

Starting your UCAS application - My Application

Registering for an Undergraduate application

**You apply through The Hub at
UCAS.com.**

Registering for an account.

Registering for an account

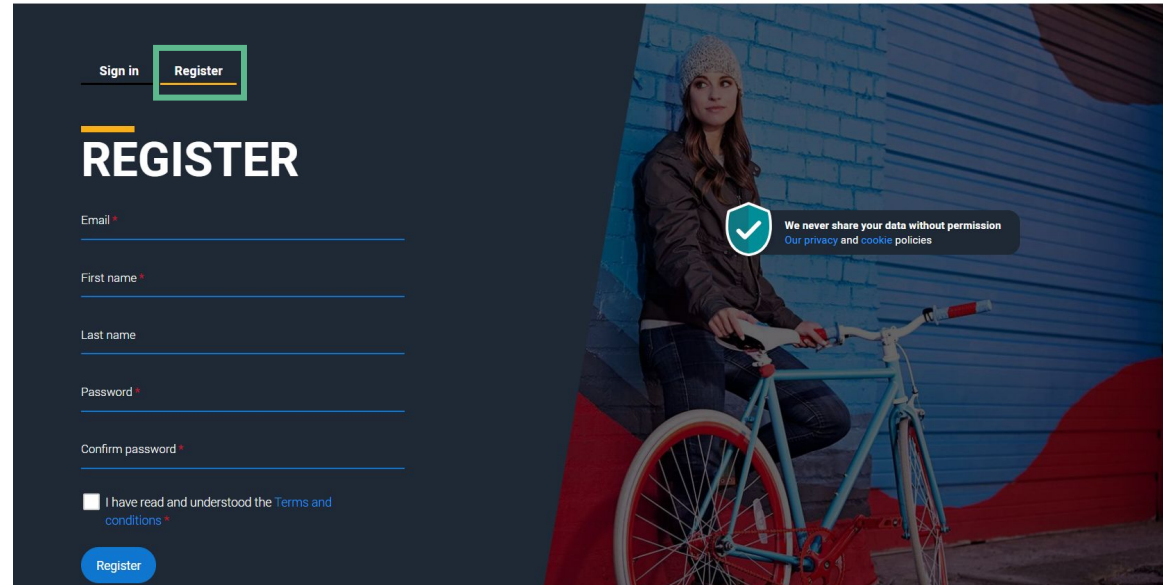
UCAS

[Further education](#) [Undergraduate](#) [Postgraduate](#) [Alternatives](#) [Careers](#) [Account](#)

Head to ucas.com/hub

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.



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](#)

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.

