ST PETER'S SCHOOL

**UCAS INFORMATION
2024-25 ENTRY**

Part 1: APPLYING TO UNIVERSITY

OPPORTUNITY   SUPPORT   SUCCESS

CONTENTS PAGE

What do admission tutors look for in your application?

- Qualifications
- Content of written personal statement displaying passion for the subject area, while demonstrating motivation, enthusiasm, and the skills and experiences that'll enable you to succeed at university
- Content of reference
- Knowledge of, and commitment to, the subject discipline
- Good attitude to learning and personal development
- Ability to articulate yourself fluently and accurately in writing – it's a sign of what's to come for tutors

Please use this guide to help you through the UCAS application process and complete your form

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WHAT IS UCAS HUB AND WHAT CAN IT BE USED FOR?

1. DISCOVERING OPTIONS

Discover your options

UCAS

Register with the UCAS Hub to:

- explore careers, subjects, places, and apprenticeships in one place
- find and favourite over 35,000 courses
- search for open days, events and virtual tours
- turn predicted grades into UCAS Tariff points
- speak to those in the know using Unibuddy
- try before you apply with Subject Spotlights from Springpod.
- take the UCAS Quiz to find your career matches
- start your application
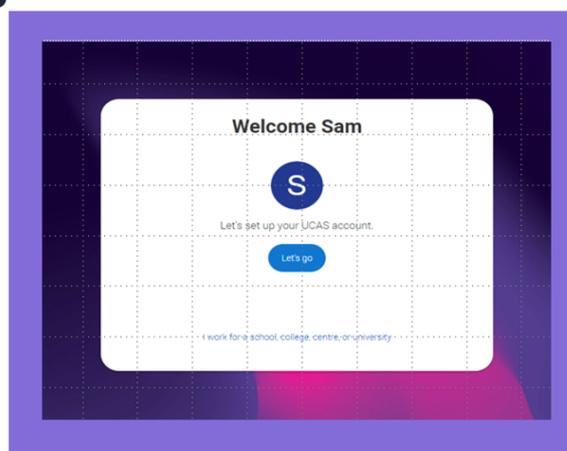
2. HELP WITH DECIDING ON YOUR NEXT STEPS

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3. EXPLORE BOTH UNDERGRADUATE COURSES AND APPRENTICESHIPS

4. BUILDING YOUR OWN PROFILE AND SHORTLIST

Build your profile. Favourite as you go.

Explore your future

What to do? Where to go? **Discover** all the options with our subject, industry, and career guides. **Explore** city, employer and accommodation information. **Compare** apprenticeships and course opportunities for you.

Build your shortlist

Save for courses, universities, colleges, subjects, apprenticeships and more! Use to shortlist your top 5 choices, manage, keep those favourite information pages to hand.
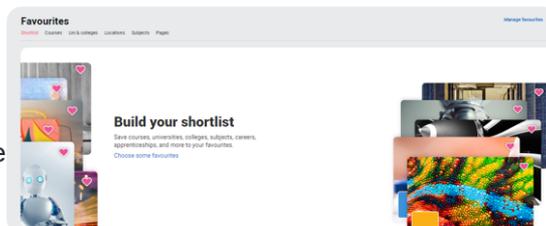
5.   SPOTLIGHTS ON DIFFERENT SUBJECTS

Subject Spotlights

- Learn from some of the UK's finest academics as they give you a genuine, insightful, and engaging experience of studying their courses at their universities.

- On-demand interactive video experiences

- Have a go at interactive quizzes and activities

- Get feedback on how you've done.

- Try university degrees before you apply.

- Certificate of completion

- Explore more Springpod Subject Spotlights.

University course tasters

Experience what a university course would be like with Springpod's Subject Spotlights. These interactive, virtual university course tasters feature real-life lectures, seminars, and academics.

More info

6.   CHAT TO CURRENT STUDENTS

Chat to students

A peer-to-peer chat facility hosted on ucas.com powered by Unibuddy.

An opportunity to connect with current students, ask questions and learn about their experiences

Over 4,900 active ambassadors, with unlimited chats available

Chat to students

Chat with UK and international students who are already studying the courses you've applied for at universities and colleges across the UK, on Unibuddy

More info

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7.   PERSONALISE YOUR CHOICES

Personalised tools to help

UCAS Quiz

Find job and career ideas matched to your personality.

Plus a list of courses previous students studied in order to get there.

What to study next?

Broaden your horizons by exploring another subject area, that student's who did your qualification went on to study.
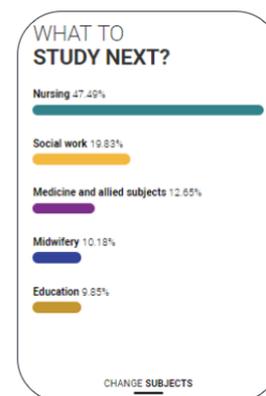
8.   GET SOME ADVICE AND LEARN ABOUT FORTHCOMING EVENTS

Advice and events

Hub lives

Watch expert interviews on demand.

Make an informed decision about the right path for you. University, apprenticeships or the world of work.
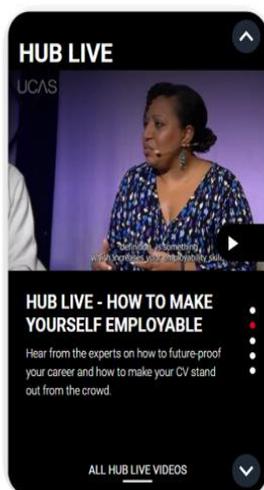
Your events

Filter to explore events, open days and tours to suit your needs.

Register straight from the Hub for our UCAS Discovery events, with exciting new zones covering all pathways.

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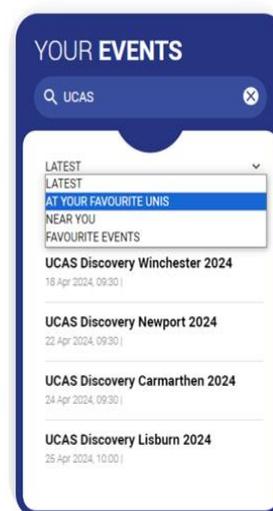
9. SUPPORT WITH ACCOMODATION AND PERSONAL STATEMENTS

What else do you need?

Accommodation

High on the list when considering where to study, but it's not always easy to compare what's on offer. Understand what options there are using our accommodation search.
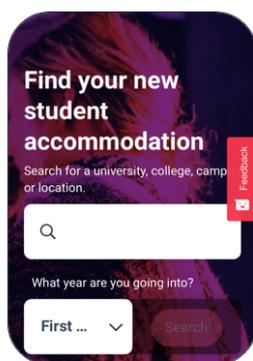
Personal Statement Builder

Designed to help you think about what to include, and how to lay it all out. It counts how many characters you've used, so it's easy to see when you're close to the 4,000 character limit.

