My Application

Registering for an Undergraduate application.

Updated: 25 March 2021

UCAS

Using this slide deck

This presentation deck has been designed to allow teachers and advisers to share the application journey with students.

The information relates to the 2022 application cycle which will open in May 2021. Up until this point you will not be able to replicate the journey on ucas.com.

You can copy and paste the screenshots included into your own materials and guides to support students. However please note at the time of publishing this document (March 2021) the 2022 application is in the final stages of testing.

There may be minor enhancements to the application – for example updated help-text or question text. As such, some screenshots will change and we will update this slide deck periodically.
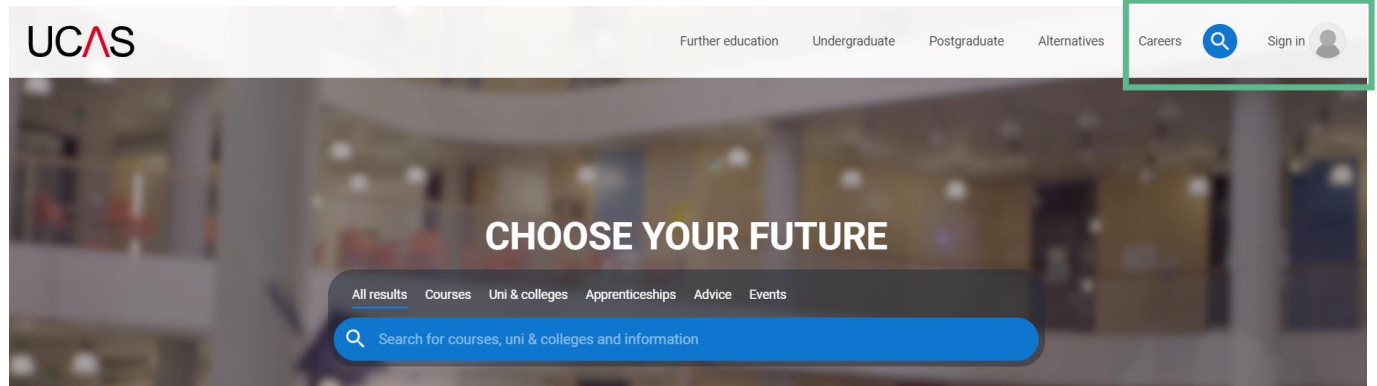
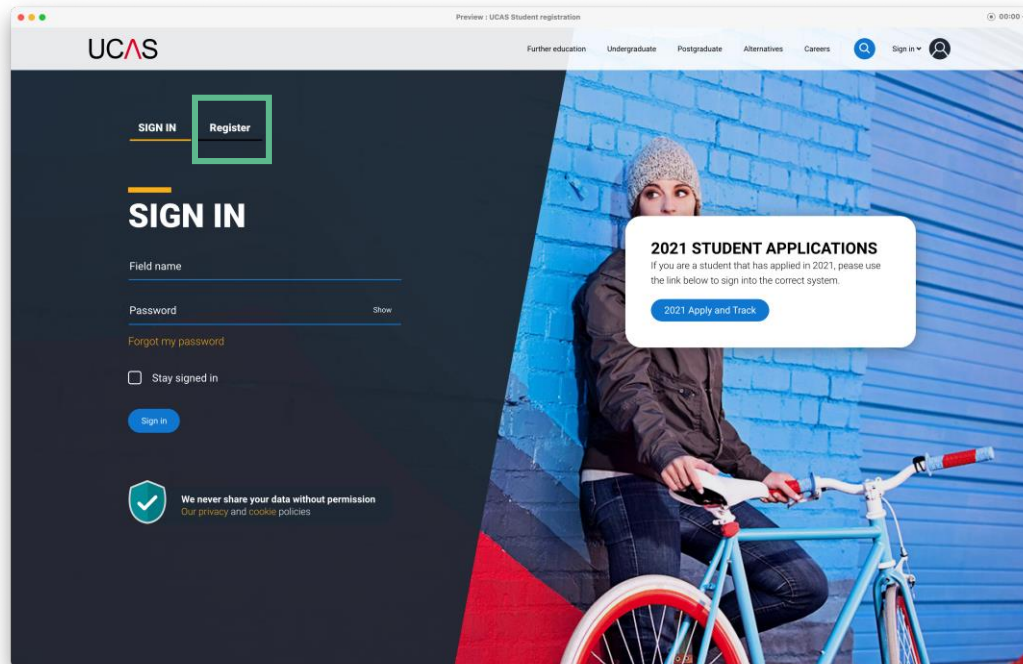# Registering for an account.

UCAS

Registering for an account

Head to ucas.com

Select **Sign in** from the drop-down menu.

Registering for an account

Choose **Register**.

