

UCAS

**UCAS Applications**

**‘How to’ Guide**

## Applying to university - UCAS

Although you are completing your research and planning in Unifrog, you will still need to register and complete your application on UCAS. This is the only way to apply for university places in the UK.

There is a lot of information that needs to be completed and you can start this now by registering for an account. The earliest date that these can be sent to UCAS is 5<sup>th</sup> September.

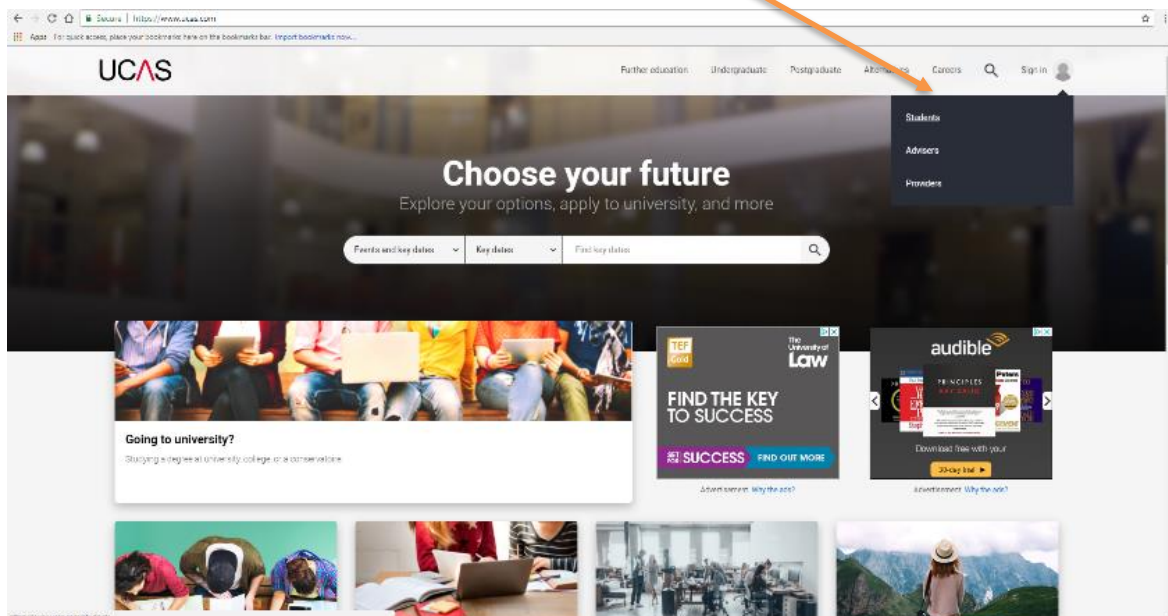
### Remember the following:

- You can choose up to 5 courses (you can choose to apply for more than one course at the same university if you wish).
- Medicine/Dentistry/Veterinary – you can only choose 4 courses in any of these areas. You can add a 5<sup>th</sup> alternative choice if you wish, but this is not compulsory.
- Universities do not see which other institutions you have applied to.
- You do not have to put courses or universities in order of preference at this stage.
- You do not have to enter all 5 choices in order to send off your form – you can enter more course choices (up to the maximum of 5) at a later date, but before 15 January

## Work your way through the following steps to complete your UCAS application.

### Step 1 – Registering your account

Visit UCAS.com and select 'Sign in – Students'



Then select 'undergraduate'

Secure | <https://www.ucas.com/students>  
quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

UCAS

Further education Undergraduate Postgraduate

## Student sign in

Please select an education scheme

### Undergraduate

Applying for university and college degree courses

### Conservatoires

Apply for performance-based courses at conservatoires

### Postgraduate

Returning to study

### Teacher training

Apply for teacher training programmes in England and Wales

'2019 entry – Apply'

Secure | <https://www.ucas.com/students>  
quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

