

UCAS Application

Even if you are not sure whether university is for you, it does not cost you anything to create an account on UCAS (the system which deals with all university applications).

If you then decide at a later date that you definitely do not want to apply then you just won't send off your application.

Today everyone needs to register.

[Tips from Mrs Leffen](#)

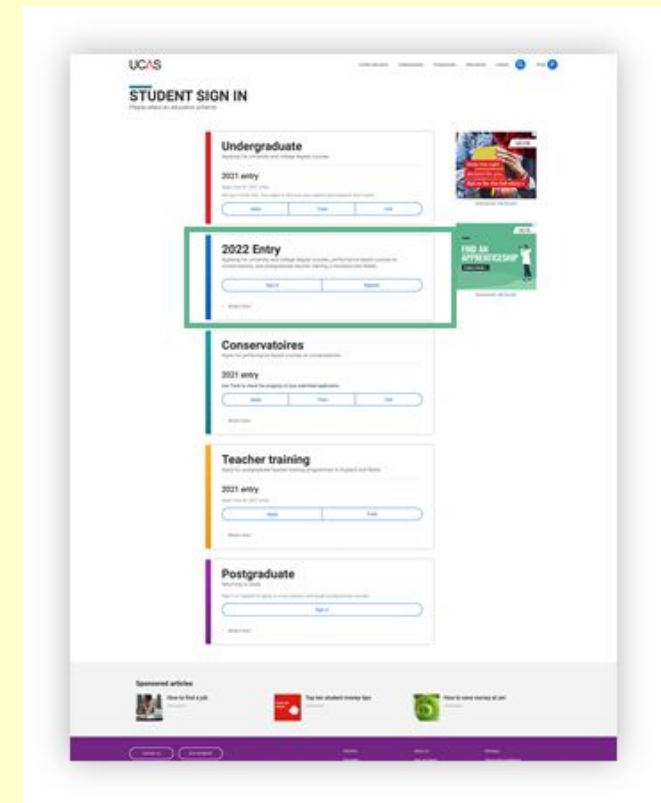
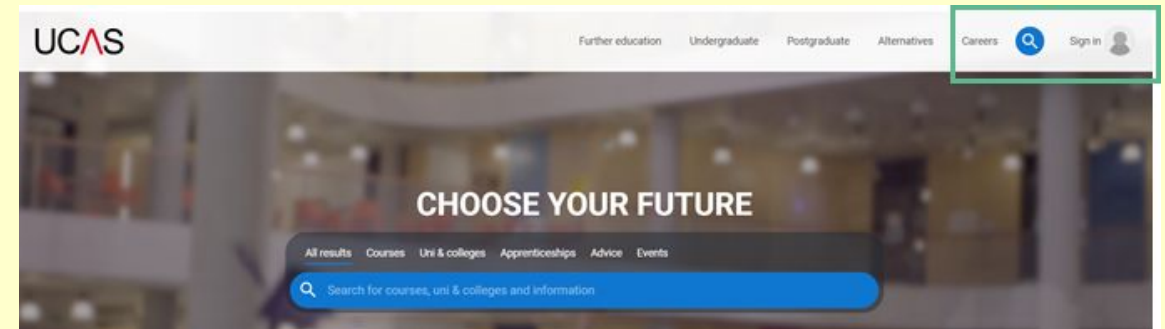
What to do....

Go to <https://www.ucas.com/>

Select Sign in from the drop-down menu
Students

Scroll down to select **2022 entry**

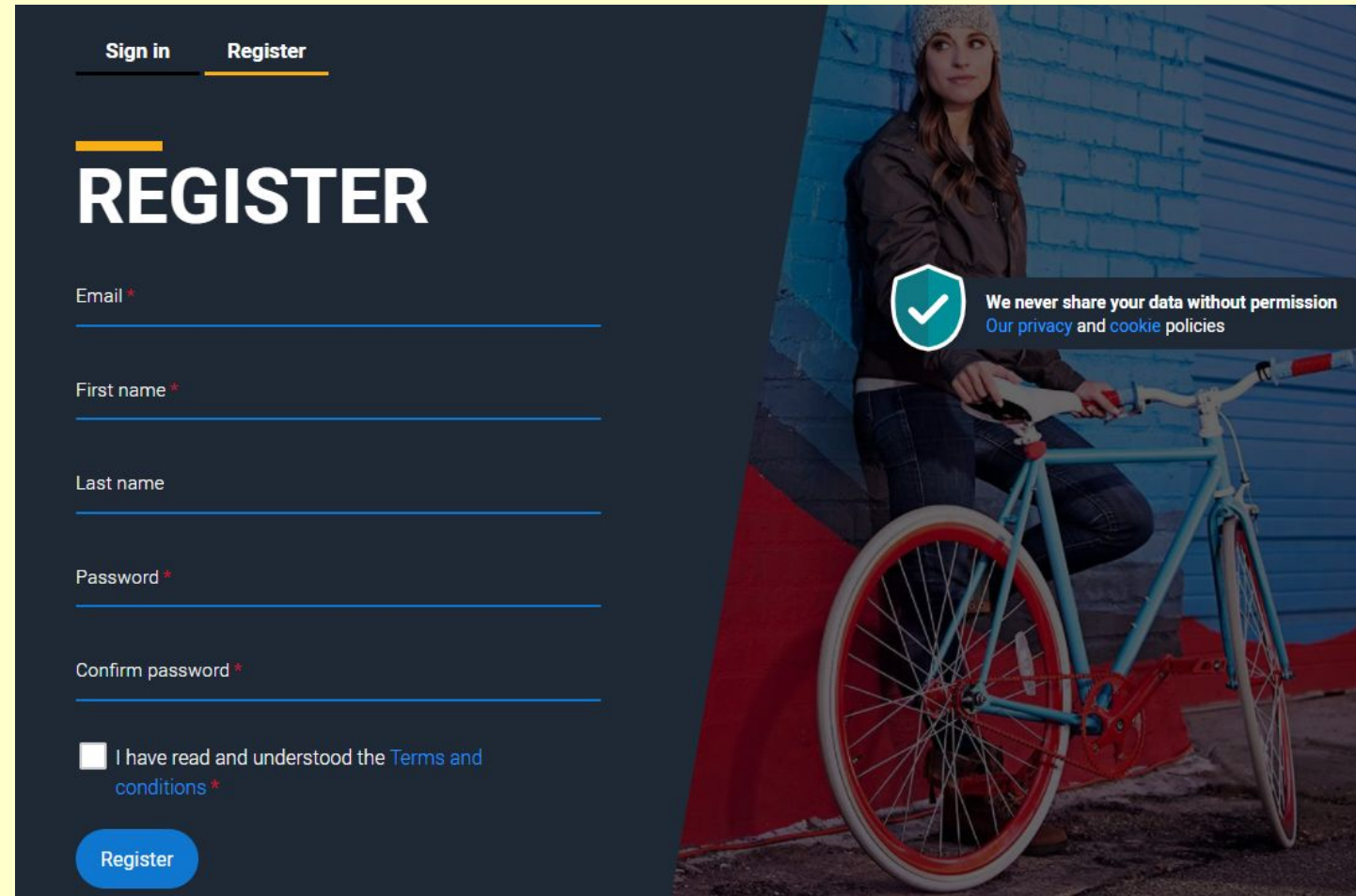
Click **create an account**



Ensure you click on register

Do **not** use your school email. You must use a personal email account that you will continue to use once you have left school.

Make a note of your password in your phone or diary. You will need it frequently this year!



The image shows a registration form on a dark background. At the top, there are two links: "Sign in" and "Register", with "Register" being the active link. Below this is a large "REGISTER" heading. The form contains several input fields: "Email *", "First name *", "Last name", "Password *", and "Confirm password *". At the bottom, there is a checkbox with the text "I have read and understood the [Terms and conditions](#) *". A blue "Register" button is located at the bottom left. On the right side, there is a semi-transparent dark box with a white checkmark icon and the text "We never share your data without permission" and "Our privacy and cookie policies". The background of the form is a photograph of a woman in a winter jacket and hat sitting on a light blue bicycle with red wheels, leaning against a brick wall.

