

Applications can be started on the UCAS Hub from 13<sup>th</sup> May

# How to complete your UCAS application for courses starting in 2026

Here is a step-by-step guide for each section

Updated: Feb 2025

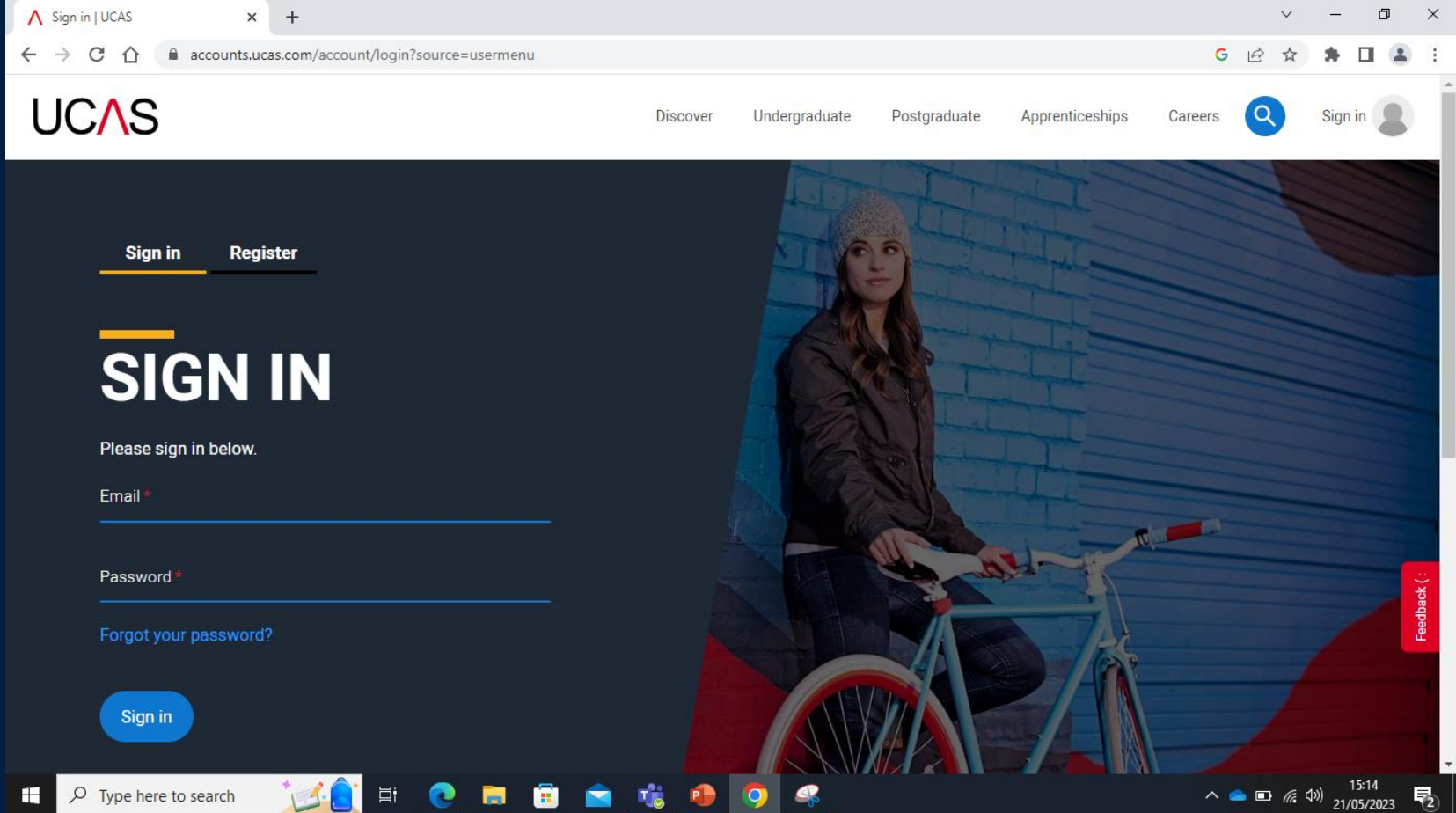
UCAS



# Go for it!

Start the application even if you think  
that you don't want to go to University right now

