

How to apply to university – UCAS application

Before you begin

In the UK, students apply to study at university by completing ONE application on the UCAS website and they then will send the application to the universities that you have chosen.

You are only allowed to make one application per year – so if you decide to change your choices you cannot easily delete your application and start a new one. Having one application also makes it more difficult if you are undecided between courses as you can only write one Personal Statement about what makes you perfect to study the course.

For us to write your reference and check that your application is complete, you need to apply through college – this is done by entering a Buzzword (Colchsfc) when prompted or you can link your application to college. When you submit your form by the pay/send button on the application, it does NOT get sent direct to UCAS – instead, it is ready for your Personal Tutor to check the form and add your reference.

Only once this is complete and you have paid the fee will it be sent - this can take up to **3 weeks**.

Every time the application is sent back to you for corrections the time restarts. (If you complete your application after 20th November we cannot guarantee that it will reach UCAS by 15th January the deadline – as we have the Christmas holidays). Applications can be sent from as early as 8th September. We advise you to complete your application before October half term (23rd October).

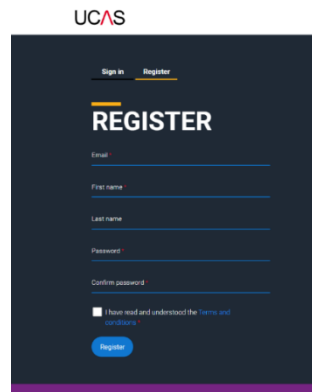
Process:

- 1) Register with UCAS HUB
- 2) Complete the application and Pay/send – you pay online
- 3) Once complete – check all sections and click on Pay/Send – tick the boxes. This then locks you out from changing any details.
- 4) Look out for an email from Senior Tutor Support – they will send an email even if all details are correct. If anything needs changing/adding then they will advise you to what it is – they will have released the application back to you so you can make changes
- 5) Pay/send again once corrections are made
- 6) Your Personal Tutor will be in touch with you about your application and will inform you of your predicted grades. They might also want to see evidence of your GCSEs and any other qualifications if they have not got a record of these.
- 7) You will receive an email from UCAS once they receive your application

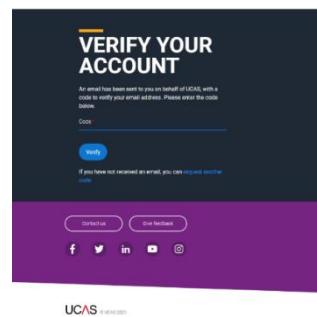
Further detail below – please at least scan it!

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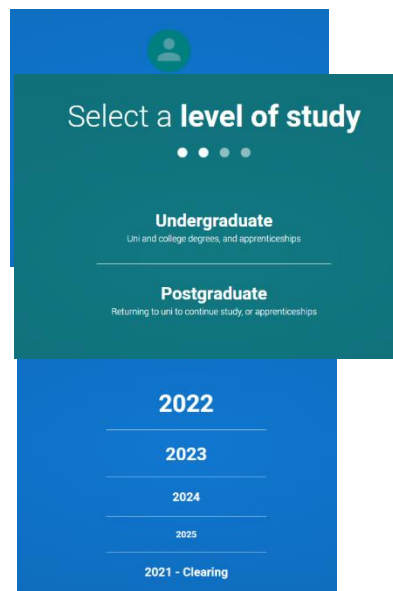
1) Register with UCAS HUB for 2022



- Register via <https://accounts.ucas.com/Account/Login>
- Complete your email, name and create a password.
- Make a note of your password.



- You will need to verify your email account. UCAS will send a code to your email for this process.

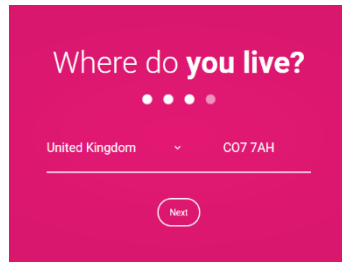


- Choose your year of study 2022 – if you want to defer choose 2023.
- Choose undergraduate level of study.

Would you like additional information on [apprenticeships](#) or [conservatoires](#)? Tick the box if so.

- Conservatoires offer performance-based courses in music, dance, drama, musical theatre, film and production.