Sign in Register

REGISTER

Email *

First name *


Last name

Password *

Confirm password *

I have read and understood the [Terms and conditions](#) *

Register

 We never share your data without permission
Our privacy and cookie policies

You will have to verify your email address. You will be sent a code to your email address that you will have to enter on the UCAS page.

UCAS

Email verification

Hi,

You now need to verify your email address.

Please enter **647527** when prompted on the website.

This verification code will expire after 5 minutes.

Kind regards,

UCAS

VERIFY YOUR ACCOUNT

An email has been sent to you on behalf of UCAS, with a code to verify your email address. Please enter the code below.

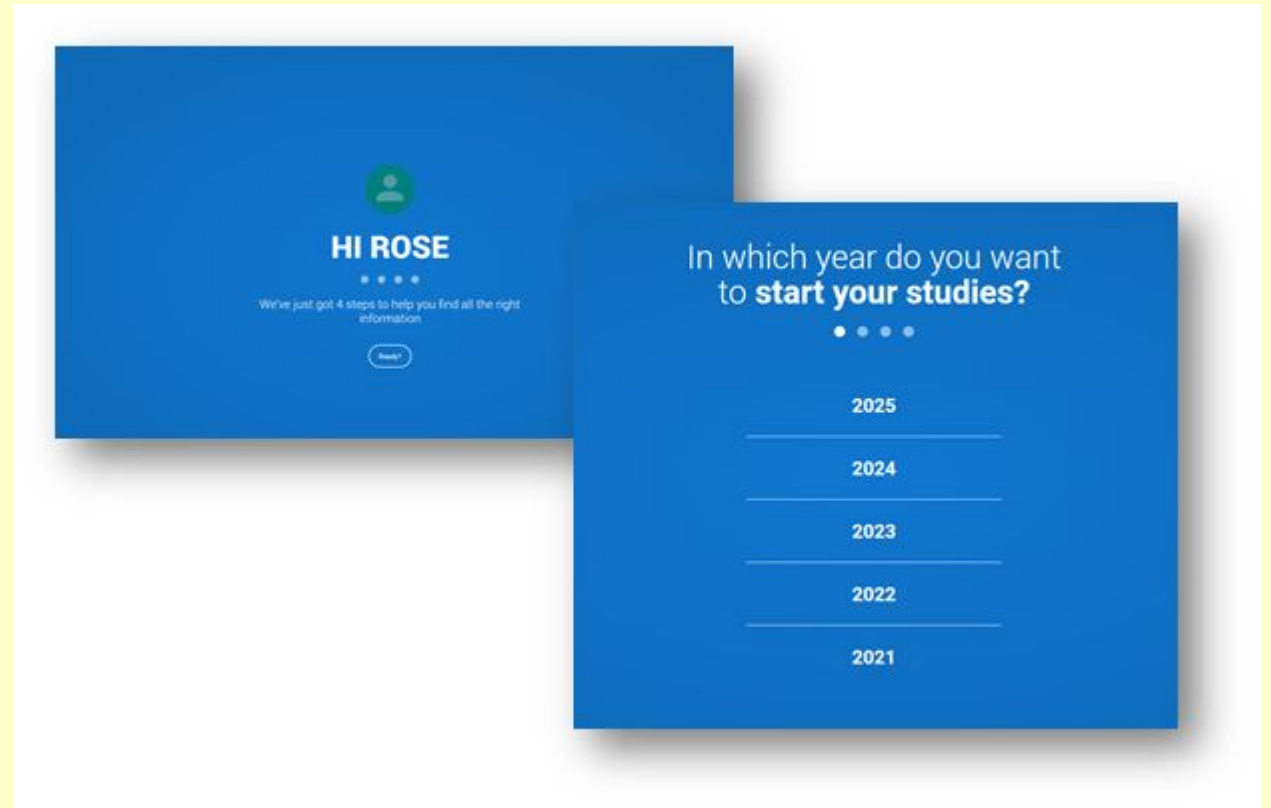
Code *

[Verify](#)

If you have not received an email, you can [request another code](#)

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.



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.

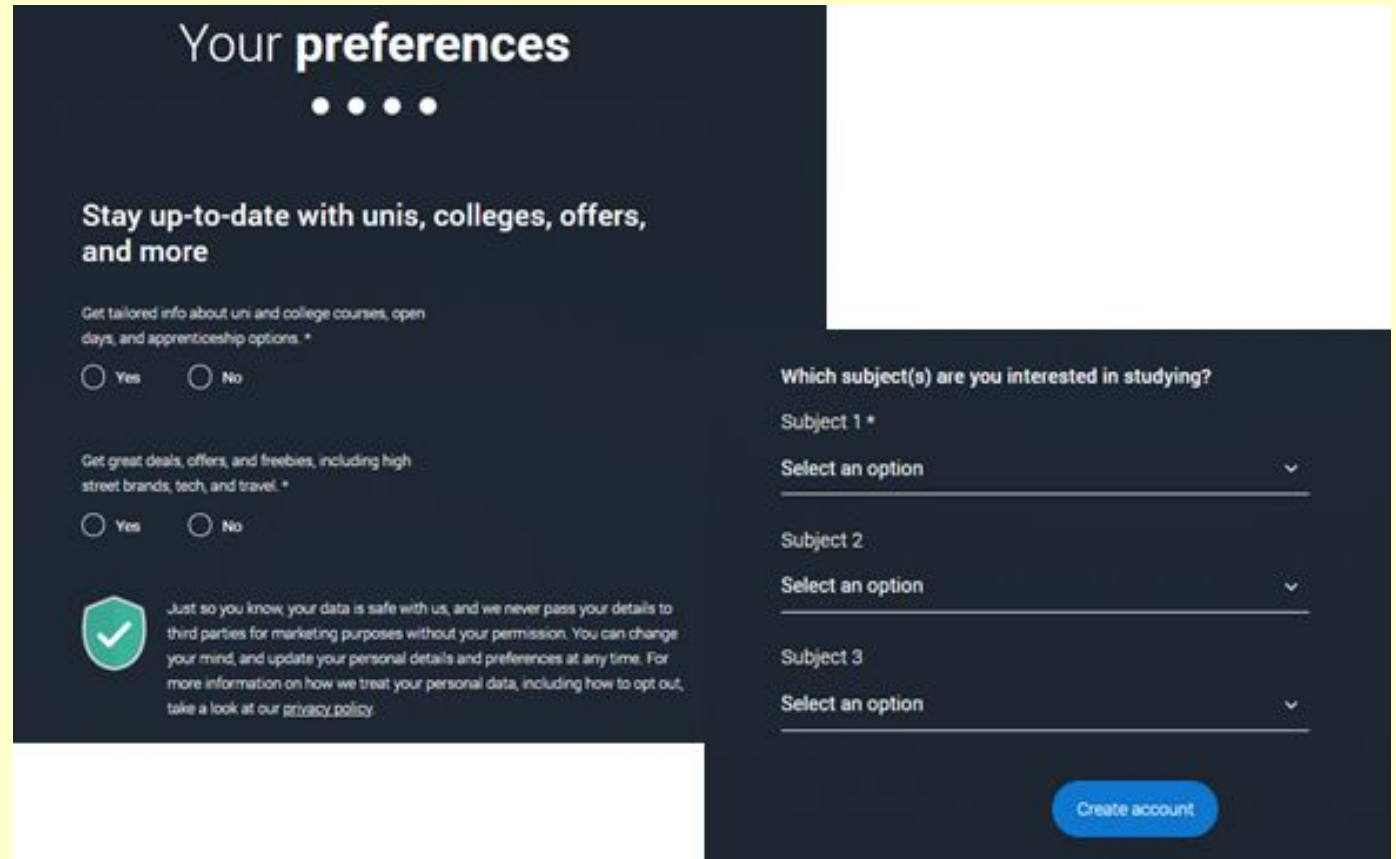
Tell us where you live so we can direct you to the right information.