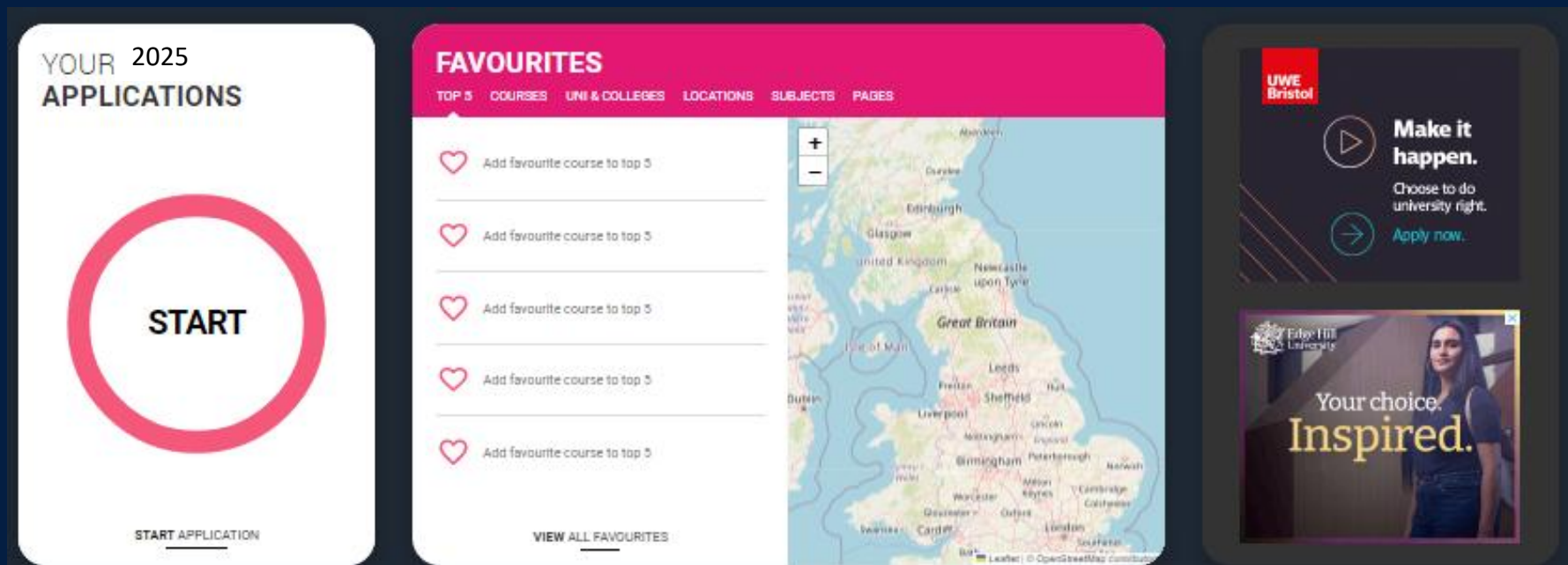
The UCAS logo is displayed in a white box with a red border. The letters 'UC' and 'AS' are in black, while the 'A' is in red.



Log in to the UCAS Hub and  
let's do this together



To start your UCAS application, click on the 'Your 2026 applications' tile.



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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 **2026** if you want to start next year, including if you want to defer entry.

YOUR APPLICATIONS

### Start an application

You can only apply once in a cycle - Do not apply more than once in a cycle, or submit a new application if you are holding a deferred place, as your new application will be cancelled and you won't receive a refund.

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

What level of study are you interested in? Undergraduate (Uni and college degrees, and ap... ▼

 Can't find the application that you are looking for? [Find out more](#)



**Undergraduate**  
Degrees, HNDs, and HNCs  
[Start 2024 application >](#)



**Conservatoire**  
Undergraduate or postgraduate music, dance, drama, or musical theatre.  
Applications not yet open



# Linking College

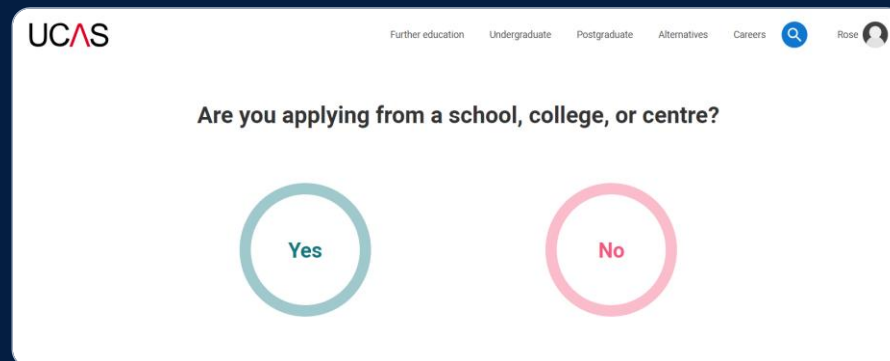
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You are applying with the help of College so select 'Yes'.

