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# Registering for UCAS

Everything you need to make your UCAS application



# Your UCAS Application

This guide will walk you through registering for UCAS, filling in your application and submitting it.

There are lots of sections on the UCAS application, so you can go to the relevant section of the guide for help when you need it.

You don't need to complete the whole application in one go. You can save your progress and come back to it. Some sections, like your personal details will be easy to complete, but some like your university choices and your personal statement will need to be done at the end.

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UCAS



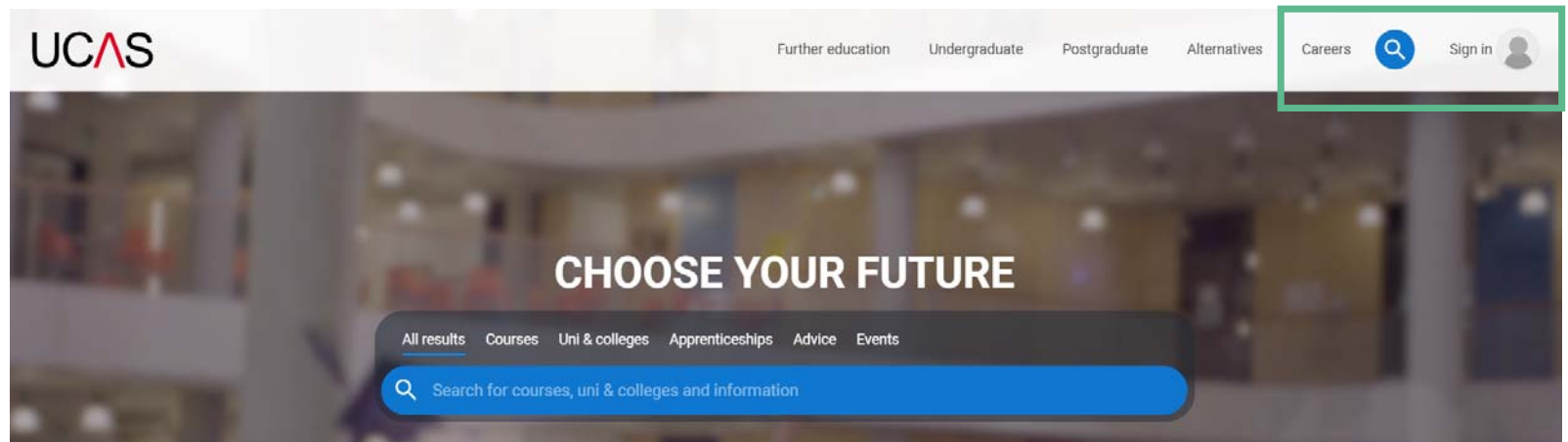
# Registering for an account.

# Registering for an account

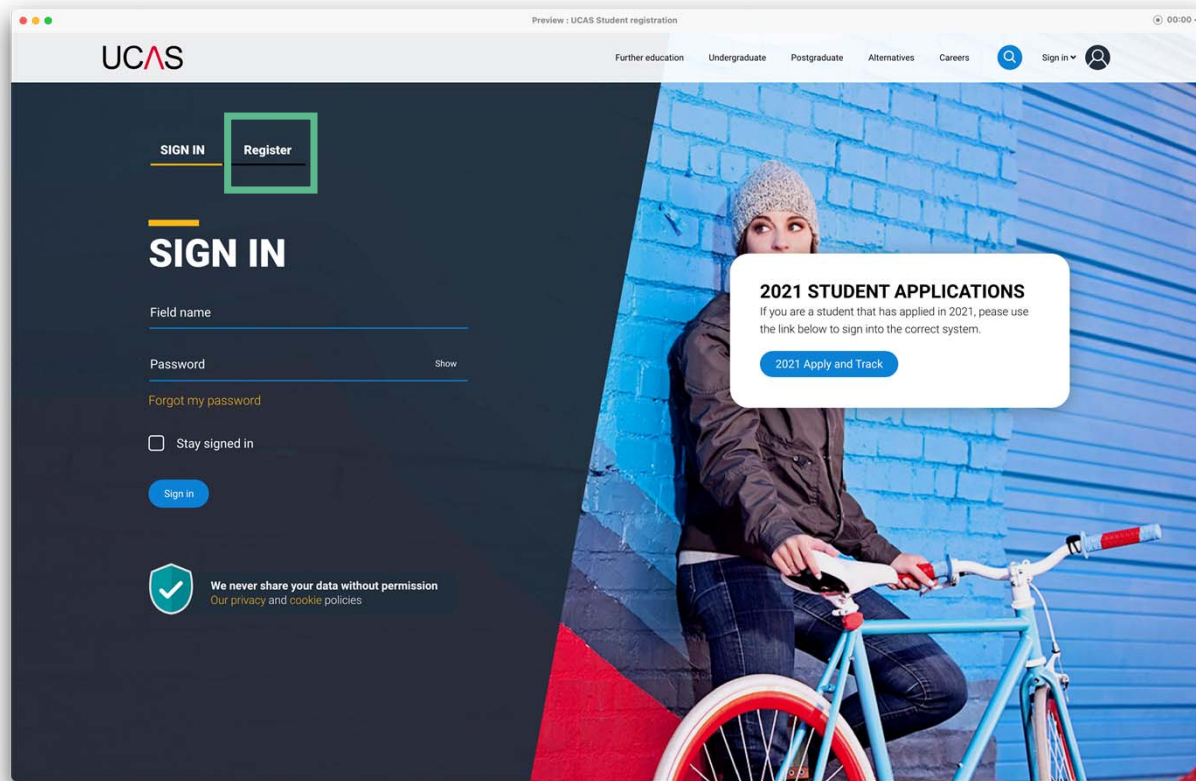
Head to

[www.ucas.com](http://www.ucas.com)

Select **Sign in**  
from the drop-  
down menu.



# Registering for an account



Choose **Register**.

Note: The design of this screen may change later in the year

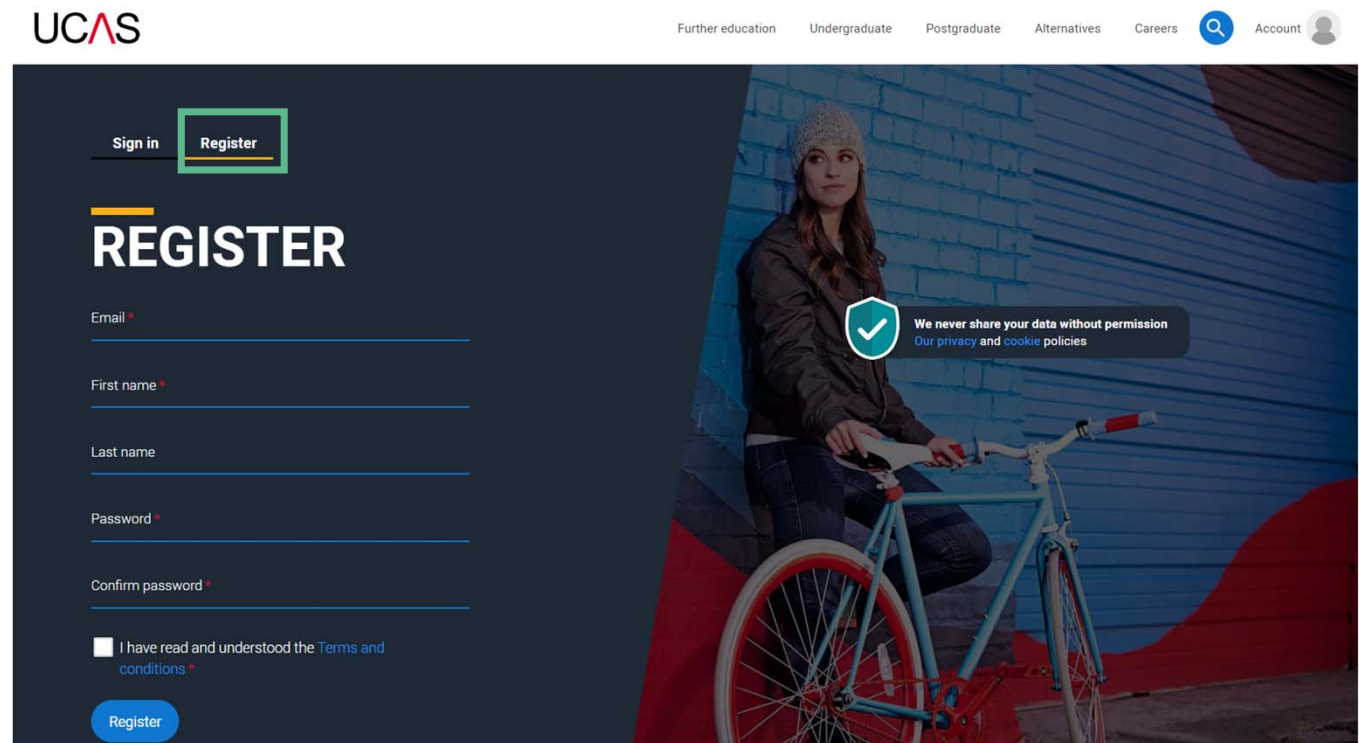
# Registering for an account

Complete the short form.

