your qualifications you will need to fill in a qualification date. This can either be the date you took the exam or the date you got the results. Either one is acceptable it is the year that is important. If you put in a date in the past, for an exam you have already taken and got a result back for, then you need to make sure you fill in the grade section with the correct grade you achieved. If you are entering your A2's then the date will be in the future. In these cases the grade will need to be put in as 'pending'. What this will do is open up boxes in your reference that can then be filled in with your predicted grades from your most recent reports.

You do not have to enter all of your modules for each subject if you do not wish to this is your decision.

If you have any problems entering your qualifications then please see Michelle Wood for assistance.

Please include all of your paid part/full time work in this section. Do not put work experience or voluntary work in here they should be included in your personal statement.

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Employment

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Welcome > Employment summary > Employment details

Please enter your employment details below.

Compulsory fields are marked with an asterisk (*). Before leaving this page, click 'save' to avoid losing any of your information.

Employer name* ?

Employer address* ?

Job description* ?

When did you start?* Month Year ?

When did you finish? Month Year ?

Type of work* full-time part-time ?

save cancel

Key

Completed

Remember that a copy of your first draft needs to be given to your tutor by the end of October at the latest.

<Log out

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Personal statement

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Reference
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Welcome > Personal statement

Please refer to your ' Guide to writing a Personal Statement' which is in your H E Pack

Our [guide to writing your personal statement \(opens in a new window\)](#) should help you complete this section.

We strongly recommend you write the statement using a word-processing package and paste it in to Apply.

Whether you are typing your statement directly into the box, or amending a statement that you pasted in, you should click 'save' regularly because Apply will time-out after 35 minutes of inactivity. The countdown below displays how much time you have left before it times out.

You have used 0 of 47 lines based on the preview and 0 of 4000 characters.

Session will timeout in 35:00

I have had a passion for Geography since I went on a school trip to investigate honey-pot tourism sites at the age of 11. This first experience gave me an insight into how the world around me, and the people in it, interacts to provide a fascinating mix of sciences, human relationships and economics.

As I progressed through school I enjoyed developing my analytical and writing skills in the subject and eventually chose Geography at A level.

There are various aspects of the subject that I enjoy, from developing a hypothesis, planning field work, carrying out investigation outside of the lab or classroom and then going on to analyse the results, forming a conclusion and relating it to the work of other Geographers, hoping that I can add to the field of study.

Key

Completed

In progress

Not started

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<Log out

Card details

Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input checked="" type="checkbox"/>
Choices	<input checked="" type="checkbox"/>
Education	<input checked="" type="checkbox"/>
Employment	<input checked="" type="checkbox"/>
Statement	<input checked="" type="checkbox"/>
Reference	<input checked="" type="checkbox"/>
Pay/Send	<input type="checkbox"/>
View all details	
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Welcome > Card details

Please check your choice details carefully, then enter your card details below. Compulsory fields are marked with an asterisk (*).

Choice summary

Choice 1:	Accrington & Rossendale College (A44)	Mental Health Work (L510)
Choice 2:	Canterbury Christ Church University (C10)	Adult Nursing (3060)

Fee summary

Fee for multiple choice: £21

Fee will change for 2014 to be confirmed

Card payment details

We accept UK and international Visa, Visa Debit, Delta, MasterCard, Maestro, Solo and Electron credit or debit cards. At the moment we do not accept American Express, Diners Club or JCB cards.

Please fill in the details for your credit or debit card, then click 'make payment'.

Your card details will be encrypted before being transferred over the internet.

The total cost of your application will be £21, including VAT.

The application will not be progressed until your payment has been authorised by the card issuer.

If it is subsequently discovered that you did not have authority to make payment using the credit or debit card whose details are entered below then we will cancel your application.

The Pay/Send option will not become available until you have completed all of the other sections. Make sure after finishing a section you tick the section complete box. Once all of the boxes on the left hand side of the page have red ticks in them you will then be able to Pay and send your application.

Key

 Completed In progress Not started Help

When you have completed your application you can Pay/Send it off. The application has to be paid online using a credit/debit card. The application will then be sent to the UCAS Coordinator Michelle Wood who will then check the application to make sure everything has been done correctly and read your Personal Statement. If there are mistakes or things missing Michelle will then send it back you with a note telling you what needs correcting. Please check your emails regularly during the UCAS process for notification if your form has been returned to you. You then make the correction and send it back...Do not worry you will only pay once no matter how many times it gets sent back to you. When the application is completed it will be approved and your predicted grades will be added and your reference requested from your tutor. Once your reference is on the application will then be sent to UCAS. Once it has been sent to UCAS they can not be altered in any way so please make sure you have included everything you need to and check what you have entered is correct.

Please make sure you keep in touch with your tutor regarding your personal statement and your reference. You can request to read your reference before it goes onto your application so if you want to read it please ask your tutor for a copy.

Any problems you have please come and see Michelle Wood.