TIMELINE OF KEY DATES
2024-25

When to apply 2025 entry

30 April 2024
UCAS search displays courses

3 September
First day we can receive a completed application

29 January 2025*
UCAS equal consideration date

30 June
Last date to send an application

14 May
UCAS application opens for 2025 entry

15 October 2024*
Deadline for courses in medicine, veterinary medicine/science, dentistry, and courses at Oxford or Cambridge

26 February
UCAS Extra opens

5 July
Clearing opens

* 18.00 UK time

Key facts

Start your application from **14 May 2024**

Universities and colleges **can't see** your other choices when you apply.

Apply by the **equal consideration date**.

Five choices, unless applying to study medicine, veterinary, medicine/science, dentistry – then it's **four choices**.

You **can't apply to both** Oxford and Cambridge.

Applying costs **£28.50**.

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CHOOSING THE RIGHT PLACE FOR YOU

- **Style** – from traditional, with a focus on subject-based courses and research, to modern universities/colleges, with a greater focus on vocational courses.

- **Location** – some are in large cities, others in small towns, by the coast or in the countryside – it's all a major influence on the environment and lifestyle.

- **Size** – larger universities can have more than 20,000 students, whereas some of the smallest have only a few thousand.

- **Culture and facilities** – influenced by a range of factors, including the diversity of students who attend.

- **What graduates do** – all universities collect destination statistics; it can be useful to find out what jobs or further study students go on to.

- **Tuition fees** – can vary between universities and colleges; check if there are scholarships or bursaries available.

- **Living costs** – accommodation, transport, and food can vary enormously.

CHOOSING THE RIGHT COURSE FOR YOU

- What does the course cover?

- Courses with the same title may be very different.

- Look carefully at the core course content, and the range of optional studies/modules available.

- Which modules are the most interesting and relevant to your career aspirations?

- See if the course or university/college offers any internship, placement, or study abroad opportunities.

- How is the course taught – structured teaching, or more independent research? How many lectures are there, and how much group work will be done in seminars?

- How is the course assessed?

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REGISTERING AN ACCOUNT

STEP 1

Head to ucas.com and select **Sign in.**
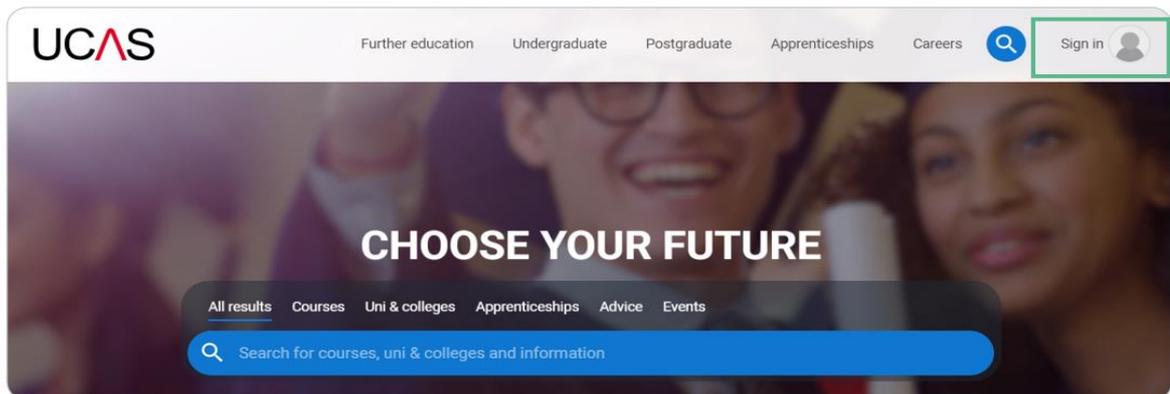
STEP 2

Complete the short form. Make sure the **password** is **memorable**.

We recommend you use a **personal email address** so you always have access to updates.

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STEP 3

We'll email you a **code** to **verify** your email address, so we know we've got the right details.
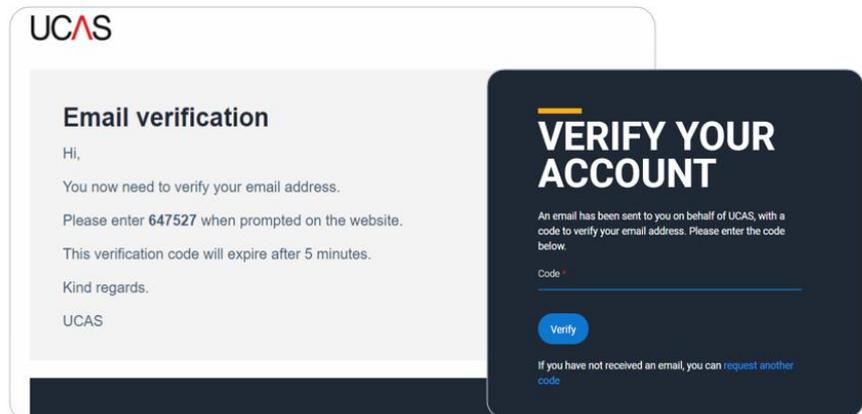
STEP 4

Once you've registered, you're ready to get started.

We'll ask you a few questions like where you live so we can tailor the information you see.
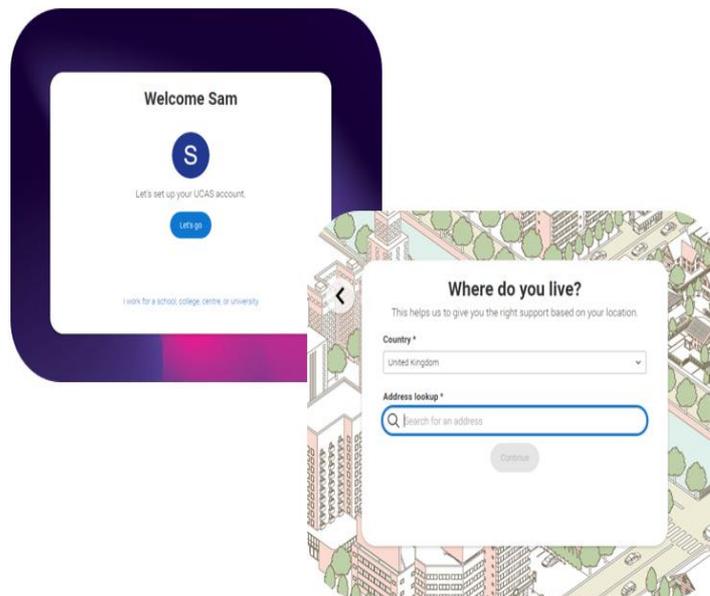
STEP 5

We'll ask you a few questions about yourself; your level of study is **Undergraduate** if you're still at school/college.

You can choose to get information on apprenticeships, conservatoires, finding a job or gap years.

We also want to know when you're interested in starting a course, so that we show you relevant courses in your search results. You can change this at any time, and you can use the Hub before you are looking to apply.