Note: The design of this screen is likely to evolve as we proceed through the application cycle.

Registering for an account

Complete the short form.

Make sure the **password** is **memorable**.

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.

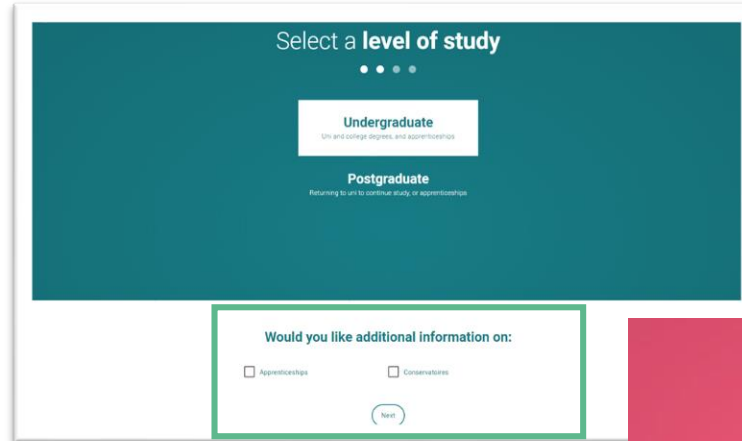Make sure you choose the correct study year, **2022** if you want to start next year.
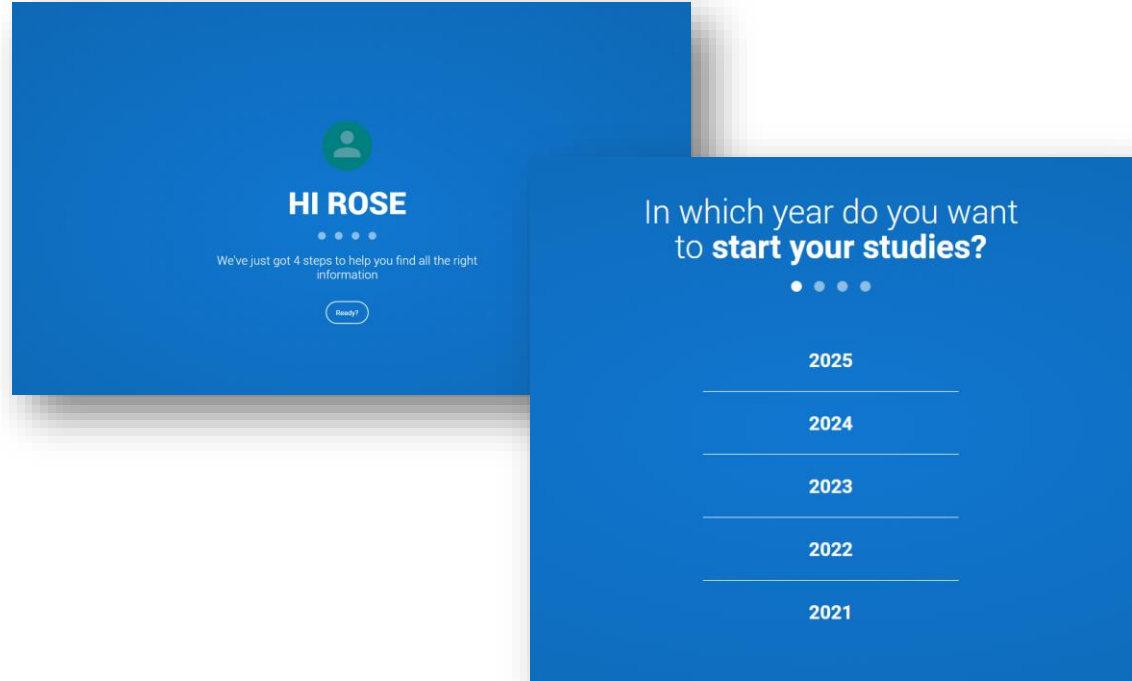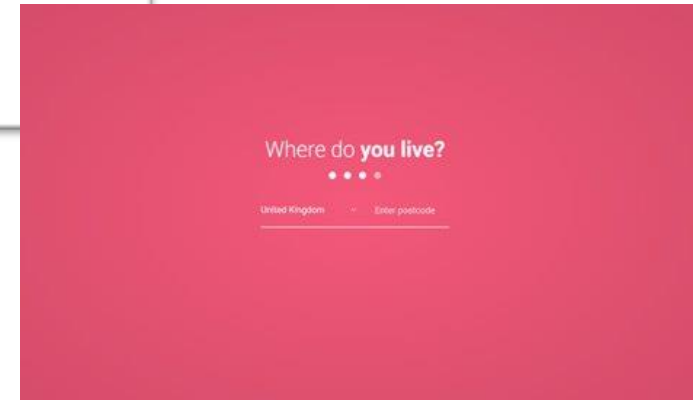
Registering for an account

Choose the correct level of study, it's **Undergraduate** if you are 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.