Make sure the **password** is **memorable**.

## Top Tip!

Send yourself an email with your password in. Then even if you lose your phone, you can always access it!



The screenshot shows the UCAS registration page. At the top, the UCAS logo is on the left, and navigation links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', 'Careers', and 'Account' are on the right. The 'Register' button is highlighted with a green box. Below the navigation, the word 'REGISTER' is prominently displayed. The form includes fields for 'Email', 'First name', 'Last name', 'Password', and 'Confirm password'. A checkbox for 'I have read and understood the Terms and conditions' is present. A blue 'Register' button is at the bottom. A privacy notice on the right states: 'We never share your data without permission. Our privacy and cookie policies'.

# Registering for an account

UCAS will email you a **code** to **verify** your email address, so they can confirm they have the right details.

UCAS

## Email verification

Hi,

You now need to verify your email address.

Please enter **647527** when prompted on the website.

This verification code will expire after 5 minutes.

Kind regards,

UCAS

## VERIFY YOUR ACCOUNT

An email has been sent to you on behalf of UCAS, with a code to verify your email address. Please enter the code below.

Code \*

Verify

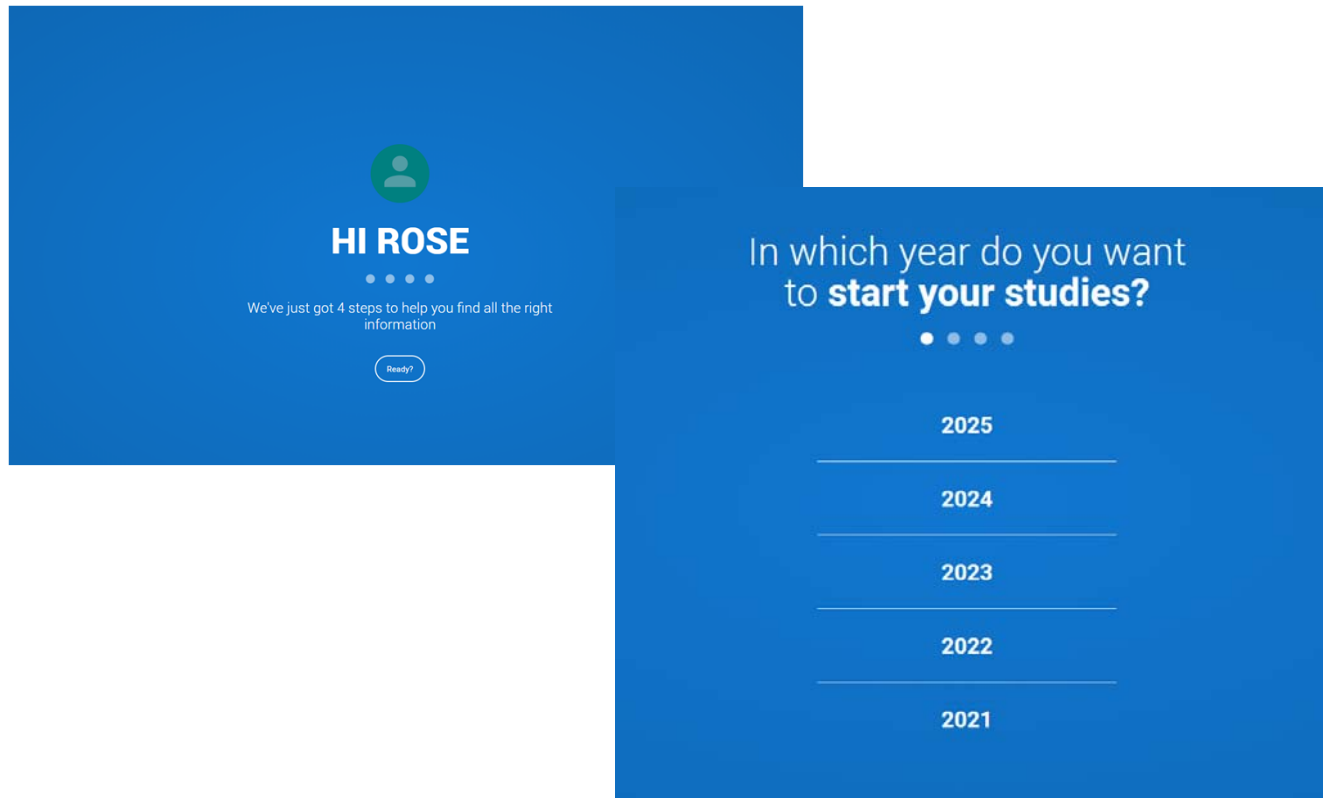
If you have not received an email, you can [request another code](#)



# Registering for an account

Once you've registered, you will be asked a few questions like when you want to start studying, where you live and what you're interested in so they can tailor the information you see.

Make sure you choose the correct study year, **2023** if you want to start next year.

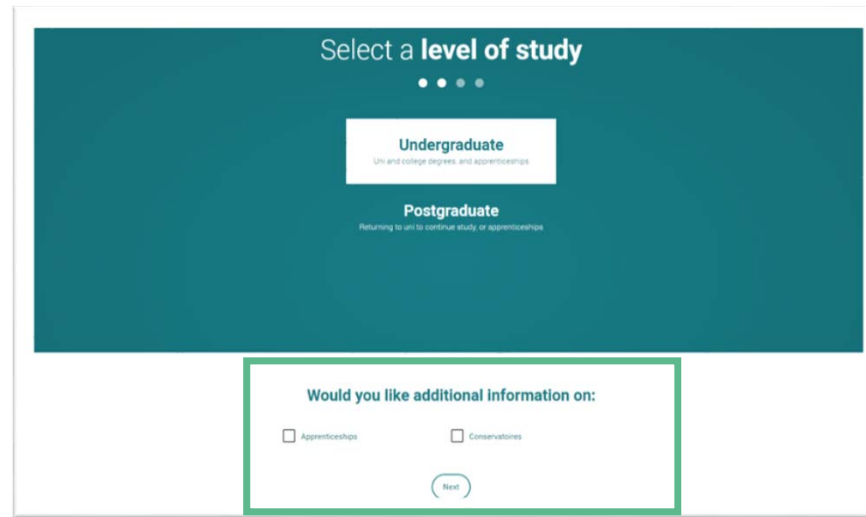


# Registering for an account

Make sure you select **Undergraduate** as your level of study

You can choose to get information on **apprenticeships** and **conservatoires** here too.

UCAS will ask where you live so they can direct you to the right information.



Select a **level of study**

• • • •

**Undergraduate**  
UK and college degrees, and apprenticeships

**Postgraduate**  
Returning to uni to continue study, or apprenticeships

Would you like additional information on:

Apprenticeships     Conservatoires

Next



Where do **you live?**

• • • •

United Kingdom    Enter postcode

# Registering for an account

Choose if you want to get tailored information about uni, college and apprenticeship options.

Select the **subjects** that you are interested in – you can change these at any point in your preferences.

Then scroll right to the bottom to **Create account**.

## Your preferences


Stay up-to-date with unis, colleges, offers, and more

Get tailored info about uni and college courses, open days, and apprenticeship options. \*

Yes  No

Get great deals, offers, and freebies, including high street brands, tech, and travel. \*

Yes  No

 Just so you know, your data is safe with us, and we never pass your details to third parties for marketing purposes without your permission. You can change your mind, and update your personal details and preferences at any time. For more information on how we treat your personal data, including how to opt out, take a look at our [privacy policy](#).

Which subject(s) are you interested in studying?

