

UCAS

How-to Guide

What are my options?

University

The logo for UCAS, featuring the letters 'UCAS' in a bold, black, sans-serif font. The letter 'A' is stylized with a red triangle pointing upwards.

Conservatoire

The logo for UCAS Conservatoires, featuring the letters 'UCAS' in a bold, black, sans-serif font with a red triangle pointing upwards in the 'A', and the word 'Conservatoires' in a smaller, black, sans-serif font below it.

Vocational

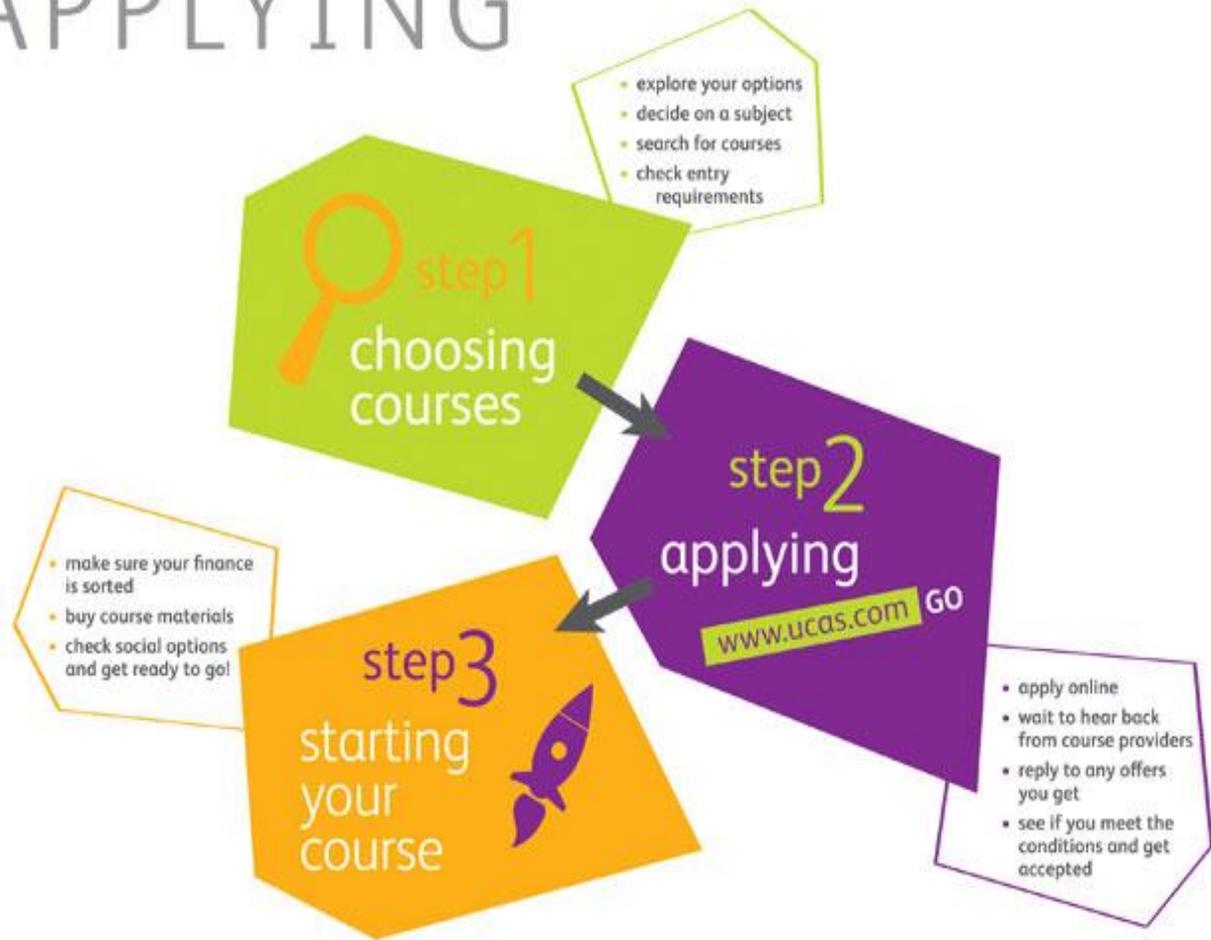
The logo for CDMT, featuring the letters 'CDMT' in a bold, black, sans-serif font. The 'C' and 'D' are stylized with a white circle inside them. The logo is set against a purple rectangular background.

Apprenticeships
& Employment

The logo for the National Careers Service, featuring the text 'National Careers Service' in a bold, white, sans-serif font on a pink background. Below it, the tagline 'Helping you take the next step' is written in a smaller, white, sans-serif font.