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

**NOTREDAME2026**

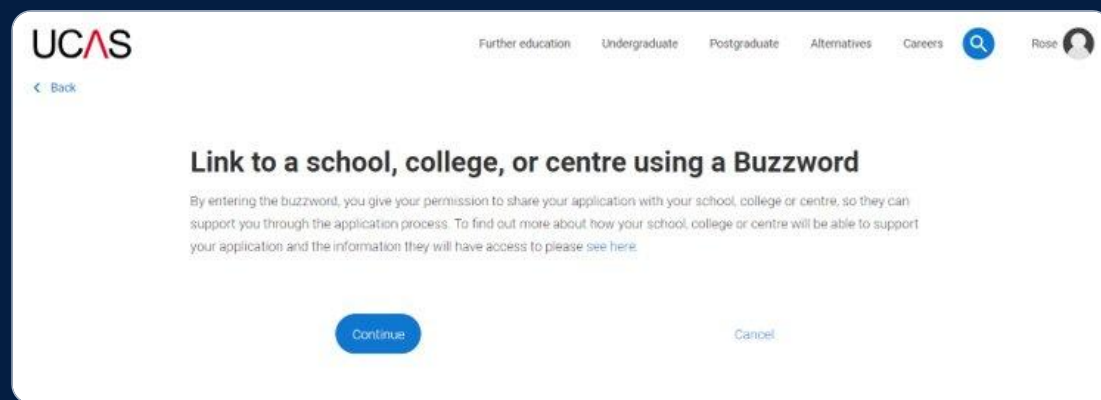


UCAS

Further education Undergraduate Postgraduate Alternatives Careers

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

Yes No



UCAS

Further education Undergraduate Postgraduate Alternatives Careers

< Back

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

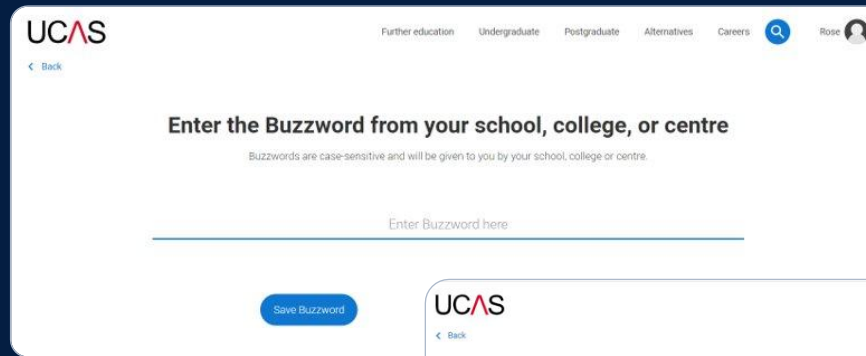
By entering the buzzword, you give your permission to share your application with your school, college or centre, so they can support you through the application process. To find out more about how your school, college or centre will be able to support your application and the information they will have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

Continue Cancel



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

This will **link your application** to College, so we can track your progress and provide support, including adding your reference.



UCAS

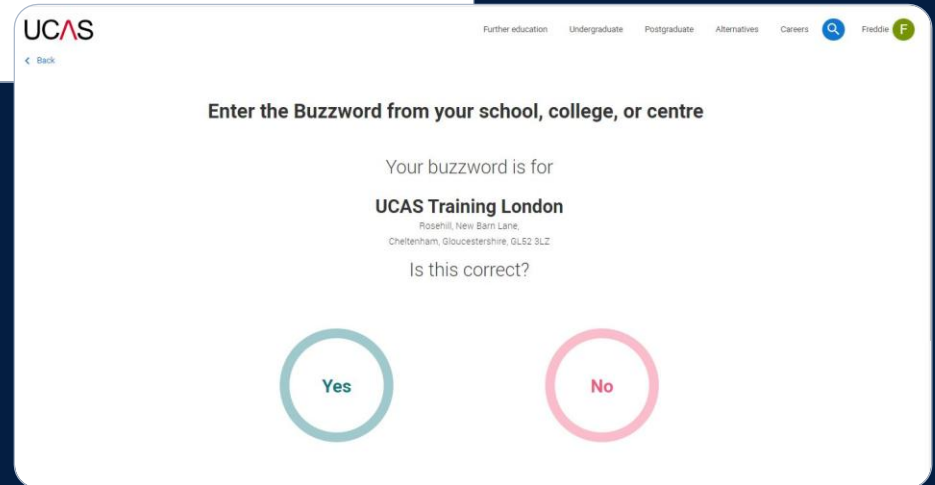
Further education Undergraduate Postgraduate Alternatives Careers

Enter the Buzzword from your school, college, or centre

Buzzwords are case-sensitive and will be given to you by your school, college or centre.

Enter Buzzword here

Save Buzzword



UCAS

Further education Undergraduate Postgraduate Alternatives Careers

Enter the Buzzword from your school, college, or centre

Your buzzword is for

**UCAS Training London**

Rosehill, New Barn Lane,  
Cheltenham, Gloucestershire, GL52 9LZ

Is this correct?

