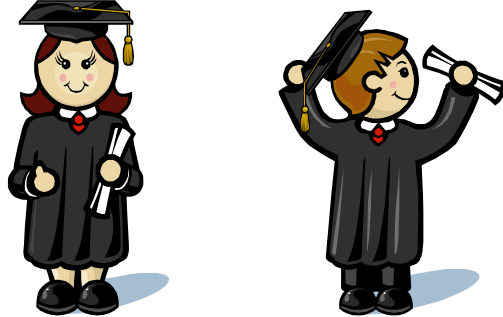


UCAS 2016-2017

Completing your UCAS registration A step by step guide



Name _____ Form _____

Buzzword: Blackfen2017

UCAS username: _____ **UCAS password:** _____

Security question one: _____ **Answer:** _____

Security question two: _____ **Answer:** _____

Security question three: _____ **Answer:** _____

Security question four: _____ **Answer:** _____

Verification code: _____

Personal ID number: _____

COMPLETING YOUR UCAS APPLICATION FORM

- Go on to: www.ucas.co.uk
- Click on **Apply & Track**
- Start an undergraduate application
- **Register & Apply for 2017 entry**

Registering for the first time:

- Read the information and then click on **NEXT**
- Tick box at the bottom of the page with regards to 'Terms and conditions' and click on **NEXT**
- Register initial details, then click on **NEXT**
- Complete postal address then click on **NEXT**

- Complete house number and postcode then click on **NEXT**
- Confirm address than click on **NEXT**
- Complete your personal details – you need to give an email address (*make sure you have a sensible email address*)
- You must then choose a password

Record this on the front page of the booklet under the appropriate section along with all your memorable questions and answers

- When you have finished, click on **NEXT**
- You will then be given a username

Make a note of this with your password (front page) as you will need them every time you go onto UCAS.

- Click on 'log in now' or go back to main menu page and log-in.

Initial UCAS questions

- 'How are you applying' – tick 'through school/college'
- You will be asked for a buzzword, enter: **Blackfen2017**
- 'Which centre' – tick YES, then click on **NEXT**
- **You will be given your personal ID number** – make a note of this on the front page

You now need to verify your email address. Go to your email account and record your verification code (write this on the front page). Use this code to verify your email address in UCAS. If you cannot access your email account in school, you will need to verify your email address at home.



Before continuing make sure that you have recorded all passwords and codes on the front of this booklet!

Now you are ready to start completing your application. On the left hand side of the screen are a number of options. Start with **Personal Details**.

Personal details

- Check that the completed sections are correctly filled in
- Tick 'yes' to 'Is your permanent home in the UK'

Complete each question, most of you will use the answers given below:

- Country of birth
- Nationality – UK National
- Leave out dual nationality question (unless you have dual nationality)
- Area of permanent residency – eg. BEXLEY

- Residential category – UK Citizen/EU National

LEAVE OUT THE SECTIONS ON REFERENCE NUMBERS AND PASSPORT DETAILS

- Student support section: Fee code – 02
- Student support arrangements: select your local authority (e.g. Bexley)
- Answer the question about whether you or your family have ever lived within the EU
- Criminal convictions – only tick this box if you have had a relevant criminal conviction!
- Only complete the ‘nominated access’ if you are NOT available to collect your exam results in August.
- Tick how you would like UCAS to keep you updated
- Disability/special needs – if no, click no disability. Look through list if you have special educational needs (e.g. dyslexic)
- Tick **section completed**
- Then **SAVE**

Additional information

- Fill in compulsory fields marked with an asterisk (*)
- Make sure you add any taster courses you have attended
- Tick section completed
- Tick save

Choices

This section should NOT be completed until September but you should spend time over the next few weeks researching courses and institutions

You need to make five choices (*this could be five different universities or a number of courses at a university*)

Click on ‘add a choice’

- Select ‘institution code’
- Select ‘course code’ (CHECK THIS IS CORRECT)
- Select ‘start date’ (Sept 2017)
- Select ‘Further details’ (only if required)
- Live at home – select yes or no
- Point of entry – leave blank

Click on **SAVE**

Education

In order to complete this section you will need to have the examination boards for your GCSEs and AS/A2 levels.

- Answer the box ‘Please state the highest level of qualification you expect to have before you start your course’ with **below honors degree qualifications.**

- Click on find to locate your school. Enter the name of your school into the search box. If the school is listed, then centre number will appear automatically, if your school does not show, write it in and write in the centre number
- Fill in the start month and year
- Fill in the finish month and year (only for external students)
- Fill in 'attendance' – **Full time**
- Click '**yes**' on formal qualifications

If you attended a different secondary school you will need to enter the month and year you left. You then need to 'add new school' as Blackfen, start date Sept 2015, end date: July 2017

Press **SAVE**

Click on '**add qualifications**'. You will need to enter each GCSE (short, full, double) as a separate qualification:

- Select qualification e.g. GCSE
- Click on subject title
- Add date of completion e.g. June 2014
- Award body is the examination board
- Fill in grade

Click on **save and add similar** until all GCSEs have been entered

The next section should only be completed in September:

When you have entered all your GCSE subjects, you will need to add your AS grades

To add AS levels:

- Click on 'add new qualification'
- Click on 'GCE Advanced Subsidiary'
- Click on the subject taken
- Fill in the date taken e.g. June 2016
- Fill in examination board

Important – only fill in the grade if you are NOT re-taking modules in this subject. If you are re-taking modules select 'pending'. If it doesn't allow this, leave it blank.

You do NOT have to fill in each module, but you can if you want to.

Click on '**save and add similar**' for each AS level.

If you got a 'U' grade in a subject and you are no longer continuing with it, leave it off your application form.

When all AS subjects are completed, click on **SAVE**

Now you need to add your A2 subjects.

- Click on 'add qualifications'

- Click on GCE Advanced Level
- Enter each subject in the same way as you did your AS subjects.
- For date, put June 2017
- For grade put 'pending'

Once you have added all your subjects, click on '**section completed**'

Press **SAVE**

Employment

This section allows you to record any part time jobs you have had.

- **Once completed**, tick **section completed**
- Click **SAVE**

Personal Statement

- Your personal statement needs to be completed in 'word'
- You must get it checked
- You only have 47 lines
- Once you have had it checked and approved, spell check it
- Copy and paste the statement into the application form
- Before you save, you must click on 'preview'

Click on **section completed**

Click on **SAVE***

View all details

View all your personal details and check there are no errors

Pay and Send

Once all sections have been fully completed (they all show red ticks) your form is ready.

- Select 'Pay/Send'
- You will need a credit/debit card to pay – it costs £24
- Once you have completed the payment section you need to select **SEND**
- This allows your references to be completed and your application sent off to UCAS.

You can then follow the progress of your application using UCAS '**Track**'