The image displays two overlapping screenshots of a website's user interface. The top screenshot shows a form titled "Select a level of study" with a teal background. It features two main options: "Undergraduate" (with a sub-label "Open to students aged 18 and above") and "Postgraduate" (with a sub-label "Open to students aged 21 and above"). Below this, a section titled "Would you like additional information on:" contains two checkboxes: "Apprenticeships" and "Conservatoires", and a "Next" button. The bottom screenshot shows a form titled "Where do you live?" with a red background. It includes a dropdown menu with "United Kingdom" selected and "Other countries" as an option.

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.

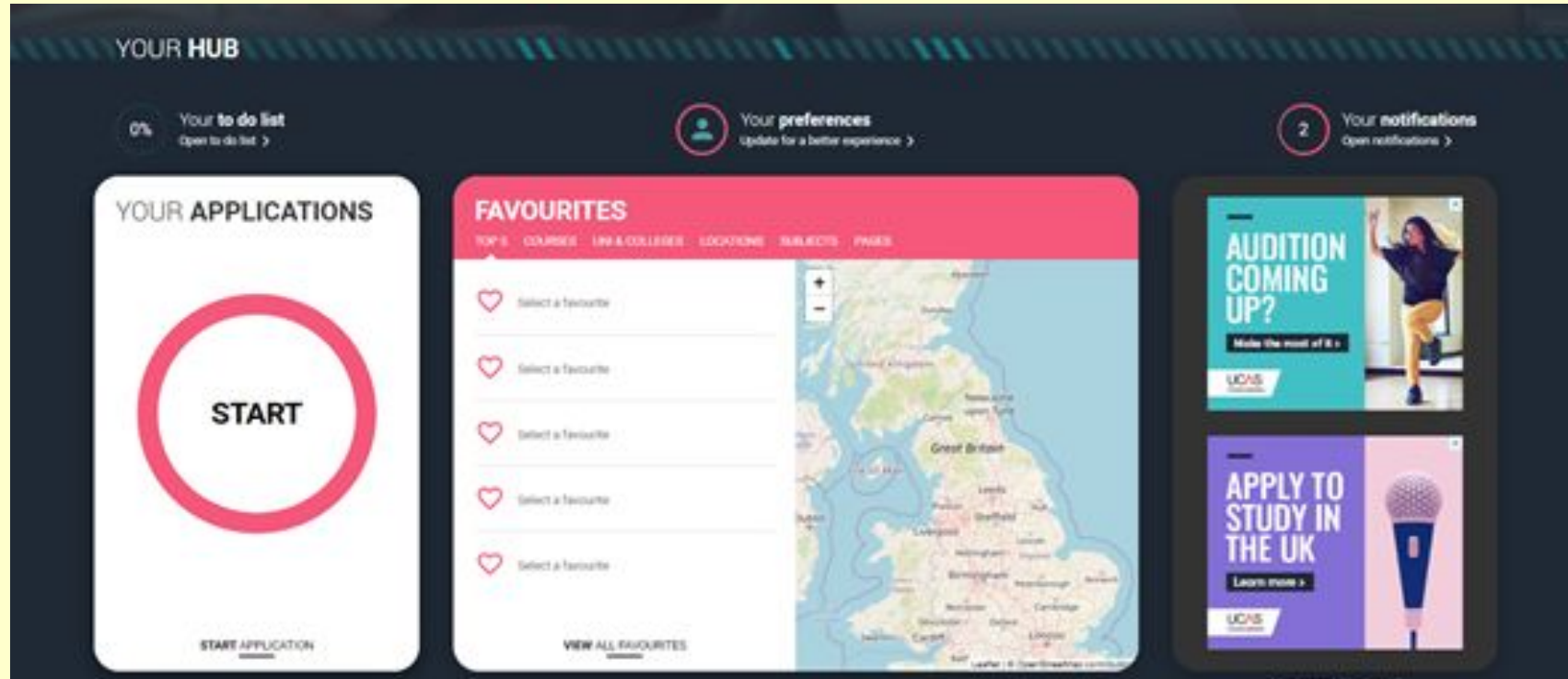
Then scroll right to the bottom to Create account.



The screenshot shows a dark-themed form titled "Your preferences" with three dots below the title. The form is divided into two main sections. The left section contains three items: 1) "Stay up-to-date with unis, colleges, offers, and more" with a subtext "Get tailored info about uni and college courses, open days, and apprenticeship options. *" and radio buttons for "Yes" and "No". 2) "Get great deals, offers, and freebies, including high street brands, tech, and travel. *" with radio buttons for "Yes" and "No". 3) A privacy notice with a green shield icon containing a white checkmark, stating "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](#)." The right section is titled "Which subject(s) are you interested in studying?" and contains three dropdown menus labeled "Subject 1 *", "Subject 2", and "Subject 3", each with the text "Select an option" and a downward arrow. At the bottom right of the form is a blue rounded button labeled "Create account".

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

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

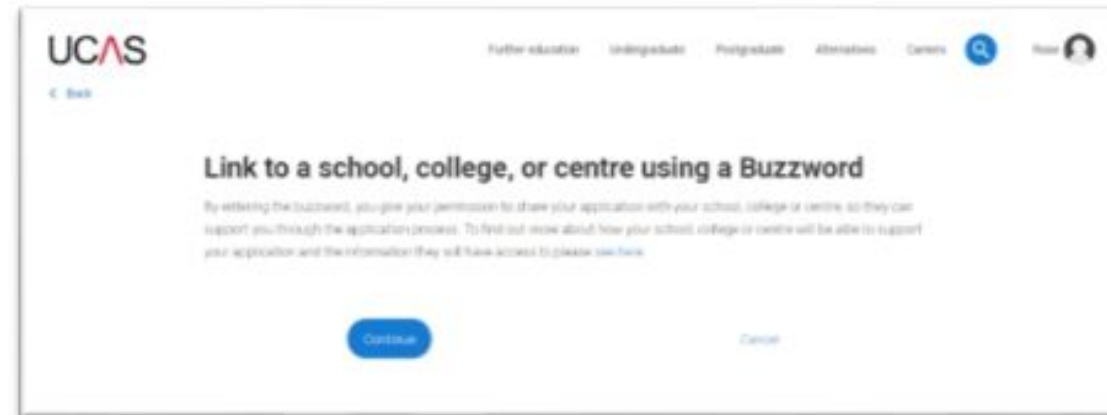
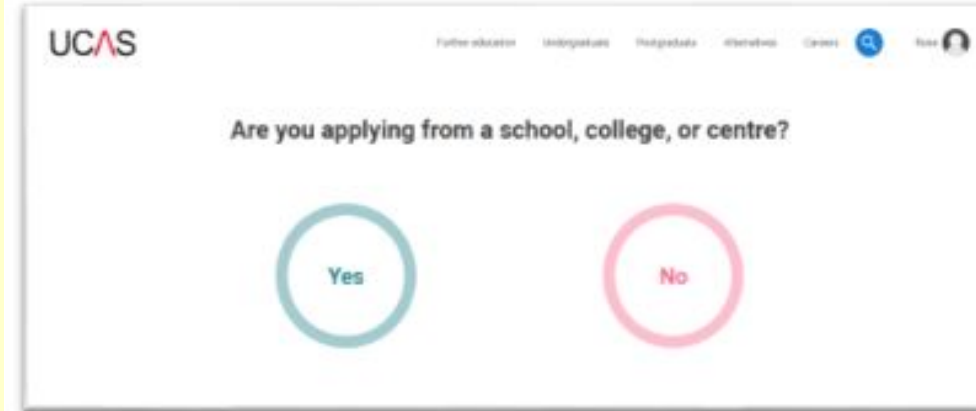


As you are applying through BGS please answer Yes and enter our Buzzword:


summer

Confirm the details are correct.

This will link your application to BGS, so we can track your progress and provide support, including adding your reference



Once you have linked to BGS you'll need to choose your form group from the drop down.