Then scroll right to the bottom to **Create account**.

Your **preferences**

● ● ● ●

Stay up-to-date with unis, colleges, offers, and more

Get tailored info about uni and college courses, open days, and apprenticeship options. *

◯ Yes   ◯ No

Get great deals, offers, and freebies, including high street brands, tech, and travel. *

◯ Yes   ◯ No

Just so you know, your data is safe with us, and we never pass your details to third parties for marketing purposes without your permission. You can change your mind, and update your personal details and preferences at any time. For more information on how we treat your personal data, including how to opt out, take a look at our privacy policy.

Which subject(s) are you interested in studying?

Subject 1 *

Select an option ⌄

Subject 2

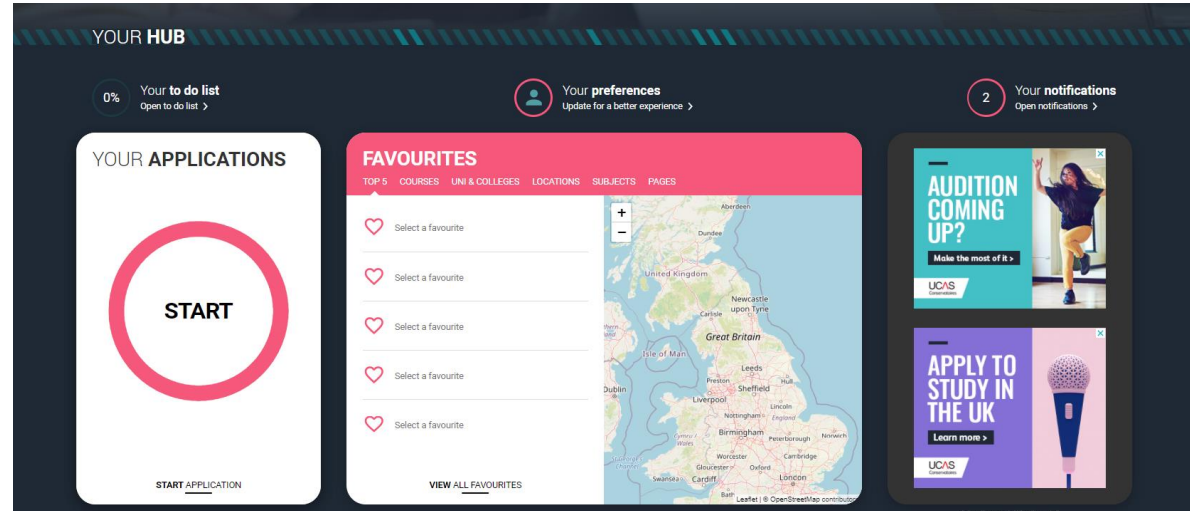Select an option ⌄

Subject 3

Select an option ⌄

Create account

Starting your application.

Starting your application
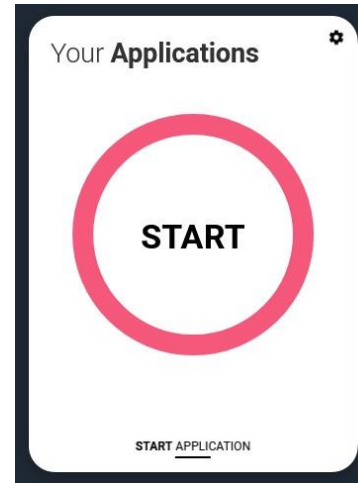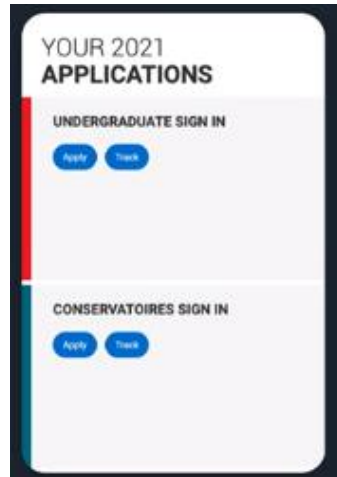
To start your UCAS application click on the **Your application** tile.

This will be visible from 18 May 2021 for students applying to study in 2022.

Make sure you have the correct year

If you already have a Hub account and have said you are interested in courses for the 2021 cycle, you'll see this card.

YOUR 2021
APPLICATIONS

UNDERGRADUATE SIGN IN

Apply Track

CONSERVATOIRES SIGN IN

Apply Track

Your **Applications**

START

START APPLICATION

To start your 2022 UCAS application click on the **Your application** tile with the red circle.

Update your preferences

If you need to change the application cycle to show the **Your application** tile for 2022, click on Preferences from the main menu.