Subject 1 \*  
Select an option

Subject 2  
Select an option

Subject 3  
Select an option

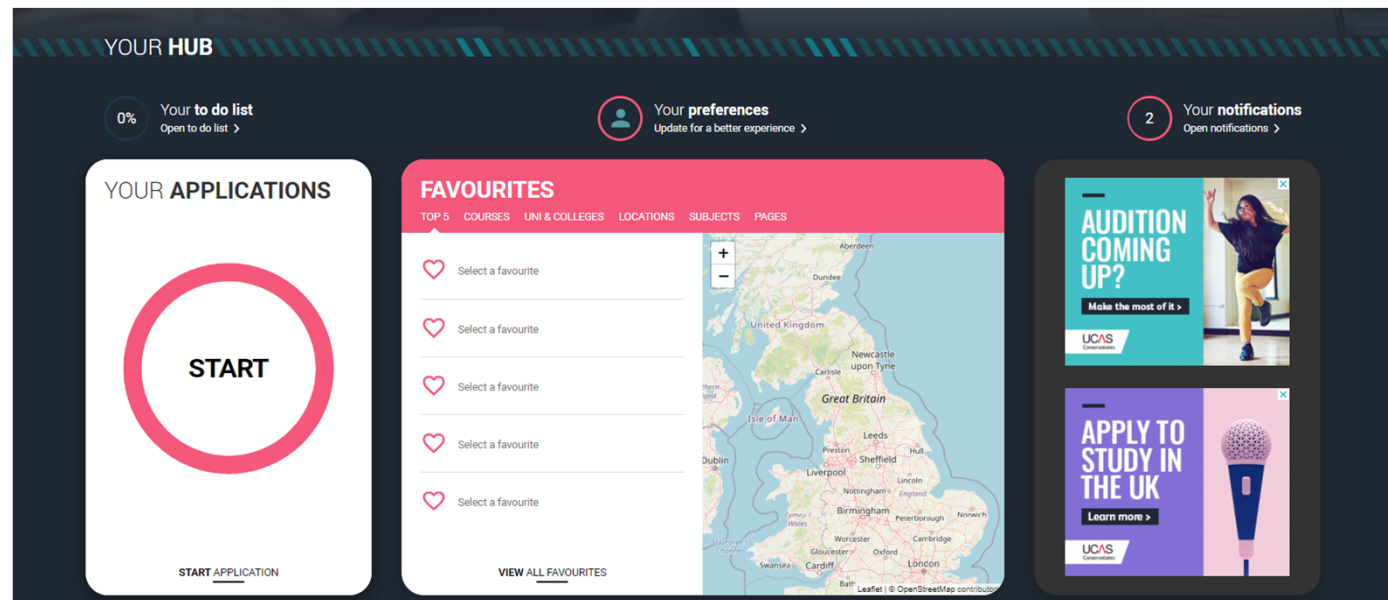
Create account

# Starting your application.

# Starting your application

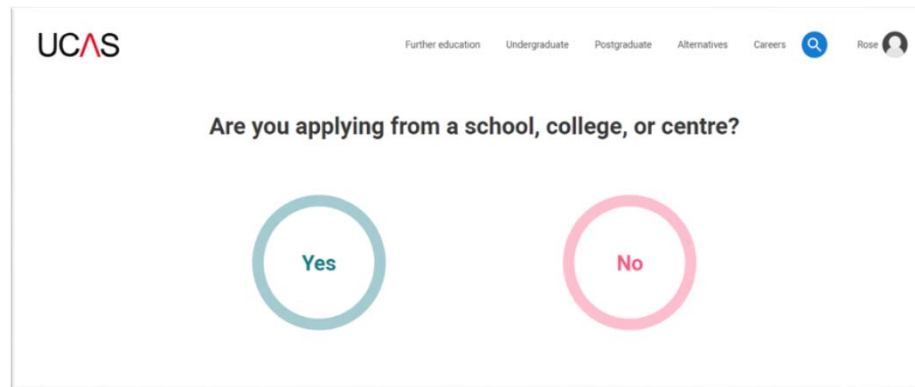
Your HUB dashboard should look like this.

To start your UCAS application click **START** on the **Your applications** tile.



# Linking to your school, college or centre

If you're applying with the help of your school, college or centre then select **Yes** and enter our **Buzzword**.

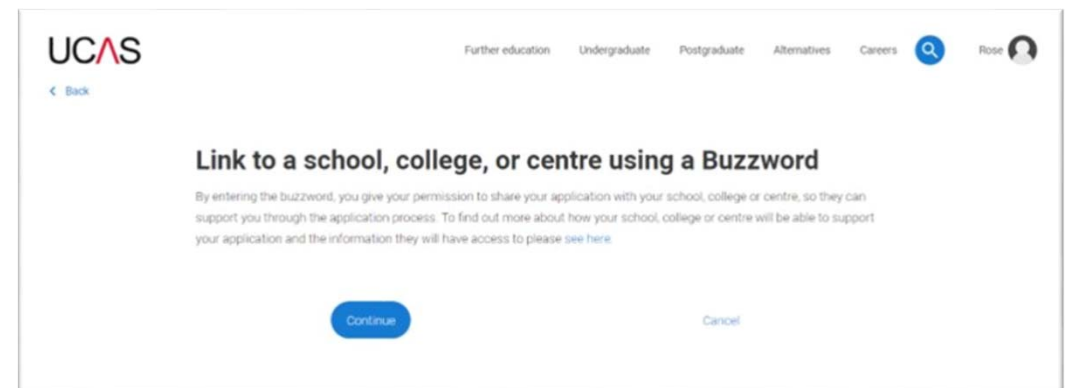


UCAS Further education Undergraduate Postgraduate Alternatives Careers Rose

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

Yes No

Buzzword  
**bishop23**



UCAS Further education Undergraduate Postgraduate Alternatives Careers Rose

< Back

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

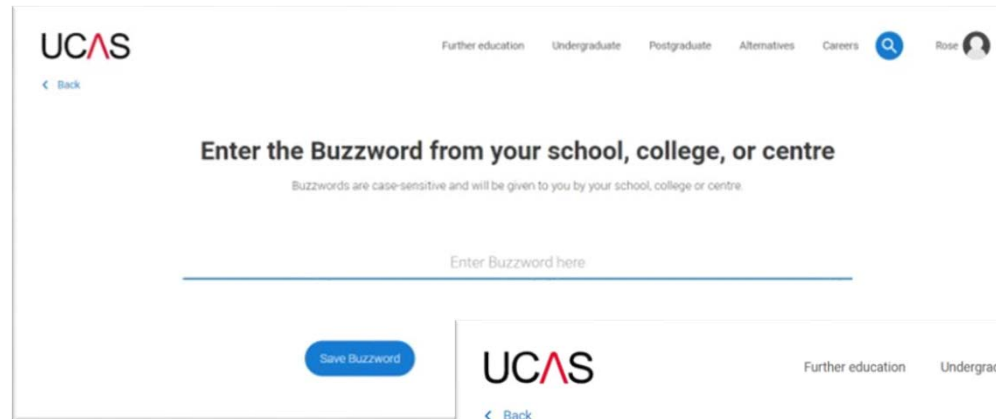
By entering the buzzword, you give your permission to share your application with your school, college or centre, so they can support you through the application process. To find out more about how your school, college or centre will be able to support your application and the information they will have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

Continue Cancel

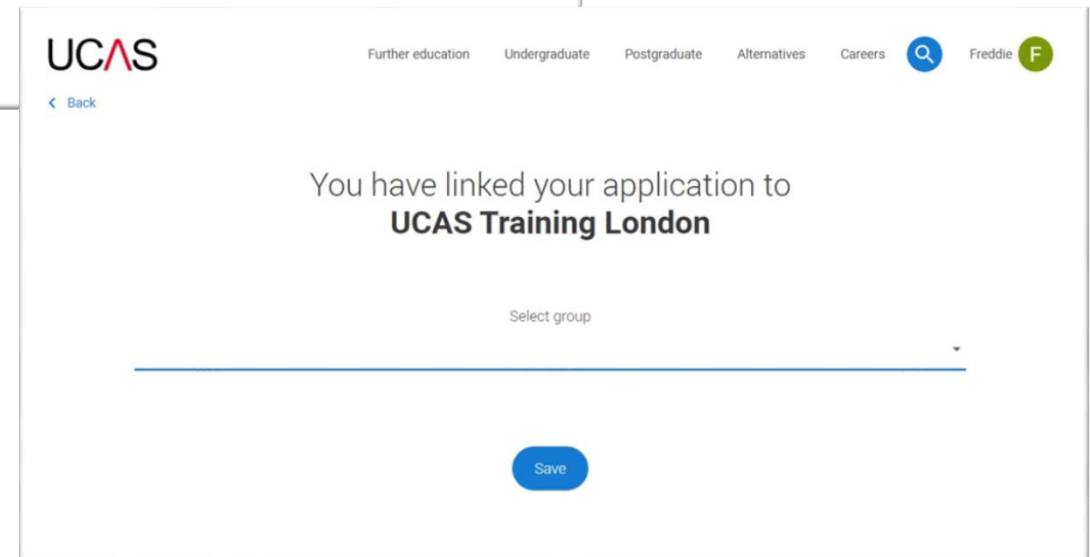
# Linking to your school, college or centre

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

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



The screenshot shows the UCAS website interface. At the top, there are navigation links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', and 'Careers', along with a search icon and a user profile icon labeled 'Rose'. Below the navigation is a 'Back' link. The main heading reads 'Enter the Buzzword from your school, college, or centre', with a sub-note: 'Buzzwords are case-sensitive and will be given to you by your school, college or centre.' There is a text input field labeled 'Enter Buzzword here' and a blue 'Save Buzzword' button at the bottom.



