

My Application

Registering for an Undergraduate application.

Updated: 25 March 2021

Using this slide deck

This presentation deck has been designed to allow teachers and advisers to share the application journey with students.

The information relates to the 2022 application cycle which will open in May 2021. Up until this point you will not be able to replicate the journey on ucas.com.

You can copy and paste the screenshots included into your own materials and guides to support students. However please note at the time of publishing this document (March 2021) the 2022 application is in the final stages of testing.

There may be minor enhancements to the application – for example updated help-text or question text. As such, some screenshots will change and we will update this slide deck periodically.

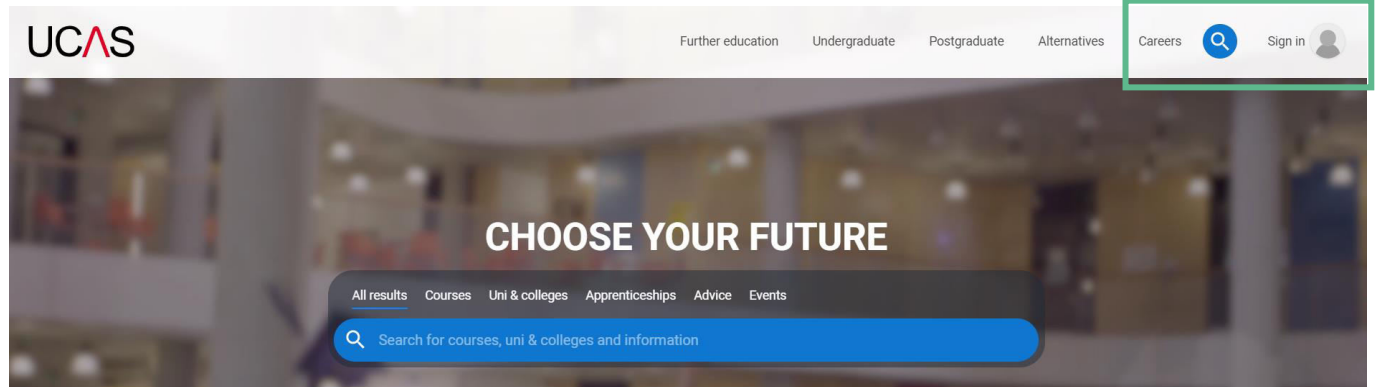


Registering for an account.

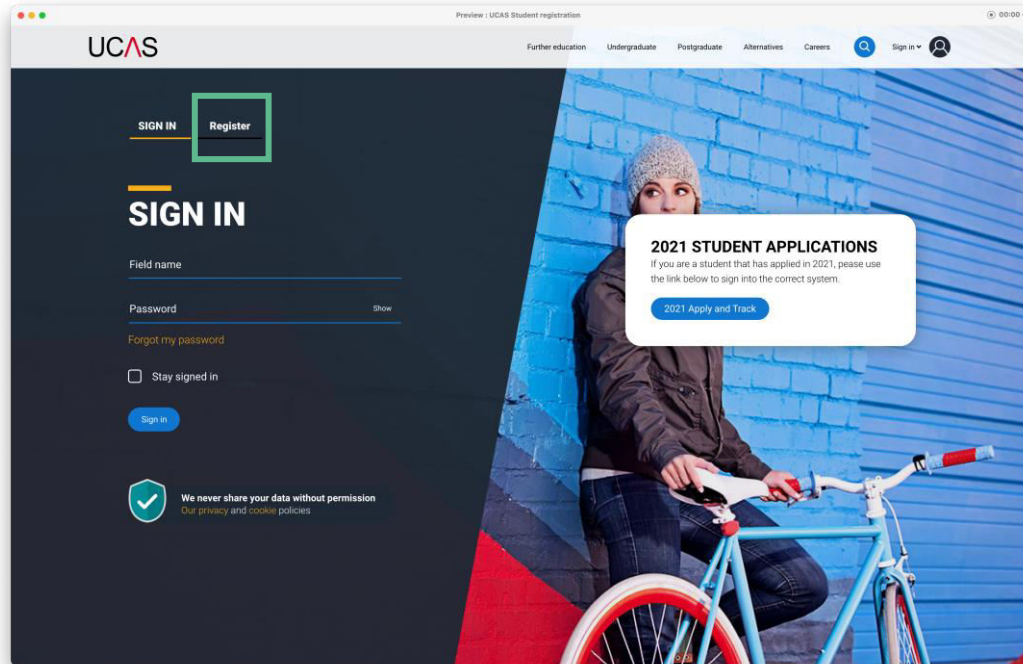
Registering for an account

Head to
ucas.com

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



Registering for an account



Choose **Register**.

Note: The design of this screen is likely to evolve as we proceed through the application cycle.

Registering for an account

Complete the short form.

