UCAS

Starting your UCAS application - My Application

Registering for an Undergraduate application

There is a new look to the applications this year.
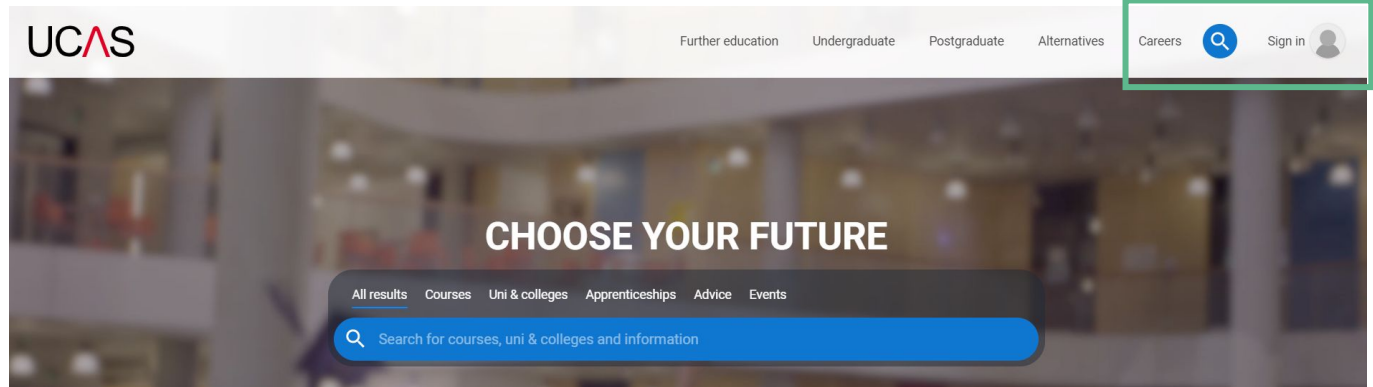**You apply through The Hub at UCAS.com.**

Some of you may already have an account for this but if not…

Registering for an account.

Registering for an account

Head to ucas.com

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

Select students and 'Create account' within the 2022-entry option…

Registering for an account

Complete the short form.

Make sure the **password** is **memorable**. It is better to register with a sensible personal email address rather than your school one.

Registering for an account

You will then be emailed a **code** to **verify** your email address, so UCAS know they've got the right details.

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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.

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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.
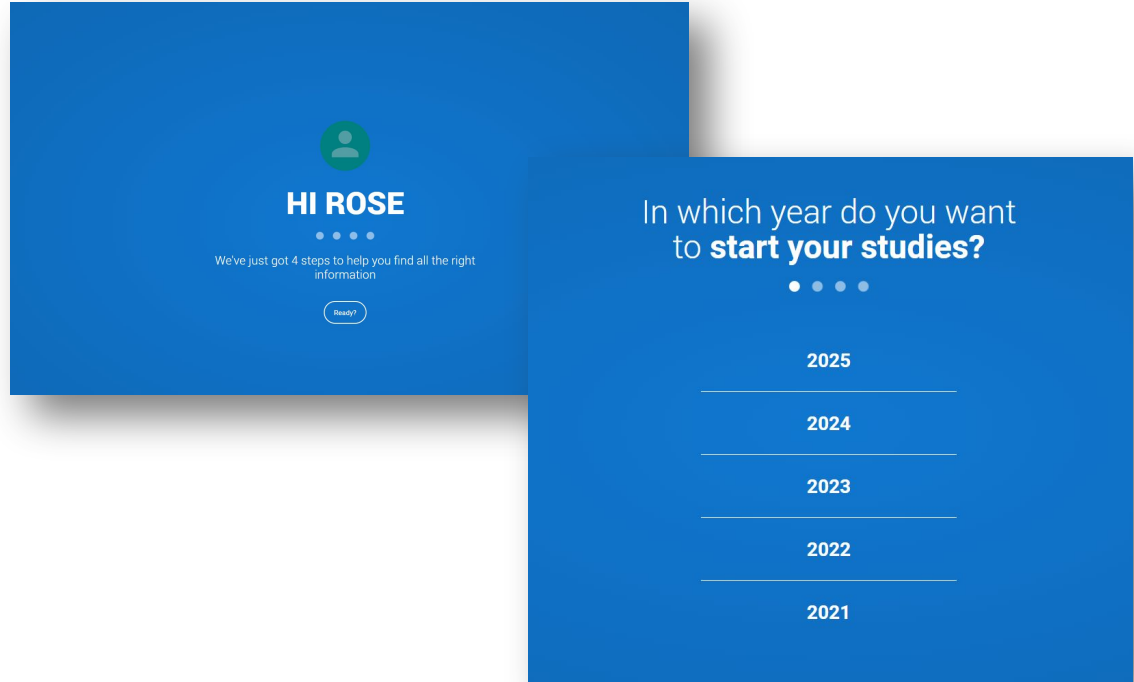
Code *

Verify

If you have not received an email, you can request another code

Registering for an account

Once you've registered, you will be asked a few questions like when you want to start studying, where you live and what you're interested in so UCAS can tailor the information you see.