STEP 6

If you want to you can connect to your school or college. This is so UCAS can share your UCAS Hub activity with your school, college, or centre, so they can support you.

You'll also need to enter your school/college buzzword when you start your application so they can support you with applying.

BUZZWORD= SPC2025

STEP 7

Choose if you want to get tailored information about uni, college and apprenticeship options.

Select the **subjects, locations or industries** that you are interested in – you can change these at any time in your preferences.

STEP 8 (APPRENTICESHIP ROUTE)

If you're interested in apprenticeship opportunities, we can match you to potential employers if you sign up to smart alerts.

You'll get these directly to your inbox. It's totally optional.
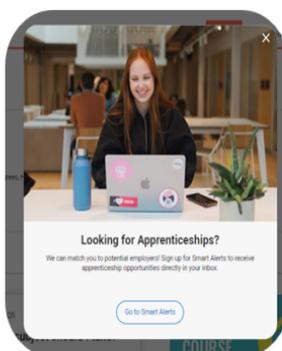
STEP 9 (APPRENTICESHIP ROUTE)

If you want to there are a few more questions to answer to make sure the information you're sent is useful.

You can manage this at any time in your 'Preferences'.

YOUR EMAIL ADDRESS

Your email

It's important your contact details are kept up to date throughout your application.

We **recommend using a personal email address** as your primary email, rather than a school/college one, so that you have access to it throughout your application journey.

To update your email address, go to 'Preferences' and 'Edit your account' from drop-down, where you can change your email.
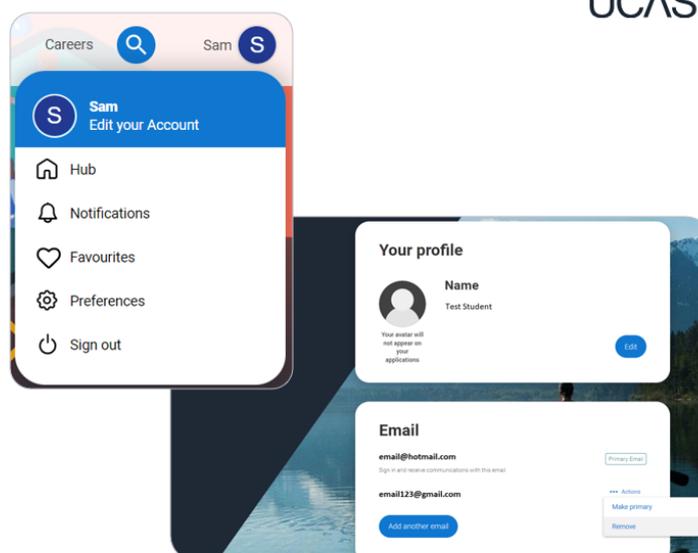
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<u>STARTING YOUR APPLICATION</u>

STEP 1

Choose the year you want to start your studies, level of study (it's **Undergraduate** if you are still at school/college) and type of application you wish to make.

Make sure you choose **2025** if you want to start next year, including if you want to defer entry.
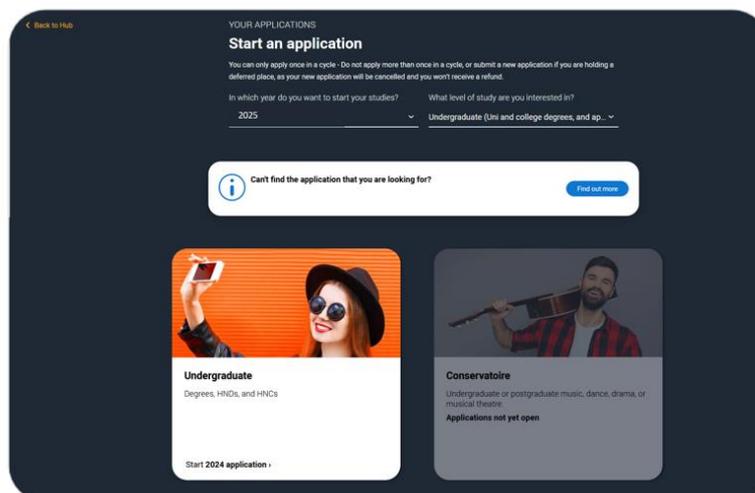
STEP 2

To start your UCAS application click on **the red cross** to get started.

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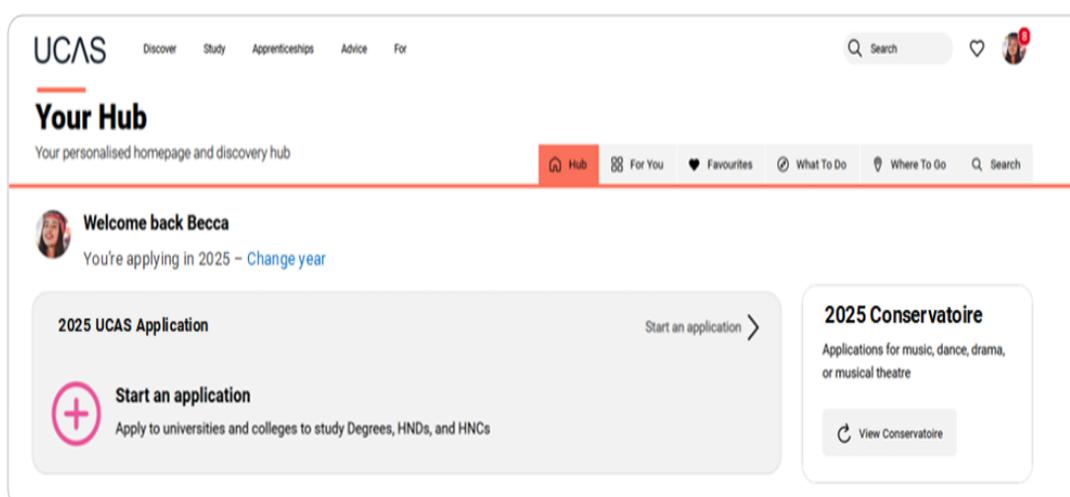
LINKING YOUR APPLICATION TO ST. PETERS SCHOOL

You will need to make sure this is done so that we can see your application and help you through the UCAS process.

STEP 1

Linking to your school, college or centre

If you're applying with the help of your school, college or centre then select '**Yes'**.

You will then need to enter the **Buzzword.**

The Buzzword is given to you by your school, college or centre.

STEP 2

Linking to your school, college or centre

Enter the **buzzword**, and **confirm** the details are correct.

This will **link your application** to your school or college, so they can track your progress and provide support, including adding your reference.

BUZZWORD = SPC2025

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STEP 3

Linking to your school, college or centre

Once your application has been linked, you can then select a **group** (if this has been set up by your school or college) for your application.

Every school/college has a 'Default Group'..

APPLICATION OVERVIEW

YOUR APPLICATION STATUS

Your '**Application status**' helps you keep track of your progress.