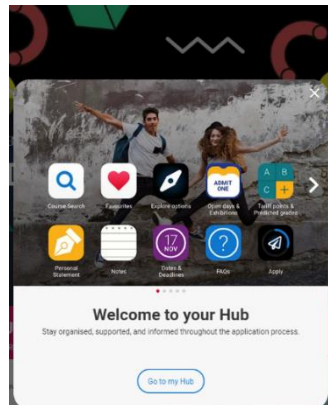
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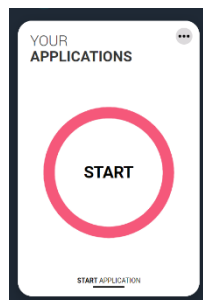
- Enter the postcode of your home address.

Your preferences

- Select how you would like to receive information and if you are interested in deals and offers.
- Are you still at school/college? – choose yes
- Enter – Colchester Sixth Form and click Create account



- You have completed the first part of the registration **but you will still need to link your application to the Sixth Form College.**



- Click on the Start button to link your application to College.
- Choose Undergraduate, then 'yes' to applying from a school, college or centre.
- You will need the buzzword **colchsf**
- Then choose your tutor group number – if you can't remember choose the Default Group. You can be transferred at a later date.
-

You will now be able to start completing your UCAS application:

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Completing the application form

<https://www.ucas.com/undergraduate/applying-university/filling-your-ucas-undergraduate-application>

Press the START button

The screenshot shows the 'My profile' section of the UCAS application form. It features a grid of 11 sections, each with a title, a brief description, and a 'Start this section' button. The 'Personal details' and 'Contact and residency details' sections are marked as 'Section complete' with a green checkmark. The 'Education' section has a 'Start this section' button. The 'Employment', 'Nationality details', and 'Supporting information' sections also have 'Start this section' buttons. The 'English language skills', 'Finance and funding', and 'Diversity and inclusion' sections have 'Start this section' buttons. The 'Your personal statement' section has a 'Personal statement' button. A search bar for courses is located at the top right of the profile section.

There are 11 sections to complete – the whole form (except the Personal Statement should not take longer than 2 hours to complete)

Personal Details

Please make sure you have your name as it is on official documentation – including middle names.

Contact and Residency details

Please add a Nominated Access – normally a parent or guardian

Residential category is **IMPORTANT** – select the one appropriate to you – this is important if you do not have a UK passport. This is used to determine if you are able to get financial support - Students Loans to go to university

The screenshot shows the 'Contact and residency details' section selected in the left-hand menu. The dropdown menu for 'Residential category' is open, showing various options including 'UK Citizen - England', 'UK Citizen - Scotland', 'UK Citizen - Wales', 'UK Citizen - Northern Ireland', 'British Citizen - Channel Islands and Isle of Man', 'British Citizen - British Overseas Territories', 'EU National (non-UK Citizen)', 'EEA or Swiss National', 'Child of a Turkish Worker', 'Refugee', 'Humanitarian Protection or similar', 'Settled in the UK', and 'Other'. The 'UK Citizen - England' option is selected.

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Education

✓ Personal details

✓ Contact and residency details

Education

Employment

Nationality details

Supporting information

English language skills

Finance and funding

Diversity and inclusion

Personal statement

Add place of education

Unique Learner Number (ULN)
The Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 13 involved in UK education or training. If you don't have one, or don't know yours, leave this blank.

Please state the highest level of qualification you expect to have before you start your course *

Your ULN can be found under MOODLE/dashboard/GCSE on entry ULN

Add a place of Education

Add place of education

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

Start date *

Month Year
MM YYYYY

Also add in the same way your secondary school

You will have qualifications from this centre

Add place of education

Type of study *

- Full time Part time Sandwich

Do you, or will you, have any qualifications from this centre? *

If you received any qualifications at this school, college or centre, or if you have any qualifications pending at this school, click yes.

All qualifications must be entered, even if you received an unsuccessful grade, if you are still waiting to take the final exams or if you are waiting for the results.

If you are resitting a qualification you need to enter it twice: once as a completed qualification with the grade achieved and once as a qualification with the result Pending.

- Yes No

A Levels are GCE Advanced Level – make sure you have the correct qualification type – check with your subject teacher – you also need the exam board. For GCSE's, use your certificates that your school should have sent you – if you have not got them, contact your school – they are your official documents and you need them.