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 *

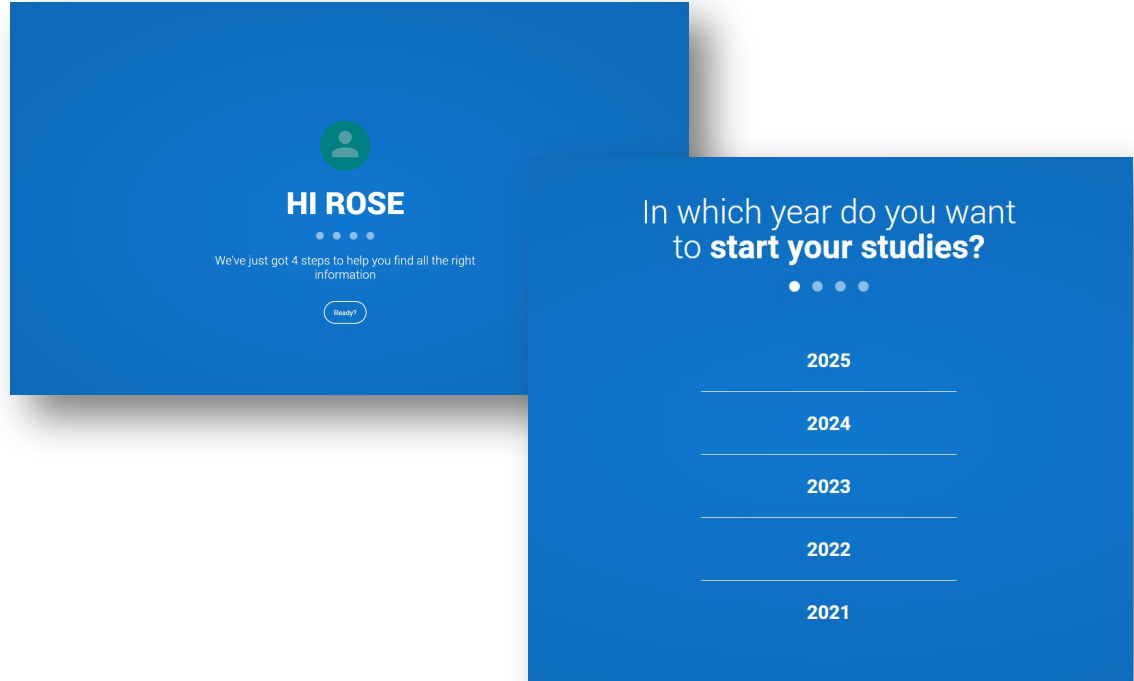
Verify

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

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, **2024** if you want to start next year.

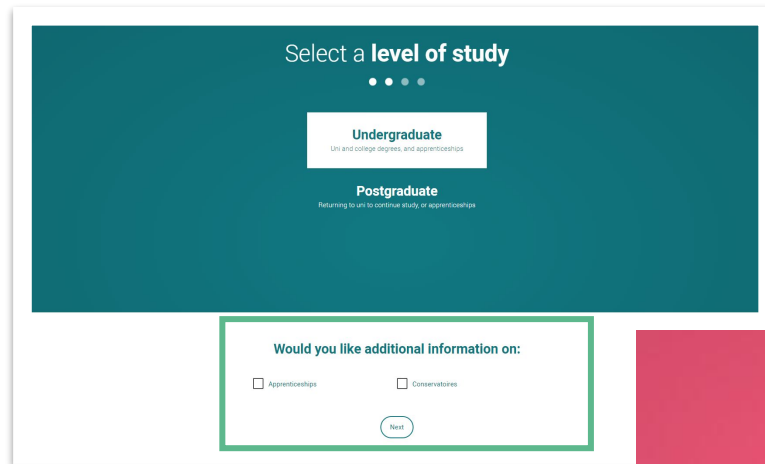


Registering for an account

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.



Select a **level of study**

• • • •

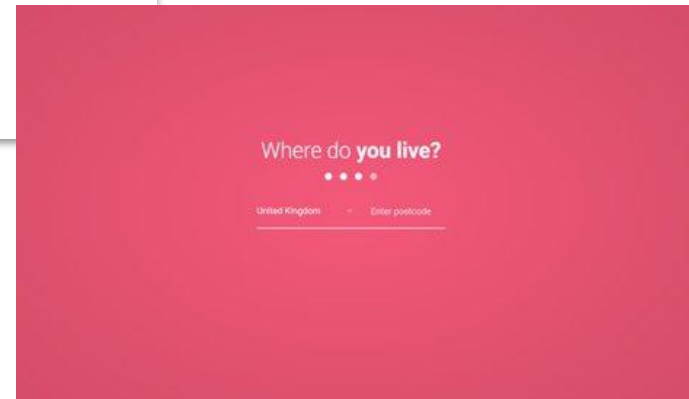
Undergraduate
UK and college degrees and apprenticeships

Postgraduate
Returning to uni to continue study, or apprenticeships

Would you like additional information on:

Apprenticeships Conservatoires

Next



Where do **you** live?

• • • •

United Kingdom Enter postcode

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**.

