

Starting the UCAS Application

In this lesson you should complete the following sections of the application.

Create an Account

Go to www.ucas.com

You will need to register and create an account using a personal email address and password that you will create. They will send a verification code to your personal email.

You are applying for Undergraduate Courses for the September 2023.

You can tick if you would like information about apprenticeships and conservatoires.

You will also need to provide your postcode.

Complete the rest of the information and select **Rossett School**.

You have now created your account.

Go to you Hub

You can now start your application. This doesn't need to be completed in one sitting and your progress will be saved. You do not need to have decided on specific courses yet. These can be added or changed later.

Start a 2023 Undergraduate Application

You will need to link to our centre (**Rossett School**) by using the buzzword '**keyworth**'. It is very important that you do this otherwise we cannot process your application for you.

After you have entered the buzzword should join the '**Default**' group. Once you have done this you have linked to our centre and we will be able to see your application and process it with you.

Now complete the following sections by clicking on the boxes on screen and saving your progress as you go.

Personal Details

Name, date of birth, preferred name, gender etc.

Contact & Residency Details

Phone number, email address, residency.

Make sure you include someone for nominated access. This is usually a parent who can act on your behalf if you are unavailable around results day through illness/holiday etc.

Nationality Details

Nationality or dual nationality details.

Supporting Information

English Language Skills

Finance & Funding

Make sure you select the second option 'UK, ChI, IoM or EU student finance'

Education

Add Rossett School as your place of education making sure that you put the leaving date at August 2023. Once you have added the place of education, you can start adding your qualifications.

For all qualifications up to the end of Year 11, you will be able to put a grade. For all other qualifications such as your A levels and BTECs you will finish in Y13 and EPQ, Core Maths and AS subjects from Y12 you should mark them as 'Pending'

The highest level of qualification is 'Below Honours Degree level qualifications'

Employment

This is where you can add details of part-time jobs and work experience placements.