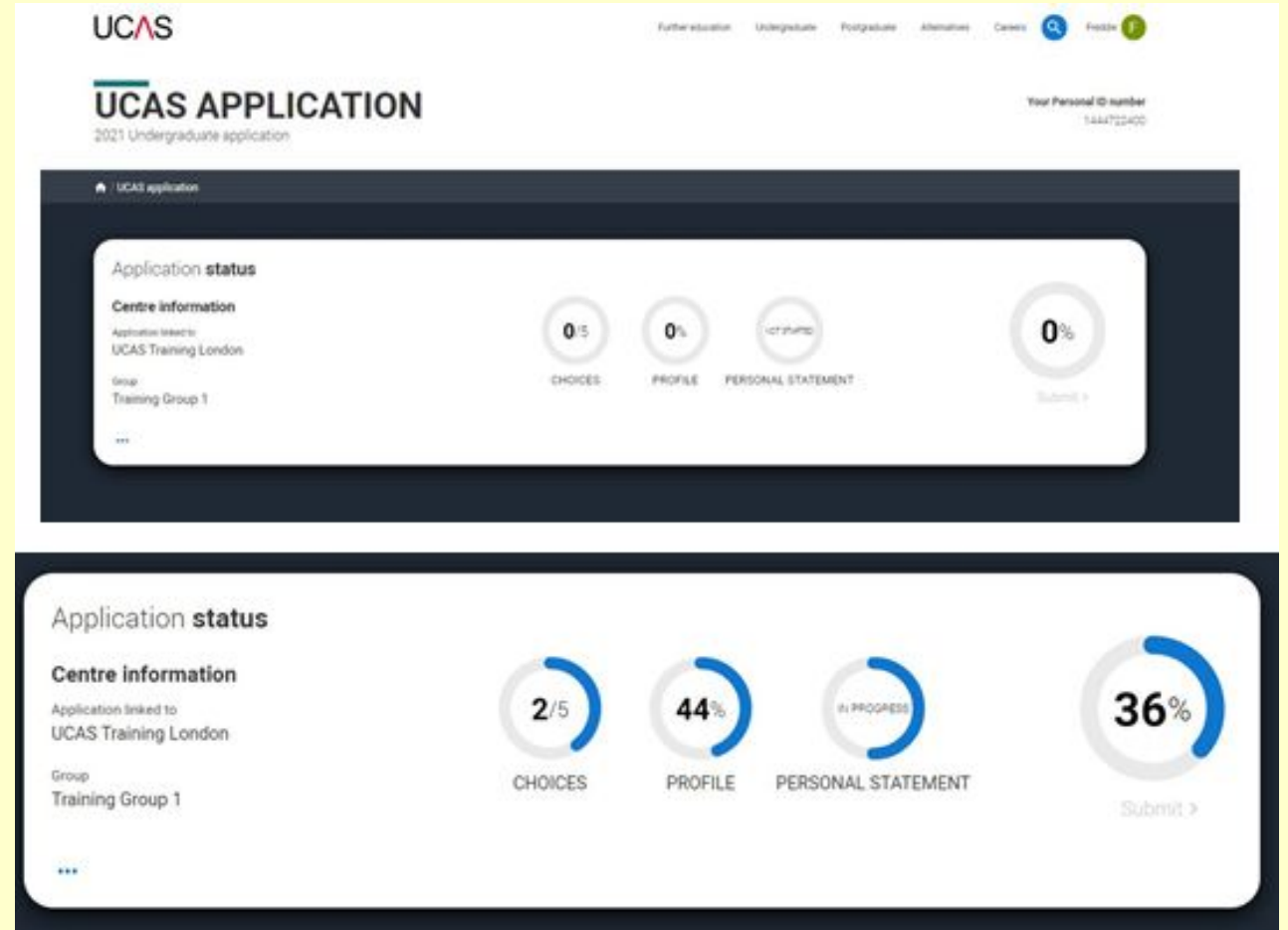


The screenshot shows the UCAS website interface. At the top left is the UCAS logo. To the right are navigation links: Further education, Undergraduate, Postgraduate, Alternatives, Careers, a search icon, and a profile icon labeled 'Profile'. Below the navigation is a 'Back' link. The main content area displays the message: 'You have linked your application to **UCAS Training London**'. Below this message is a 'Select group' dropdown menu. The dropdown is open, showing three options: 'I don't know', 'Default Group', and 'Training Group 1'. A blue button labeled 'Next' is positioned below the dropdown menu.

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.

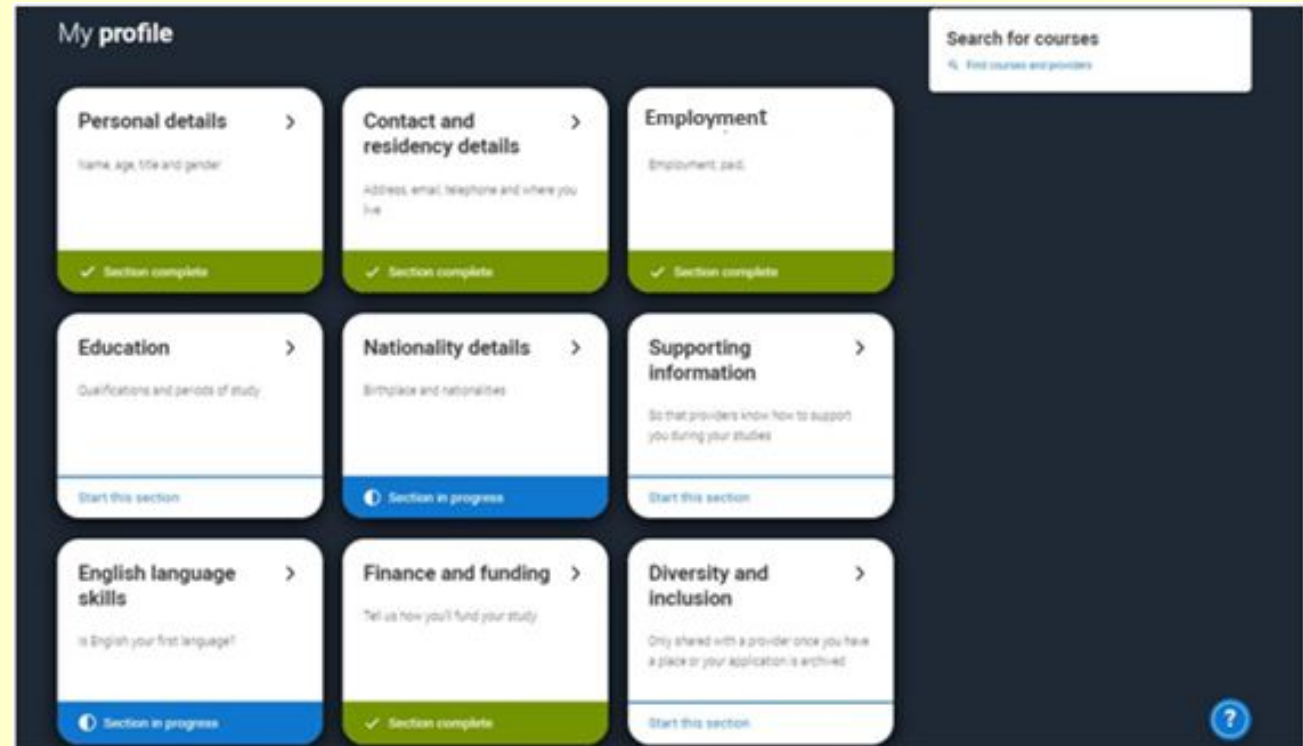


The second section is your profile - information about you.