As you add information to each tile, the **percentage complete** updates each time you mark a section as complete.

You don't need to complete the application straight away; you can log in and out at any time until you're finished.
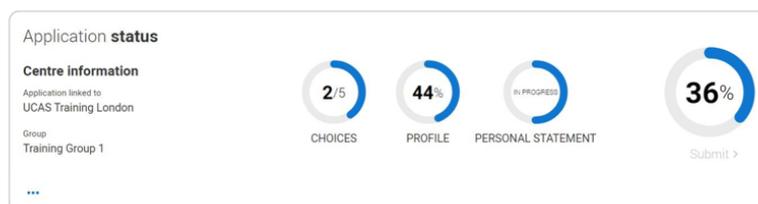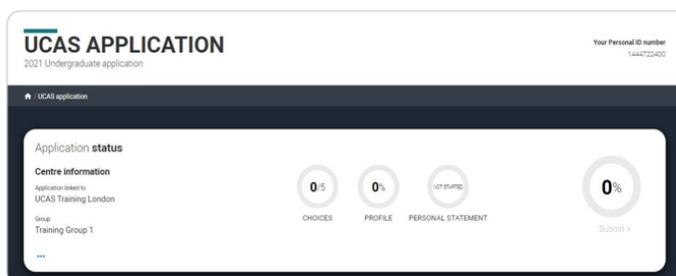
COMPLETING SECTIONS OF YOUR APPLICATION

Application overview

The application form is responsive to make it easier to complete.

Once you've completed 'Where you live' if your permanent residence is in the UK, you'll also see the 'Diversity and inclusion' and 'Extra activities' sections to complete.

All sections must be marked as '**Complete**' to send to your school or college that you may be linked to for review. You must complete all mandatory questions to mark a section as complete (they have a *).

HOW WILL I KNOW IF THE SECTIONS ARE COMPLETE?

The list on the left of each section will show which sections are completed (with a tick), which are in progress (with a half-moon), and which have yet to be started (no icon).

Click on the ❓ throughout for help text to provide advice about what to put.

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COMPLETING YOUR APPLICATION

The following pages are designed to guide you through each section of the application form.

1. PERSONAL DETAILS

Personal details: your name should already be visible, but you'll need to add your title and complete the other mandatory fields (marked with a *).

Once you have completed a section you must remember **to mark the section as complete and save it** at the bottom of each page.

2. CONTACT DETAILS

Your email will be used by both UCAS and your choices to update you. If you're using a school/college email address, make sure you can access it at all times so you don't miss anything important.

We would advise using a personal email address, which can be updated in the Hub preferences.

You'll only see the fields to add the nominated contact details if you answer **Yes** to the question.

This means someone else can speak to us about your application.

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3.   NATIONALITY DETAILS

In the Nationality section, depending on the information you provide, you may see more questions.

Your nationality is associated with the country that would issue you a passport for international travel. If you don't have a passport, it is usually the country in which you were born.

This is not your ethnicity. Ethnicity refers to your cultural identity and ancestry. UK resident applicants are asked about ethnicity in the diversity and inclusion section.

Remember, everything with a red asterisk must be answered. Select   to see our help text with advice about this.
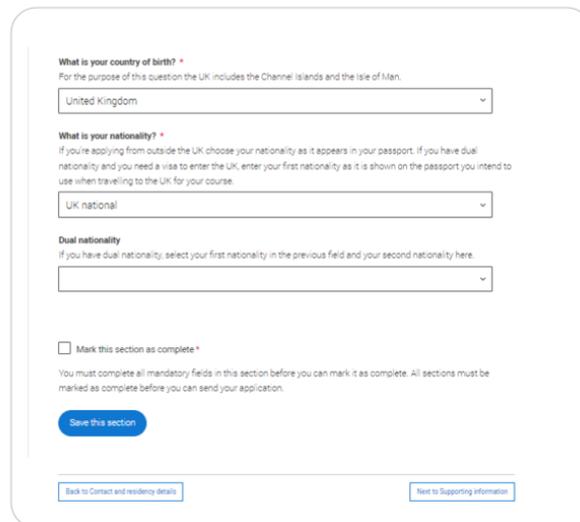
If you have **dual nationality**, please list both nationalities.

The information you provide
will help universities and colleges in determining your fee status and allow them to assist you with the visa application process, if required.

There's some possible combinations but we'll only show relevant fields depending on your answers.

Select ? to see our help text with advice about this.

UCAS   Security marking: **PUBLIC**

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If you select that you have **pre settled status** you will be asked for an expiry date.

If you select that you will need a **visa**, you'll also be asked for your passport details.

If you have a **passport**, we ask you for your passport number, valid from and expiry dates; and place of issue.

Select ❓ to see our help text with advice about this.

4.   WHERE YOU LIVE

PART 1

You must add three years of residency history between 1st September 2022 and 1st September 2025.

Your current address should be added first, followed by your previous addresses until September 2022.

Select ❓ to see our help text with advice about to help with this section.

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PART 2

UK addresses can be added using the address look up tool.

BFPO addresses can also be added by using the address type drop down.

Add current address

Address type *

UK address

Address lookup

(Click here) to enter your address manually

Why are you living here? *
Universities and colleges need to know whether you are living here permanently or for a temporary reason

Other
Permanent home
Temporary because of my parents/guardians job/study
Temporary for education (boarding school)
Temporary for education (not boarding)
Temporary for work
Temporary whilst seeking asylum or similar

For each address tell us why you are living there; any reason can be selected, for example you may have two permanent homes.

PART 3

Where you live

Add the addresses you have been living at since 1st September 2022 to the present day. We collect this to help universities and colleges ensure you pay the correct fees.

If you split your time between two permanent home addresses, for example, if your parents live apart, please inform us about the address where you spend the majority of your time.

Address 1 (Current address)
Dates you lived here: **02/2023 - Present**
1 Constable Court,
Millfield Avenue,
York,
North Yorkshire,
YO10 3XA
Reason: **Temporary because of my parents/guardians job/study**

(Add Previous address)   You need to add 5 more months

Until the required duration of address history is reached, you'll see the 'Add previous address' option.

Gaps in the address history will be flagged for you to fill in so that a full history is provided.

Overlapping addresses are allowed.

Select ⓘ to see our help text with advice about this.

PART 4

✓ The addresses you have added cover the date range we require

Please confirm your home address *
Universities and colleges require your permanent home address, to determine your domicile. This might be where your family lives, or the house you own. This may not be where you are currently living, if you are living away from home on a temporary nature (for example at boarding school, or other temporary housing for educational purposes).

⦿ 1 Constable Court, Millfield Avenue, York, North Yorkshire, YO10 3XA

○ high street, Town, Bahamas

○ Add a different home address

Please select your area of permanent residence *
Your area of permanent residence refers to the area in which you normally live.

Residential category *
Please choose the option that most closely applies to you.

☐ 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)

When you've added enough addresses to cover the required duration, you'll see a success message. You'll then need to confirm your home address.