Your preferences

● ● ● ●


Stay up-to-date with unis, colleges, offers, and more

Get tailored info about uni and college courses, open days, and apprenticeship options. *

Yes No

Get great deals, offers, and freebies, including high street brands, tech, and travel. *

Yes No

 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](#).

Which subject(s) are you interested in studying?

Subject 1 *
Select an option

Subject 2
Select an option

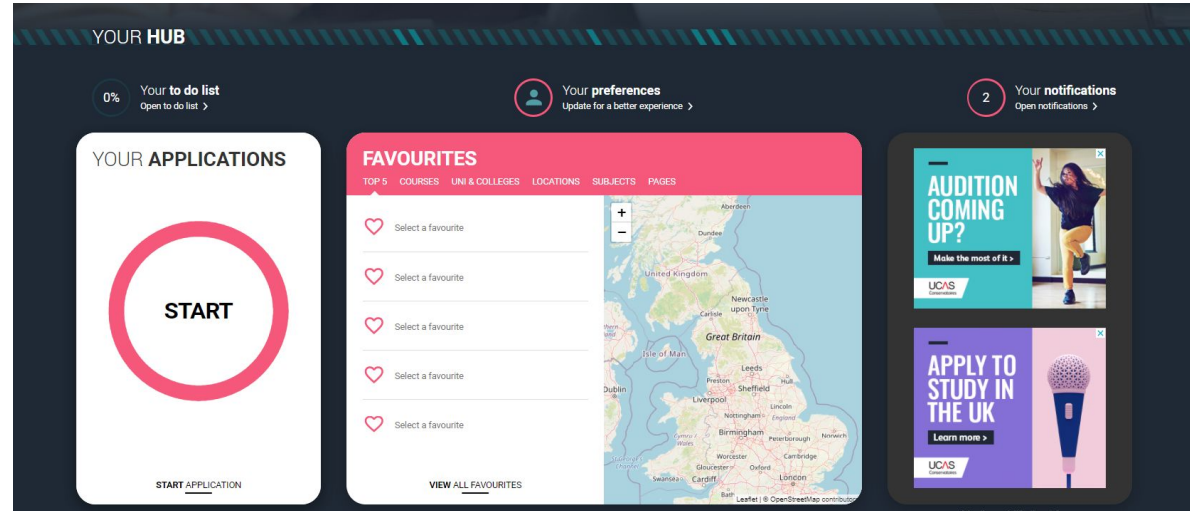
Subject 3
Select an option

Create account

Starting your application.

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 2024, click on Preferences from the main menu.

Then select 2024 in answer to the question **In which year do you want to start your studies?**

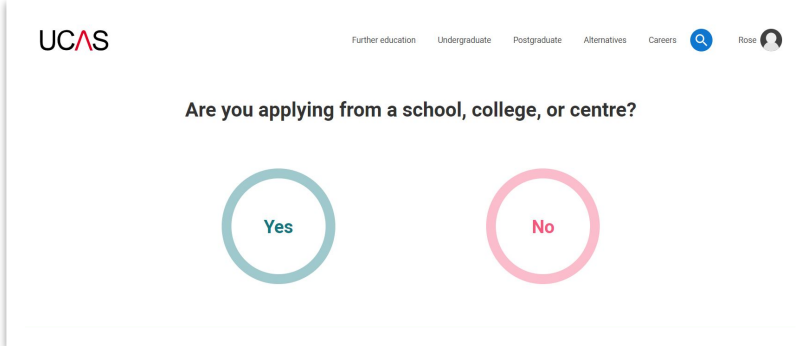
The image shows a screenshot of the UCAS website interface. At the top, the UCAS logo is visible on the left, and navigation links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', 'Careers', and a user profile 'Eddie' are on the right. A dark sidebar menu is open, with 'Preferences' highlighted in blue. Below the menu, a white modal window titled 'Manage my Hub personalisation' is displayed. The form contains the following fields and options:

- Are you considering going straight into employment? Yes No
- Are you considering a gap year? Yes No
- Where do you live?
- Your postcode (we will use this to show events near you)
- In which year do you want to start your studies?
- What level of study are you interested in?
- Would you like additional information on:
 - Apprenticeships
 - Conservatoires

At the bottom of the form are 'Save' and 'Cancel' buttons. In the background, a 'TARIFF POINT CALCULATOR' is visible with buttons for 'A level', 'A*', 'A', 'B', and 'C'. A 'Sign out' button is also visible in the sidebar menu.