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

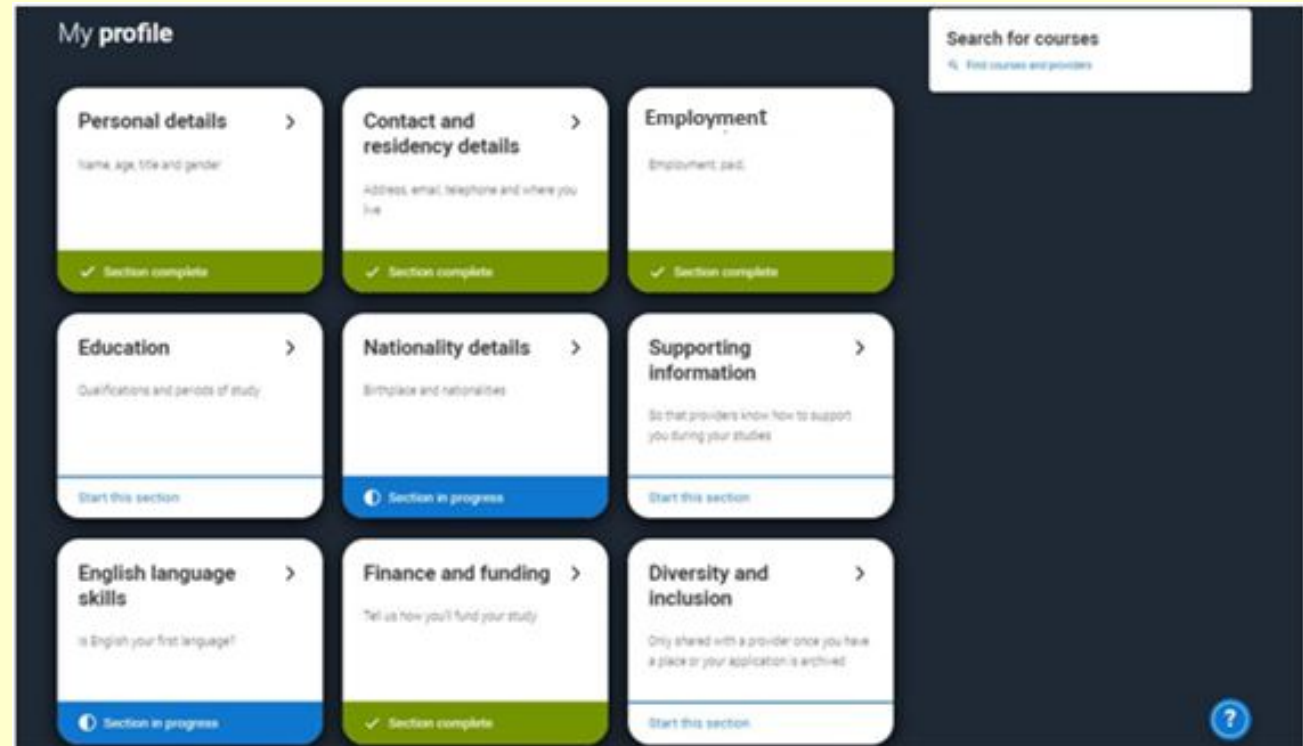
All sections must be marked as complete to send to UCAS.

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



Spend 15 minutes or so now, completing the sections “Personal Details”, “Contact and residency details”, “Nationality details” and “English language skills”

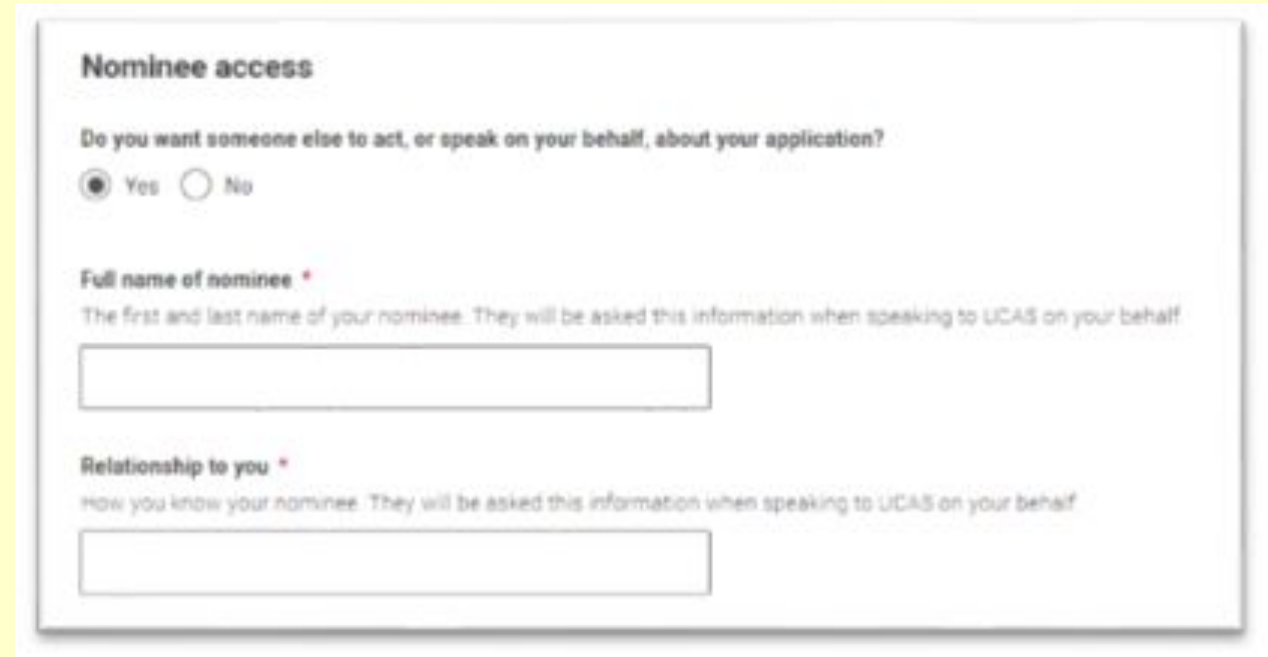
Once you have completed a section you must remember to mark the section as complete at the bottom of each page.



In the personal details section you will have a choice whether to put a nominee.

I would **STRONGLY** advise you putting a parent or older sibling here. If for some reason you were away on results day then you are giving this person permission to contact UCAS on your behalf.

You never know what might happen so better to register now in case.



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

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!

The image shows the UCAS 2021 Undergraduate application interface. The main page is titled 'EMPLOYMENT' and '2021 Undergraduate application'. A sidebar on the left contains navigation links: 'Personal details', 'Contact and residency details', 'Employment', 'Education', 'Nationality details', 'Supporting information', 'English language skills', 'Finance and funding', 'Diversity and inclusion', and 'Personal statement'. The 'Employment' section is active, showing a card for 'UCAS Digital Learning Developer' with the following details: 'Company/organisation address: Rosehill, Chesham', 'Start date: 10/2019', 'Finish date: 01/2021', and 'Was/is your position full time or part time? Full time'. Below this card is a button labeled '+ Add work experience'. An 'Add Employment' modal form is open on the right, with the following fields: 'Company/organisation name', 'Role title', 'Company/organisation address', 'Start date' (Month: MM, Year: YYYY), 'Finish date' (Month: MM, Year: YYYY), and 'Was/is your position full time or part time?' (radio buttons for Full time and Part time). The modal has 'Save' and 'Cancel' buttons at the bottom right.

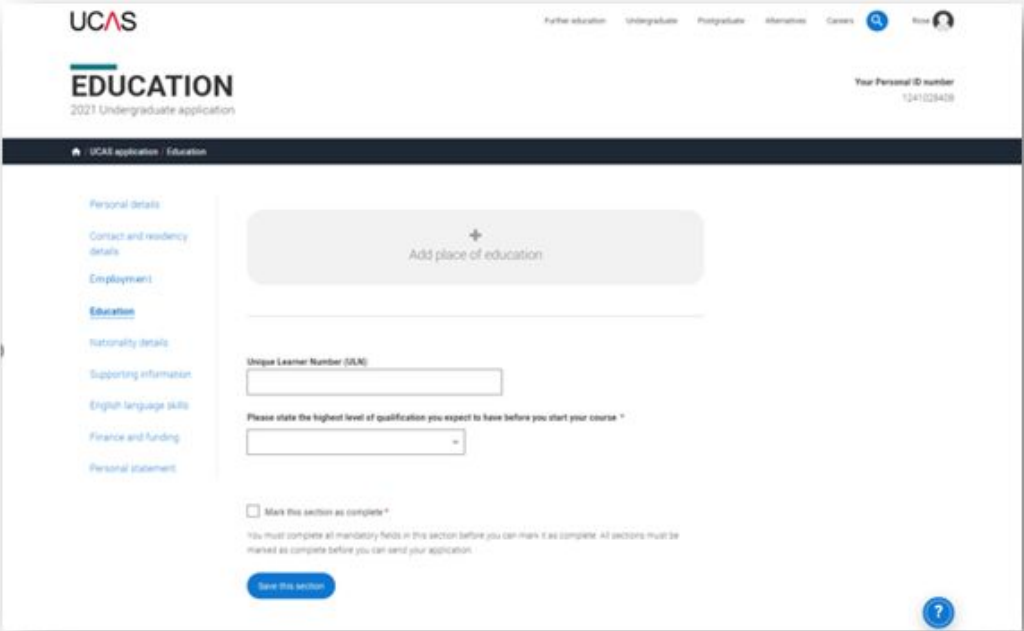
Education

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 – your form tutor will have it for you

