

UCAS UNDERGRADUATE APPLICATION A PRINTED GUIDE

This guide provides a copy of the UCAS Undergraduate application for those who do not have easy access to the internet.



WHAT'S INCLUDED?

This printed guide contains all the sections of the application

- 1. PERSONAL DETAILS
- 2. CHOICES
- 3. CONTACT AND RESIDENCY
- 4. EDUCATION
- 5. EMPLOYMENT
- 6. NATIONALITY
- 7. SUPPORTING INFORMATION
- **8. ENGLISH LANGUAGE SKILLS**
- 9. FINANCE AND FUNDING
- **10. PERSONAL STATEMENT**
- 11. REFERENCE
- 12. PAY AND SUBMIT
- 13. APPLICATION OVERVIEW HELP TEXT
- 14. MARKETING PREFERENCES

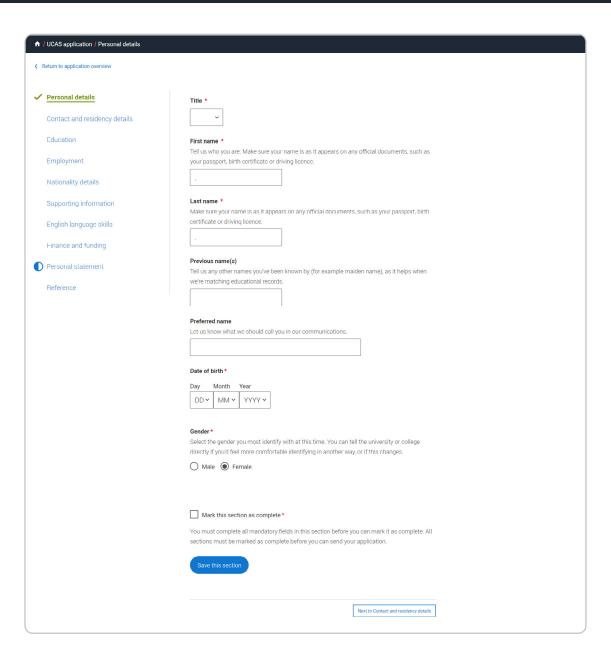
Remember, to study a higher education course at a UK university or college, you will need to submit a UCAS application through the online UCAS Hub.

You don't need to complete it in one go – you can save your progress and sign back in at any time.

TO GET STARTED, GO TO UCAS.COM/DASHBOARD



1. PERSONAL DETAILS



2. CHOICES

Help text

Criminal convictions

This course has entry requirements which ask you to disclose further information regarding any spent or unspent convictions or any past criminal activities, and may also require a criminal records check.

Help with criminal convictions

Further checks may also be required under the Disclosure and Barring Service.

If you have spent or unspent convictions from a court outside Great Britain, additional checks may be carried out depending on the records available in respect of the applicable country.

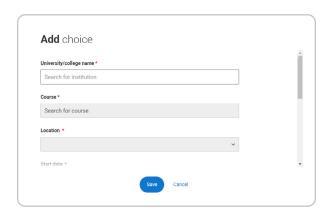
A criminal records check may show all spent and unspent criminal convictions including (but not limited to) cautions, reprimands, final warnings, bind over orders or similar and, to the extent relevant to this course, may also show details of any minor offences, fixed penalty notices, penalty notices for disorder, ASBOs or VOOs.

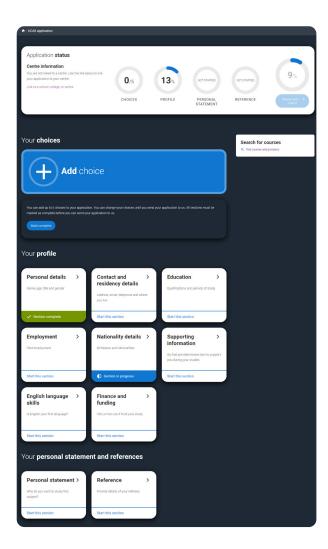
Please tick if you have any spent or unspent criminal convictions or other punishments that would show up on a criminal records check?