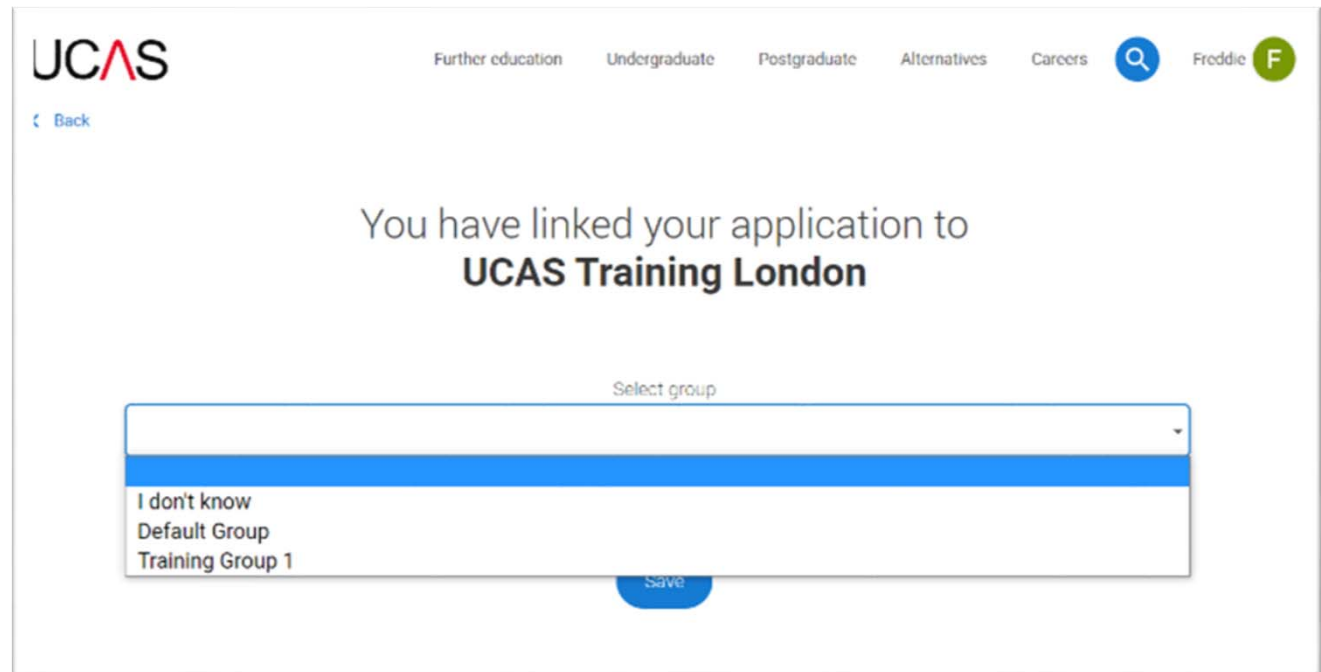
The screenshot shows the UCAS website interface after linking. At the top, there are navigation links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', and 'Careers', along with a search icon and a user profile icon labeled 'Freddie'. Below the navigation is a 'Back' link. The main heading reads 'You have linked your application to UCAS Training London'. There is a dropdown menu labeled 'Select group' and a blue 'Save' button at the bottom.



## Linking to your school, college or centre

Once your application has been linked, you can then select a **group**.

Please select your form group from the list



The screenshot shows the UCAS website interface. At the top, there is a navigation bar with links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', and 'Careers'. A search icon and a user profile icon labeled 'Freddie F' are also present. Below the navigation bar, there is a 'Back' link. The main content area displays a confirmation message: 'You have linked your application to UCAS Training London'. Below this message is a dropdown menu labeled 'Select group' with a list of options: 'I don't know', 'Default Group', and 'Training Group 1'. A blue 'Save' button is located below the dropdown menu.



# Application overview.

# Application overview

Your homepage is where you'll see the sections that need completing.

You don't need to complete the application at once, you can log in and out at any time until you're finished.

As you add information to each tile, the **percentage complete** dial should increase each time you mark a section as complete.

The screenshot shows the UCAS application overview page. At the top right is the UCAS logo. Below it are navigation links: Further education, Undergraduate, Postgraduate, Alternatives, Careers, and a search icon. A user profile for 'Freddie' is visible. The main heading is 'UCAS APPLICATION' with a sub-heading '2021 Undergraduate application'. On the right, it says 'Your Personal ID number 1444722400'. The main content area is titled 'UCAS application' and contains an 'Application status' section. Under 'Centre information', it lists 'Application linked to UCAS Training London' and 'Group Training Group 1'. There are four progress indicators: 'CHOICES' at 0/5, 'PROFILE' at 0%, 'PERSONAL STATEMENT' at 'NOT STARTED', and a large '0%' overall completion rate with a 'Submit >' button.

This screenshot shows the same UCAS application overview page but with progress. The 'CHOICES' indicator is now '2/5', 'PROFILE' is '44%', and 'PERSONAL STATEMENT' is 'IN PROGRESS'. The overall completion rate has increased to '36%' with a 'Submit >' button.

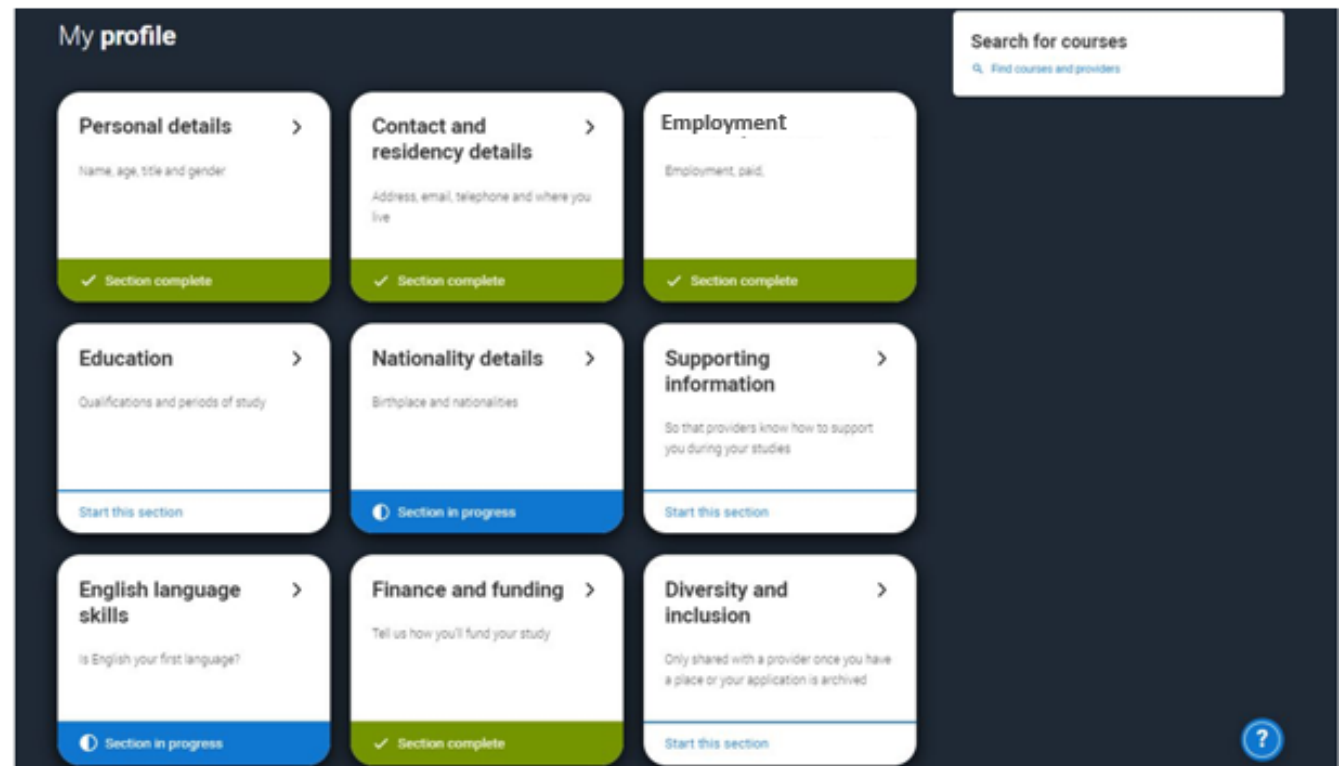
# Application overview

The second section is your **profile** - information about you.

The tiles will give you an overview; if a section is complete, in progress, or you need to start it.