Yes No



You have linked your application to  
**Notre Dame Catholic VI Form College**

Select group

I don't know  
Default Group  
External Applicants  
MEDEVs  
Oxbridge

Once your application has been linked, select  
**Default Group**  
or

If you are applying for:

- Medicine/Dentistry/Veterinary Science select **MEDEVs** group
- Oxford or Cambridge University select **Oxbridge** group



# Application Overview

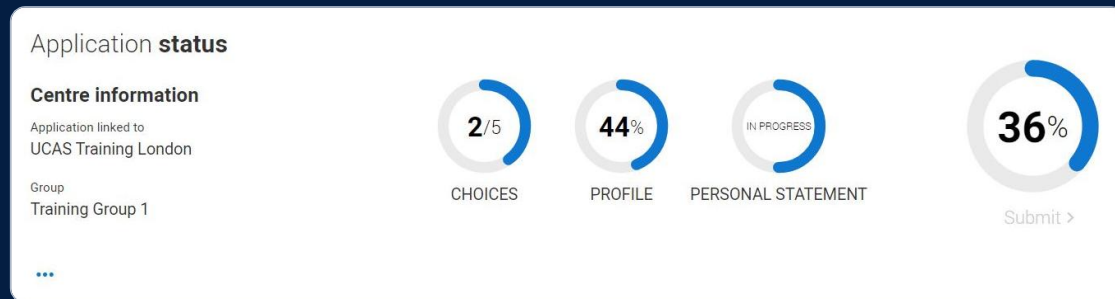
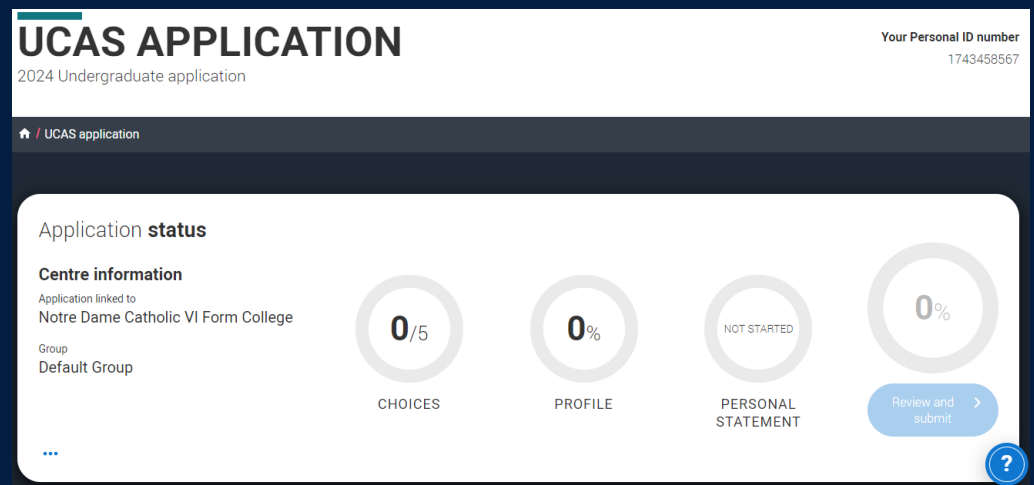
UCAS



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.



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

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

The screenshot displays a digital application form interface. At the top, the 'Profile' section is active, showing eight sub-sections in a grid. 'Personal details' and 'Contact & residency details' are marked as 'Section complete' with a green bar and a checkmark. The other sections ('Nationality details', 'Supporting information', 'English language skills', 'Finance & funding', 'Diversity & inclusion', and 'More about you') have a 'Start this section' button. Below the 'Profile' section, the 'Experience' section is visible, containing three sub-sections: 'Education', 'Employment', and 'Extra activities', each with a 'Start this section' button. The interface is clean with a dark blue header and footer, and white content boxes with green accents.

### Profile

**Personal details** >  
Name, age, title and gender  
✓ Section complete

**Contact & residency details** >  
Address, email, telephone and where you live  
✓ Section complete

**Nationality details** >  
Country and nationality details  
Start this section

**Supporting information** >  
So that providers know how to support you during your studies  
Start this section

**English language skills** >  
Is English your first language?  
Start this section

**Finance & funding** >  
Tell us how you'll fund your study  
Start this section

**Diversity & inclusion** >  
Only shared with a provider once you have a place or your application is archived  
Start this section

**More about you** >  
Tell us about any circumstances that you might need support for during your studies  
Start this section

### Experience

**Education** >  
Your qualifications and periods of study  
Start this section

**Employment** >  
Employment, paid, unpaid, or volunteer work  
Start this section

**Extra activities** >  
Taken part in any activities to prepare you for higher education?  
Start this section



All sections must be marked as 'Complete' before sending to College for review.

You must complete all mandatory questions to mark a section as complete (they have a \*).