If you tick the box you will not be automatically excluded from the application process.

It is recommended that you <u>read our page on criminal</u> <u>convictions</u> and if these issues are in any way relevant to you, you should obtain further advice from appropriate bodies. UCAS will not be able to assist you in this respect.

You will be asked this question each time you add a course that requires a criminal conviction declaration.





3. CONTACT AND RESIDENCY DETAILS

Help text

Email address

This will be used both by UCAS and your choices to send you updates on your application.

If you're using a school or college email address, make sure you update it during the holidays so you don't miss important updates.

Nominated access

If you are likely to be away at any time during the application period, for example on a gap year, you may wish to nominate someone who can make decisions on your behalf and discuss your application with us and your university and college choices. For example a parent, other relative or guardian. If you are using an agent, you can choose to enter their details.

If you choose to nominate a tutor or adviser at a school, college or other organisation, remember that they may be on holiday at the same time as you, so they may not be the most appropriate choice.

If you decide to nominate someone you should remember that, subject to security checks, they will be able to:

- > talk to our contact centre advisers about all aspects of your application, except your log in details
- request a copy of this information by requesting a subject access request from UCAS
- > see all your details if they look at your application online.

Please enter their full name(s) and their relationship to you, in the boxes provided. There are 50 characters available for the name - if you would like to nominate two people, enter both names in the field.

Please also remember to amend your postal and email addresses where necessary so that your nominee can receive any correspondence from us or from your chosen universities and colleges.

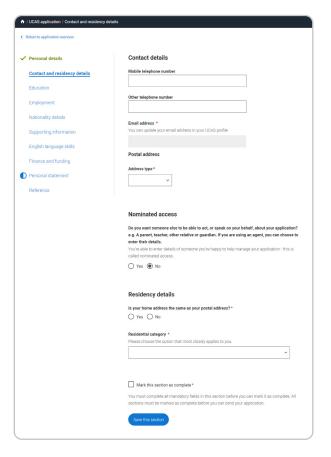
Area of permanent residence

Your area of permanent residence refers to the area in which you normally live. This might be a county if your permanent home is in the UK, or a country if you have indicated that your permanent home address is outside of the UK. For the purposes of this question the UK is taken to include the Channel Islands and the Isle of Man (British Nationality Act 1981).

Residential status/category

Please select the residential category option which most closely describes you. Your chosen universities and colleges will use it to help them decide whether you pay a 'home' or 'overseas' fee.

Fee status criteria is explained in regulations and guidance, which is published by the governments of the four countries of the UK. The criteria will be different depending on which country you will be studying in. Links to this guidance and definitions of commonly used words used can be found here.



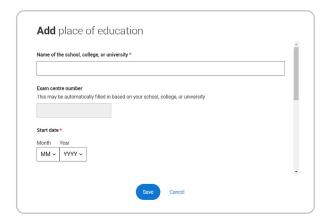
4. EDUCATION

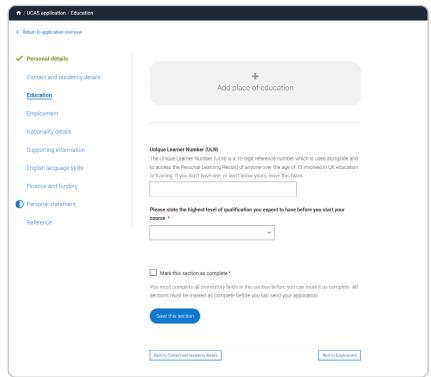
Help text

Click on the 'Add new place of education' to add the centres you have attended.

Enter details of qualifications that you have achieved or are in the process of achieving at that school/college/centre. Click on **section completed** and **save** when you have finished.

You can add up to 10 schools/colleges/centres.