All sections must be marked as complete to send to UCAS.

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



# Personal details.

[Back to contents](#)

**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** at the bottom of each page.

**PERSONAL DETAILS**  
2021 Undergraduate application

Your Personal ID number  
1241028408

UCAS application / Personal details

**Personal details**

- Contact and residency details
- Employment
- Education
- Nationality details
- Supporting information
- English language skills
- Finance and funding
- Personal statement

**Title \***

**First name \***  
Please enter your first name as it appears on official documents, such as your passport, birth certificate, or driving licence.

**Last name \***  
Please enter your last name as it appears on official documents, such as your passport, birth certificate, or driving licence.

**Previous name(s)**  
Please let us know any previous names you have been known by. This includes if you have changed your name by marriage or deed poll.

**Preferred name**  
Please let us know what we should call you.

**Date of birth \***

Day Month Year  
DD MM YYYY


**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

# Application overview

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).

Click on the  throughout for help text to provide advice about what to put.

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

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

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 English language skills](#)

[Next to Diversity and inclusion](#)



# Contact and residency details

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You should provide either a landline or a mobile number in this section.

It is a really good idea to add a Nominee Access. This is someone that can speak to UCAS on your behalf

People usually add a parent, carer, sibling or other relative, but it can be anyone you trust.

If you want, you can list Miss Darby or Miss McGowan

Personal details

**Contact and residency details**

Employment

Education

Nationality details

Supporting information

English language skills

Finance and funding

Personal statement

#### Contact details

Mobile telephone number

Other telephone number

**Email address \***

You can update your email address in your UCAS profile

**Postal address**

Address type \*

#### Nominee access

Do you want someone else to act, or speak on your behalf, about your application?

Yes  No

#### Nominee access

Do you want someone else to act, or speak on your behalf, about your application?

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

**Residential category \***

Please choose the option that most closely applies to you



## Residency Details

If you select **No**, additional **Home address** questions will appear.

**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.

[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.

[Save this section](#)

# Nationality details.

[Back to contents](#)

# NATIONALITY DETAILS

2021 Undergraduate application

Home / UCAS application / Nationality details

✓ Personal details

✓ Contact and residency details

✓ Employment

✓ Education

**Nationality details**

Supporting information

English language skills

Finance and funding

Diversity and inclusion

Personal statement

## What is your country of birth? \*

Please select which country you were born in.

United Kingdom

## What is your nationality? \*

Please tell us the nationality listed in your passport.

UK national

## Dual nationality

Mark this section as complete \*

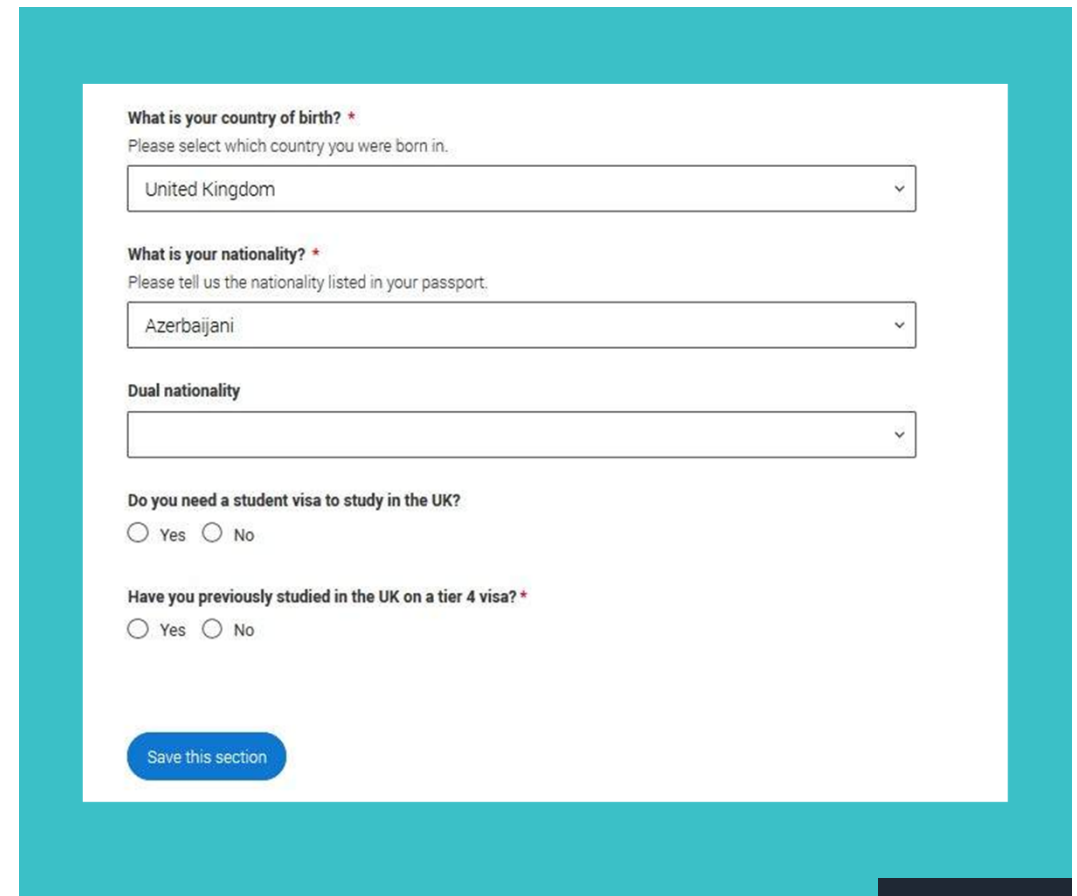
You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

If you are a UK national, this is what you will see.

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.



**What is your country of birth? \***  
Please select which country you were born in.

United Kingdom

**What is your nationality? \***  
Please tell us the nationality listed in your passport.

Azerbaijani

**Dual nationality**

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

**Have you previously studied in the UK on a tier 4 visa? \***  
 Yes  No

Save this section

If you weren't born in the UK you're asked for the date of first entry to the UK.

If you're not in the UK yet, put the first of the month you plan to arrive.

**What is your country of birth? \***  
Please select which country you were born in.

Albania

**Please tell us your date of first entry to UK \***  
Day    Month    Year

DD    MM    YYYY

**What is your nationality? \***  
Please tell us the nationality listed in your passport.

Anguilla

**Dual nationality**

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

**Have you previously studied in the UK on a tier 4 visa? \***  
 Yes  No

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, you will be asked you for your passport number, valid from and expiry dates; and place of issue.

**What is your country of birth? \***  
Please select which country you were born in.

United Kingdom

**What is your nationality? \***  
Please tell us the nationality listed in your passport.

Azerbaijani

**Dual nationality**

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

**Have you previously studied in the UK on a tier 4 visa? \***  
 Yes  No

**Do you currently have a passport? \***  
 Yes  No

**Passport number \***

**Valid from \***

Day Month Year

DD MM YYYY

**Expires \***

Day Month Year

DD MM YYYY

**Place of issue \***

Save this section

# Supporting information

[Back to contents](#)

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

You don't have to declare a disability if you don't want to, you can select *No disability*.

Information completed here is not used to make a decision on your application. It's only shared with those involved in supporting you, or making the arrangements for support.

**SUPPORTING INFORMATION**  
2021 Undergraduate application

Your Personal ID number  
1241028408

UCAS application / Supporting information

Personal details  
Contact and residency details  
Employment  
Education  
Nationality details  
**Supporting information**  
English language skills  
Finance and funding  
Personal statement

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? \*

Universities offer a wide range of support to students with disabilities. Please select any disability you have from the list below. \*

Further details

Characters used: 0 of 450 characters

Universities offer a wide range of support to students with disabilities. Please select any disability you have from the list below. \*

Mark this section as complete \*  
You must complete all mandatory fields marked as complete before you can finish this section.

Save this section

- 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



# English language skills.

If English isn't your first or primary language, you will be asked for your TOEFL or IELTS registration numbers.

You only need to enter reference numbers if you've been assigned one and you know it.

The screenshot shows the UCAS application interface for the 'English Language Skills' section of a 2021 Undergraduate application. The page features a navigation menu at the top with options for Further education, Undergraduate, Postgraduate, Alternatives, and Careers. The main heading is 'ENGLISH LANGUAGE SKILLS' with the subtitle '2021 Undergraduate application'. A user's Personal ID number, 1241028406, is displayed in the top right corner. A breadcrumb trail indicates the current location: 'UCAS application / English language skills'. On the left, a sidebar lists various application sections, with 'English language skills' highlighted in blue. The main content area contains the following questions and input fields:

- Is English your first or primary language?**  
 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**
- Mark this section as complete\*

A note at the bottom states: '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.' A blue 'Save this section' button is located at the bottom left, and a help icon (question mark in a circle) is at the bottom right.