Linking to your school, college or centre

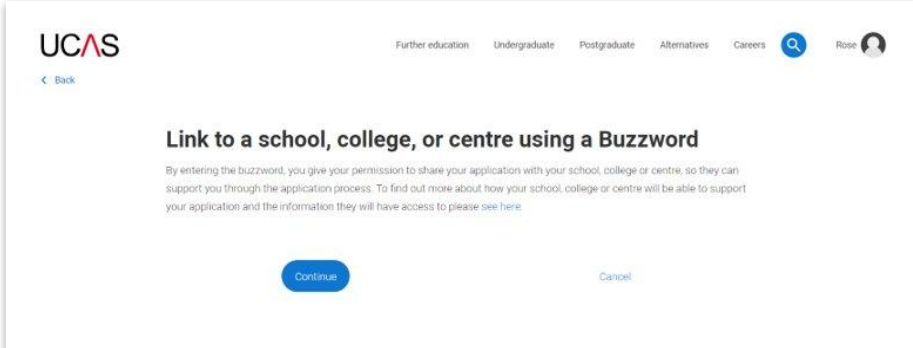
Select **Yes** that you're applying with the help of your school, college or centre and enter our **Buzzword**. This is **SackV1lle**.



UCAS Further education Undergraduate Postgraduate Alternatives Careers 🔍 Rose 🧑

Are you applying from a school, college, or centre?

Yes No



UCAS Further education Undergraduate Postgraduate Alternatives Careers 🔍 Rose 🧑

< Back

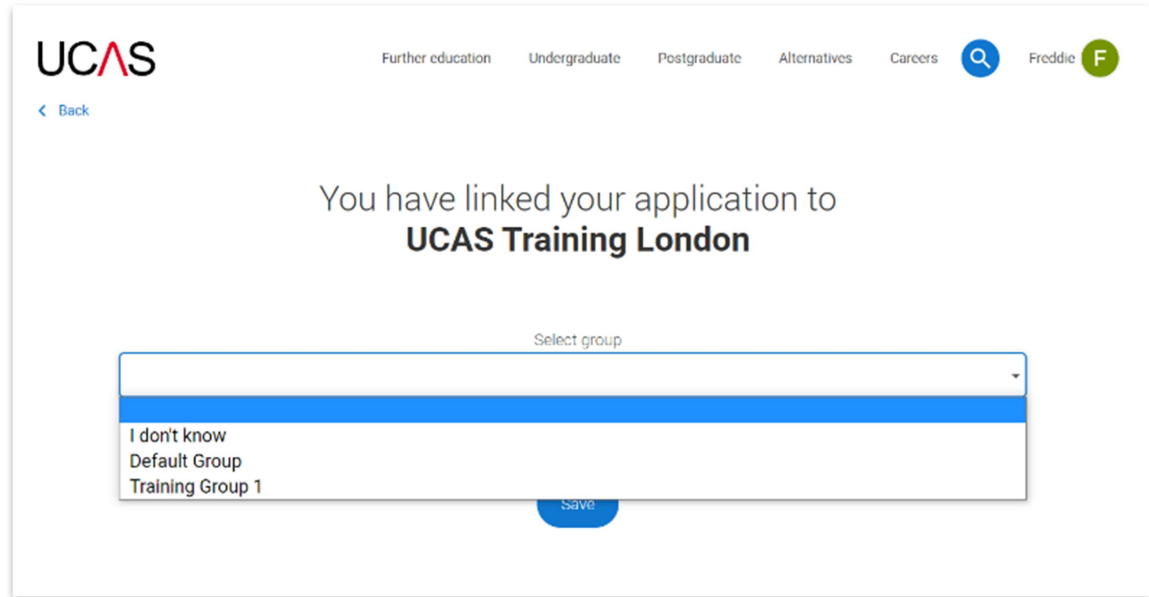
Link to a school, college, or centre using a Buzzword

