

# How to complete UCAS Apply

## (1-5 of 7 sections)



[www.ucas.com](http://www.ucas.com)

Sign in as a student and select undergraduate. Log onto UCAS Apply

Make sure you have selected **Apply 2023**

If you cannot remember your username or password, select the appropriate link and you will receive an email to help you. This will be sent to what ever email address you originally registered with. Hopefully you verified this when you registered!

The advantage of an online application is that in most cases you will be able to select from a drop-down list to enter your answers and also if there are errors they will be shown on the screen (**in green**). In addition, there are **question marks** next to each field which you can click on for help with what to type in.

The application form consists of a number of sections, this document will cover the sections below:

- **Personal Details**
- **Additional Information**
- **Student Finance**
- **Education**
- **Employment**

These can be completed in any order and over these next couple of weeks you will focus on completed 5 of these sections. This guide will help you to do this. There will be further help emailed to you about the Choices and Personal Statement sections as these are the areas most students find the most challenging.

### Personal Details

This first section should already be prepopulated with information you provided when you registered. Other fields you have to complete are:

- Preferred first name - only if for example, you are a Matthew who prefers to be called Matt.
- Previous surname - **only** if you have changed your surname.
- Home address - **only** if different from the postal address.
- Mobile phone – add in.
- Country of birth, Nationality etc select from the drop down list.
- Dual nationality – **only** if you have two passports.
- Area of permanent residence. Select your Local Authority i.e. who is it who empties your bins (eg Wigan, St Helens, Lancashire, etc)
- Residential category. Most of you will be '**UK Citizen - England**'. If you are in any doubt, see your progress tutor.
- Unique Learner Number (ULN). Ask your Progress Tutor for this.
- Student Support - Fee code. Most of you should select '**02**', except certain healthcare courses such as nursing, physiotherapy, occupational therapy etc, in which case the code should be '**05**'. Medicine and dentistry should be '**02**'. **Do not select '01' or '99'**.
- Student support arrangements. The Local Authority where you live (this should be the **same as area of permanent residence**)
- Nominated Access. Complete if you want to nominate someone (e.g. parents) to act on your behalf if you think you might not be available to contact UCAS.
- Disability/Special needs. Select from the drop-down menu if relevant

Always click on '**save**' before you leave any page of UCAS Apply. Once a section is complete, click the '**Section completed**' box before saving.

Any errors or fields incomplete will be highlighted you will see warnings in green.

## Additional information

- Equality Monitoring – answer the questions using the drop down menus
- Dual national identity. **Only select** if you have dual identity (eg father is Scottish, mother is Welsh)
- Activities in preparation for higher education. **Only complete** if you have taken part in an accredited activity organised by a university.
- Care and parental education
- Occupational background. This is for statistical purposes only. It should be the household's main earner.

## Student finance

Tick 'Yes' when you have read the information.

## Education

- Click on 'Add new school/college'. Enter **St John Rigby College**.
- Start/End Dates - see your Progress Tutor if you are not sure of these dates. If you completed a one year course alongside resitting GCSEs you will have started in September 2020
- You have studied **Full Time** and when asked the highest level of qualifications you will achieve is '**below Honours degree level**'
- Complete the rest of the information requested.
- Add qualifications – enter the subjects you are studying, along with the exam board – contact your teacher if you are not sure.
- For A levels select GCE Advanced Level or choose a BTEC course. Your qualification date will be **08/23** and your grade '**pending**'
- BTEC students will need to enter a list of all the units studied and you will also need a **BTEC Registration Number** which you need to contact your teacher for.
- For any other qualifications you achieved use the search facility.
- If you completed a BTEC one year course and resat any GCSEs these should be added here also.
- Click on 'Add new school/college' again and enter **your High School(s)**. **Do not worry if the system does not have a centre number.**
- **Add qualifications** – enter the subjects you studied at school along with the grades you achieved. You can select GCSE (Grade 9-1) for most of your qualifications or select GCSE Grade (A\*-G) for other GCSEs. Most of you will have received these grades in 08/19. If you completed a science double award, select this one. For any other qualifications you achieved use the search facility.
- **You must add the qualifications you sat even if you did not get higher than a grade 4.**

## Employment

Enter any part-time jobs that you have had here, starting with the most recent.

- Add in employer and enter the employer name. Enter the **name of the business not the name of your boss**
- The rest of this section should be straightforward. Any questions see your Progress Tutor

Don't forget:

Always click on '**save**' before you leave any page of UCAS Apply. Once a section is complete, click the '**Section completed**' box before saving.

**If you have completed these sections successfully then 1-5 out of the 7 boxes should now be ticked.**