UCAS

Further education Undergraduate Postgraduate AI

## Student sign in

Please select an education scheme

### Undergraduate

Applying for university and college degree courses

2018 entry

Apply

Track

2019 entry

Apply

Your shortlisted courses

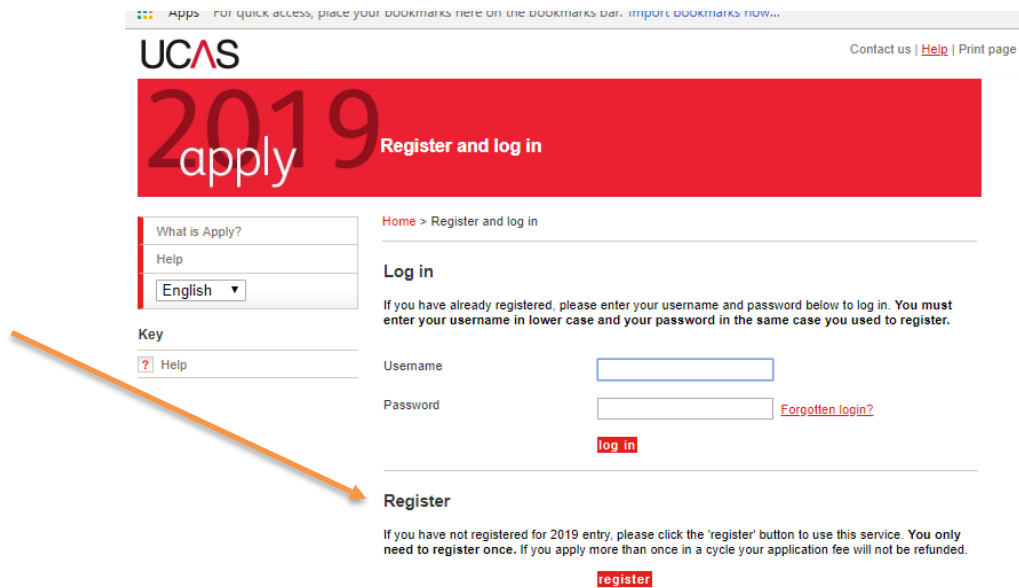
> What's this?

### Conservatoires

Apply for performance-based courses at conservatoires

[rad.apply.ucas.com/appreg/SecurityServlet?functionName=new](#)

You then need to click on 'Register' as you are setting up a new account.



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**2019** apply **Register and log in**

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 2019 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**

Read the information on the next two screens and **make sure you tick the box to say that you accept the terms and conditions.**

You will then be taken to the first page of the registration process where you need to complete your name and date of birth. You must ensure that you use your **full name** as it will appear on your exam certificates. Any differences here can cause problems later on.

After you have filled in your name and address details you will then see a page asking about receiving information on a number of topics. Our advice is to tick yes to these as it might be information that is useful to you at some point.

It is a good idea to use a personal email address rather than your school one as you may need UCAS to contact you after you have left school. Make sure this email address is sensible and not one that could prove embarrassing later on!

You will now need to set a password and some security questions that only you will ever see. **Please make sure that you remember the password and also the username that is then generated. Please record these! There is a box below where you can write them down.**

Next you will be asked how you are applying – please make sure you tick 'Through my school or college'.

**The buzzword is: princethorpe19**

Please then confirm the school details are correct by clicking yes.

Then **select your tutor group** – this will ensure you are in the correct group for references to be added.

**Please make a note of your UCAS User I.D.** – this is unique to you and is often needed if there are queries over your application.

UCAS Username:  
 Password:  
 User I.D.:

## Step 2: Completing your UCAS Application

You will now need to start navigating your way through the sections shown to the left of the welcome page.

Each of these sections will eventually need to be completed and once complete, you need to tick the box at the end of the section. This tick will then appear on this welcome page to remind you which sections are complete and which still need some work.

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Welcome	
Personal details	<input type="checkbox"/>
Choices	<input type="checkbox"/>
Education	<input type="checkbox"/>
Employment	<input type="checkbox"/>
Statement	<input type="checkbox"/>
View all details	<input type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiynau	

**Key**

<input checked="" type="checkbox"/> Completed
<input type="checkbox"/> In progress
<input type="checkbox"/> Not started
<input type="checkbox"/> Help

Welcome

Welcome Olive,

Your Personal ID is: **139-004-7107**.