By entering the buzzword, you give your permission to share your application with your school, college or centre, so they can support you through the application process. To find out more about how your school, college or centre will be able to support your application and the information they will have access to please [see here](#).

Continue Cancel

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.



The screenshot shows the UCAS website interface. At the top, there is a navigation bar with links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', 'Careers', a search icon, and a user profile icon labeled 'Freddie F'. The main content area displays the message: 'You have linked your application to **UCAS Training London**'. Below this message is a dropdown menu titled 'Select group' with a list of options: 'I don't know', 'Default Group', and 'Training Group 1'. A blue 'Save' button is positioned below the dropdown menu.

Completing the application.

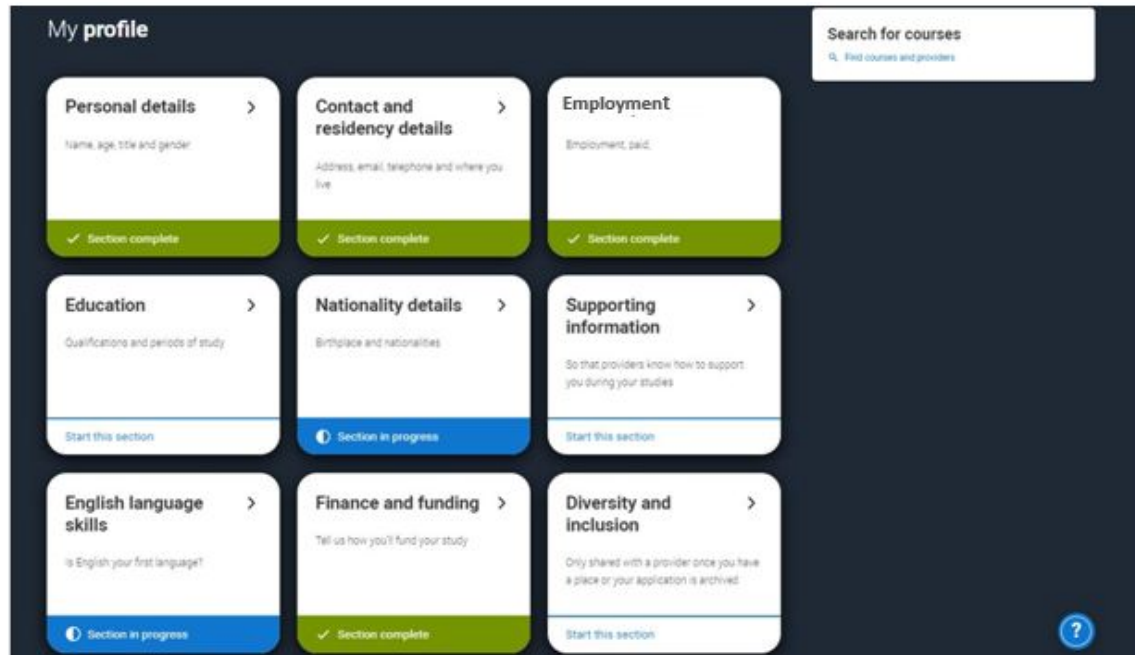
Application overview

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.