This can be selected from the list of addresses you entered, or a new one can be added.

You then need to select your area of permanent residence and residential category.

Remember to use our help text ⓘ for advice about this question if you are unsure what to enter.

5.   SUPPORTIVE INFORMATION

All questions are mandatory (*), but you have the option of

- *I don't know*
- *Prefer not to say*.

6.   FINANCE AND FUNDING

You will only be asked further questions in finance and funding if you select UK, ChI, IoM or EU Student Finance Services.

We'll ask you for your local authority under 'Student support arrangements'.

For more information head to: **ucas.com/finance**

7. DIVERSITY AND INCLUSION

You'll only see these questions if you have a UK home address.

There are two mandatory fields(*), but you have the option to respond with **I prefer not to say.**

This information is only shared with universities or colleges once you have secured a place, it does not influence any decision making. It's used to ensure applications are treated fairly.

Equality monitoring

Ethnic origin *

What is your religion or belief?

What is your sexual orientation?

Do you identify as transgender?

Yes
No
I prefer not to say

Select yes if you've ever lived in public care or as a looked-after child, including:

Growing up in care means you are entitled to a range of practical support; for example, during your application, financial assistance, year-round accommodation, or help with managing your health and wellbeing.

When you give this information, you are letting the university or college know that you may need additional support during your studies. They may get in touch to tell you more about the benefits and options available, if you want it.

Care support information

Have you been in care?
Select yes if you've ever lived in public care or as a looked-after child, including:

- with foster carers under local authority care

- in a residential children's home

- being 'looked after at home' under a supervision order

- living with friends or relatives in kinship care

Note: This does not refer to time spent in boarding schools, working in a care or healthcare setting, or if you are a carer yourself

For more information about answering this question read our FAQs.

◉ Yes ○ No

Duration in care *

You can select *I prefer not to say* for the parental education question.

For the occupational background, you must type at least 3 letters into the response field, and then select an option from the menu that appears below it.

If you prefer not to give this information, please enter *'I prefer not to say'.*

Parental education
Do any of your parents, step-parents or guardians have any higher education qualification, such as a degree, diploma, or certificate of higher education?

Occupational background *
Please give the job title of your parent, step-parent, or guardian who earns the most, if you are under 21. If she or he is retired or unemployed, give their most recent job title. If you prefer not to give this information, please enter 'I prefer not to say'. If you are 21 or over, please give your own job title. If you can't find a match for the job title you want to enter, please choose the one closest to it.

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8.   MORE ABOUT YOU

You can tell us about any circumstances that you might need support for during your studies. We don't need you to give details – this information will be shared with those involved in making arrangements to support you at the university or college (e.g. the student support team, admissions staff), and they may get in touch to tell you more.

To mark the section as complete you will need to select an answer: either to share information or select 'No disability'. **You will see this question if you have a UK or non-UK home address**.

Every year, over 60,000 students with a physical and/or mental health condition, long-term illness, or learning difference apply through UCAS to study at a university or college in the UK, and access a range of support available to help with their studies, day-to-day activities, travel, or lifestyle. Would you consider yourself as living with any of the following: *

None
A visual impairment uncorrected by glasses (e.g. blindness or partial sight)
A long-term illness or health condition which may involve pain or cause fatigue, loss of concentration or breathing difficulties – including any effects from taking associated medication.
A mental health condition, challenge or disorder (e.g. anxiety or depression)
A physical impairment or challenges with mobility (e.g. climbing stairs or uneven surfaces), or dexterity (e.g. using a keyboard or laboratory equipment)
Two or more impairments or conditions (please give details in the box below)
A social, behavioural or communication impairment (e.g. an autistic spectrum condition or Tourette's Syndrome)
A learning difference (e.g. dyslexia, dyspraxia, or AD(H)D)
A hearing impairment (e.g. deafness or partial hearing)
A condition or impairment not listed (please give details in the box below)

You might feel uncertain about sharing personal circumstances, please feel reassured this information is confidential and will not negatively impact your application.

These questions are intended to connect you to the right support for your needs.

You will only see these questions if you have a UK home address.

Would you consider yourself estranged from your parents (i.e. you're not in contact with and supported by your parents)?
○ Yes   ○ No

Do you have any caring responsibilities?
○ Yes   ○ No

Are you a parent or do you have parenting responsibilities?
○ Yes   ○ No

Do you have official refugee status or limited leave to remain, or are you seeking asylum?
○ No   ○ The UK government has granted me refugee status or humanitarian protection in the UK
○ I have limited or discretionary leave to remain in the UK   ○ I'm currently seeking asylum in the UK

Do you have a parent or carer who currently serves in the UK Armed Forces, or who has done so in the past?
○ Yes   ○ No

Have you ever served in the UK Armed Forces?
○ Yes   ○ No

Are you currently receiving free school meals, or have you been in receipt of free school meals during your secondary education?
○ Yes   ○ No   ○ Don't know

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9.   EDUCATION

Step 1

You must enter all your qualifications from secondary education onwards – whether you have the result (even any that were ungraded) or you're still awaiting exams and results.

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.

English language tests can be entered here too, if you have any other English language tests they can be added as a qualification.

For this part, our centre number is **55147**

Make sure you also select the correct St. Peters school. This is what it should look like!! (the date range will be different)

St. Peter's Catholic School, Bournemouth September 2017 - June 2024

National centre number: 55147
Full time

Step 2

If you are linked to a centre, when you click on 'Add place of education', you'll be asked if you'd like to add it.

If you've attended another centre, 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; if you're still studying there add the month you're due to finish.

You are linked to UCAS SCHOOL, CHELTENHAM, would you like to add this centre?

Yes   No

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 ○ Exam only

Study Mode *
○ Online ○ In Person

Save and add Qualification   Save and return to Education Section   Cancel

Step 3

Tell us how you studied at each place of education.

For type of study did you attend full time, part time or exam only.

For study mode did you attend a centre in person or if you studied a course completely remotely, select online.

Type of study *
○ Full time   ○ Part time   ○ Exam only

Study Mode *
○ Online   ○ In Person

Save and add Qualification   Save and return to Education Section

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Step 4

Once you've added where you studied you need to 'Add qualification'.

Step 5

Select the qualification type you are trying to find. If you are linked to a centre their **shortlisted qualifications** will appear, followed by the rest of the category.

The search can then be used to narrow this down. If you are searching for a qualification, make sure you use the qualification title. For more **help and advice** head to ucas.com.

International qualifications are grouped together and are listed by name and country, but don't worry if yours isn't there – type 'other' into the search box and select the relevant option.

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Step 6

The qualification dates you can select are based on those entered when you added your place of education. You need to enter the awarding organisation – speak to your teacher or adviser if you're not sure what this is.

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

It's entirely up to you whether you include module information. However, some courses may state in their entry requirements that they'd like to see module results – in which case make sure you include them.