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

HI ROSE

We've just got 4 steps to help you find all the right information

Ready?

In which year do you want to **start your studies?**
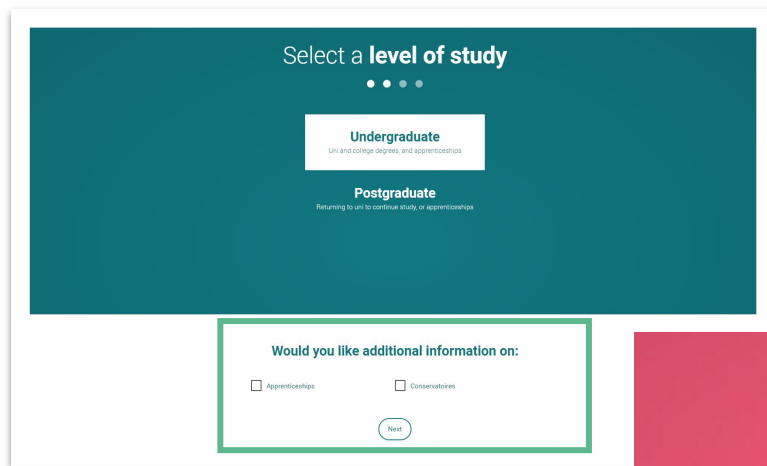
2025

2024

2023

2022

2021

Registering for an account

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

You can choose to get information on **apprenticeships** and **conservatoires** here too.

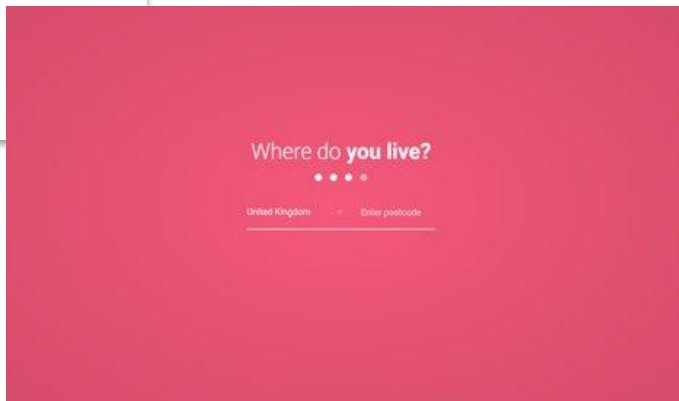Tell UCAS where you live so they can direct you to the right information.

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**.

Starting your application.

UCAS

Starting your application

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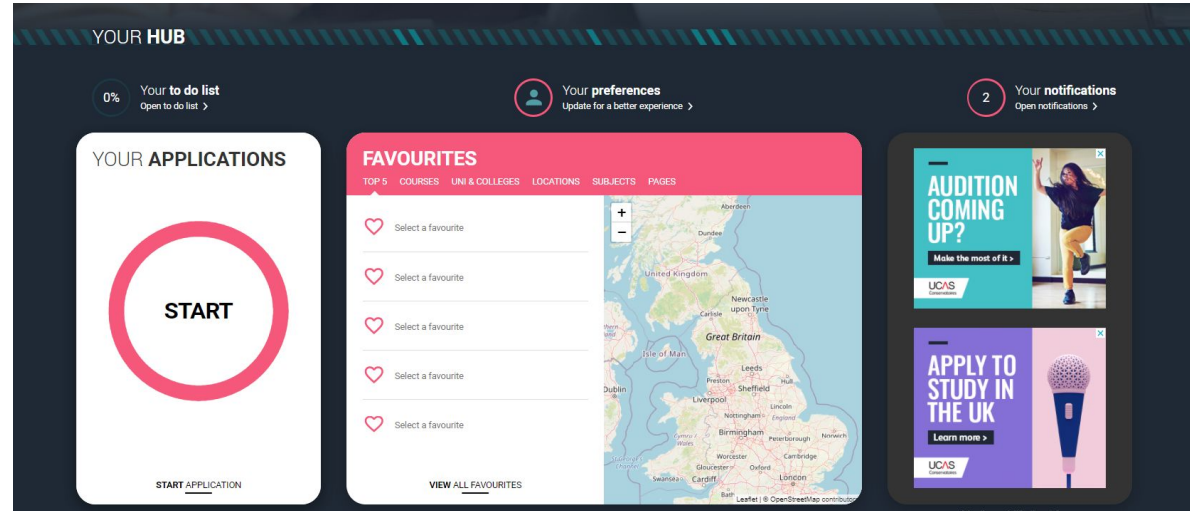
Update your preferences