✓ Personal details

✓ Contact and residency details

Education

Employment

Nationality details

Supporting information

English language skills

Finance and funding

Diversity and inclusion

Personal statement

Qualifications shortlist

- + ADA Level 3 Certificate in Applied Business
- + ADA Level 3 Certificate in Applied Science
- + ADA Level 3 Certificate in Mathematical Studies (Core Maths)
- + ADA Level 3 Extended Certificate in Applied Business
- + ADA Level 3 Extended Certificate in Applied Science
- + Advanced Extension Awards
- + BTEC Certificate (GCF)
- + BTEC Subsidiary Diploma (GCF)
- + Extended Project (Level 3)
- + Functional Skills
- + GCE Advanced Level
- + GCE Advanced Subsidiary
- + GCSE (Grade 9-1)
- + GCSE (Grade 4*-5)
- + GCSE Short Course
- + GCSE Double Award (9-9 to 1-1)
- + GCSE Double Award (4*-4* to 5-5)
- + International Baccalaureate Diploma

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Add your subjects – for A Levels you do not need to add modules – for BTEC’s you will. Results for your A levels are PENDING (you have not got them yet)

The screenshot shows the 'Education' section of the UCAS application form. On the left is a navigation menu with 'Education' selected. The main content area is titled 'GCE Advanced Level' and includes instructions: 'If you don't find a match you can manually add one. Entering unit details for A levels is optional if you have completed Cambridge International qualifications please choose CIE as your Awarding organisation, if you are currently taking Cambridge International qualifications choose CAIE.' Below this are four fields: 'Subject *' with 'Business' entered; 'Qualification date *' with '09' for month and '2022' for year; 'Awarding organisation *' with 'Eduqas' selected; and 'Grade *' with 'Pending' selected.

It will then look like this:

This screenshot shows the completed 'Education' section. The left navigation menu remains. The main area features a card for 'The Sixth Form College Colchester' (September 2020 - July 2022, Full time) with an 'Add Qualification' button. Below the card is a table for 'GCE Advanced Level in Business':

Subject	Awarding organisation	Grade
Business	Eduqas	Pending

The 'Qualification date' is listed as 'September 2022'.

Employment

The 'Add employment' form contains the following fields:

- Company/organisation name *
- Role title *
- Company/organisation address *
- Start date *
Month: MM, Year: YYYY

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Nationality Details

This is used to determine if you are able to get financial support - Students Loans to go to university

- ✓ Personal details
- ✓ Contact and residency details
- 1 Education
- Employment
- Nationality details**
- Supporting information
- English language skills
- Finance and funding
- Diversity and inclusion
- Personal statement

What is your country of birth? *

For the purpose of this question the UK includes the Channel Islands and the Isle of Man.

What is your nationality? *

If you're applying from outside the UK choose your nationality as it appears in your passport. If you have dual nationality and you need a visa to enter the UK, enter your first nationality as it is shown on the passport you intend to use when travelling to the UK for your course.

Dual nationality

If you have dual nationality, select your first nationality in the previous field and your second nationality here.

Supporting Information

- ✓ Personal details
- ✓ Contact and residency details
- 1 Education
- Employment
- Nationality details
- Supporting information**
- English language skills
- Finance and funding
- Diversity and inclusion
- 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. *

Select the option(s) which you feel best describes any physical and/or mental health condition, long-term illness, or learning difference you may live with. If you don't have a disability, select to confirm you don't have a disability. We've got more help [here](#).

Further details about your disability

Your chosen universities or colleges will use this information to provide you with information on the support available.

- ✓ Contact and residency details
- 1 Education
- Employment
- Nationality details
- Supporting information**
- English language skills
- Finance and funding
- Diversity and inclusion
- Personal statement

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

Select the option(s) which you feel best describes any physical and/or mental health condition, long-term illness, or learning difference you may live with. If you don't have a disability, select to confirm you don't have a disability. We've got more help [here](#).

- 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

Characters used: 0 of 450 characters

Please add in any disability – the information is used to assist you at university and not as part of the selection process – in the larger box it is good to add the support you get at college – extra time, laptop but also other requests – come to careers or see Learning Support for guidance.

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English Language skills

English proficiency tests and exams are taken by students who don't speak English as their first language. Is English your first language. This is normally irrelevant if you have passed GCSE English and can access education at college. This question is asked for students applying to University from overseas

Finance and Funding

- ✓ Personal details
- ✓ Contact and residency details
- 1 Education
- Employment
- Nationality details
- Supporting information
- English language skills
- Finance and funding**
- Diversity and inclusion
- Personal statement

What will be your main source of funding for your studies? *

Select an option from the drop-down list to tell us how you expect to pay for your tuition fees. Most applicants from the UK, Channel Islands, Isle of Man, and the EU will be in the category UK, CHI, IoM, or EU student finance.