# Finance and funding.

You will be asked what your main source of funding your studies will be. The main options that students select are:

1. 'UK, ChI, IoM or EU Student Finance Services' – if you are applying for Student Finance
2. 'Private Finance' – if you are paying for university yourself

UCAS will ask you for your local authority under 'Student support arrangements'. Select the area you normally live. For most people this will be **Birmingham**.

**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.

Birmingham ▾

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.

# Diversity and inclusion.

There are two mandatory fields(\*), but you have the option to respond with **I prefer not to say**.

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.

## DIVERSITY AND INCLUSION

2021 Undergraduate application

Your Personal ID number  
1241028408

UCAS application / Diversity and inclusion

- ✓ Personal details
- ✓ Contact and residency details
- ✓ Employment
- ✓ Education
- ✓ Nationality details
- ✓ Supporting information
- ✓ English language skills
- ✓ Finance and funding
- Diversity and inclusion**
- 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

Here you need to select whether your parents/guardians have a higher education degree. You can select *I prefer not to say*.

You will also be asked for the job title of the parent/step-parent/guardian that earns the most.

This won't affect your application so just put the closest job title you can see.

#### 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 \*

If you are under 21, please give the job title of your parent, step-parent, or guardian who earns the most. If she or he is retired or unemployed, give their most recent job title. If you are 21 or over, please give your own job title.

- Children's Nurse
- Children's Nurse (Domestic Service)
- Children's Nursery Owner
- Director (Children's Nursery)
- General Assistant (Children's Nursery)

# More about you

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In this section you will be asked a few questions about your circumstances such as whether you are estranged from your parents, or have ever been eligible for Free School Meals.

There is also a question about any physical or mental health conditions, or learning difficulties. It is important to answer this honestly so you can access support.

Be aware that you do not need to have an official diagnosis of a condition to list it here – you can select an option if it is something you feel applies to you.

### More about you

Here, you can tell us about any circumstances that you might need support for during your studies. You might feel uncertain about sharing your personal circumstances but we want to reassure you that this information is confidential and will not negatively impact your application.

We 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.

**Note:** Not all universities and colleges offer the same support, so contact them directly to discuss your requirements and questions before you apply.

These questions are optional. Use the ? icon to get more help with answering the question and visit the FAQs pages if you need more information.

Would you consider yourself estranged from your parents (i.e. you are 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

# Education

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# Education

## **NOTE!**

We will be running sessions in September to help you add your education history onto UCAS!

You don't have to start this section before September.

You'll add details of all qualifications you've already achieved and those you're studying towards.

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 can leave the Unique Learner Number box blank.

The screenshot shows the UCAS Education application interface. At the top right, the UCAS logo is displayed. Below it, navigation links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', 'Careers', and 'Home' are visible. The user's 'Personal ID number' is shown as 1241028408. The main heading is 'UCAS EDUCATION 2021 Undergraduate application'. A dark navigation bar contains 'UCAS application / Education'. On the left, a sidebar lists sections: 'Personal details', 'Contact and residency details', 'Employment', 'Education' (highlighted), 'Nationality details', 'Supporting information', 'English language skills', 'Finance and funding', and 'Personal statement'. The main content area features a large grey button with a plus sign and the text 'Add place of education'. Below this is a form with a 'Unique Learner Number (ULN)' input field, a dropdown menu for 'Please state the highest level of qualification you expect to have before you start your course', and a 'Mark this section as complete' checkbox. A 'Save this section' button is at the bottom. A help icon is in the bottom right corner.

Start typing in **Bishop Challoner**. Once you find the right school, click on the name and the **Exam centre number** will automatically populate.

If you did your GCSEs somewhere other than Bishop Challoner, you will need to add that in too.

You need to list the dates that you started and finished. For **Bishop Challoner** you can add an end date of **July 2023** as that is when you are due to finish.

**Add** place of education

Name of the school, college, or university \*

Bishop Chall

Bishop Challoner Catholic College, Birmingham

Bishop Challoner Catholic School

Bishop Challoner School, Bromley

Bishop Challoner Secondary School, Basingstoke


**Exam centre number**

This may be automatically filled in based on your school, college, or university

Start date \*

Month Year

Save Cancel



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.

### 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

## UCAS Training School

September 2010 - June 2012

Full time

Add Qualification

## QUALIFICATION

2021 Undergraduate application

UCAS application / Education / Qualification

Personal details

✓ Contact and residency details

① Employment

① Education

Nationality details

Supporting information

English language skills

Finance and funding

Diversity and inclusion

✓ Personal statement

### Add qualification

To add a qualification either choose from the popular qualifications or search for your qualification.

#### Popular qualifications

+ GCE Advanced Level    + GCSE (Grade 9-1)    + International Baccalaureate Diploma

+ Pearson BTEC Level 3 Diploma    + Scottish Highers (Ungraded)    + Scottish National Certificate (2007 onwards)

#### Search for your qualifications

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 by name

Search for qualification by name

Once you've added where you studied you can enter the qualifications.

Click the **Add qualification** button and search for your qualification.

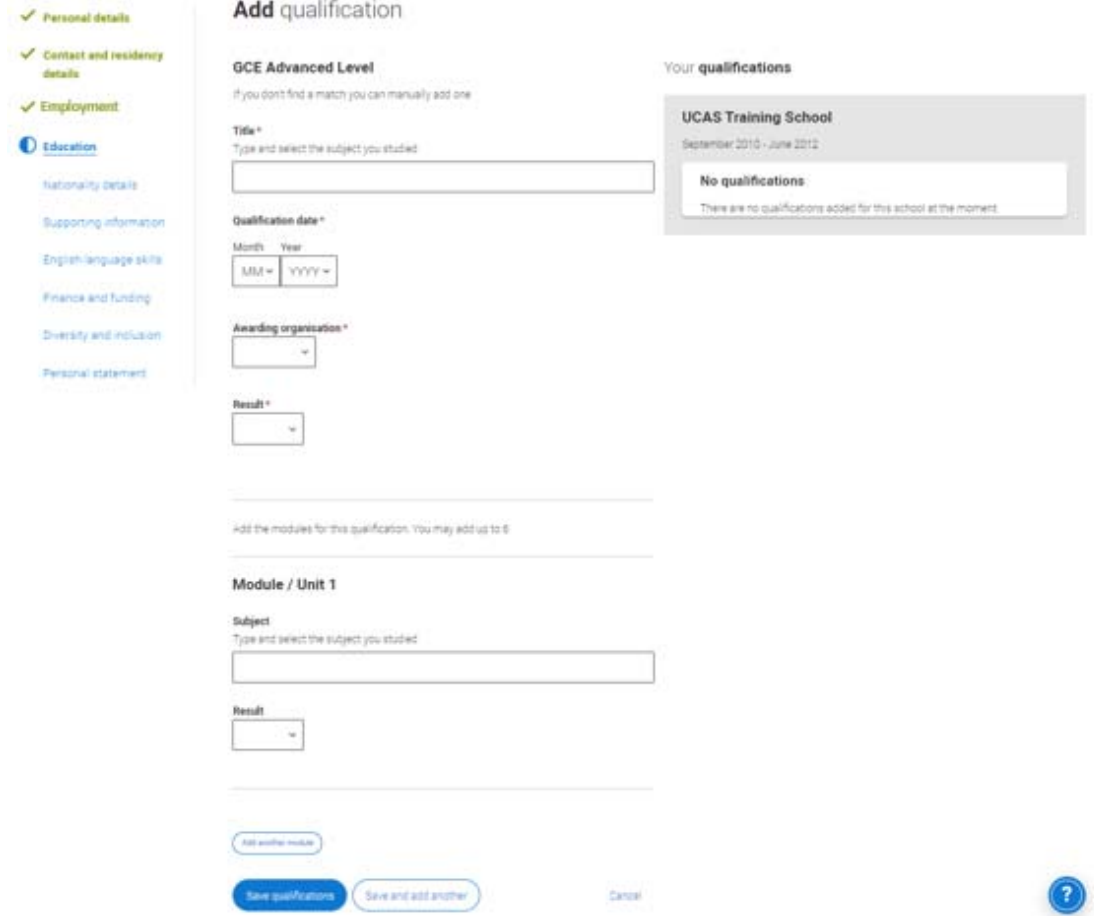


The qualification dates you can select are based on those you entered when you set up the centre.

The awarding organisation is the exam board for your qualification (e.g. AQA, Edexcel, WJEC etc.)

If you haven't had your result yet, select the grade as **Pending**.