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

UCAS

[Further education](#)[Undergraduate](#)[Postgraduate](#)[Alternatives](#)[Careers](#)[Account](#)

Sign in **Register**

REGISTER

Email *

First name *

Last name

Password *

Confirm password *

I have read and understood the [Terms and conditions](#) *

Register

We never share your data without permission
[Our privacy and cookie policies](#)

Registering for an account

We'll email you a **code** to **verify** your email address, so we know we've got 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 *

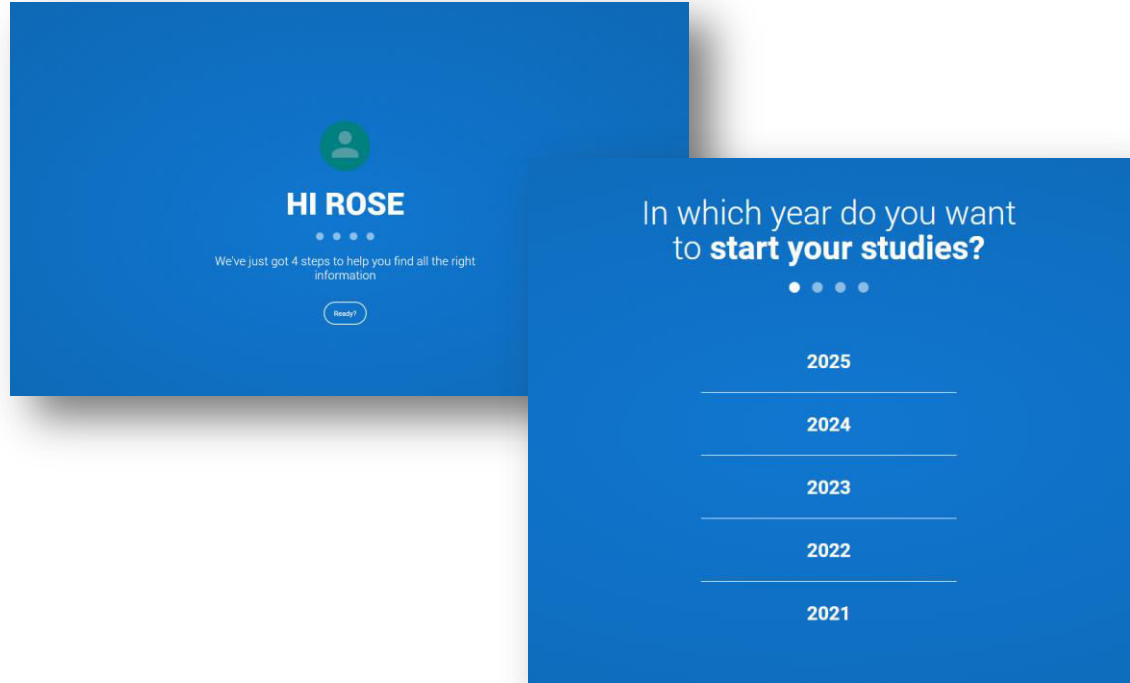
Verify

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

Registering for an account

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

Make sure you choose the correct study year, **2022** if you want to start next year.

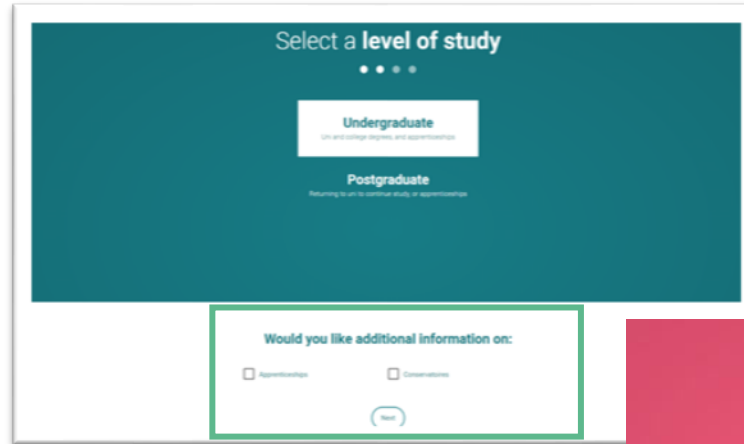


Registering for an account

Choose the correct level of study, it's **Undergraduate** if you are still at school/college.

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

Tell us where you live so we can direct you to the right information.



Select a level of study

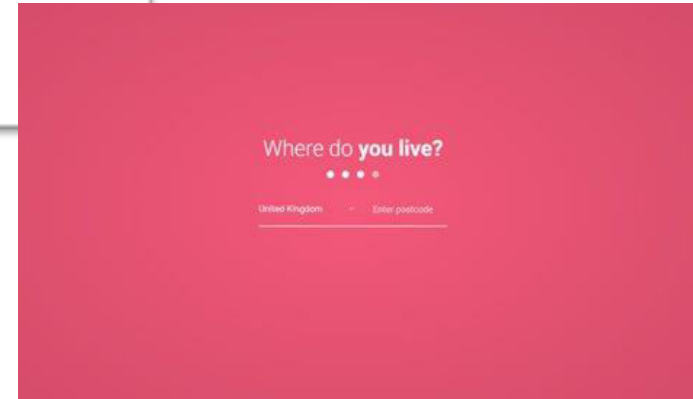
Undergraduate
UK and overseas degrees and apprenticeships

Postgraduate
Returning to university to continue study or apprenticeship

Would you like additional information on:

Apprenticeships Conservatoires

Next



Where do you live?