* If presented with a free text box then the result must be left blank.
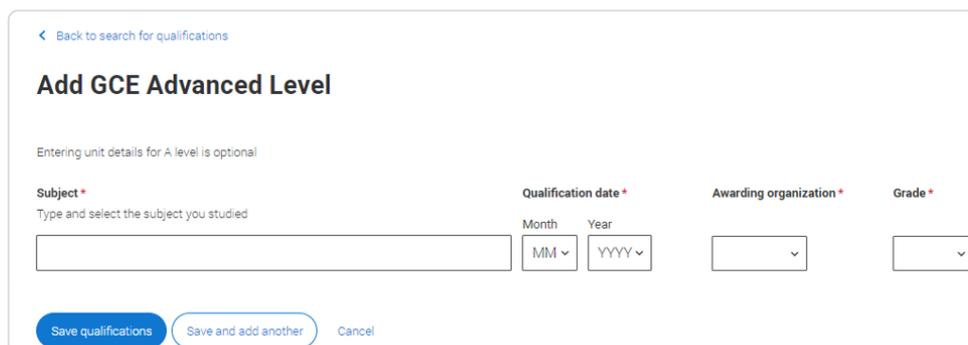
Step 7

You must enter at least one qualification OR record of employment history before marking the sections as complete. Warnings on the screen will make it clear what the next steps are to complete the sections.
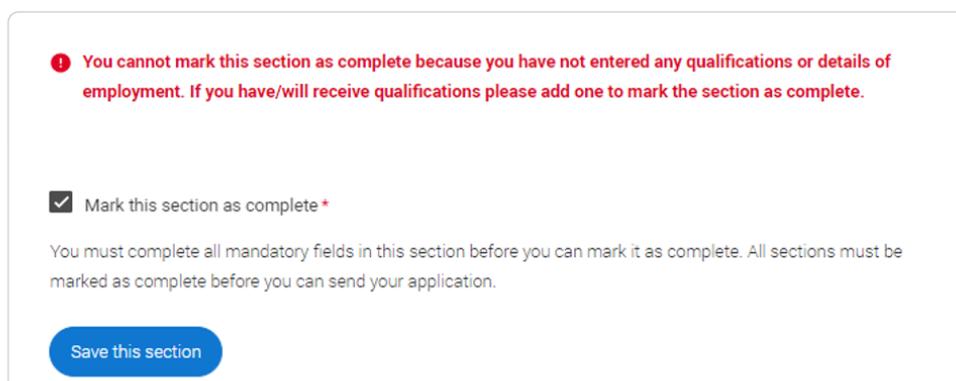
10. EMPLOYMENT

Only enter paid work here, so not everyone will have something to enter.

If you add more than one employer, it will appear in chronological order with the most recent at the top.

Any work experience or volunteering should be covered in your personal statement.

If you leave this section blank remember to mark it as complete.

11. EXTRA ACTIVITIES

Please add any activity you have taken part in to prepare for higher education.

These include national or regional schemes, university-run programmes, summer schools, taster courses, and booster courses.

Open days are **not relevant** to this question.

If you haven't attended any such activity, please leave this sections blank.

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If this section is relevant to you, you need to include:
- type of activity
- name of the activity provider (from a drop-down list)
- name of the activity/programme (a free-text box)
- dates of the activity.

If the type of activity you attended is not listed, please select 'Other'.

Add activity

Type of activity *

- Campus visit
- Information Advice and Guidance
- Masterclass/ subject insight
- Mentoring
- Online
- Skills and attainment raising activity
- Summer School
- Workshop in School/college
- Other

Characters used: 0 of 100 characters

Start date *

Day	Month	Year
DD ⌄	MM ⌄	YYYY ⌄

End date *

Day	Month	Year
DD ⌄	MM ⌄	YYYY ⌄

Save   Cancel

The activity provider is the organiser of the activity. It may be a university or college, or a national, regional, or local organisation.

If the activity provider isn't listed, please select "Other". If you're unsure of the answer, contact whoever organised the activity to find out, and, if you're still unsure, select 'Don't know'.

Add activity

Type of activity *

Mentoring

Activity provider *

- Aim Higher
- YG&T
- Sutton Trust
- LEAPS
- GOALS
- ASPIRENorth
- Other
- Don't know
- Reaching Wider
- Discovering Queen's programme
- LIFT OFF
- FOCUS West
- Realising Opportunities
- UNIQ Summer School
- Villiers Park post-16 Residential Course
- Villiers Park Scholars Programme
- Academic Enrichment programme (AEP)
- Higher Education Insight Programme (HEI)
- Aston Progression Pathways

Save   Cancel

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Add the official title of the activity. If you're unsure of the answer, contact whoever organised the activity to find out.

Remember you can use your personal statement to include more details about the activities you took part in, the skills you learned, and how this prepared you for higher education.

12. PERSONAL STATEMENT

You can save and edit this section as many times as you need to.

If you try to navigate away without saving your work. We'll remind you with a pop-up warning.

For advice on how to write your **personal statement** head to ucas.com or use the personal statement builder in the UCAS Hub.

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You can only mark **this section as complete** on the **Preview** screen.

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

If it appears to have been copied from one or more other sources, 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.

Personal statement Preview

You have used 5 of 47 lines based on the preview and 445 of 4000 characters.

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 wn 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.

Edit

445 of 4000 characters

1 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut
2 labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco
3 laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in
4 voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat
5 non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

☐ 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.

13. ADDING A CHOICE

To add your choice start typing the **name** of the university or college into the institution field. Select from the options displayed.

Do the same for the course you have selected.

Locations and start dates are displayed according to the course details.

You don't have to select a point of entry, but if you want to, it will usually be year 1 or foundation year (if available).

⊕ **Add** choice

Add choice

University/college name *
Search for institution

Course *
Search for course

Location *

Start date *

Further details
You only need to provide information here if your chosen university or college has asked you to.

Point of entry
This tells the universities and colleges which year of the course you want to start, e.g. point of entry one is the first year of the course. If you wish to start in the first year of the course leave the box blank and you will automatically be considered for the first year. Enter 0 if you intend to take a foundation year – not all universities offer a foundation year so please check before applying.
If you've spoken to your chosen university or college and they are willing to consider your application to start the course after the first year, please enter the relevant number for the year, e.g. second year = 2, third year = 3, etc.

Live at home while studying? *
○ Yes   ○ No

Save   Cancel

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Criminal **convictions**

Applied Health & Social Care (top-up) at **University of Worcester**
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 read our page on criminal convictions 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.

Some courses may require you to disclose your criminal conviction status.

We'll only show this question if the course choice requires it.

There is a maximum of **five** choices and choice restrictions may apply. A maximum of **four** courses from medicine, dentistry, veterinary medicine or veterinary science, and either the University of Oxford OR the University of Cambridge).

Once all choices are added you must mark the section as complete to be able to submit.