Then select 2022 in answer to the question **In which year do you want to start your studies?**

Linking to your school, college or centre

If you're applying with the help of your school, college or centre then select **Yes** and enter our **Buzzword.**
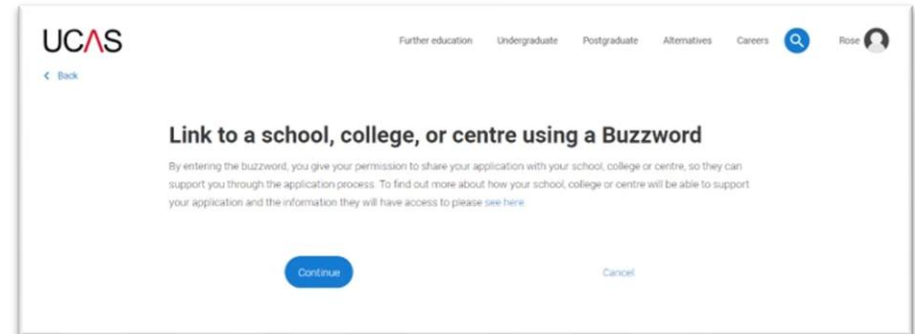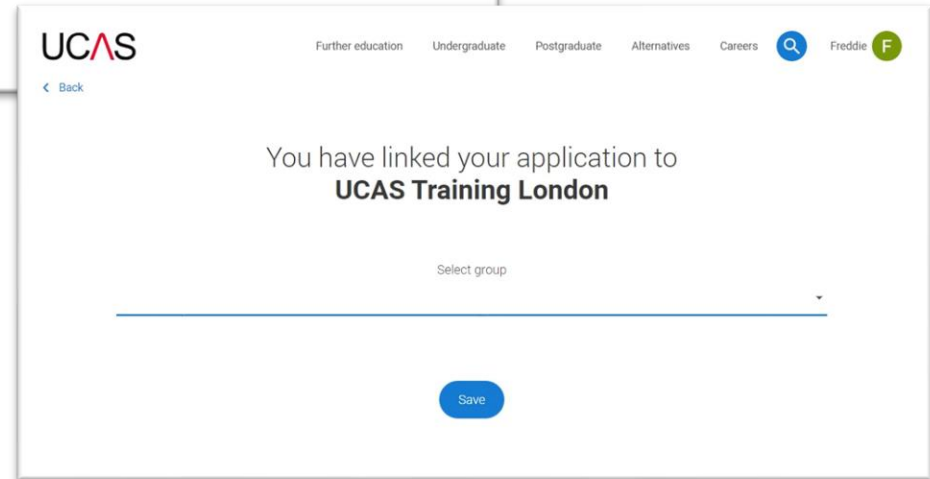
Linking to your school, college or centre

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
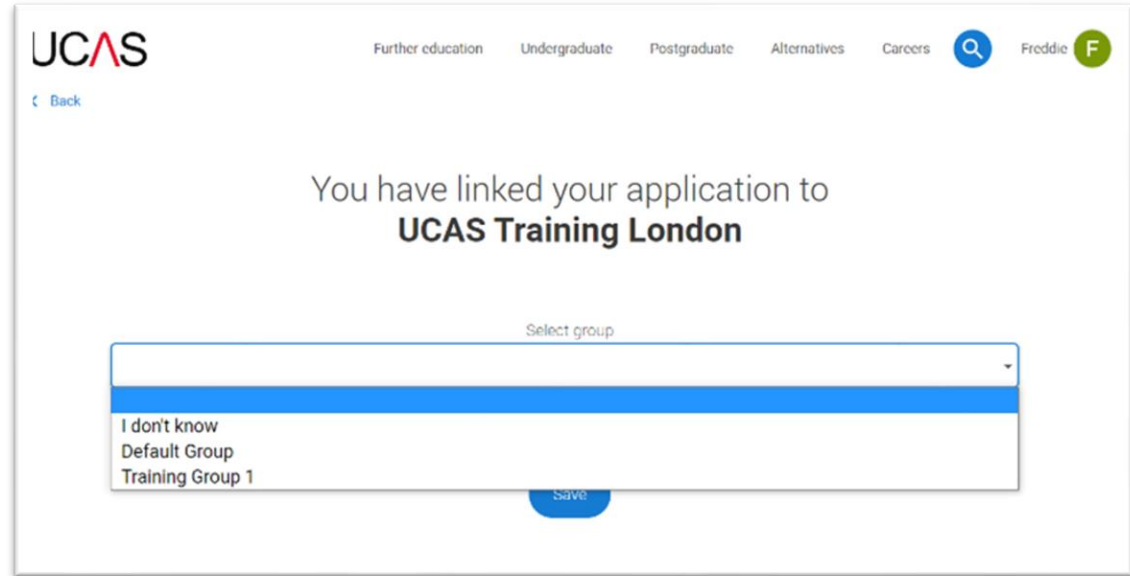
Linking to your school, college or centre

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 homepage is where you'll see the sections that need completing.