For the subjects you are currently studying, select the end date as **June 2022**



The screenshot shows the 'Add qualification' form in the UCAS system. On the left is a navigation menu with sections: Personal details, Contact and residency details, Employment, Education (selected), Nationality details, Supporting information, English language skills, Finance and funding, Diversity and inclusion, and Personal statement. The main form area is titled 'Add qualification' and includes a section for 'GCE Advanced Level'. Below this, there are fields for 'Title\*', 'Qualification date\*' (with MM and YYYY dropdowns), 'Awarding organisation\*', and 'Result\*'. A note states 'Add the modules for this qualification. You may add up to 6'. Below this is a section for 'Module / Unit 1' with 'Subject' and 'Result' fields. At the bottom are buttons for 'Add another module', 'Save qualifications', 'Save and add another', and 'Cancel'. On the right, a 'Your qualifications' box shows 'UCAS Training School' with dates 'September 2010 - June 2012' and a 'No qualifications' message: 'There are no qualifications added for this school at the moment.' A help icon is visible in the bottom right corner.



A solid dark blue horizontal bar is positioned in the top left corner of the page.

# Employment

[Back to contents](#)

If you add more than one employment it will appear in chronological order with the most recent at the top.

Not everyone will have something to enter here. It's up to you whether you create an employment record here or not - but **remember to mark the section as complete!**

The screenshot displays the UCAS application interface for adding employment. The main heading is 'EMPLOYMENT' for a '2021 Undergraduate application'. A sidebar on the left lists various sections: Personal details, Contact and residency details, Employment (selected), Education, Nationality details, Supporting information, English language skills, Finance and funding, Diversity and inclusion, and Personal statement. The main content area shows a list of employment records. The first record is for 'UCAS', a 'Digital Learning Developer' position, with a start date of 10/2019 and a finish date of 01/2021. Below this record is a button labeled '+ Add work experience'. To the right of the main content area is a form titled 'Add Employment' with the following fields: Company/organisation name, Role title, Company/organisation address, Start date (Month and Year dropdowns), Finish date (Month and Year dropdowns), and Was/is your position full time or part time? (radio buttons for Full time and Part time). At the bottom right of the form are 'Save' and 'Cancel' buttons.

# Extra activities

[Back to contents](#)

Here you can add any activities you have taken part in such as summer schools, master classes or university run programmes such as Routes2Professions.

**You should NOT include Open Days you have been to**

### Activities in preparation 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 that open days are not relevant to this question.

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

**Sponsor:** This 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"..

**Location:** Please enter the location of the organised activity. The "Other" option should be selected if the activity was delivered online. If you're unsure of the answer, please select "Other".

+ Add activity

# Personal Statement.



You only need to use this section once your personal statement has been finalised on Unifrog and you have been told it is good to go!

If you try to navigate away without saving your work, you will be reminded with a pop-up warning.

## PERSONAL STATEMENT

2021 Undergraduate application

Your Personal ID number  
1241028408

UCAS

UCAS application / Personal statement

Personal details

Contact and residency details

Employment

Education

Nationality details

Supporting information

English language skills

Finance and funding

**Personal statement**

Our guide to writing your personal statement (opens in a new window) should help you complete this section. We strongly recommend you write the statement using a word-processor and paste it in to Apply. You can type your statement directly into the box or edit a statement you have pasted in.

**i** You have used 0 of 47 lines based on the preview and 0 of 4000 characters.

Personal statement \*

Characters used: 0 of 4000 characters

Save draft

Are you sure you want to leave this page without saving your changes?

Yes

No

You will need to click on **Preview** to be able to mark this section as complete.

You will be able to see how your personal statement will be laid out.

## Personal statement Preview

### 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.

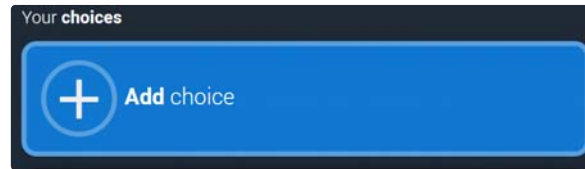


You have used 5 of 47 lines based on the preview and 445 of 4000 characters.

# Adding a choice.

[Back to contents](#)





To add your choices, click the **Choices** section.

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**

**Institution \***  
Search for institution

**Course \***  
Search for course

**Location \***  
▼

**Start date \***  
▼

**Further details**  
[Text area]

**Point of entry**  
▼

**Live at home while studying? \***  
 Yes  No

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

You will only be show this question if the course choice requires it.

### Criminal convictions

Do you have any spent or unspent criminal convictions or other punishments that would show up on a criminal records check?

n/a

Yes  No

#### ▼ 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.

It is recommended that you read the help text accompanying this question 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.

Save

Cancel

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

Once all choices are added select confirm choices to mark the section as complete.

**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

**Confirm choices**

Some courses have extra admissions tests and assessments.

You'll be shown 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 (O33)

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**

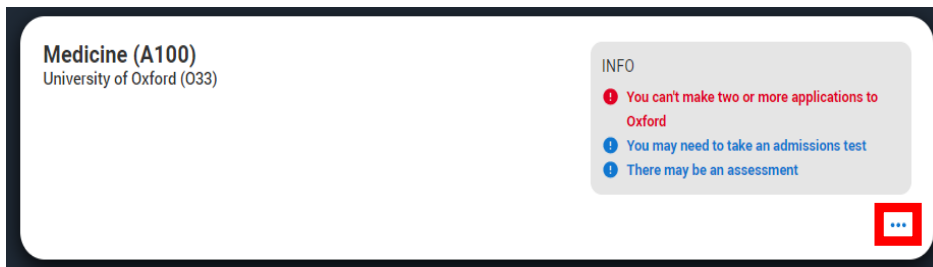
As part of the application process for this course you may need to sit the following admissions tests: Bio-Medical Admissions Test (BMAT)