**Profile**

|                                                                                                                                               |                                                                                                                                       |                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>Personal details</b> ><br>Name, age, title and gender<br>✓ Section complete                                                                | <b>Contact &amp; residency details</b> ><br>Address, email, telephone and where you live<br>✓ Section complete                        | <b>Nationality details</b> ><br>Country and nationality details<br>Start this section      |
| <b>Supporting information</b> ><br>So that providers know how to support you during your studies<br>Start this section                        | <b>English language skills</b> ><br>Is English your first language?<br>Start this section                                             | <b>Finance &amp; funding</b> ><br>Tell us how you'll fund your study<br>Start this section |
| <b>Diversity &amp; inclusion</b> ><br>Only shared with a provider once you have a place or your application is archived<br>Start this section | <b>More about you</b> ><br>Tell us about any circumstances that you might need support for during your studies.<br>Start this section |                                                                                            |

**Experience**

|                                                                                      |                                                                                          |                                                                                                                      |
|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Education</b> ><br>Your qualifications and periods of study<br>Start this section | <b>Employment</b> ><br>Employment, paid, unpaid, or volunteer work<br>Start this section | <b>Extra activities</b> ><br>Taken part in any activities to prepare you for higher education?<br>Start this section |
|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|

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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).

Home / UCAS application / Nationality details

[Return to application overview](#)

- ✓ **Personal details**
- ✓ **Contact and residency details**
- ✓ **Nationality details**
- Supporting information
- English language skills
- Finance and funding
- Diversity and inclusion
- More about you
- Education
- ✓ **Employment**
- Extra activities
- Personal statement

**What is your country of birth? \***  
For the purpose of this question the UK includes the Channel Islands and the Isle of Man.

United Kingdom

**What is your nationality? \***  
If you're applying from outside the UK choose your nationality as it appears in your passport. If you have dual nationality and you need a visa to enter the UK, enter your first nationality as it is shown on the passport you intend to use when travelling to the UK for your course.

UK national

**Dual nationality**  
If you have dual nationality, select your first nationality in the previous field and your second nationality here.

☐ 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

?

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# Personal Details

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Sixth Form Colleges  
Association



**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.

**PERSONAL DETAILS**  
2023 Undergraduate application

Your Personal ID number  
1250003108

UCAS application / Personal details

[Return to application overview](#)

- ✓ **Personal details**
- ✓ **Contact and residency details**
- ✓ **Nationality details**
- Supporting information
- English language skills
- Finance and funding
- Diversity and inclusion
- More about you
- Education
- ✓ **Employment**
- Extra activities
- Personal statement
- Reference

**Title \***

**First name \***  
Tell us who you are. Make sure your name is as it appears on any official documents, such as your passport, birth certificate or driving licence.

Rose

**Last name \***  
Make sure your name is as it appears on any official documents, such as your passport, birth certificate or driving licence.

Hill

**Previous name(s)**  
Tell us any other names you've been known by (for example maiden name), as it helps when we're matching educational records.

**Preferred name**  
Let us know what we should call you in our communications.

**Date of birth \***

Day Month Year  
14 03 1993

**Gender \***  
Select the gender you most identify with at this time. You can tell the university or college directly if you'd feel more comfortable identifying in another way or if this changes.

☐ Male ☒ Female

☐ 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](#)

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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. UCAS would advise using a personal email address.

**Contact details**

Contact telephone number  
You must provide a contact telephone number:

Other telephone number

Email address \*  
You can update your email address in your UCAS profile

Postal address  
Address type \*

Post Code lookup

**Nominated access**

Do you want someone else to act, or speak on your behalf, about your application? e.g. A parent, other relative or guardian. If you are using an agent, you can choose to enter their details.  
You're able to enter details of someone you're happy to help manage your application - this is called nominated access.

☒ Yes ☐ No

**Full name of nominee \***  
The first and last name of your nominee. They will be asked this information when speaking to UCAS on your behalf.

**Relationship to you \***  
How you know your nominee. They will be asked this information when speaking to UCAS on your behalf.

**Residency details**

Is your home address the same as your postal address? \*  
☒ Yes ☐ No

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.



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.



If you select 'No', additional **Home address** questions will appear. Remember to use the help text for advice about this question if you are unsure what to enter.

### Residency details

Is your home address the same as your postal address? \*

☒ Yes ☐ No

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

### Residency details

Is your home address the same as your postal address? \*

☐ Yes ☒ No

Home address

Address type \*

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

# UCAS



# Nationality Details

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# If you're a UK national, this is what you will see.

## What is your country of birth? \*

For the purpose of this question the UK includes the Channel Islands and the Isle of Man.

## What is your nationality? \*

If you're applying from outside the UK choose your nationality as it appears in your passport. If you have dual nationality and you need a visa to enter the UK, enter your first nationality as it is shown on the passport you intend to use when travelling to the UK for your course.

## Dual nationality

If you have dual nationality, select your first nationality in the previous field and your second nationality here.

☐ Mark this section as complete \*

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

[Back to Contact and residency details](#)

[Next to Supporting information](#)

# UCAS



If you were born in the UK but have a different nationality, you will be asked additional questions.

The information you provide will help universities and colleges in determining your eligibility 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.

**What is your country of birth? \***  
For the purpose of this question the UK includes the Channel Islands and the Isle of Man.