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

As you add information to each tile, the **percentage complete** dial should increase each time you mark a section as complete.
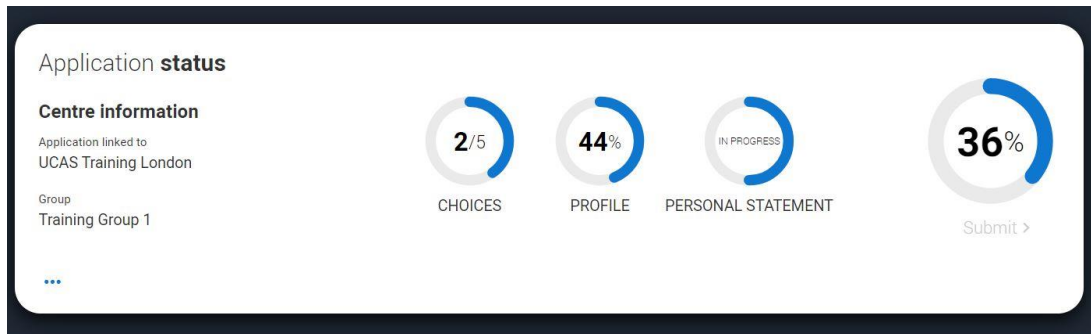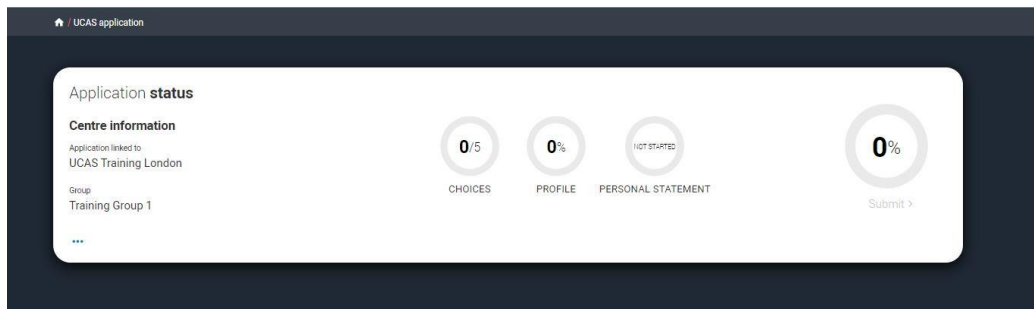
Application overview

The second section is your **profile** - information about you.

The tiles will give you an overview; if a section is complete, in progress, or you need to start it.

All sections must be marked as complete to send to UCAS.

You must complete all mandatory questions to mark a section as complete (they have a *).

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** at the bottom of each page.

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.

Contact and residency details

You should provide either a landline or a mobile number in this section.

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.

Contact details

Mobile telephone number

Other telephone number

Email address *
You can update your email address in your UCAS profile

Postal address

Address type *

Nominee access

Do you want someone else to act, or spe...
○ Yes   ● No

Residency details

Is your home address the same as your p...
○ Yes   ○ No

Residential category *
Please choose the option that most closely applies to you.

Personal details

Contact and residency details

Employment

Education

Nationality details

Supporting information

English language skills

Finance and funding

Personal statement

Nominee access

Do you want someone else to act, or speak on your behalf, about your application?
● Yes   ○ No

Full name of nominee *
The first and last name of your nominee. They will be asked this information when speaking to UCAS on your behalf.

Relationship to you *
How you know your nominee. They will be asked this information when speaking to UCAS on your behalf.

If you select **No**, additional **Home address** questions will appear.

Employment

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

Not everyone will have something to enter here. It's up to you whether you create an employment record here or not - but **remember to mark the section as complete**!

Education

You'll add details of all qualifications you've already achieved and those you're studying towards.

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.

Add place of education

Name of the school, college, or university *

UCAS Training

UCAS Training London

UCAS Training School

Exam center number
This may be automatically filled in based on your school, college, or university

ⓘ Centre number has not been entered. If the search facility does not have a centre number you can leave it blank. The warning message will remain

Start date *

Month   Year

MM ⌄   YYYY ⌄

End date *

Month   Year

MM ⌄   YYYY ⌄

Save   Cancel

UCAS

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.