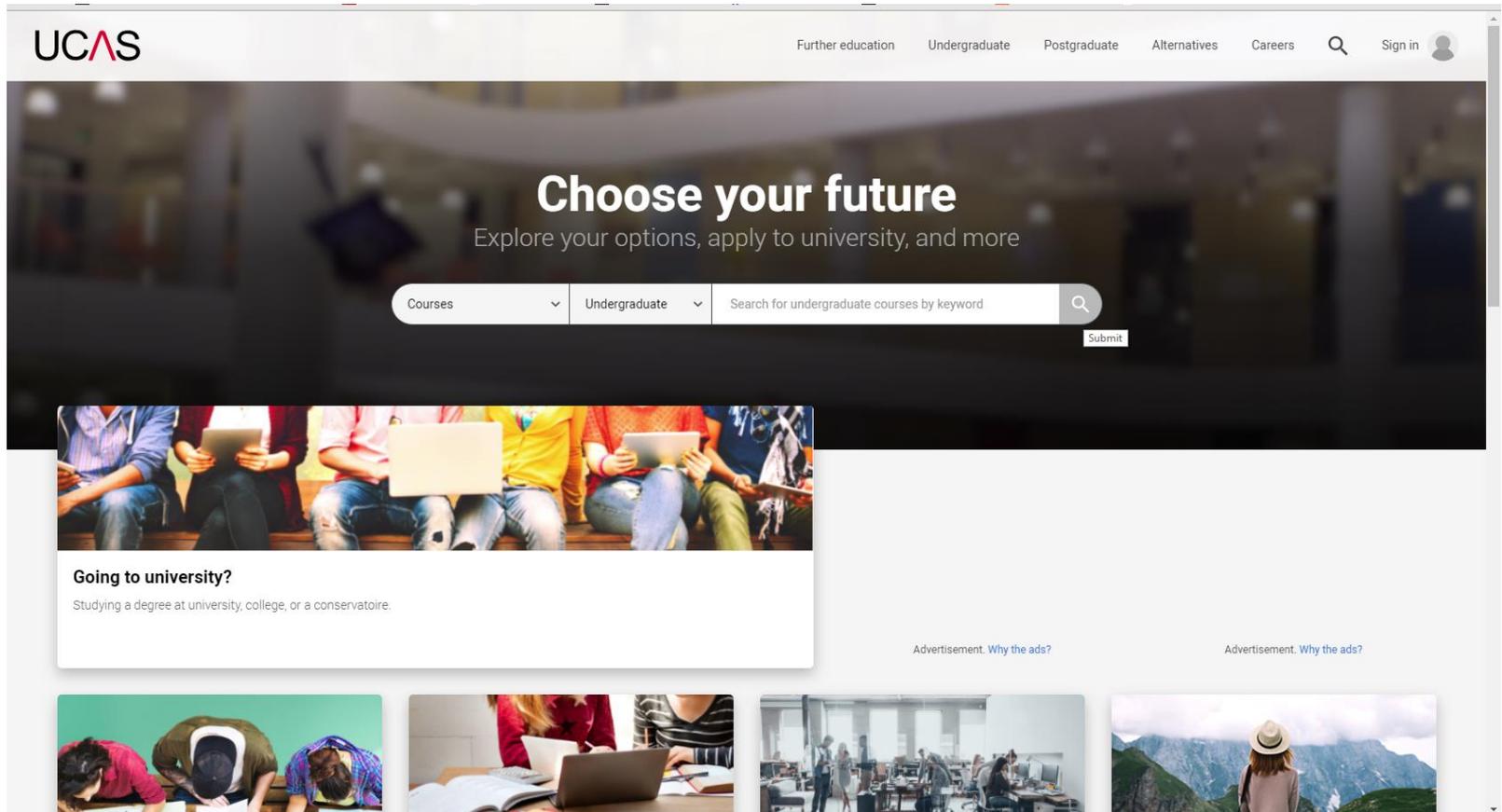
Apprenticeships

THREE STEPS TO APPLYING



Research courses

www.ucas.com



The screenshot shows the UCAS website homepage. At the top left is the UCAS logo. The top right navigation bar includes links for Further education, Undergraduate, Postgraduate, Alternatives, Careers, a search icon, and Sign in. The main banner features the headline "Choose your future" and the subtext "Explore your options, apply to university, and more". Below this is a search bar with "Courses" and "Undergraduate" dropdown menus, a text input field containing "Search for undergraduate courses by keyword", a search icon, and a "Submit" button. A large image of students sitting on a bench is partially visible behind the search bar. Below the search bar, there is a section titled "Going to university?" with the text "Studying a degree at university, college, or a conservatoire." To the right of this section are two small advertisements, each with the text "Advertisement. Why the ads?". At the bottom, there are four small images: students studying, a person working on a laptop, a classroom scene, and a person looking at a mountain landscape.

UCAS

Further education Undergraduate Postgraduate Alternatives Careers  Sign in 

Choose your future

Explore your options, apply to university, and more

Courses  Undergraduate  Search for undergraduate courses by keyword 

Submit

Going to university?

Studying a degree at university, college, or a conservatoire.

Advertisement. Why the ads? Advertisement. Why the ads?

Research Apprenticeships

www.ucas.com/alternatives-to-university

Alternatives to university

Apprenticeships, internships, and gap years



Apprenticeships

Gain the skills and experience to create the perfect route to the career you want.

Advertisement. [Why the ads?](#)

Advertisement. [Why the ads?](#)



Internships

Work at a company to learn new skills and gain experience in a particular industry or job role.



Traineeships and school leaver programmes

What are they, and how can they help you get an apprenticeship or job?