Please make a note of this number and keep it handy. You will need to quote this number if you call our Customer Contact Centre.

Need guidance? Watch the video advice below [\[Hide video\]](#).



(Unable to view videos here? You can watch them at [www.ucas.com/connect/videos](http://www.ucas.com/connect/videos) instead)

Before starting your application, please read through the relevant information below regarding:

- [completing your application](#)
- [applicants applying through a school, college or organisation](#)
- [applicants applying as an individual](#)
- [deadlines for submitting your application](#)

## Personal Details

You might like to start with the Personal Details section and complete as much of this as you can. You will not need to enter your passport details as your home address is in the UK. If you are intending to apply for a student loan then the fee code is 02 and enter the name of your local authority for the county in which you live.

Place of issue  ?

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Student support

Fee code\*  ?

Student support arrangements (This field is only available if you select fee code '02 UK, CH, IoM or EU student finance services')  
 [see list](#) ?

Please answer the following questions about whether you and your family may have lived within the EU or EEA. The universities and colleges that you are applying to need this information to make a decision about the fees you may be charged and any scholarships, bursaries and financial support that may be available to 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?  ?

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Keeping you informed about your UCAS application

We will keep in touch with you by email and/or post with updates on how your application is progressing (for example, decisions from universities and colleges, and Track updates), and useful advice to support you as you

Nominated access – this is useful if you think you might ever need anyone else to discuss your application on your behalf. This would usually be a parent but you don't have to nominate anyone if you don't wish to.

Disability/special needs – it is better to let universities know of anything here that's relevant. It means that they will contact you regarding any additional support you might need before you start any course.

## Choices

This is where you enter your course and university choices. You will need the UCAS codes for both the institution and the course – there are drop down lists on this section of the application to help you.

Remember:

- maximum of 5 choices
- can choose more than one course from the same university
- they are not entered in order of preference
- you can add choices (up to the maximum of 5) after you've sent your form but before 15 January.

## Education

This is where you enter all the qualifications you have so far achieved and also the ones you will be taking next year.

If you have attended Princethorpe College since Y7 then the dates are shown below. If you attended other secondary schools, then please enter the relevant dates. If you took your GCSEs at another school, then make sure that you tick the box to say that you received qualifications at that centre as well as Princethorpe.

2019 apply Education <Log out

- Welcome
- Personal details
- Choices
- Education
- Employment
- Statement
- View all details
- Pay/Send
- Help
- Options/Opsiynau

Key

- Completed
- In progress

Welcome > Education > Where have you studied?

Compulsory fields are marked with an asterisk (\*). Before leaving this page click 'save' to avoid losing any of your information.

School/college/centre name\*  find... ?

Exam centre number  ?

When did you start...\*  2012 ?

...and finish?\*  2019 ?

Attendance\*  full-time  part-time  sandwich ?

Did you / will you receive any qualifications at this centre?\*  ?

Please make sure you state that your qualification level will be 'Below honours level qualification'

You then need to add your qualifications – all of your GCSEs (including grades) and the A-levels you will be taking.

**When you enter your A-levels, you need to enter the exam date of June 2019 and the grades as pending. Your predicted grades will be entered by the school.**

2019 apply Education <Log out

- Welcome
- Personal details
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Key

- Completed
- In progress
- Not started
- Help

Welcome > Education

Compulsory fields are marked with an asterisk (\*).

We need to know any qualifications you have taken or are currently taking. When you have entered all of your centres and qualifications, click on 'section completed' and 'save'.



(Unable to view videos here? You can watch them at [www.ucas.com/connect/videos](http://www.ucas.com/connect/videos) instead)

You cannot mark this section as complete until you enter your qualification details.

You've added details for 1 school/college/centre(s) so far. You can still add details for 9 more.

> add new school/college/centre

Warning: as you have entered a finish date which is in the future, these details must be for the school or college you are currently attending.

Princethorpe College, Rugby (31210, 09/2012 - 07/2019, FT)

> add qualifications

You cannot mark this section as complete until you enter your qualification details.

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

section completed

You will see a list of the most popular qualifications taken at Princethorpe and most or all of your GCSEs and A-levels will fall into one of these categories.