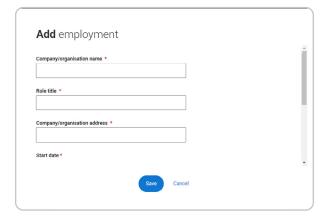


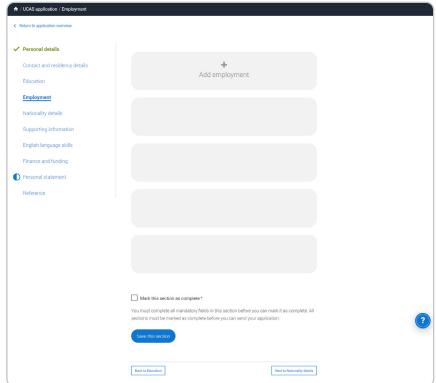
5. EMPLOYMENT

Help text

Please give the names and addresses of your most recent employers.

If you have not had any paid work experience, you can leave this section blank, but you will need to mark it as complete.





6. NATIONALITY DETAILS

Help text

Nationality

If you have more than one nationality, list these here, starting with the nationality listed in your passport. Your nationality is not affected by the country in which you are currently living. For the purpose of this question the UK includes the Channel Islands and the Isle of Man.

Do you currently have a passport?

Please check that the names you have provided in the personal details of this application match how they are stated on your passport.

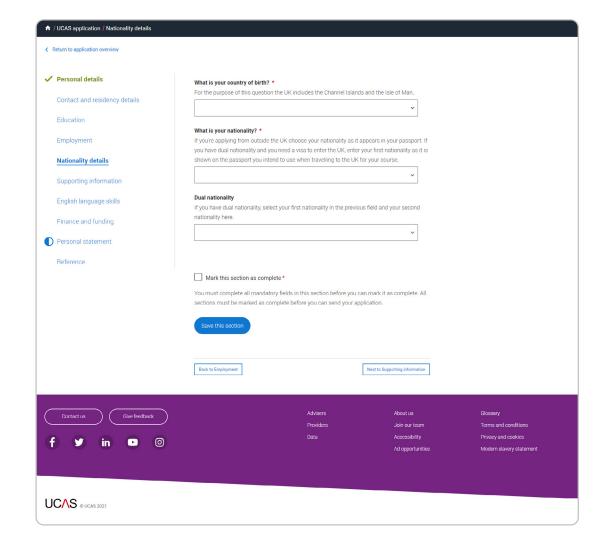
If you have more than one passport, give the details of the passport you intend to use to enter the UK for the purpose of studying your course.

If you need a visa but don't yet have a valid passport, leave the sections below blank – we will ask you to provide the details once you have submitted your application and have received an offer of a place.

Overall help for this section

Some courses are only available to students with UK nationality. The information you provide here will assist universities and colleges in determining your eligibility, and allow them to assist you with the visa application process, if required. It will also help them determine the fees they need to charge.

If any of this information changes after you have applied, you'll need to contact your chosen universities and colleges immediately, as this may affect your eligibility to study.



7. SUPPORTING INFORMATION

Help text

Supporting information section

The following questions help universities and colleges offer you appropriate support, such as extra help while you study, financial support, access to accommodation, or equipment. This information may also be used (anonymously) for equal opportunities monitoring, which informs and improves the support other students receive in the future.

Disability or special needs

Every year, over 60,000 students with physical and/or mental health conditions and learning differences apply through UCAS to study at a UK university or college, and access a range of support to help them succeed with their studies, day-to-day activities, travel, and lifestyle.

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 would like to tell us about an impairment or condition that has not yet been medically diagnosed, select the appropriate option from the list, and use the free text box below to provide more details.

It's important you know that the information you provide here will not negatively impact the academic judgement of your application, or the decision about whether to offer you a place.