This guidance has been created in the absence of full Brexit arrangements being available and you should give your answer as guided. Universities and colleges are aware that EU applicants will be selecting the UK, CHI, IoM or EU student finance option.

before you can mark it as before you can send your

Private finance
UK, CHI, IoM or EU student finance services
Research councils
DH/Regional Health
UK Govt international award
Training agency
Other UK Govt award
International agency
UK Industry/commerce
Other source
Not known

Most of you will want the government to pay your fees so will put **UK, CHL, LOM, EU student services**

Diversity and Inclusion – you only need to answer the questions with a red*

- ✓ Personal details
- ✓ Contact and residency details
- 1 Education
- Employment
- Nationality details
- Supporting information
- English language skills
- Finance and funding
- Diversity and inclusion**
- Personal statement

Equality monitoring

Ethnic origin *

What is your religion or belief?

What is your sexual orientation?

Do you identify as transgender?

National identity *

Dual national identity

If you have dual nationality, select your first nationality in the previous field and your second nationality here. If you do not have dual nationality leave this blank.

Personal Statement

- ✓ Personal details
- ✓ Contact and residency details
- 1 Education
- Employment
- Nationality details
- Supporting information
- English language skills
- Finance and funding
- Diversity and inclusion
- Personal statement**

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-processor and paste it in to your application.

You can type your statement directly into the box or edit a statement you have pasted in.

Personal statement *

Your completed statement must be between 1,000 and 4,000 characters (maximum 47 lines) including spaces.

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

Get your Personal Tutor to check it once before you submit the form – ensure it is spell checked and grammar checked

There is lots of help and guidance – UCAS has a lot of information – your Universities will have lots of information. They use a similarity detection software which reports to the university and you how much of your Personal statement has already been used by others – so NEVER copy. Your Personal tutor and Subject Tutors can also help. The personal statement is about why you would make a good student for that course – it contains your interest in the course and how you have developed this: What is it about the course that you particularly like? What skills have you developed to make you a successful student on this course and how have you developed them? (You can use college and outside interests and work) What else can you offer the university?

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Add a Choice

- Where you add the university and course – use the provided see list
You complete one electronic application form. This can be sent to up to 5 choices –
You do not have to use all 5 choices – only put choices down that you actually want to go to. These also need to have entry requirements you can meet. If you want to apply for more than one course – the problem is you can only write one personal statement – universities want you to be sure that you are studying the right course for you.

Once complete – View all details – you must view them and tick the completed box before Pay/send opens for you to click on – You do not get to send it to UCAS – it is only registered as complete at college. This then locks you out from changing any details

You must pay by card on line (£22 for a single university choice or £26.50 for up to 5 choices)

Look out for an email from Senior Tutor Support – they will send an email even if all details are correct. If anything needs changing/adding then they will advise you to what it is – they will have released the application back to you so you can make changes

Pay/send again once corrections are made

Your Personal tutor will be in touch with you about your application and will inform you of your predicted grades. They might also want to see evidence of your GCSEs and any other qualifications if they have not got a record of these.

You will receive an email from UCAS once they receive your application

Other Considerations:

- University admission tests - <https://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/admissions-tests> Some subjects and some universities require them – Check on UCAS
- College deadlines for UCAS applications – it can take 3 weeks for your Tutor to check the application, ensure you have made corrections and attach your reference so we have an internal deadline to ensure we can get it to UCAS on time to meet their deadlines –Universities deal with applicants who met the deadline first.

18th May UCAS opens for applications to be started

15th July Conservatoire applications open

7 th September	UCAS is open for applications to be sent
10 th September	College deadline for Medicine/Dentists/Vets to reach UCAS by UCAS by 15 th Oct 2021
14 th September	College deadline for Oxbridge to reach UCAS by 15 th Oct 2021
24 th September	College deadline for applications to reach UCAS by half term
1 st October	Conservatoire deadline for Music
15 th October	UCAS deadline for Oxbridge and Medicine/Vets/ Dentists
22 nd October	College recommended deadline for all UCAS applications
12 th November	College deadline for UCAS applications to reach UCAS by end of Autumn term
19 th November	Final College deadline for all UCAS applications to reach UCAS by 15 th January 2022
26 th January	UCAS deadline for UCAS applications