Choices do not need to be added in any preference order. Universities / colleges can only see where else you've applied once they've made their offer and you've decided whether to accept them as your firm or insurance choice.

Your **choices**

Search for courses

Find courses and providers

⊕ **Add** choice

Accounting and Finance (N400)
Aberystwyth University (A40)

Location: Main Site (Aberystwyth)
Start date: 01 September 2022
Further details: Not provided
Point of entry: 1st year
Deferred entry: Yes
Live at home while studying: No

Accounting and Finance (with integrated Foundation) (NN44)
University of Buckingham (B90)

Location: Main Site
Start date: 23 September 2022
Further details: Not provided
Point of entry: 1st year
Deferred entry: Yes
Live at home while studying: No

You can add up to 5 choices to your application. You can change your choices until you send your application to us. All sections must be marked as complete before you can send your application to us.

Mark complete

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Some courses have extra admissions tests and assessments.

We'll show these in **blue text** on the choice card.

This should not be a surprise to you, as you should have seen details of this when researching the course.

Your choices

Add choice

Medicine (A100)
University of Oxford (O33)

Location: Christ Church
Start date: 01 October 2022
Further details: Not provided
Point of entry: 1st year
Deferred entry: Yes
Live at home while studying: No
Criminal convictions declaration: Undeclared

INFO

🛈 **You may need to take an admissions test**
As part of the application process for this course you may need to sit the following admissions tests: Bio-Medical Admissions Test (BMAT)

🛈 **There may be an assessment**
You may be required to attend an interview or audition or provide a portfolio, essay or other piece of work to help the course tutor decide if you're suitable for this course.

Click anywhere on a choice card to expand it or collapse it.

Any choice combinations that are not permitted will be flagged with **red text** on the right of each relevant card.

For example, these screens show error messages for students trying to apply to University of Cambridge **and** University of Oxford.

Medicine (A100)
University of Cambridge (C05)

Location: Girton
Start date: 01 October 2021
Further details: Not provided
Point of entry: 1st year
Deferred entry: No
Live at home while studying: No
Criminal convictions declaration: Undeclared

INFO

🔴 **Check your choices**
You can usually only apply to one course at either the University of Oxford or the University of Cambridge. The only exception is if you'll be a graduate by 30 September 2021 and you're applying to Cambridge for graduate medicine (course A101). If so, you can also apply to medicine (course A100) at Cambridge, as well as graduate medicine (course A101) at Oxford.

🛈 **You may need to take an admissions test**
As part of the application process for this course you may need to sit the following admissions tests: Bio-Medical Admissions Test (BMAT)

🛈 **There may be an assessment**
You may be required to attend an interview or audition or provide a portfolio, essay or other piece of work to help the course tutor decide if you're suitable for this course.

Medicine (A100)
University of Oxford (O33)

INFO

🔴 **You can't make two or more applications to Oxford**
🛈 **You may need to take an admissions test**
🛈 **There may be an assessment**

14. SUBMITTING YOUR APPLICATION

There are 4 steps to the submission process.

The profile must be complete and showing 'Ready to Send' before being able to review and submit.
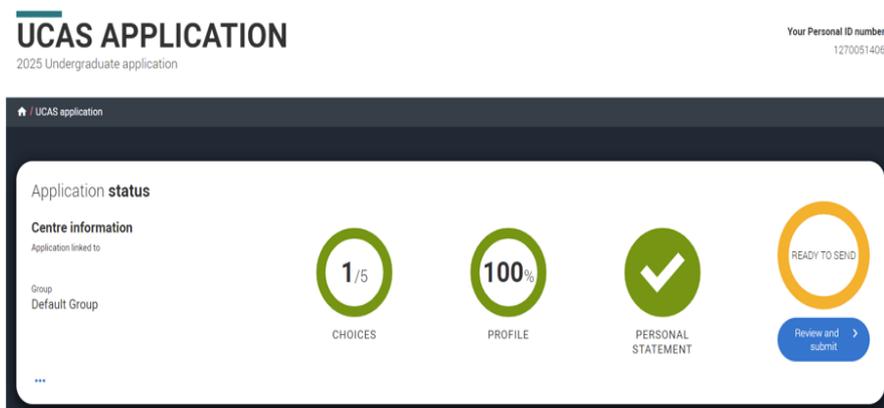
This shows the full application; you can download it as a pdf (in the top right) to help you check it.

At the bottom of the application, click **Accept and proceed** (or return to application if you want to make more changes).
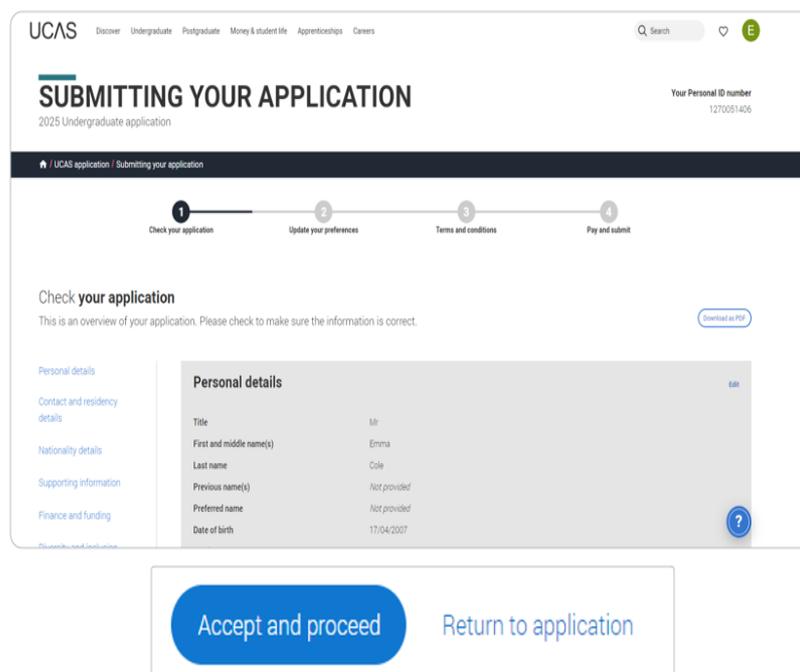
We need you to check, and where necessary, update your preferences.

Marketing **preferences**

When you're applying and off to uni, you'll find different brands and universities will want to get in touch with you to share information about things to make student life easier and help you chose the right university for you. Tell us what you'd like to hear more about...

Study and career opportunities, plus health information *

Get career advice and information on course and training opportunities from employers, universities and colleges, as well as health and well-being guidance as you prepare for student life.

◉ Yes ○ No

Student essentials *

Make the most of student life with info on tech, retailers, publications, banks, travel, and transport, as well as recommendations for student accomodation.

○ Yes ◉ No

Relevant courses *

If you find yourself without a place, we'll share course info from unis and colleges that have vacancies on relevant courses.

◉ Yes ○ No

◯ All   ☑ Email   ☐ Post   ☐ SMS

You must tick the box at the bottom of the page to confirm you have read and understood the terms and conditions.