University of UCAS   ••• More

March 2007 - July 2010
Full time

❗ **You cannot be full-time at more than one school or college at the same time - please check the start and finish dates you have entered.**

(Add Qualification)

UCAS Training School   ••• More

March 2007 - May 2010
Full time

❗ **You cannot be full-time at more than one school or college at the same time - please check the start and finish dates you have entered.**
❗ **You have indicated that you did not receive any qualifications here**

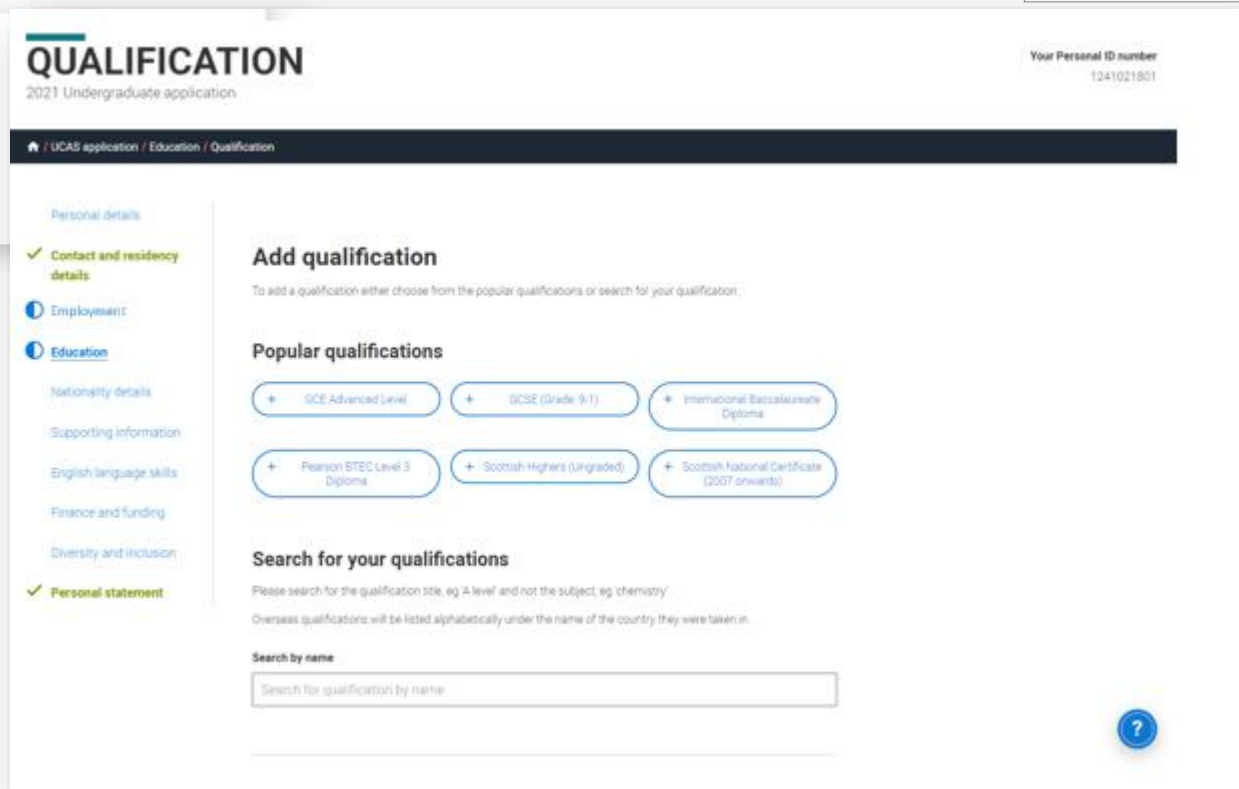Once you've added where you studied you can enter the qualifications.