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Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input checked="" type="checkbox"/>
Student finance	<input checked="" type="checkbox"/>
Choices	<input checked="" type="checkbox"/>
<b>Education</b>	<input checked="" type="checkbox"/>
Employment	<input checked="" type="checkbox"/>
Statement	<input checked="" type="checkbox"/>
View all details	<input checked="" type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiynau	

Welcome > Education > Choose qualification

Please search for the qualification title, eg 'A level' and not the subject, eg 'chemistry'.

Overseas qualifications will be listed alphabetically under the name of the country they were taken in.

Search:

Or select from the popular qualifications listed below

Popular qualifications

- [BTEC Award](#)
- [Extended Project \(Level 3\)](#)
- [GCE Advanced Level](#)
- [GCSE \(Grade: A\\*-G\)](#)
- [Level 1 /Level 2 Certificates \(Ofqual-approved IGCSE, e.g. for UK state schools\)](#)
- [Level 1/Level 2 Certificates Double Award \(iGCSE for UK State Schools\)](#)

Simply click on the qualification you wish to enter and then complete the information.

To help you with this, a list of the GCSEs taken at Princethorpe are listed on page 10 of the booklet, A-level information will be available separately from the Sixth Form team or Mrs Quinney from September.

**Employment**

If you have a part-time job (or have had one in the past) then enter the details but don't worry if you haven't, this will not influence the success of your application.

**Statement**

When your personal statement is finished and has been checked by your tutor or other member of the Sixth Form team, it will need to be copied from Unifrog and pasted into this section. The character count is the same as on Unifrog so if it's the right length, it should fit perfectly.

**View all details**

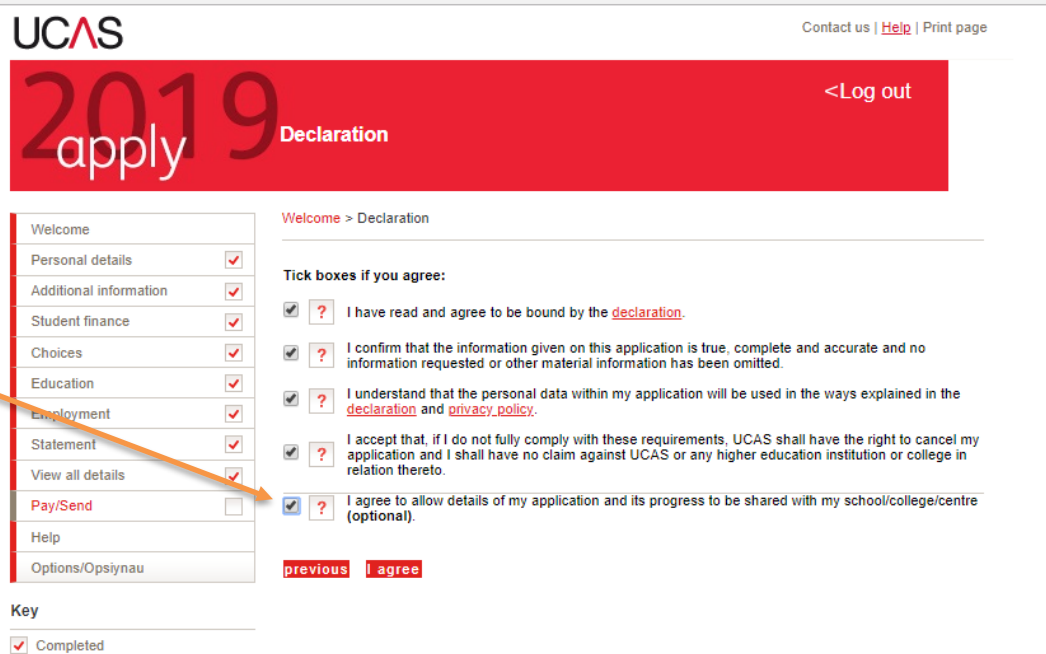
This gives you a chance to look over your application, checking that it is accurate.

**Pay/Send**

This notifies Mrs Quinney that your application is finished but don't worry it will not go to UCAS at this point. The fee is £24, or £18 if you only want to apply for one course.



