

UCAS Applications

UCAS is the Universities and Colleges Admissions Service.

If you want to take a full time course leading to a degree, a Diploma or Certificate of Higher Education, or a Higher National Diploma or Certificate at a university, or other institution of higher education in the UK, you apply through UCAS.

You apply online, through the **Apply** system on the UCAS website. The site gives detailed information and guidance on how to use the system.

The UCAS website is at: <http://www.ucas.com/>

You can watch a video on applying at the UCAS TV site at: <http://www.ucas.tv/>

Important dates, along with a brief outline of the application process, are given below.

When to apply to UCAS

- For **most courses** apply between **1 September 2010 and 15 January 2011**. Applications received between 16 January and 30 June 2011 will be regarded as late applications and may be considered by universities and colleges if they still have vacancies after considering applications received on time.
- **Art and Design Route B** will **not** be used for entry after 2010. Applications for Art and Design courses will be through the main UCAS scheme. The deadline for these courses will be **either 15 January 2011 or 24 March 2011**, depending on the course. The deadline for each course is shown in the course details, on the UCAS website.
- Applications which include **Oxford or Cambridge Universities** among the choices must reach UCAS between **1 September and 15 October 2010**.
- Applications which include courses in **Medicine, Dentistry, Veterinary Medicine or Veterinary Science** must also reach UCAS between **1 September and 15 October 2010**.
- New applications received by UCAS after **30 June 2011** are entered directly into the Clearing system.
- The closing date for applications through the Clearing system is **21 September 2011**.

For the best chance of getting the place you want, get your application ready in good time. Your school or college needs time to add a reference before sending it off, so get your part done with time to spare.

If you intend to take a gap year and start your course in 2012, check that the university or college will accept a 'deferred entry' application. You must tick the **Defer** box in the Courses section of the application form. You must still meet the entry requirements by the **start of September 2011**, as if you were starting your studies in 2011.

How to complete your application on Apply

- You can use **Apply** anywhere with internet access.
- You do not have to complete the form all at once - you can work on it and resave it as often as you need.

There are several sections to complete. **Save as you go!**

Registration: register to use the system - if you are doing this through school, you need a 'buzzword', which you will get from your school

Personal details: your name and address will already be entered - indicate if you have any special needs; nominate someone to act for you if you will be away during the application period

Additional information: for example your ethnic origin and national identity, mainly for statistical purposes

Choices: list your five course choices, in no order of preference

Education: details of schools you have attended since you were 11, where you are now studying and what qualifications you have - do not send certificates

Employment: information on any full time or part time jobs you have had

Personal statement: your chance to explain why you should get a place on the course - the UCAS website gives a lot of guidance on the content of this

Reference: from one of your teachers, to back up your application

Declaration: that you've completed the form accurately and honestly

Pay/Send: your application fee - for 2011 entry, £11 for a single course, £21 for 2-5 choices

Comprehensive details of how to complete each section of the form are on the UCAS website: <http://www.ucas.com/students/startapplication/>

What happens when your application is sent in?

Your school or college sends off your application.

- When UCAS gets your application, it sends you a letter with a personal ID and user name for **Track**, the system that allows you to track the progress of your application.
- UCAS gives access to your application online to each institution you have applied to - they do not know where else you have applied.

Each institution then decides whether to offer you a place. They may ask you to gain certain exam results (a **conditional** offer).

Provided your application is in by 15 January 2011, you should hear from all of the institutions from March onwards and by early May 2011 at the latest.

When you have heard from all your institutions, choose two offers to hold until you get your exam results. Choose the one you would like best as your **firm** offer, and another as **insurance**, backup in case you are not accepted by your firm choice. If you are given, and accept, an **unconditional** offer, you cannot hold any other offers.

Use **Track** to reply to offers. Make sure you meet the deadlines shown on the UCAS website.

UCAS Extra

If you have no offers, you can apply for other courses through this service, which operates from the end of February until the end of June. You apply for one course at a time, through **Track**.

Clearing

If you still have no offers, or do not get the required exam results, you can apply for other courses through **Clearing**, after the exam results come out in August. Courses with vacancies are listed on the UCAS website. There are also lists in some newspapers.

You need a Clearing Number to apply - you will find it through **Track**. You can watch a video on 'How to use Clearing' on the UCAS TV site at: <http://ucas.tv/>

- Look through the courses, find one that interests you and **contact the university or college yourself** (or have your nominated person do so) to ask if they will accept you.
- The admissions tutor you speak to will tell you what to do next.

Try to be at home during August, when your exam results come out! The end of Clearing is the end of September. If you get a place through Clearing, UCAS will send you an official letter confirming that.