Gap years

Enhance your CV, travel, learn new skills, and much more...



Study overseas

Here are some options if you're considering studying a year, or all, of your degree abroad.

What to Research?

Why HE?

Motivation?

**Career
Prospects?**

**Level of
qualification?**

**Course
Content?**

**Entry
requirements
?**

Location?

Gap Year?

Register online ...

➤ www.ucas.com

UCAS

[Contact us](#) | [Help](#) | [Print page](#)

2021
apply

Register and log in

What is Apply?

Help

English ▾

Key

? Help

[Home](#) > Register and log in

Log in

If you have already registered, please enter your username and password below to log in. **You must enter your username in lower case and your password in the same case you used to register.**

Username

Password

[Forgotten login?](#)

log in

Register

If you have not registered for 2021 entry, please click the 'register' button to use this service. **You only need to register once.** If you apply more than once in a cycle your application fee will not be refunded.

register

Version 16.0.3-master-4

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How to Register ...

- ✓ Visit the UCAS Website at: www.ucas.com
 - ✓ Select “**Sign-in**” (top-right)
 - ✓ Select “**Students**” from the drop down
 - ✓ Select “**Undergraduate**”
 - ✓ Select “**2021 Apply**”
 - ✓ Follow the online instructions to **register** and enter your personal details.
 - ✓ Create a password, select four security questions and enter relevant answers.
 - ✓ Write down the username on screen and your password; you'll need these every time you log in.
 - ✓ Select “**Log in now**”
 - ✓ You will be asked how you are applying. Select “**Through my school/college**”
 - ✓ Enter the BOA buzzword: **pathways2021**
 - ✓ Select your pathway from the drop down list.
- Begin to complete your application online.

Completing the UCAS Application

<i>Section to complete:</i>	<i>Information required:</i>
1) Personal Details	Name, Address and Contact Information, Nationality, Ethnicity, residency, finance and details of any disabilities
2) Additional Information	HE activities and events attended, Family HE background
3) Choices	Select up to 5 University choices, select university/college, course, campus and year of entry.
4) Education	Enter education history since the age of 11. Including details of schools attended, qualifications achieved or to be achieved. (e.g. GCSE, BTEC Extended Diploma, AS Level, Music, Dance Grades) REMEMBER you will need to know Exam boards, dates awarded and results.
5) Employment	Add up to five current/previous employers.
6) Personal Statement	Space for you to enter your personal statement. (Copy and paste from your word document) REMEMBER this is the most important part of your application and your opportunity to stand out to admissions tutors. You can use up to 47 lines and 4000 characters.
7) Pay & Send	Once you have completed and checked your application – you will need to ‘pay and send’ (Single Choice - £20) (2-5 Choices - £25)

The application will be checked and approved by the UCAS Co-ordinator - Reference and predicted grades will be added at this stage.

Please ensure the following are correct on your UCAS application:

- ✓ Your **Surname** and **First name** should start with a capital letter.
- ✓ You have entered the correct **Nationality** (Your Nationality should be stated in your passport and should not be confused with your ethnic origin.)
- ✓ Your **area of permanent residence** should be the area in which you live. (e.g. Birmingham)
- ✓ The **Fee code** should be **02** (unless otherwise stated)
- ✓ **Student Support arrangement** should be your local authority (selected from the list)

UCAS Glossary

UCAS Apply	Online system used to apply for higher education courses.
UCAS Track	Next stage of the UCAS process for tracking and replying to offers.
Unconditional Offer	An offer where you have no further conditions to meet (i.e. you already meet the entry requirements)
Conditional Offer	Typical Offer – A place is offered provided you gain particular grades/qualifications. (e.g. MMM BTEC Extended Diploma)
Rejected	Not offered a place on the course – either entry requirements were not met, application deemed unsuitable or unsuccessful audition/interview.
Withdrawn	Student decides that they no longer wish to apply to chosen course and withdraws their application.
Entry Requirements	The grades you need to achieve to gain a place on the course. This may include GCSE's, BTEC Extended Diploma, AS/A2 Grades, Music Grades. This may be given in UCAS Points.
UCAS Tariff Points	Minimum amount of points needed to obtain a place on course. Tariff Tables can be found at:
UCAS Extra	Next stage for students who have used all five choices and aren't holding any offers. Extra is open between the end of February and early July. In Extra, you apply for one course at a time via track, from a list of those with places still available.
Clearing	Clearing is a service available between July and September, but for most people it is used after the exam results are published in August. It can help people without a university or college place to find suitable vacancies on higher education courses.

TIMELINE

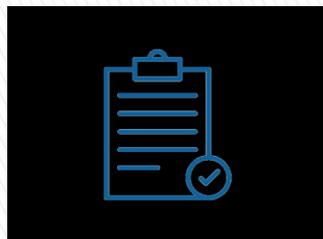
Now

- **Guidance on research**
- **Register on UCAS**



July/August

- **Continue Research**
- **Draft Personal Statement**
- **Continue to complete online & paper applications**



September/October

- **Prepare & finalise applications**
- **Reference meeting with tutor**



November

- **Submit application**