**On the declaration page, please make sure that you tick ALL of the boxes including the last one which gives permission for the school to check the progress of your application.** This will enable us to help you with the decisions you will have to make once offers start coming in. If you do not give this permission, then we will not be able to see the offers you receive.



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**2019** apply Declaration <Log out

Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input checked="" type="checkbox"/>
Student finance	<input checked="" type="checkbox"/>
Choices	<input checked="" type="checkbox"/>
Education	<input checked="" type="checkbox"/>
Employment	<input checked="" type="checkbox"/>
Statement	<input checked="" type="checkbox"/>
View all details	<input checked="" type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiynau	

Welcome > Declaration

**Tick boxes if you agree:**

- ? I have read and agree to be bound by the [declaration](#).
- ? I confirm that the information given on this application is true, complete and accurate and no information requested or other material information has been omitted.
- ? I understand that the personal data within my application will be used in the ways explained in the [declaration](#) and [privacy policy](#).
- ? I accept that, if I do not fully comply with these requirements, UCAS shall have the right to cancel my application and I shall have no claim against UCAS or any higher education institution or college in relation thereto.
- ? I agree to allow details of my application and its progress to be shared with my school/college/centre (optional).

[previous](#) [I agree](#)

**Key**  
 Completed

Your application will be thoroughly checked and your reference and predicted grades added. It will then be sent it off to UCAS. **Please note that it could be up to two weeks from when you complete your application to the school sending it off so please bear this in mind when you decide when to complete it.**

It is still possible at this stage that your application might be sent back to you for errors to be rectified. Once you have paid and sent please check your emails regularly in case this happens and there are corrections to be made.

Once it has been sent to UCAS, you will receive a confirmation email

**Good Luck! You might hear from some of the universities you have applied to quite quickly.**

**GCSE subjects taken Summer 2017**

<b>Exam Board</b>	<b>Subject</b>	<b>Qualification type</b>
OCR	Art	GCSE
AQA	Biology (IGCSE)	Level1/2 Certificates
Pearson	Business Studies	GCSE
Pearson	Business Studies (SC)	GCSE Short Course
AQA	Chemistry (IGCSE)	Level1/2 Certificates
OCR	Computing	GCSE
AQA	D&T: Resistant Materials	GCSE
AQA	D&T: Textiles Technology	GCSE
AQA	Drama	GCSE
OCR	Electronics & Control Systems	GCSE
Pearson	English Language (IGCSE)	Level1/2 Certificates
Pearson	English Literature (IGCSE)	Level1/2 Certificates
Pearson	French: (IGCSE)	Level1/2 Certificates
AQA	Further Mathematics	GCSE
Pearson	Geography A	GCSE
Pearson	German: (IGCSE)	Level1/2 Certificates
AQA	History B	GCSE
AQA	Home Economics	GCSE
OCR	ICT (SC)	GCSE Short Course
AQA	Italian	GCSE
WJEC	Latin Lang+ Roman Civilisation L1	Level1/2 Certificates
WJEC	Latin Lang+ Roman Civilisation L2	Level1/2 Certificates
WJEC	Latin Language	GCSE
Pearson	Mathematics (IGCSE)	Level1/2 Certificates
Pearson	Mathematics (IGCSE)	Level1/2 Certificates
Pearson	Music	GCSE
AQA	Panjabi	GCSE
Pearson	Physical Education	GCSE
AQA	Physics (IGCSE)	Level1/2 Certificates
AQA	Psychology (SC)	GCSE Short Course
AQA	Religious Studies B (SC)	GCSE Short Course
AQA	Science: Double Award (IGCSE)	Level1/2 Certificates Double Award
Pearson	Spanish: (IGCSE)	Level1/2 Certificates
Pearson	Sport (BTEC) Level 2	BTEC Award



Princethorpe, Rugby, Warwickshire CV23 9PX. Tel: 01926 634200 Fax: 01926 633365 e-mail: [post@princethorpe.co.uk](mailto:post@princethorpe.co.uk)  
[www.princethorpe.co.uk](http://www.princethorpe.co.uk)

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