You can collapse these by clicking the ▼ .

Then click **Accept and proceed**, or you can Return to application, or Return to marketing preferences.

Terms and **conditions**

These are the terms and conditions (the "**Terms**") on which we supply the "**Apply**" service (the "**Service**") to you.

• Unordered list

• Harum asperiores tenetur odio quaerat eaque veniam fugit soluta et fuga saepe temporibus aut delectust

1 Ordered list

2 Ullam placeat numquam perferendis deleniti ut eveniet tempore nihil aliquid ut dolore non vero molestias

It is important that you read these Terms carefully so that you are happy you understand their content.

We will ask you to confirm your agreement by ticking a box when you submit your application (your 'Application'). By ticking this box, we will consider that you accept these Terms, our website terms and conditions and our privacy policy.

We are unable to process your Application until you do so.

EXPAND ALL   COLLAPSE ALL

Help text

This section summarises important points. It's important you still read and understand the full conditions.

▼ **About UCAS**

What we do and how to contact us.

1.1 We are the Universities and Colleges Admissions Service, a company incorporated in England and Wales with company number 02839815, whose registered office is at Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ ("UCAS", "we", "us").

1.2 You can contact us by telephoning our customer service team on 0371 334 4 447, emailing us at webenquiries@ucas.ac.uk or by writing to us at the above address.

1.3 Our role is to provide application services for people applying for undergraduate and postgraduate courses, as well as making choices after their GCSEs.

< **Contact us**
How to get in touch with UCAS

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15. PAY AND SUBMIT

If your school or college pay for your application, you won't need to enter any card details.
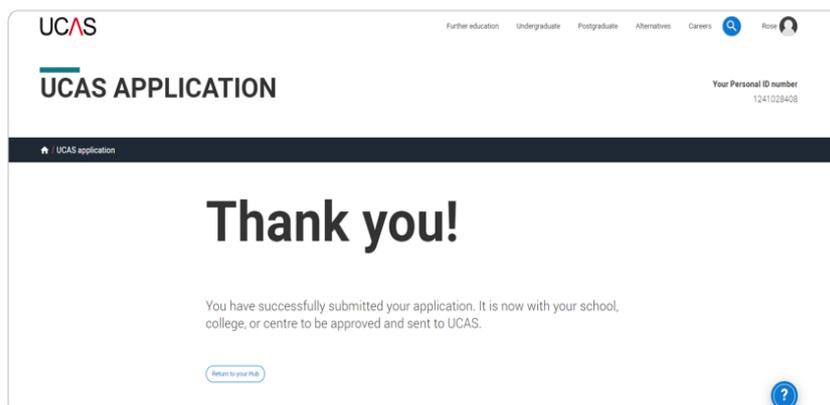
If you need to pay by card, you will see this screen. Click **Pay now** and you will be asked to enter your card details.

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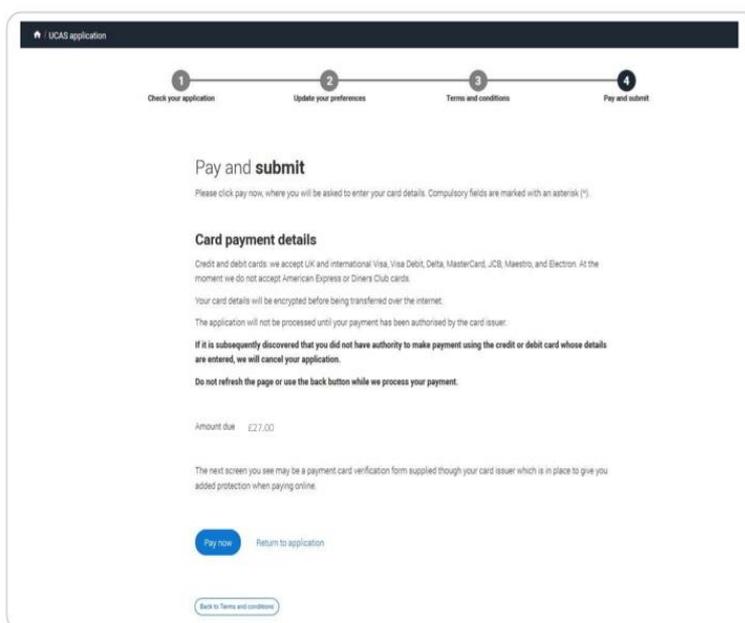
When you've paid and submitted your application, it will go to your school/college to check.

They will submit the application to UCAS.

If you log in after you've submitted your application, you'll see a read-only version of it.

<u>FREQUENTLY ASKED QUESTIONS</u>

I'm having trouble paying for my application – what should I do?

To be able to pay and send your application, every section must be ticked as complete. If you're applying independently, that includes your referee submitting their reference online.

If the payment isn't going through, please double check all details have been entered correctly, you have funds available, and the card has been registered for online payments.

If you're outside of the UK, you may need to let your bank know you're trying to make the payment as well.

Please avoid clicking multiple times as this can also cause problems. If it locks your payment attempts, this will reset automatically after two minutes.

How do I apply for a deferred entry?

You can select a 'deferred' start date for your chosen course when you apply, but it's important to contact the uni or college before submitting your application to make sure they are happy to accept a deferred application.

What are entry requirements?

Entry requirements vary between universities and colleges – a full list of universities and colleges and their minimum entry criteria can be found in the UCAS search tool. If you are unsure you meet a university/college's criteria, it is best to contact their admissions team for further guidance.

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What is the UCAS Tariff?

The UCAS Tariff is a way of allocating points to qualifications. Not all qualifications attract UCAS Tariff points for various reasons. The university or college you're interested in may accept your qualifications as an appropriate entry route, even if they don't attract UCAS Tariff points

What will happen when I've sent my application?

We'll process it and send you a welcome email confirming the application has been sent to your university choices. This email will also contain your Personal ID, which will enable you to sign in to your Hub to check the progress of your application.

How can I make a change to my application?

This depends on the type of change you want to make. You can change your address, phone number, and email address in your UCAS Hub.

If you want to change your choices, this will depend on where you are in the application process. For more information, see the 'Making changes' page on the UCAS website.

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UCAS contact details

If you are unsure or need any further advice, do get in contact with UCAS who are there to support you with any questions you may have.

Our normal opening hours are Monday to Friday from 08:30 to 18:00.

Calls will be charged at your standard network rate.

Please have your Personal ID number ready so we can find your records quickly.

Undergraduate

Applications to:

- undergraduate degree courses
- postgraduate teacher training programmes in Scotland and Wales
- MA/MSc courses in social work, nursing and medicine, or LLB accelerated programmes

UK phone number

0371 468 0 468

Conservatoires

This is the application service for undergraduate and postgraduate performance-based music, dance, drama, and musical theatre courses at UK conservatoires.

UK phone number

0371 468 0 470

International number

+44 330 3330 232

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