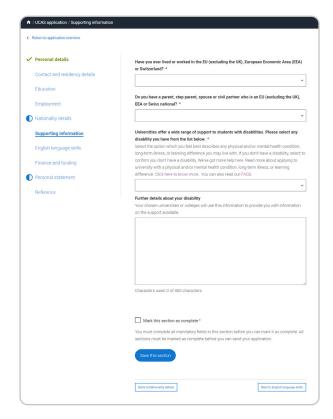
*Read more about applying to university with a physical and/or mental health condition, long-term illness, or learning difference. Click here to know more.

Further details about your disability

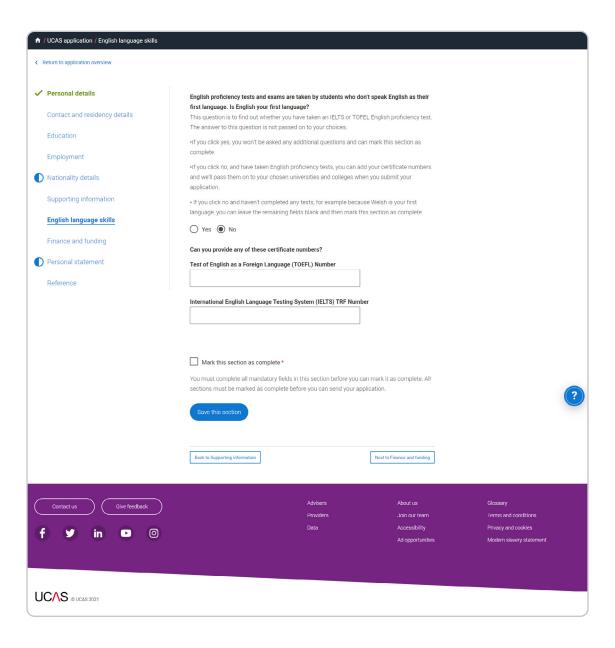
Your chosen universities or colleges will use this information to start a conversation with you about the support they can provide. It may be useful to give them:

- > more details about your impairment or condition
- > how your impairment or condition can affect your studies, day-to-day activities, travel, or lifestyle
- > a brief outline of any support you have received in the past (e.g. at school, college, or in the workplace) that you have found helpful – please note that this will not guarantee you will receive a similar level of support

For more information about answering this question read our <u>FAQs</u>.



8. ENGLISH LANGUAGE SKILLS



9. FINANCE AND FUNDING

Help text

Fee code

You need to one category 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 pick the second category. You should pick that category if you are eligible for assessment under student support arrangements, even if you think your family income will be too high for you to receive support.

The choices are as follows:

- > Private finance Entire cost of tuition fees is to be paid by private finance.
- > UK, ChI, IoM, or EU student finance services Applying for student support assessment by local authority, Student Finance England, Student Finance Wales, Student Awards Agency for Scotland, Student Finance NI (Northern Ireland), Northern Ireland Education and Library Board, SLC EU Team, Channel Island, or Isle of Man agency.
- > Research councils Contribution from a research council.
- > DHSS/Regional Health Contribution from the Department of Health and Social Security or from a Regional Health Authority.
- > UK Govt international award International student award from the UK Government or the British Council.
- > Training agency Contribution from a training agency.
- Other UK Govt award Contribution from another Government source.
- International agency Contribution from an international agency, government, university. or industry.
- > UK Industry/commerce Contribution from UK industry or commerce.
- > Other source Other source of finance.
- > Not known Not known.

If you are applying to any of the authorities listed in the UK, ChI, IoM or EU category, they may assess your eligibility for any financial support towards tuition fees.

If you are applying for a mixture of courses involving more than one category, enter the one that applies to most of the courses you have chosen.

If all or part of your tuition fees will be paid by an award from another organisation (for example, a National Health Service bursary, a company sponsor, or a training agency), please choose the appropriate category. Bursaries for nursing courses are usually category DHSS/Regional Health. If you are currently applying for sponsorship, give the name of your first choice sponsor in your personal statement section. You can find out more about company sponsorship from a careers adviser. You should say in your personal statement whether you plan to defer to the next academic year if your application for sponsorship this year is unsuccessful.