United Kingdom

**What is your nationality? \***  
If you're applying from outside the UK choose your nationality as it appears in your passport. If you have dual nationality and you need a visa to enter the UK, enter your first nationality as it is shown on the passport you intend to use when travelling to the UK for your course.

Azerbaijani

**Dual nationality**  
If you have dual nationality, select your first nationality in the previous field and your second nationality here.

**Do you need a student visa to study in the UK?**  
☐ Yes ☐ No

**Have you previously studied on a student or tier 4 visa? \***  
☐ Yes ☐ No

☐ 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

?



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

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

Do you need a student visa to study in the UK?

☒ Yes ☐ No

Have you previously studied on a student or tier 4 visa? \*

☒ Yes ☐ No

Do you currently have a passport? \*

Where relevant, UCAS collects applicants' passport information on behalf of universities and colleges, who need it for purposes of visa application and checks with the UK Visas and Immigration (UKVI). For further details about UK Visas and Immigration please visit the [UKVI website](#).

☒ Yes ☐ No

Passport number \*

Valid from \*

Day Month Year

DD ▾ MM ▾ YYYY ▾

Expires \*

Day Month Year

DD ▾ MM ▾ YYYY ▾

Place of issue \*



UCAS



# Supporting Information

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All questions are mandatory (\*), but you have the option of *don't know* and *Prefer not to say*.

## SUPPORTING INFORMATION

2023 Undergraduate application

Your Personal ID number  
1250003108

Home / UCAS application / Supporting information

[Return to application overview](#)

- ✓ Personal details
- ✓ Contact and residency details
- ✓ Nationality details
- Supporting information**
- English language skills
- Finance and funding
- Diversity and inclusion
- More about you

Have you ever lived or worked in the EU (excluding the UK), European Economic Area (EEA) or Switzerland? \*

Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK), EEA or Swiss national? \*

☐ 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

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# English Language Skills

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**English proficiency tests and exams are taken by students who don't speak English as their first language. Is English your first language?**

This question is to find out whether you have taken an IELTS or TOEFL English proficiency test. The answer to this question is not passed on to your choices.

- If you click yes, you won't be asked any additional questions and can mark this section as complete.
- If you click no, and have taken English proficiency tests, you can add your certificate numbers and we'll pass them on to your chosen universities and colleges when you submit your application.
- If you click no and haven't completed any tests, for example because Welsh is your first language, you can leave the remaining fields blank and then mark this section as complete.

☐ Yes ☒ No

**Can you provide any of these certificate numbers?**

**Test of English as a Foreign Language (TOEFL) Number**

**International English Language Testing System (IELTS) TRF Number**

If English isn't your first language, and you have taken English proficiency tests, you can add your certificate numbers and UCAS will pass them on to your chosen universities and colleges when you submit your application.

If you haven't completed any tests, you can leave the remaining fields blank and then mark this section as complete.

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# Finance & Funding

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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](https://ucas.com/finance)

✓ Personal details

✓ Contact and residency details

✓ Nationality details

✓ Supporting information

✓ English language skills

Finance and funding

Diversity and inclusion

More about you

Education

✓ Employment

Extra activities

Personal statement

**What will be your main source of funding for your studies? \***

Select an option 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 be in the category UK, ChI, IoM, or EU student finance.

This guidance has been created in the absence of full Brexit arrangements being available and you should give your answer as guided. Universities and colleges are aware that EU applicants will be selecting the UK, ChI, IoM or EU student finance option.

UK, ChI, IoM or EU student finance services ▾

**Student support arrangements**

Tell us who will assess you for tuition fees, or how you will pay for your course. Please select the option which best describes your situation.

Gloucestershire ▾

☐ 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

UCAS



# Diversity & Inclusion

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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.

✓ Personal details

✓ Contact and residency details

✓ Nationality details

✓ Supporting information

✓ English language skills

✓ Finance and funding

[Diversity and inclusion](#)

More about you

[Education](#)

✓ Employment

[Extra activities](#)

[Personal statement](#)

### Equality monitoring

Ethnic origin \*

What is your religion or belief?

What is your sexual orientation?

Do you identify as transgender?

National identity \*

**Dual national identity**  
If you have dual nationality, select your first nationality in the previous field and your second nationality here. If you do not have dual national identity leave this blank.

*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.*



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 \*

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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.

# UCAS



# More about you

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You can tell us about any circumstances that you might need support for during your studies.

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

They 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.

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: \*

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



Make sure you check 'Yes' if you have and the UCAS application fee will not apply

UCAS



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: \*

No disability

You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder

You are blind or have a serious visual impairment uncorrected by glasses

You are deaf or have a serious hearing impairment

You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

You have a mental health condition, such as depression, schizophrenia or anxiety disorder

You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D

You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches

You have a disability, impairment or medical condition that is not listed above

You have two or more impairments and/or disabling medical conditions

# UCAS



# Education

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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.

