



# FILLING IN YOUR UCAS APPLICATION

---

UCAS

# HERE'S A STEP-BY-STEP GUIDE TO FILLING IN YOUR UCAS APPLICATION

---

- > Start by registering for your Apply account at [www.ucas.com/apply](http://www.ucas.com/apply), add some personal details, get a username, create a password, and set your security questions.
- > Add the buzzword your school, college, or centre gave you.
- > If you're applying independently, you won't have a buzzword, so we'll ask you some more questions.
- > Please note, you can only apply once in a cycle.

Once you've registered, here are the sections you will need to complete in Apply.

## 1. Sign in to fill in the rest of your details

- > You'll need to add in your funding and sponsorship options, residential status, any special needs or disabilities, and any criminal convictions.
- > Add your email address – we'll show you how to verify it with us. Then we can let you know whenever your application is updated.
- > You can give a parent, guardian, or adviser nominated access if you'd like them to speak to us on your behalf.

## 2. Additional information (UK applicants only)

- > Equality, ethnic origin, national identity, any summer schools/taster courses you attended, care and parental education, and occupational background all need to be added in this section.
- > These questions aren't compulsory or used for selection purposes – they're just helpful for statistics.

## 3. Student finance (UK and EU applicants only)

- > This page might appear if certain questions are answered in the sections above.
- > We don't arrange student finance, but if you're looking for financial support, you can give us permission here to share your information with the student loans/awards organisation you apply to, which should speed up the process of getting a loan.
- > For more information about this, visit [www.ucas.com/finance](http://www.ucas.com/finance).

#### 4. Course choices

- > You can choose up to five courses. There's no preference order and your chosen universities/colleges won't see where else you've applied.
- > **Applying to medicine, dentistry, veterinary medicine, or veterinary science?** You can only apply to a maximum of four courses in any one of these subjects.
- > **Applying to the universities of Oxford or Cambridge?** You can only apply to one course at either the University of Oxford or the University of Cambridge.
- > **Applying for deferred entry?** Make sure you've checked the university or college accepts deferred entry applications for the course you're interested in.

#### 5. Full education history

- > You must enter all your qualifications – whether you have the result or if you're still awaiting exams and results.
- > If any of your pending qualifications aren't listed on [ucas.com](https://ucas.com), you still need to add them to your application, but remember you'll need to send the results to your chosen universities and colleges when you get them.
- > **International students** – qualifications are listed by name and country, but don't worry if yours isn't there – just add it to the 'Other' box. You may have to send proof of your results to the university or college yourself.
- > **Mature students** – if you can't find your school exam certificates, contact the school and local authority.
- > For more information on adding your qualifications to your application, visit [www.ucas.com/fillinginyourapplication](https://www.ucas.com/fillinginyourapplication).

#### 6. Your employment history

- > If you've had any paid jobs – full-time or part-time – here's where you can enter details for up to five of them. Include company names, addresses, job descriptions, and start/finish dates.
- > If you've done any unpaid or voluntary work, you don't need to include details about it in this section – you can talk about this in your personal statement.

#### 7. Write a personal statement

- > This is your chance to show universities and colleges why you want to study the course and why you'd make a great student.
- > Start early – it might take a while until you're happy with it and you've checked it through with teachers, advisers, or family.
- > For detailed advice on how to write your personal statement, head to [www.ucas.com/personalstatement](https://www.ucas.com/personalstatement).

## 8. Take a final look at your application

- > See if you need to make any edits, then mark it as complete and save it.
- > Once you've marked all previous sections as complete, you'll be able to read and agree to the declaration – this allows us to process your information and send it to your chosen universities/colleges.
- > You'll then be able to move on to the final section.

## 9. Get a reference, pay your fee, and send us your application

- > A reference is a written recommendation from a teacher, adviser, or professional who knows you academically or professionally. Everyone needs a reference, unless you get permission from your chosen universities/colleges.
- > The application fee is £20 if you're applying to just one course, or £25 for multiple courses and for late applications sent after 30 June.
- > **Applying through a school, college, or centre?** They will let you know whether and when you should pay them, so they can pay us. Alternatively, they will tell you to pay us directly by credit/debit card – you'd do this before the reference is added to your application. They will then send the application to us on your behalf.
- > **Applying independently?** After the reference is added, pay by credit/debit card online, then send your application to us.

FOR MORE INFORMATION ON  
COMPLETING YOUR APPLICATION,  
**GO TO** [WWW.UCAS.COM/FILLINGINYOURAPPLICATION](http://WWW.UCAS.COM/FILLINGINYOURAPPLICATION)

Good luck!