You should only use the private finance category if you are paying all of your tuition fees from private finance and you are not eligible for assessment under student support arrangements.

A small number of universities and colleges do not receive public funding and their students may not get help towards tuition fees under the student support arrangements. Please refer to university and college websites and prospectuses for more information.

If you want to study in Europe during your course, find out more about the Erasmus programme, which is the European Commission's flagship educational exchange programme for higher education students, teachers, and providers. Contact your chosen university or college for further details or go to the European Commission website for more information.

Student support arrangements

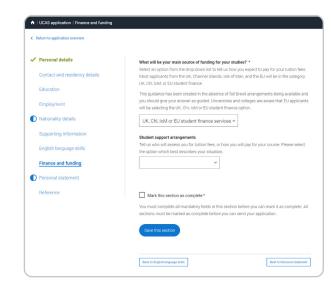
This question is only applicable to applicants who have selected category UK, ChI, IoM or EU.

You should give details of who will assess you for tuition fees, or how you will pay for your course.

Please select the option which best describes your situation.

- If you live in England or Wales select the name of your local authority. All applications for financial support for students who live in England or Wales are processed centrally, so you should apply to Student Finance England or Student Finance Wales for your student support.
- > If you live in Northern Ireland select the Northern Ireland Education and Library Board area.
- > If you live in Scotland select Student AA Scotland.
- > If you live in the Channel Islands, the Isle of Man or the EU - please select these choices from the list.

If you want to study in Europe during your course, find out more about the Erasmus programme, which is the European Commission's flagship educational exchange programme for higher education students, teachers and institutions. Contact your chosen university or college for further details or go to the European Commission website for more information.



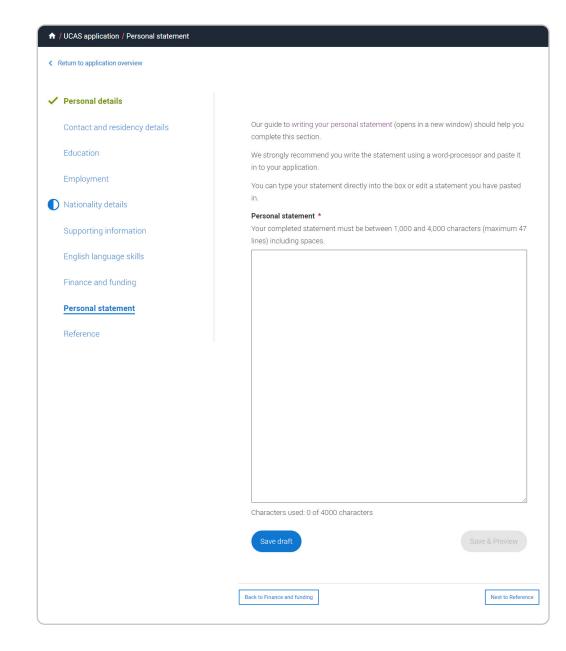
10. PERSONAL STATEMENT

Help text

Make sure your personal statement is your own work

We'll carry out checks to verify your personal statement is your own work.