The screenshot shows the UCAS Education application interface. At the top, it says 'EDUCATION' and '2022 Undergraduate application'. On the right, it displays 'Your Personal ID number 1578002467'. Below this is a navigation bar with 'UCAS application / Education'. A sidebar on the left contains a list of sections: Personal details, Contact and residency details, Education (highlighted with a blue circle), Employment, Nationality details, Supporting information, English language skills, Finance and funding, Diversity and inclusion, Personal statement, and Reference. 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 section for 'Unique Learner Number (ULN)' with a text input field. A note explains that the ULN is a 10-digit reference number used for the Personal Learning Record. Below that is a dropdown menu for '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', a 'Save this section' button, and two navigation buttons: 'Back to Contact and residency details' and 'Next to Employment'. A help icon is visible in the bottom right corner.

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.

The screenshot shows a web form titled "Add place of education". It contains several fields and sections:

- Name of the school, college, or university ***: A text input field.
- Exam centre number**: A section with a note "This may be automatically filled in based on your school, college, or university" and a greyed-out input field.
- Start date ***: A section with "Month" and "Year" labels, each followed by a dropdown menu showing "MM" and "YYYY" respectively.
- End date ***: A section with "Month" and "Year" labels, each followed by a dropdown menu showing "MM" and "YYYY" respectively.
- Type of study ***: A section with three radio button options: "Full time", "Part time", and "Sandwich".
- Do you, or will you, have any qualifications from this centre? ***: A section with a note "If you received any qualifications at this school, college or centre, or if you have any qualifications pending at this school, click yes." and a sub-note "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." Below this is another note: "If you are resitting a qualification you need to enter it twice: once as a completed qualification with the grade".
- At the bottom right, there are two buttons: "Save" (in a blue circle) and "Cancel".

UCAS Training School

September 2010 - June 2012

Full time

Add Qualification

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

Click the **Add qualification** button and search for your 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

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**.

The screenshot shows the 'Add qualification' section of a UCAS application form. On the left is a navigation menu with categories: Personal details, Contact and residency details, Education (selected), Employment, Nationality details, Supporting information, English language skills, Finance and funding, Diversity and inclusion, Personal statement, and Reference. The main content area is titled 'Add qualification' and shows 'GCE Advanced Level' selected. Below this, there is a text box for 'Subject *' and a 'Qualification date *' section with 'Month' and 'Year' dropdowns. Further down are 'Awarding organisation *' and 'Grade *' dropdowns. A section for 'Module / Unit 1' includes a 'Title' text box and a 'Grade' dropdown. At the bottom, there are buttons for 'Add another module', 'Save qualifications', 'Save and add another', and 'Cancel'.

GCE Advanced Levels (A Levels)

Biology **OCR**

Business **Edexcel**

Chemistry **AQA**

Design and Technology - Product Design **AQA**

Drama and Theatre **AQA**

Economics **Edexcel**

English Language **AQA**

English Literature **AQA**

Film Studies **WJEC**

Fine Art **Edexcel**

Geography **Edexcel**

History **Edexcel**

Law **WJEC**

Mathematics **Edexcel**

Further Mathematics **Edexcel**

Spanish **AQA**

Philosophy **AQA**

Photography **Edexcel**

Physical Education **AQA**

Physics **AQA**

Politics **Edexcel**

Psychology **AQA**

Textile Design **Edexcel**

Vocational Courses

AQA Level 3 Extended Certificate in Applied Science

BTEC Level 3 National Extended Certificate in Business **Edexcel**

BTEC Level 3 National Extended Certificate in Health and Social Care **Edexcel**

BTEC Level 3 National Extended Certificate in Performing Arts **Edexcel**

OCR Level 3 CTECH in Sport and Physical Activity

OCR Level 3 CTECH Introductory Diploma in IT

WJEC Level 3 Applied Diploma in Criminology

WJEC Level 3 Applied Diploma in Food Science and Nutrition

WJEC Level 3 Applied Diploma in Tourism

BTEC Level 3 National Extended Certificate in Music Technology **Edexcel**

Level 3 Mathematical Skills (Core Maths) **AQA**