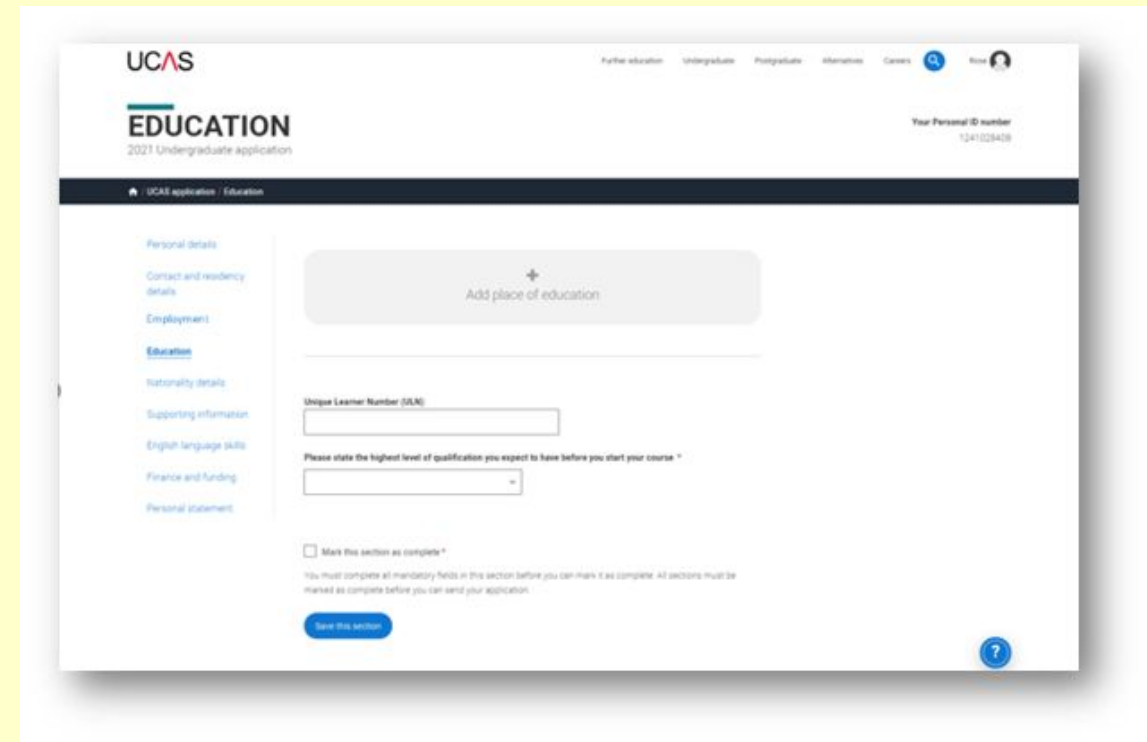


The screenshot shows the UCAS 'EDUCATION' section for a 2021 Undergraduate application. The page has a white background with a dark blue header. The UCAS logo is in the top left, and navigation links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', 'Careers', and 'Home' are in the top right. A search icon and a user profile icon are also present. Below the header, the text 'EDUCATION' is prominently displayed, followed by '2021 Undergraduate application'. On the right side, the user's 'Personal ID number' is shown as '1241028428'. A dark blue navigation bar contains the text 'UCAS application / Education'. On the left, a vertical menu lists various sections: 'Personal details', 'Contact and residency details', 'Employment', 'Education' (which is highlighted in blue), 'Nationality details', 'Supporting information', 'English language skills', 'Finance and funding', and 'Personal statement'. The main content area features a large grey button with a plus sign and the text 'Add place of education'. Below this, there is a text input field for 'Unique Learner Number (ULN)'. A dropdown menu is labeled 'Please state the highest level of qualification you expect to have before you start your course *'. At the bottom of the form, there is a checkbox for 'Mark this section as complete *' and a blue button labeled 'Save this section'. A small blue question mark icon is located in the bottom right corner of the form area.

Type the name of where you studied for your GCSEs. 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, if you are an internal then put the date you will finish (July 2022).



The screenshot shows the UCAS Education section of a 2021 Undergraduate application. The page is titled "UCAS EDUCATION 2021 Undergraduate application" and includes a navigation menu with options like "Further education", "Undergraduate", "Postgraduate", "Alternatives", "Careers", and "Home". The user's Personal ID number is 1241028428. The left sidebar lists various sections: Personal details, Contact and residency details, Employment, Education (highlighted), Nationality details, Supporting information, English language skills, Finance and funding, and Personal statement. The main content area features a large grey button with a plus sign and the text "Add place of education". Below this, there is a text input field for "Unique Learner Number (ULN)", a dropdown menu for "Please state the highest level of qualification you expect to have before you start your course", and a checkbox for "Mark this section as complete". A note at the bottom states: "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." A blue "Save this section" button is at the bottom left, and a help icon is at the bottom right.

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

Click the Add qualification button and search for your qualification.

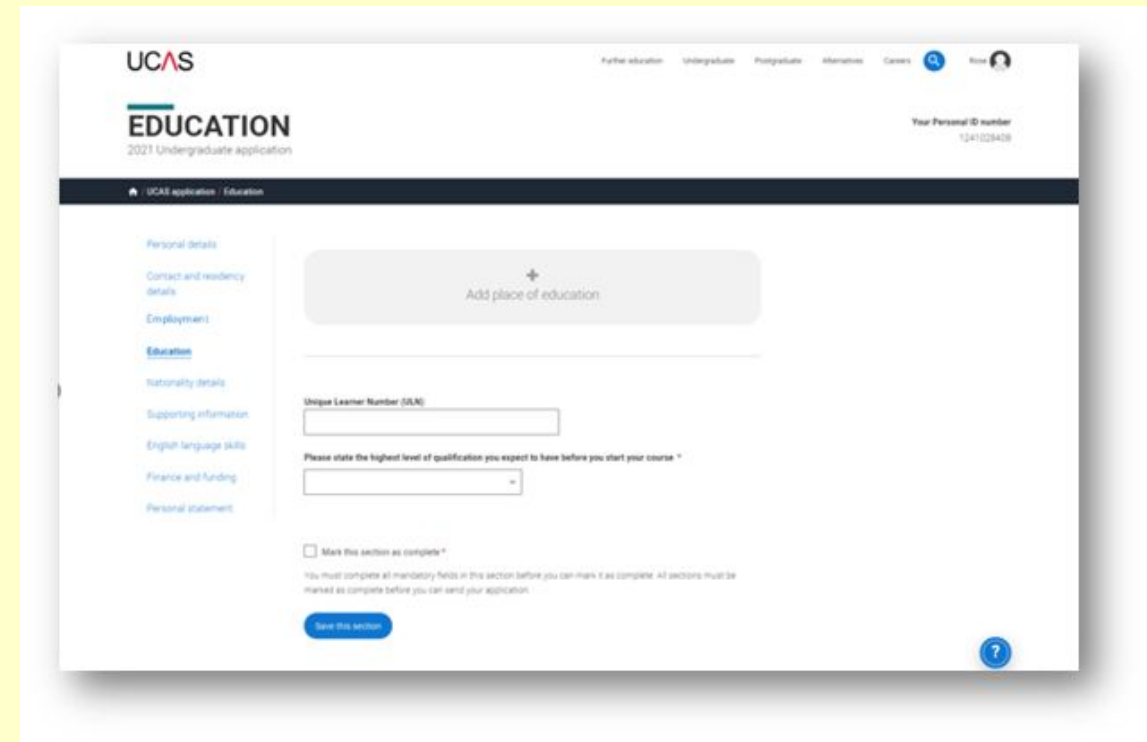
You may not be able to complete all of this section in school, as you may need to look back at your exam certificates.