Click the **Add qualification** button and search for your qualification.
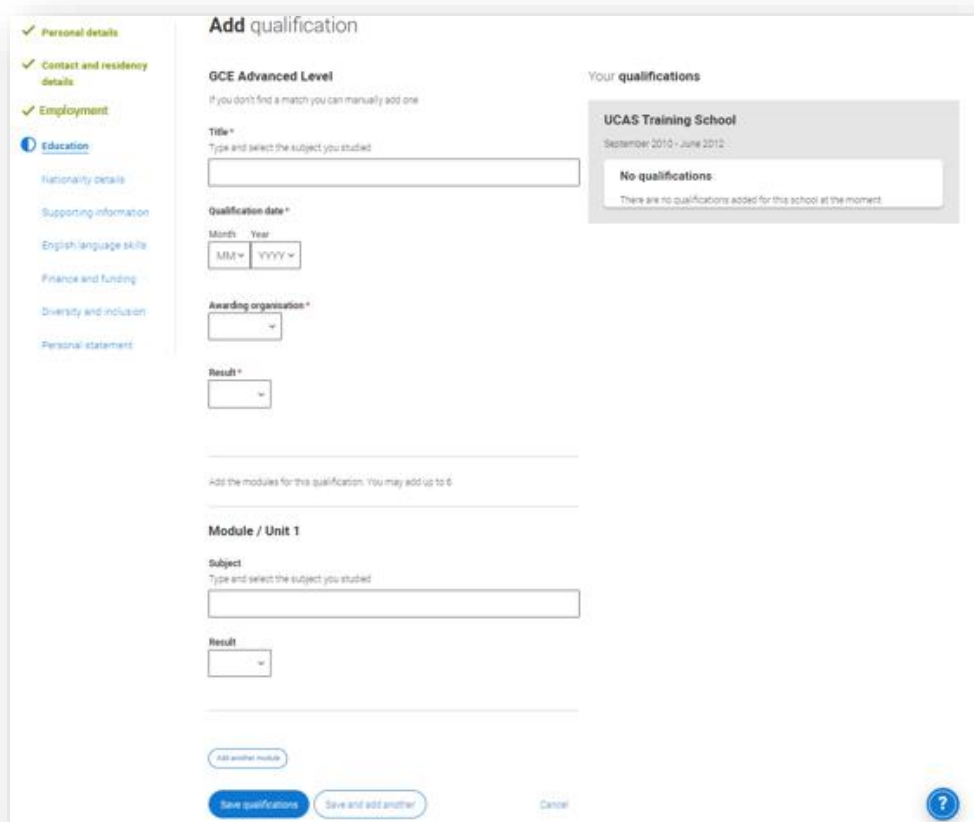
The qualification dates you can select are based on those you entered when you set up the centre.

If you know which awarding organisation it is, enter it here – speak to your teacher or tutor if you're not sure.

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

Nationality details.

If you are 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.

What is your country of birth? *
Please select which country you were born in.

United Kingdom

What is your nationality? *
Please tell us the nationality listed in your passport.

Azerbaijani

Dual nationality

Do you need a student visa to study in the UK?
○ Yes   ○ No

Have you previously studied in the UK on a tier 4 visa? *
○ Yes   ○ No

Save this section

If you weren't born in the UK you're asked for the date of first entry to the UK.

If you're not in the UK yet, put the first of the month you plan to arrive.

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

UCAS

What is your country of birth? *
Please select which country you were born in.

Albania

Please tell us your date of first entry to UK *

Day   Month   Year

DD ⌄   MM ⌄   YYYY ⌄

What is your nationality? *
Please tell us the nationality listed in your passport.

Anguilla

Dual nationality

Do you need a student visa to study in the UK?
○ Yes   ○ No

Have you previously studied in the UK on a tier 4 visa? *
○ Yes   ○ No

Save this section

If you select 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.

Supporting information

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

You don't have to declare a disability if you don't want to, you can select *No disability.*

Information completed here is not used to make a decision on your application. It's only shared with those involved in supporting you, or making the arrangements for support.

English language skills.

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If English isn't your first or primary language, we'll ask for your TOEFL or IELTS registration numbers, you only need to enter reference numbers if you've been assigned one and you know it.

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 or postal 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.

Activities in preparation for higher education

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 this section blank.

+
Add activity

Details of specific organised preparation activities should be entered here; these will normally take place at a University or College campus. You will know if you have participated in such activities.

When adding the activity there is a drop-down box with options to choose from.

Add activity

Sponsor *

Start date *

Month   Year
MM   YYYY

Duration (days) *

School year *

Location *

Search for location

Save   Cancel

Sponsor *

Aberystwyth Summer Uni
Academic Enrichment programme (AEP)
Aim Higher
As Location
ASPIRENorth
Aston Progression Pathways
Discovering Queen's programme
FOCUS West
Future Quest
HE+
Higher Education Insight Programme (HEI)
Lancaster Access Summer School
LEAPS
LIFT OFF
Next Step York
Nottingham Potential Summer School
NUEntry
Dummy Test
QUB – Pathway Programme

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.

Parental education

Do any of your parents, step-parents or guardians have any higher education qualification, 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.

children's n

Children's Nurse

Children's Nurse (Domestic Service)

Children's Nursery Owner

Director (Children's Nursery)

General Assistant (Children's Nursery)

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.

The **Mark this section as complete** feature is only available on the **Preview** screen.

Personal statement Preview

You have used 5 of 47 lines based on the preview and 445 of 4000 characters.

Make sure your personal statement is your own work

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

Provided it is your wn work, you can use your personal statement from your application last year.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.

Edit

445 of 4000 characters

1 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut
2 labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco
3 laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in
4 voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat
5 non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

☐ Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Adding a choice.
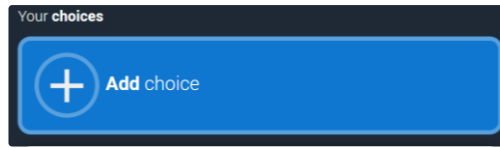
To add your choices, click the **Choices** section.