The screenshot shows the UCAS application form interface. On the left is a vertical sidebar with a list of sections, each preceded by a green checkmark: Personal details, Contact and residency details, Nationality details, Supporting information, English language skills, Finance and funding, Diversity and inclusion, and More about you. Below these are four links: Education (underlined in blue), Employment, Extra activities, Personal statement, and Reference. The main content area on the right has a grey button at the top with a plus icon and the text 'Add place of education'. Below this is a section for the 'Unique Learner Number (ULN)' with an explanatory paragraph and a text input field. This is followed by 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 main area is a checkbox for 'Mark this section as complete \*' and a blue 'Save this section' button.

✓ Personal details

✓ Contact and residency details

✓ Nationality details

✓ Supporting information

✓ English language skills

✓ Finance and funding

✓ Diversity and inclusion

✓ More about you

Education

✓ Employment

Extra activities

Personal statement

Reference

+  
Add place of education

**Unique Learner Number (ULN)**  
The Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 13 involved in UK education or training. If you don't have one, or don't know yours, leave this blank.

Please state the highest level of qualification you expect to have before you start your course \*

☐ Mark this section as complete \*

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section



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 they 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.

Start date: 08/2024

End date: 08/2026

### 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

End date \*

Month Year

Type of study \*

☐ Full time ☐ Part time ☐ Sandwich

Do you, or will you, have any qualifications from this centre? \*

If you received any qualifications at this school, college or centre, or if you have any qualifications pending at this school, click yes.

All qualifications must be entered, even if you received an unsuccessful grade, if you are still waiting to take the final exams or if you are waiting for the results.

If you are resitting a qualification you need to enter it twice: once as a completed qualification with the grade

Save

Cancel

# UCAS



There are **warning messages** to help you.

For example: you can't say you attended 2 or more places of study full-time during the same date range.

Red text are warnings and mean something is wrong and blue text is for information you need to be aware of.

The screenshot displays two entries in the UCAS application system. Each entry has a title, a date range, a study mode, and a list of messages. The first entry is for the 'University of UCAS' (March 2007 - July 2010, Full time) and contains one red warning message: 'You cannot be full-time at more than one school or college at the same time - please check the start and finish dates you have entered.' The second entry is for 'UCAS Training School' (March 2007 - May 2010, Full time) and contains two messages: a red warning message identical to the first one, and a blue informational message: 'You have indicated that you did not receive any qualifications here'.

**University of UCAS** ... More

March 2007 - July 2010  
Full time

- You cannot be full-time at more than one school or college at the same time - please check the start and finish dates you have entered.**

[Add Qualification](#)

**UCAS Training School** ... More

March 2007 - May 2010  
Full time

- You cannot be full-time at more than one school or college at the same time - please check the start and finish dates you have entered.**
- You have indicated that you did not receive any qualifications here**



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

If you are searching for a qualification, make sure you use the qualification title and the subject.

**CTEC = Technical not including BTEC**

For more help and advice head to [ucas.com](https://ucas.com).

International qualifications are listed by name and country, but don't worry if yours isn't there – just add it into the 'other' box.

## Add qualification

If you received any qualifications at this school, college or centre, or you have any pending at this school, add them here.

All qualifications must be entered, even if you received an unsuccessful grade, haven't taken the final exams or are waiting for the results.

If you are resitting a qualification you need to enter it twice: once as a completed qualification with the grade achieved and once as a qualification with the result Pending.

## Pick your qualification type

Choose the type of qualification you would like to add, you can search for specific qualifications within each group.

A Level, AS, EPQ, and T Levels ▾ GCSE and equivalent BTEC ▾

Job related Scottish qualifications International and EU ▾ Baccalaureate

Apprenticeships Access to HE Technical (not including BTEC) Core maths

HNC, HND, and Degrees Performance, Art, and Design ▾ More UK Qualifications

All qualifications

UCAS



The qualification dates you can select are based on those you entered when you entered your place of education.

You need to enter the awarding organisation – speak to your teacher or adviser if you're not sure.

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

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 on the application.

[Back to search for qualifications](#)

### Add GCE Advanced Level (A-Level)

Enter qualification modules/units here if you want to. Universities and colleges find it useful if there are specific subject requirements for the courses you choose.

Entering unit details for A levels is optional. If you have completed Cambridge International qualifications please choose CIE as your Awarding organisation, if you are currently taking Cambridge International qualifications choose CAIE.

| Subject *                                                            | Qualification date * | Awarding organisation *       | Grade *                       |
|----------------------------------------------------------------------|----------------------|-------------------------------|-------------------------------|
| <input type="text" value="Type and select the subject you studied"/> | MM ▼ YYYY ▼          | <input type="text" value=""/> | <input type="text" value=""/> |

| Subject                       | Grade                         |
|-------------------------------|-------------------------------|
| <input type="text" value=""/> | <input type="text" value=""/> |

[Add another module](#)

[Save qualifications](#) [Save and add another](#) [Cancel](#)

[?](#)



# Employment

UCAS



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.