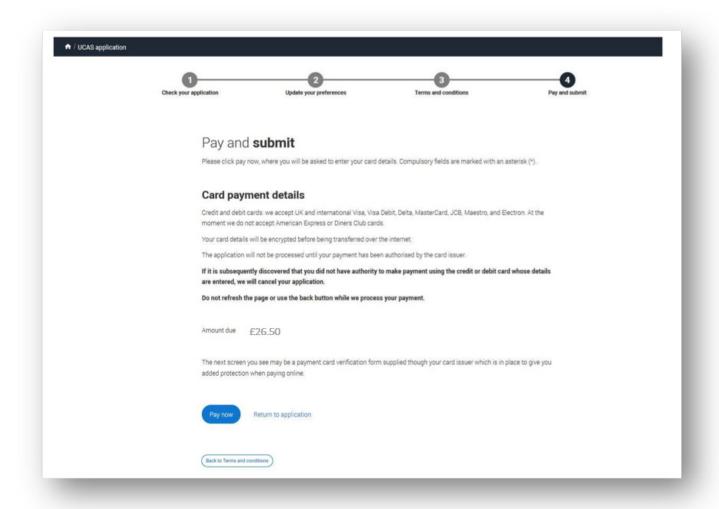
Provided it is your own work, you can use your personal statement from your application last year. If it appears to have been copied from another source, we'll inform the universities and colleges to which you have applied. They will then take the action they consider appropriate. We'll also contact you by email to tell you this has happened.



11. REFERENCE

(
♠ / UCAS application / Reference		
∢ Return to application overview		
✓ Personal details	Referee details	
Contact and residency details	Please ensure that you have contacted your referee and they have agreed to provide your	
	reference online. If you have any pending qualifications, please also discuss whether they can provide predicted grades.	No reference If you are certain that no reference is needed
Education	Full title and name of referee *	on your application please read the following declaration and tick the checkbox:
Employment		I confirm that I have contacted every
Nationality details	Job title or relationship *	one of my choices to discuss the situation and that each of them has
Supporting information		stated that I do not need to include a reference in my UCAS application.
English language skills	Organisation *	
Finance and funding		
Personal statement	Address	Need a reference?
Reference	Address line 1*	If you are applying independently and a school, college, or centre has agreed to
		supply a reference for you. Use the link below to request their reference.
	Address line 2	Ask a school, college, or centre for a reference
	Address line 3	
	Address line 4	
	Phone *	
	Email address * We email reference requests. Make sure you enter your referee's email address correctly and	
	keep in touch with your referee to make sure their reference is completed in time.	
	Confirm email address *	
	Date(s) unavailable Date(s) when applicant is unavailable for interview.	
		?
	Save draft Request reference	

12. PAY AND SUBMIT



13. APPLICATION GENERAL HELP TEXT

Profile overview

You need to complete each section of your application before you can send it. To help you get started we've got loads of useful hints and tips, as well as help on each section of the application.

Start by taking a look at:

- > our guide to completing your application
- > key dates and deadlines

Ready to send us your application?

You can pay and send your application from 7 September 2021, as long as you've marked every section as complete.

Important: If you've already started an application for 2022 don't start another as duplicate applications are cancelled, and you won't be refunded.

Can't see the pay and send link?

The pay and send link will only become available once your application is complete.

To do this, tick the 'section completed' box at the bottom of each page and click 'save'. If the pay and send link is not available, check:

- each section of your application has been marked as complete (a red tick will be displayed next to each section)
- your reference has been completed by your nominated referee
- 3. you have entered an email address and it's been verified
- 4. the date is 7 September 2021 or later

Applying through a school, college, or organisation

Once you have entered your application details, and marked each section as complete, you can send your application to your referee. They will add their reference and send your application to UCAS on your behalf.

You will not be able to send your application to your school, college, or centre until all the relevant sections have been marked as complete.

Buzzword

- If you are applying through a school, college, or centre, you will be asked to enter their buzzword, so please have this available.
- This unique word is set up by your school, college, or centre and will be shared with you to input. UCAS cannot give out Buzzwords.
- > Buzzwords are case sensitive, so please ensure you enter it correctly.
- > By entering the buzzword:
 - UCAS know which school, college, or centre is helping you with your UCAS application
 - you give permission to share your data with your school, college, or centre, so they can support you through the UCAS application process
 - your school, college, or centre will be able see and check your progress of your application. They will also be able to see decisions made by your chosen universities and colleges, and your replies.