The screenshot shows the 'QUALIFICATION' section of a UCAS application. The page title is '2021 Undergraduate application' and the user's Personal ID number is 1241021801. The breadcrumb trail is 'UCAS application / Education / Qualification'. A sidebar on the left lists various sections: Personal details, Contact and residency details (checked), Employment, Education (selected), Nationality details, Supporting information, English language skills, Finance and funding, Diversity and inclusion, and Personal statement (checked). The main content area is titled 'Add qualification' and includes instructions: 'To add a qualification either choose from the popular qualifications or search for your qualification'. Under 'Popular qualifications', there are six buttons: '+ GCE Advanced Level', '+ GCSE (Grade 9-1)', '+ International Baccalaureate Diploma', '+ Pearson BTEC Level 3 Diploma', '+ Scottish Highers (Ungraded)', and '+ Scottish National Certificate (2007 onwards)'. Below this is a 'Search for your qualifications' section with instructions: 'Please search for the qualification title, eg A level and not the subject eg chemistry'. It also notes that 'Overseas qualifications will be listed alphabetically under the name of the country they were taken in'. There is a 'Search by name' input field with the placeholder text 'Search for qualification by name' and a blue question mark icon in the bottom right corner.

Once you have done your GCSEs add another education setting as Bexley Grammar School (if you moved here).

Add when you started and will finish (July 2022).

Add your qualifications for the IB by entering all your six subjects individually as modules including EE and ToK - leaving all grades as pending.



The screenshot shows the UCAS Education section of a 2021 Undergraduate application. The page is titled "UCAS EDUCATION 2021 Undergraduate application" and includes a navigation menu with links for Further education, Undergraduate, Postgraduate, Alternatives, Careers, and Home. The user's Personal ID number is 1041028428. The left sidebar contains a list of sections: Personal details, Contact and residency details, Employment, Education (highlighted), Nationality details, Supporting information, English language skills, Finance and funding, and Personal statement. The main content area features a large grey button with a plus sign and the text "Add place of education". Below this, there is a text input field for "Unique Learner Number (ULN)", a dropdown menu for "Please state the highest level of qualification you expect to have before you start your course", and a checkbox labeled "Mark this section as complete". A note at the bottom states: "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." A blue "Save this section" button is located at the bottom left, and a help icon is at the bottom right.

Supporting Information

You will need to make a selection from No disability to a range of options in the drop down box. Ensure you give information in the further information box - ie laptop use, extra time in exams, mobility issues if you select any of the disability options. The more your choices know about your requirements the more they can support you.

SUPPORTING INFORMATION
2021 Undergraduate application

Your Personal ID number
123456789

UCAS application - Supporting information

Personal details
Contact and residency details
Employment
Education
Nationality details
Supporting information
English language entry
Finance and funding
Personal statement

Have you ever lived or worked in the EU (excluding the UK, European Economic Area (EEA) or Switzerland)? *

Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK, EEA or Swiss national)? *

Universities offer a wide range of support to students with disabilities. Please select any disability you have from the list below. *

Further details

Characters used: 0 of 4000 characters

Mark this section as complete *
You must complete all mandatory fields marked as complete before you can save this section.

Save this section

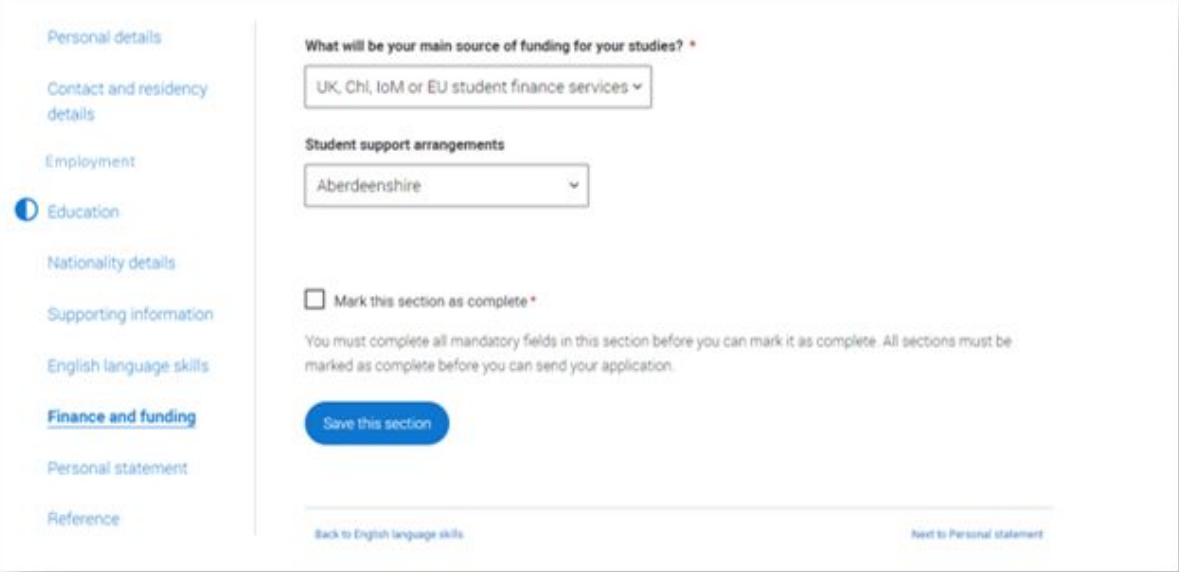
Universities offer a wide range of support to students with disabilities. Please select any disability you have from the list below. *

- No disability
- You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- You are blind or have a serious visual impairment uncorrected by glasses
- You are deaf or have a serious hearing impairment
- You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- You have a mental health condition, such as depression, schizophrenia or anxiety disorder
- You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- You have a disability, impairment or medical condition that is not listed above
- You have two or more impairments and/or disabling medical conditions

Finance and Funding

What will be your main source of funding for your studies? Answer -UK,ChI,IoM, EU student finance services.

The following question is regarding Student Support Arrangements. Answer The Borough in which you live in i.e Bexley, Lewisham, Greenwich