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.

Your choices

➕ **Add** choice

Add choice

Institution *

[Search for institution]

Course *

[Search for course]

Location *

[⌄]

Start date *

[⌄]

Further details

[   ]

Point of entry

[⌄]

Live at home while studying? *

◯ Yes   ◯ No

UC∧S

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**

Do you have any spent or unspent criminal convictions or other punishments that would show up on a criminal records check?

n/a

◯ Yes   ◯ No

▼ 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.

It is recommended that you read the help text accompanying this question 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.

Save   Cancel

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

Once all choices are added select confirm choices to mark the section as complete.

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.

Your **choices**

+ Add choice

Medicine (A100)
University of Oxford (O33)

Location: Christ Church
Start date: 01 October 2022
Further details: *Not provided*
Point of entry: 1st year
Deferred entry: Yes
Live at home while studying: No
Criminal convictions declaration: Undeclared

INFO

🛈 **You may need to take an admissions test**
As part of the application process for this course you may need to sit the following admissions tests: Bio-Medical Admissions Test (BMAT)

🛈 **There may be an assessment**
You may be required to attend an interview or audition or provide a portfolio, essay or other piece of work to help the course tutor decide if you're suitable for this course.

...

Confirm choices

Clicking the 3 dots in the bottom right of a card enables you to see it as a summary.

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.

YOUR **APPLICATIONS**

100%
READY TO SEND

SEND APPLICATION

There are 4 steps to the submission process.

The application must be complete (showing 100%) before pressing 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 then need you to update your preferences.

Marketing **preferences**

When you're applying and off to uni, you'll find different brands and universities will want to get in touch with you to share information about things to make student life easier and help you chose the right university for you. Tell us what you'd like to hear more about...

Study and career opportunities, plus health information *
Get career advice and information on course and training opportunities from employers, universities and colleges, as well as health and well-being guidance as you prepare for student life.

◉ Yes ○ No

Student essentials *
Make the most of student life with info on tech, retailers, publications, banks, travel, and transport, as well as recommendations for student accomodation.

○ Yes ◉ No

Relevant courses *
If you find yourself without a place, we'll share course info from unis and colleges that have vacancies on relevant courses.

◉ Yes ○ No

All   ☑ Email   ☐ Post   ☐ SMS

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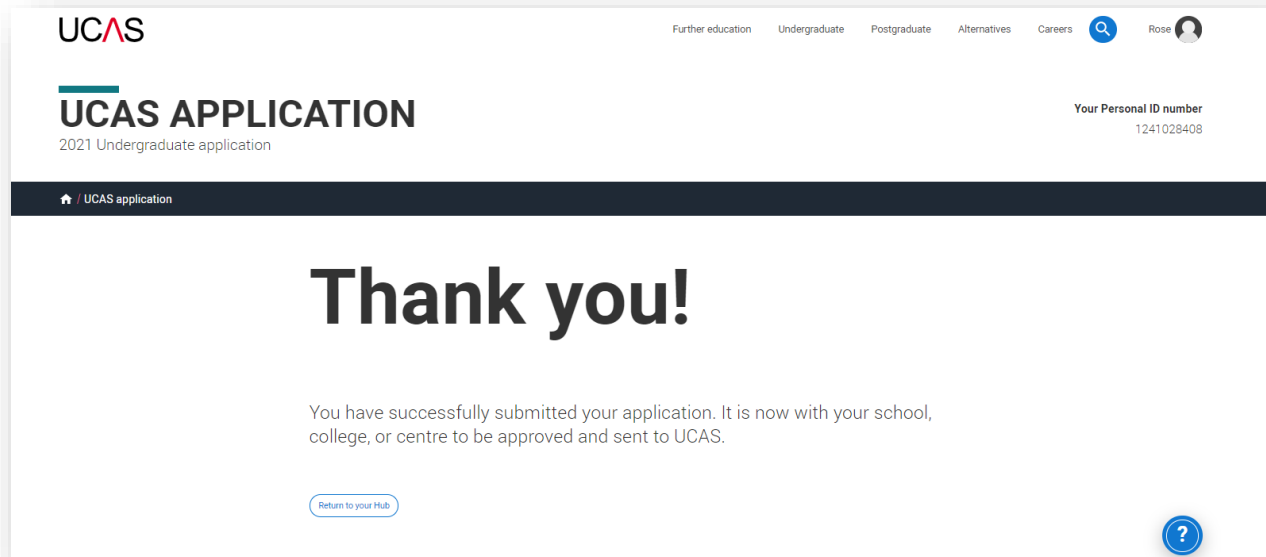
If you need to pay by card you will see this, click **Pay now** and you will be asked to enter your card details.

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 you will see a read only version.