The application fee

The application fee for this service is £26.50 for more than one choice or £22 for a single choice. Your school, college, or centre will set the payment process, which can be either an online credit/debit card payment, or your school, college, or centre will pay UCAS directly, and then in return may ask you for the money as reimbursement.

Applying as an individual

You will need to ask an appropriate referee to supply a reference for you – the reference acts as a written recommendation from a teacher, adviser, or professional who knows you academically. It's your responsibility to identify a referee and enter their name and email contact details into your application.

We will then send your referee a login and password so that they can supply your reference and we will attach it to your application. You will receive an email when this process is complete, confirming that you may now pay online before sending the application to us. Do not attempt to write the reference yourself. Go to the UCAS website for details on choosing a referee.

If you are applying independently but would like your reference to be written by a registered school, college, or other organisation, you can request that they write your reference. Read the help text in the Options section to find out more.

If you're currently studying, your referee should provide predicted grades to accompany the reference.

The application fee for this service is £26.50 for more than one choice or £22 for a single choice. You will need one of the following debit/credit cards – UK and international Visa, Visa Debit, Delta, MasterCard, JCB, Maestro, or Electron.

You will not be able to send your application to us until all the relevant sections have been marked as complete.

13. APPLICATION GENERAL HELP TEXT (CONT.)

Deadlines for submitting your application

The two application deadlines below specify the dates when we need to receive your application at UCAS – it's important to check the deadline for your chosen course(s) in our search tool.

If you're applying through a school or college, they may set you an earlier deadline to allow time to check your application and complete your reference. If you're applying as an individual, allow plenty of time for your referee to complete their reference is advance of these dates.

- > 15 October 2021 18:00 (UK time) application deadline for the receipt at UCAS of applications for all medicine, dentistry, veterinary medicine, and veterinary science courses and for all courses at the universities of Oxford and Cambridge.
- > **26 January 2022 18:00 (UK time)** application deadline for the receipt at UCAS of applications for all courses except those listed above with a 15 October deadline.

Course start dates

Not all courses start in September or October – some start in other months between January and May. Check the start dates in our search tool for the courses you are interested in. For courses that start between January and May, you may need to apply before the relevant application deadline above, as the universities and colleges will need time to consider your application. Contact the university or college directly for advice about when they need your application. Although some will be happy to receive applications right up to the start of the course, be prepared to send your application early.

Please remember you do not have to apply for all your choices at the same time. You can add further choices until 30 June 2022 as long as you have not used up all your choices and have not accepted a place.

International applicants

If you are applying from outside the UK or EU, whatever your nationality, you need to be aware of the three application deadlines but many universities and colleges will consider your application as long as it is received at UCAS by 30 June 2022. This does not apply to applications for the universities of Oxford and Cambridge, courses in medicine, dentistry, veterinary medicine, or veterinary science. For all of these, you must apply by 15 October 2021.

Universities and colleges do not guarantee to consider applications they receive after 26 January 2022, and some popular courses may not have vacancies after that date. Please check with individual universities and colleges if you are not sure. You are advised to apply as early as possible.

Remember to allow enough time for entry clearance or immigration checks – also allow enough time to make travel and accommodation arrangements, which can take longer during the summer when immigration departments are busy.

If you think you may be assessed as a 'home' student (UK or EU) for tuition fees, you should apply by 26 January 2022.

14. MARKETING PREFERENCES

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want to get in touch with yo	off to uni, you'll find different brands and universities will ou to share information about things to make student life the right university for you. Tell us what you'd like to hear
Study and career opportunities, plus he	
Get career advice and information on co health and well-being guidance as you p	surse and training opportunities from employers, universities and colleges, as well as prepare for student life.
● Yes ○ No	
O @	
○ Yes (●) No	
Relevant courses *	share course info from unis and colleges that have vacancies on relevant courses.
Relevant courses *	share course info from unis and colleges that have vacancies on relevant courses.