**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.

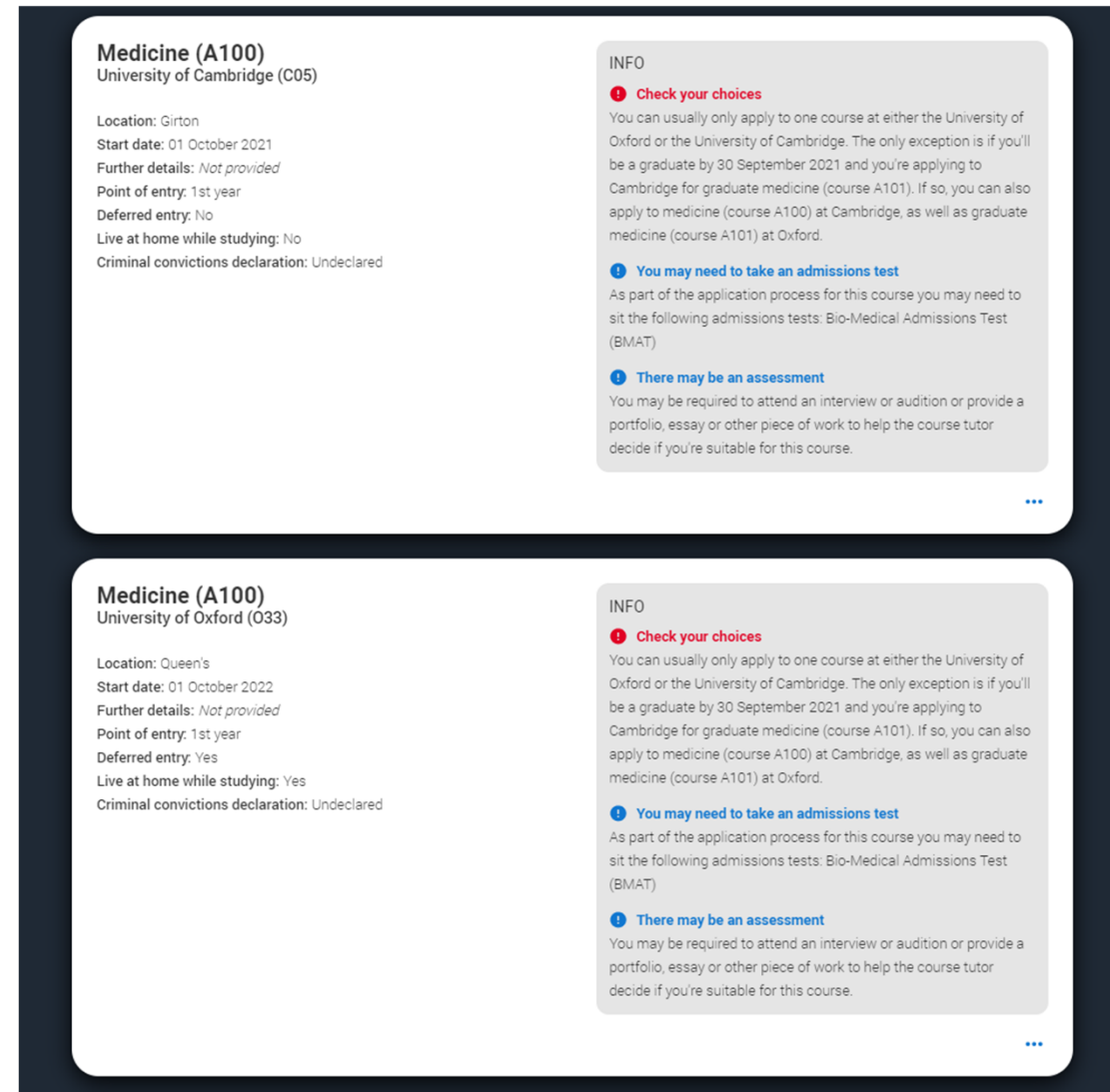
Confirm choices

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

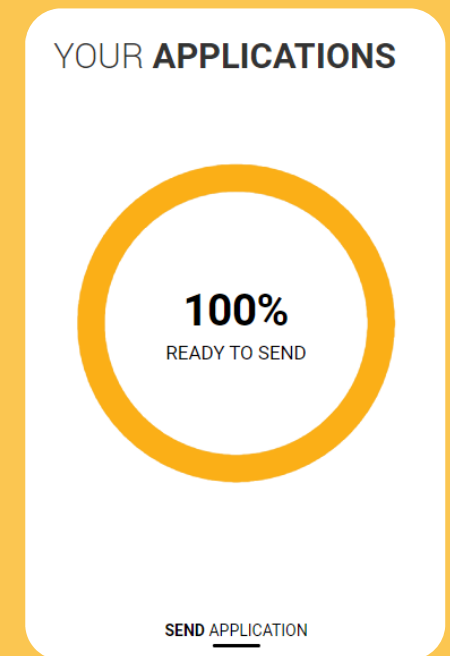


Any choice combinations that are not permitted will be flagged with **red text** on the right of each relevant card.

For example these screens show error messages for students trying to apply to University of Cambridge **and** University of Oxford.



# Submitting the application.



There are 4 steps to the submission process.

1. The application must be complete (showing 100%) before pressing submit.

Application **status**

**Centre information**  
Application linked to UCAS Training London  
Group Training Group 1  
...

3/5 CHOICES    100% PROFILE    ✓ PERSONAL STATEMENT    100% Submit >

Application **status**

**Centre information**  
Application linked to UCAS Training London  
Group Training Group 1  
...

5/5 CHOICES    100% PROFILE    ✓ PERSONAL STATEMENT    100% Submit >

This shows the full application and you can download it as a pdf (in the top right) to help you check it.

- At the bottom of the application, click **Accept and proceed** (or return to application if you want to make more changes).

## Check **your application**

This is an overview of your application. Please check to make sure the information is correct.

[Download as PDF](#)

### Personal details

### Contact and residency details

### Employment

### Education

### Nationality details

### Supporting information

### English language skills

### Finance and funding

### Diversity and inclusion

### Personal statement

### Choices

### Personal details

[Edit](#)

Title	Ms
First name	Rose
Last name	Hill
Previous name(s)	<i>Not provided</i>
Preferred name	<i>Not provided</i>
Date of birth	08/02/1995
Gender	Female

### Contact and residency details

[Edit](#)

Mobile telephone number	01234567890
Other telephone number	<i>Not provided</i>
Email address	

[Accept and proceed](#)
[Return to application](#)



### 3. You then need you to update your preferences.

#### Marketing preferences

When you're applying and off to uni, you'll find different brands and universities will want to get in touch with you to share information about things to make student life easier and help you chose the right university for you. Tell us what you'd like to hear more about...

##### Study and career opportunities, plus health information \*

Get career advice and information on course and training opportunities from employers, universities and colleges, as well as health and well-being guidance as you prepare for student life.

Yes  No

##### Student essentials \*

Make the most of student life with info on tech, retailers, publications, banks, travel, and transport, as well as recommendations for student accomodation.

Yes  No

##### Relevant courses \*

If you find yourself without a place, we'll share course info from unis and colleges that have vacancies on relevant courses.

Yes  No

All

Email

Post

SMS

4. You must tick the box at the bottom of the page to confirm you have read and understood the terms and conditions.

You can collapse these by clicking the ▼.

Then click **Accept and proceed**, or you can **Return to application**, or **Return to marketing preferences**.

### Terms and conditions

These are the terms and conditions (the "Terms") on which we supply the "Apply" service (the "Service") to you.

- Unordered list
- Harum asperiores tenetur odio quaerat eaque veniam fugit soluta et fuga saepe temporibus aut delectust

1 Ordered list

2 Ullam placeat numquam perferendis deleniti ut eveniet tempore nihil aliquid ut dolore non vero molestias

It is important that you read these Terms carefully so that you are happy you understand their content.

We will ask you to confirm your agreement by ticking a box when you submit your application (your "Application"). By ticking this box, we will consider that you accept these Terms, our website terms and conditions and our privacy policy.

We are unable to process your Application until you do so.

[EXPAND ALL](#) [COLLAPSE ALL](#)

#### ▼ About UCAS

What we do and how to contact us.

- 1.1 We are the Universities and Colleges Admissions Service, a company incorporated in England and Wales with company number 02899815, whose registered office is at Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ ("UCAS", "we", "us").
- 1.2 You can contact us by telephoning our customer service team on 0371 334 4 447, emailing us at [webenquiries@ucas.ac.uk](mailto:webenquiries@ucas.ac.uk) or by writing to us at the above address.
- 1.3 Our role is to provide application services for people applying for undergraduate and postgraduate courses, as well as making choices after their GCSEs.

#### Help text

This section summarises important points. It's important you still read and understand the full conditions.

#### < Contact us

How to get in touch with UCAS.

# Pay and Submit.

[Back to contents](#)

You will need to pay by card. You will see this page. Click **Pay now** and you will be asked to enter your card details.

## Top Tip!

If you receive the 16-19 Bursary, your UCAS application can be paid for through that. See the 6<sup>th</sup> Form Team when you are ready to submit.

UCAS application

1 Check your application    2 Update your preferences    3 Terms and conditions    4 Pay and submit

### Pay and submit

Please click pay now, where you will be asked to enter your card details. Compulsory fields are marked with an asterisk (\*).

#### Card payment details

Credit and debit cards: we accept UK and international Visa, Visa Debit, Delta, MasterCard, JCB, Maestro, and Electron. At the moment we do not accept American Express or Diners Club cards.

Your card details will be encrypted before being transferred over the internet.

The application will not be processed until your payment has been authorised by the card issuer.

**If it is subsequently discovered that you did not have authority to make payment using the credit or debit card whose details are entered, we will cancel your application.**

**Do not refresh the page or use the back button while we process your payment.**

Amount due: £26.50

The next screen you see may be a payment card verification form supplied through your card issuer which is in place to give you added protection when paying online.

[Pay now](#)    [Return to application](#)

[Back to Terms and conditions](#)

When you've paid and submitted your application, it will be sent to the 6<sup>th</sup> Form Team to check. **It does not get sent off to UCAS straight away!**

The 6<sup>th</sup> Form Team then check over the application, let you know if you need to make any changes, and when it is ready, submit the application to UCAS.

**UCAS APPLICATION**  
2021 Undergraduate application

Your Personal ID number  
1241028408

[Return to your Hub](#)

This is a read only version of your application which is with an adviser at **UCAS Test and training centre.** [Contact](#) [Download as PDF](#)

**Personal details**

Title	Ms
First name	Rose
Last name	Hill
Previous name(s)	Not provided
Preferred name	Not provided
Date of birth	08/02/1995
Gender	Female

**Contact and residency details**

Mobile telephone number	01234567890
Other telephone number	Not provided

[Personal details](#)  
[Contact and residency details](#)  
[Employment](#)  
[Education](#)  
[Nationality details](#)  
[Supporting information](#)  
[English language skills](#)  
[Finance and funding](#)  
[Diversity and inclusion](#)  
[Personal statement](#)

# Support

If you need any support throughout the process, please make sure you speak to someone in the 6<sup>th</sup> Form Team as soon as possible. Don't put off getting help – most questions can be answered quickly and easily, so you can get on with your application.

You can speak to:

**Miss Darby** – [e.darby@bishopchalloner.bham.sch.uk](mailto:e.darby@bishopchalloner.bham.sch.uk)

**Mrs Colgan** – [e.colgan@bishopchalloner.bham.sch.uk](mailto:e.colgan@bishopchalloner.bham.sch.uk)

**Mrs Taylor** – [j.taylor@bishopchalloner.bham.sch.uk](mailto:j.taylor@bishopchalloner.bham.sch.uk)

**Dr Osborne** – [s.osborne@bishopchalloner.bham.sch.uk](mailto:s.osborne@bishopchalloner.bham.sch.uk)