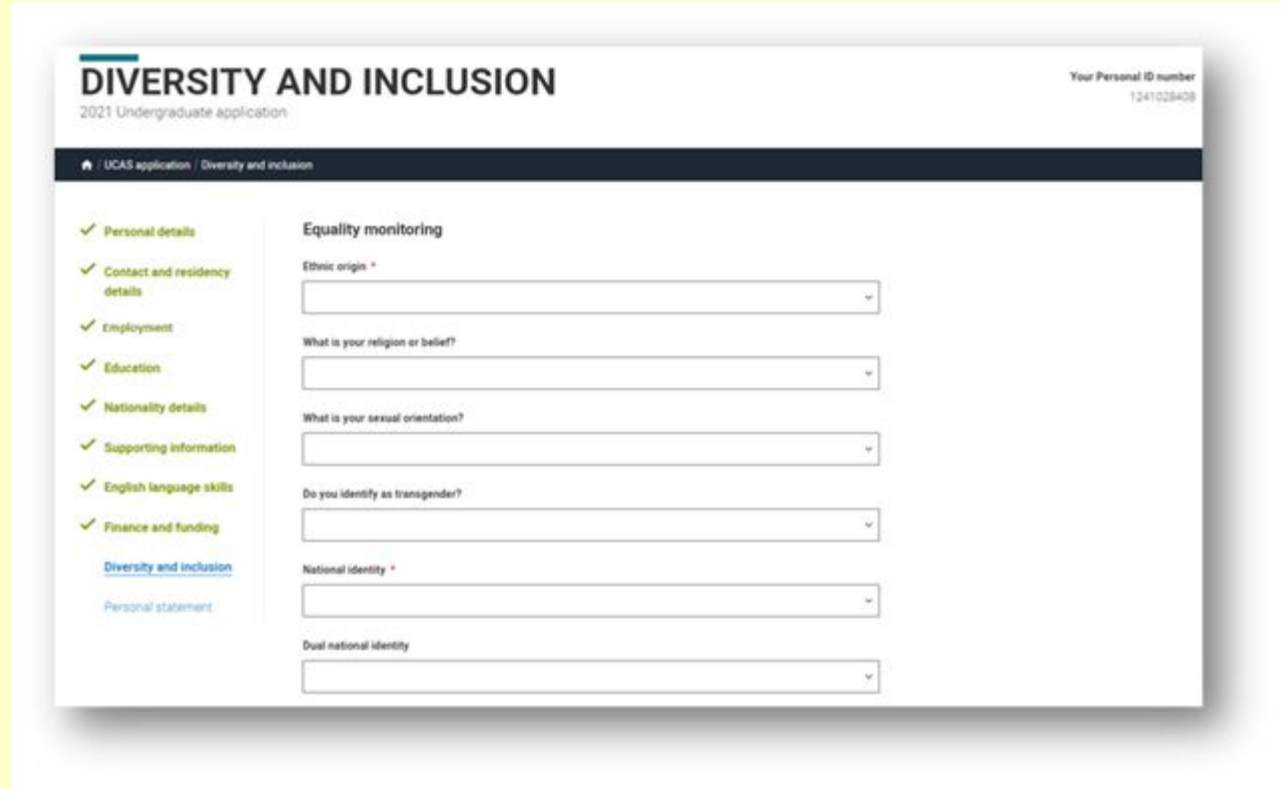


The screenshot shows a web form with a sidebar on the left containing navigation links: Personal details, Contact and residency details, Employment, Education (highlighted with a blue circle and 'i' icon), Nationality details, Supporting information, English language skills, Finance and funding (highlighted in blue), Personal statement, and Reference. The main content area is titled 'What will be your main source of funding for your studies? *' and contains a dropdown menu with the selected option 'UK, ChI, IoM or EU student finance services'. Below this is another section titled 'Student support arrangements' with a dropdown menu showing 'Aberdeenshire'. There is a checkbox labeled 'Mark this section as complete *' which is currently unchecked. A note below the checkbox states: '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.' At the bottom of the form is a blue button labeled 'Save this section'. At the very bottom of the page, there are two small links: 'Back to English language skills' on the left and 'Next to Personal statement' on the right.

Diversity and Inclusion

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.



The screenshot shows the 'DIVERSITY AND INCLUSION' section of a 2021 Undergraduate application. The page title is 'DIVERSITY AND INCLUSION' with the subtitle '2021 Undergraduate application'. A personal ID number '1241028405' is visible in the top right. A navigation bar shows 'UCAS application / Diversity and inclusion'. A sidebar on the left lists various sections with green checkmarks: Personal details, Contact and residency details, Employment, Education, Nationality details, Supporting information, English language skills, Finance and funding, Diversity and inclusion (highlighted in blue), and Personal statement. The main content area is titled 'Equality monitoring' and contains several dropdown menus: 'Ethnic origin *', 'What is your religion or belief?', 'What is your sexual orientation?', 'Do you identify as transgender?', 'National identity *', and 'Dual national identity'.

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.

You may need to come back to this section after completing an activity

The image shows a three-part screenshot of a web form. The top part is a header section titled "Activities in preparation for higher education" with a sub-note: "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." Below this is a large grey button with a plus sign and the text "Add activity". The middle part is the "Add activity" form itself, which includes a "Sponsor" dropdown menu, a "Start date" section with "Month" and "Year" dropdowns, a "Duration (Weeks)" dropdown, a "School year" dropdown, and a "Location" search box. The bottom part is a detailed view of the "Sponsor" dropdown menu, listing various programs such as "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", and "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.

The image shows a screenshot of a web form with two sections. The first section is titled "Parental education" and asks if any parents, step-parents, or guardians have a higher education qualification. Below the question is a dropdown menu. The second section is titled "Occupational background" and asks for a job title based on the user's age. Below the question is a text input field containing "children's n" and a list of job titles: Children's Nurse, Children's Nurse (Domestic Service), Children's Nursery Owner, Director (Children's Nursery), and General Assistant (Children's Nursery). The text input field and the first list item are highlighted with a blue border.

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)

You are now at the point where you need to start to research what you want to study and where you want to go!

Make a copy of this [booklet](#) for you to refer back to as you make your way through the research process.

Turn to Page 5 of the booklet titled "University and Careers Research"

Subject considerations



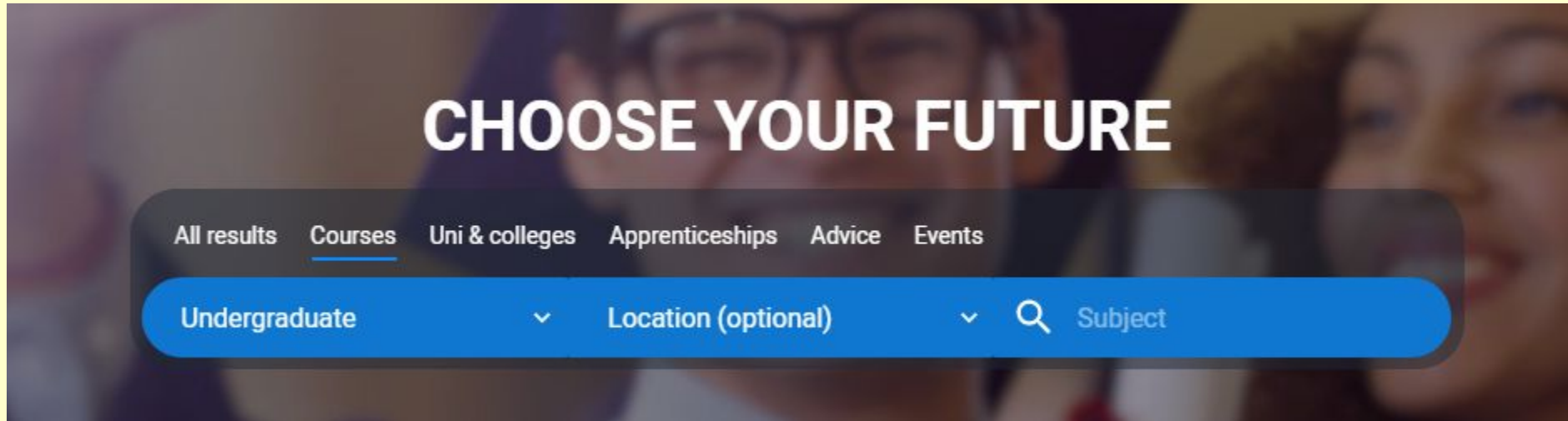
- What are your career aspirations – do you need a particular subject?
- What subjects do you currently enjoy?
- What are your interests? (it could be something completely new)
- What you are good at? i.e. what skills do you have?

Academic considerations



- ❑ What are the entry requirements?
- ❑ What is the course content?- some courses vary HUGELY between institutions.
- ❑ How is the course taught? i.e. mostly lectures? Mostly seminars? A mixture? 1:1?
- ❑ How is the course assessed? Exams? Essays? Projects?
- ❑ What facilities does the university offer? Libraries? Labs?
- ❑ What other opportunities are there? (e.g. study abroad, work placements)
- ❑ What is the reputation/strength of university in that subject

Research : <https://www.ucas.com/>



On the home page you can search for courses, universities, apprenticeships.

If you haven't already, start to get a feel of what is out there that might interest you.

Practical considerations

- How far is it from home?
- Do you want city/town/rural?
- Do you want a campus or town/city centre?
- How big is the institution
- Is there guaranteed accommodation?
- What is the nightlife like?
- What are the social facilities such as the Union?
- What clubs and societies would I like to join?
- What sporting facilities are available?



League Tables

Be critical and inquisitive

Do you trust someone else's opinion?

What are they being judged for?



Resources for today...

- www.ucas.com
- You can chat to current university students to find out about their experience <https://www.ucas.com/chat-to-students>
- <http://university.which.co.uk/>
- <http://www.opendays.com/> - you are allowed 2 days off school to go to universities and visit them (if they are doing face-to-face days). Plan wisely, which ones can you visit at a weekend?
- Individual university websites
- Visit days after receiving offers