The screenshot shows the UCAS application form interface. On the left is a vertical list of sections, each with a green checkmark icon: Personal details, Contact and residency details, Nationality details, Supporting information, English language skills, Finance and funding, Diversity and inclusion, More about you, Education, **Employment** (highlighted in green), Extra activities, Personal statement, and Reference. The main area on the right contains five light grey rectangular boxes for entering employment details. The top box has a plus sign icon and the text 'Add employment'. At the bottom of the form, a yellow rectangular box highlights a section with a checked checkbox and the text 'Mark this section as complete \*'. Below this text is a note: '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.' At the bottom of this highlighted box is a blue button labeled 'Save this section'.

UCAS



# Extra Activities

UCAS



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.

### Extra activities

Have you attended an activity to prepare you for higher education?

Please select any activity you have taken part in to prepare for higher education. For example: national or regional schemes, university-run programmes, summer schools, campus days, taster courses, and booster courses. You can also 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.

Note: Open days are not relevant to this question.

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

If this section is relevant to you, please provide the following details:

  
Add activity

☐ 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

UCAS



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

UCAS



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.

**Add activity**

Type of activity \*  
Mentoring

Activity provider \*

Name of the activity/programme  
This is a free text box of 100 characters|  
Characters used: 42 of 100 characters

Start date \*  
Day Month Year  
DD MM YYYY

End date \*  
Day Month Year  
DD MM YYYY

Save Cancel



# Personal Statement

UCAS



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

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

For advice on how to write your personal statement, head to [ucas.com](https://ucas.com) or use the personal statement builder in the UCAS Hub.

The screenshot shows the UCAS Personal Statement builder interface. At the top, it says "PERSONAL STATEMENT" and "2023 Undergraduate application". On the right, it displays "Your Personal ID number: 1250003108". A navigation bar on the left lists various sections: Personal details, Contact and residency details, Nationality details, Supporting information, English language skills, Finance and funding, Diversity and inclusion, More about you, Education, and Employment. A "Return to application overview" link is at the top left. The main area contains instructions on how to write the statement and a large text box for the statement itself. A pop-up warning box asks, "Are you sure you want to leave this page without saving your changes?" with "Yes" and "No" buttons. At the bottom, there are buttons for "Save draft", "Save & Preview", "Back to Extra activities", and "Next to Reference". A character count at the bottom left shows "Characters used: 0 of 4000 characters".



# The Personal Statement is changing for 2026. You will be asked 3 questions:

1. Why do you want to study this course?
2. How have your qualifications and studies helped you to prepare for this course?
3. What else have you done to prepare outside of formal education?, and why are these experiences useful?

The screenshot shows the UCAS Personal Statement writing page. At the top, it says 'PERSONAL STATEMENT' and '2023 Undergraduate application'. On the right, it displays 'Your Personal ID number 1250003108'. A navigation bar shows 'UCAS application / Personal statement' with a link to 'Return to application overview'. A sidebar on the left lists various sections with green checkmarks: Personal details, Contact and residency details, Nationality details, Supporting information, English language skills, Finance and funding, Diversity and inclusion, More about you, Education, and Employment. Below these are links for 'Extra activities', 'Personal statement' (which is underlined), and 'Reference'. The main area contains a guide to writing the statement, a character count (0 of 4000), and a large text box for writing. A modal dialog box is open in the center asking 'Are you sure you want to leave this page without saving your changes?' with 'Yes' and 'No' buttons. At the bottom, there are buttons for 'Save draft', 'Save & Preview', 'Back to Extra activities', and 'Next to Reference'. A help icon is in the bottom right corner.



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

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

If it appears to have been copied from another source, UCAS will inform the universities and colleges to which you have applied. They will then take the action they consider appropriate.

UCAS will 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 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.

[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.

# UCAS



# Adding a choice

UCAS



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.

 Add choice

**Add choice**

University/college name \*

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

UCAS



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

This question is only shown if the course choice requires it.

## 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.

# UCAS



There is a maximum of 5 choices and choice restrictions still apply (a maximum of four courses of medicine, dentistry, veterinary medicine or veterinary science).

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

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

UCAS



Some courses have extra admissions, tests and assessments.

It will 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 (033)

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.

...

UCAS



Clicking the 3 dots in the bottom right of a card enables you to see it as a summary.

**Medicine (A100)**  
University of Oxford (033)

INFO

- ❗ You can't make two or more applications to Oxford
- 📘 You may need to take an admissions test
- 📘 There may be an assessment

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: Girtton  
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 (033)

Location: Queen's  
Start date: 01 October 2022  
Further details: *Not provided*  
Point of entry: 1st year  
Deferred entry: Yes  
Live at home while studying: Yes  
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.

...

# UCAS



# Submitting the application

This will be done in the first half term of your U6 year

Use your summer break to research and make decisions about universities and courses