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
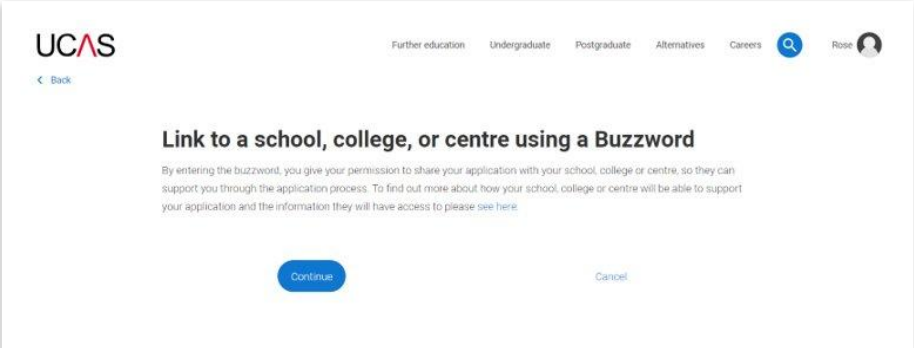
Select **Yes** that you're applying with the help of your school, college or centre and enter our **Buzzword.** This is **5ackVille.**

Linking to your school, college or centre

Once your application has been linked, you will be asked to select a **group** for your application. This will be the one which has your form tutor's initials next to it.

Completing the application.

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Application overview

There are several sections of the application to be completed.

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

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

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

Education

Here 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.

EDUCATION
2022 Undergraduate application

Your Personal ID number
1578002467

♠ / UCAS application / Education

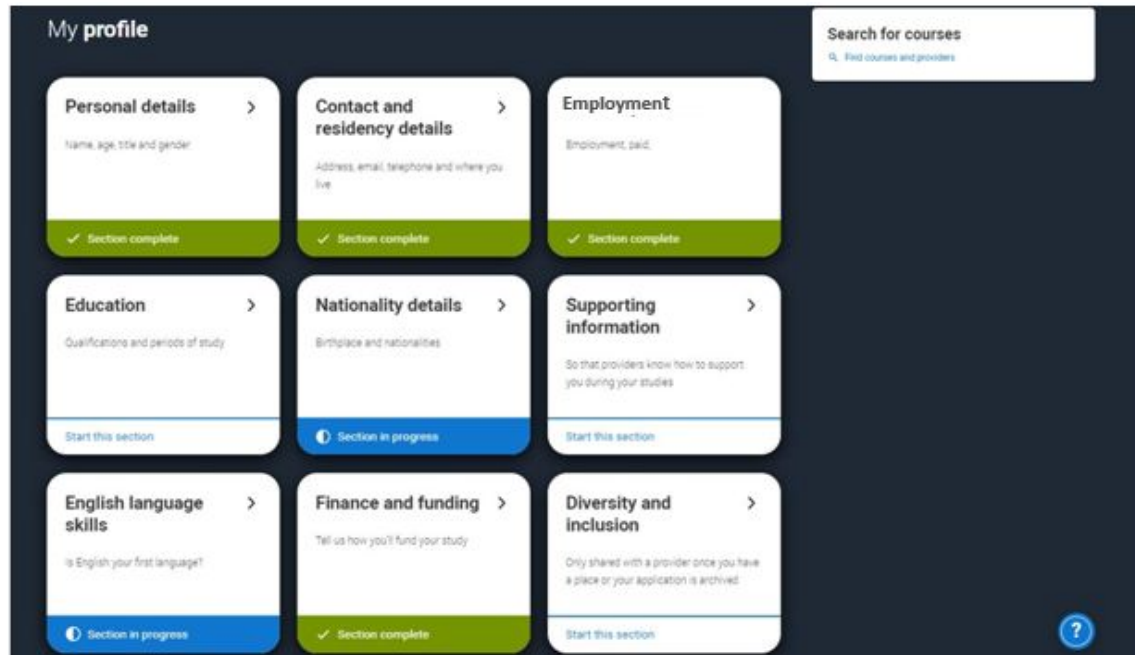‹ Return to application overview

✓ Personal details

✓ Contact and residency details

◗ Education

Employment

✓ Nationality details

✓ Supporting information

✓ English language skills

✓ Finance and funding

✓ Diversity and inclusion

✓ Personal statement

◗ Reference

+
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 *

☐ 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.

Save this section

Back to Contact and residency details   Next to Employment

?

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 *

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

Start date *
Month   Year
MM   YYYY

End date *
Month   Year
MM   YYYY

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

Save   Cancel

UCAS Training School

September 2010 - June 2012
Full time

Add Qualification

Add qualification

To add a qualification either choose from the qualification shortlist or search for your qualification.

Qualifications shortlist

+ Access to HE Diploma (2014 onwards)
+ BTEC Diploma
+ BTEC Extended Diploma (QCF)
+ GCE Advanced Level
+ GCE Advanced Subsidiary
+ GCSE (Grade: A*-G)
+ National 5
+ SQA Advanced Highers
+ SQA Scottish Highers
+ Welsh Baccalaureate Advanced Skills Challenge Certificate

Search for your qualifications

Please search for the qualification title, eg 'A level' and not the subject, eg 'chemistry'.

Overseas qualifications will be listed alphabetically under the name of the country they were taken in.

Search by name

Search for qualification by name

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 tutor if you're not sure.

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