United Kingdom

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 ▼

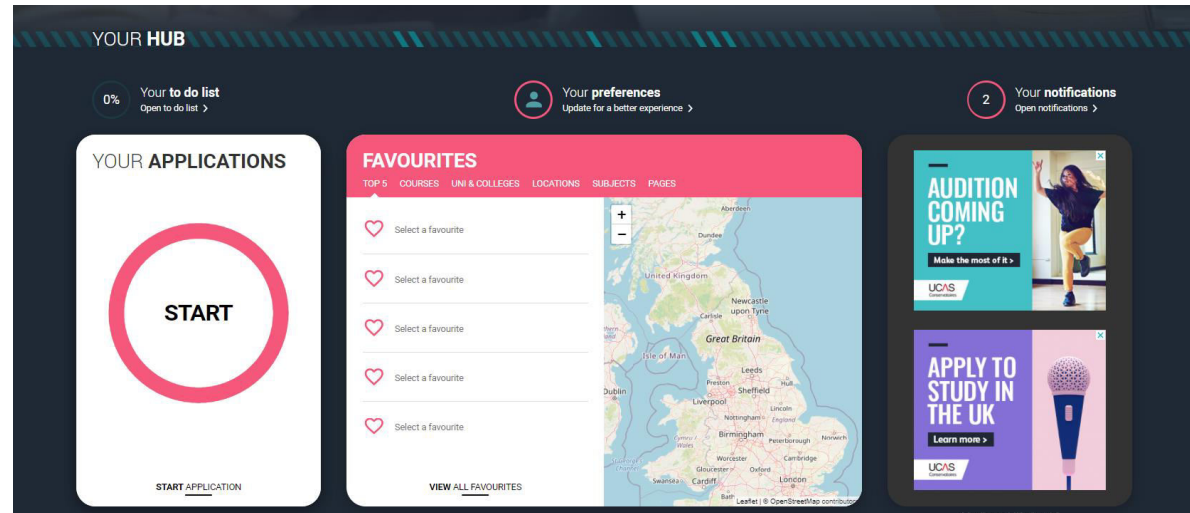
Create account

Starting your application.

Starting your application

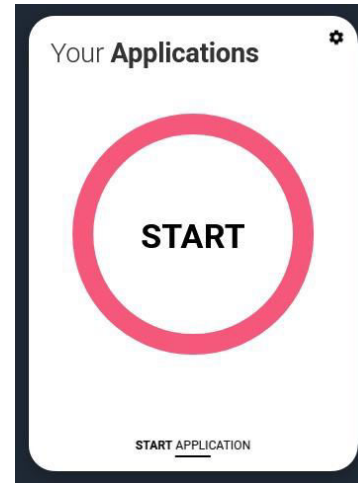
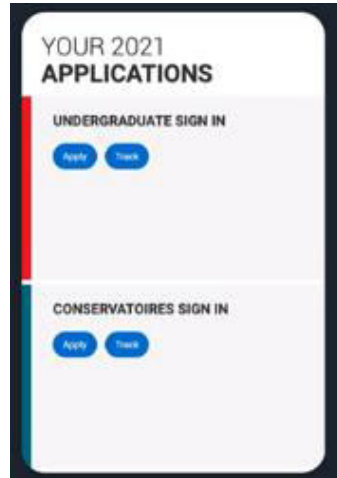
To start your UCAS application click on the **Your application** tile.

This will be visible from 18 May 2021 for students applying to study in 2022.



Make sure you have the correct year

If you already have a Hub account and have said you are interested in courses for the 2021 cycle, you'll see this card.



To start your 2022 UCAS application click on the **Your application** tile with the red circle.

Update your preferences

If you need to change the application cycle to show the **Your application** tile for 2022, click on Preferences from the main menu.

Then select 2022 in answer to the question **In which year do you want to start your studies?**

UCAS

Further education Undergraduate Postgraduate Alternatives Careers Edit E

ONLINE EVENTS AND OPEN DAYS TO HELP YOU MAKE THE RIGHT CHOICE

Manage my Hub personalisation

Are you considering going straight into employment?
 Yes No

Are you considering a gap year?
 Yes No

Where do you live?
United Kingdom

Your postcode (we will use this to show events near you)
PL14 7HG

In which year do you want to start your studies?
2022

What level of study are you interested in?
Undergraduate (Uni and college degrees, and apprenticeships)

Would you like additional information on:
 Apprenticeships Conservatoires

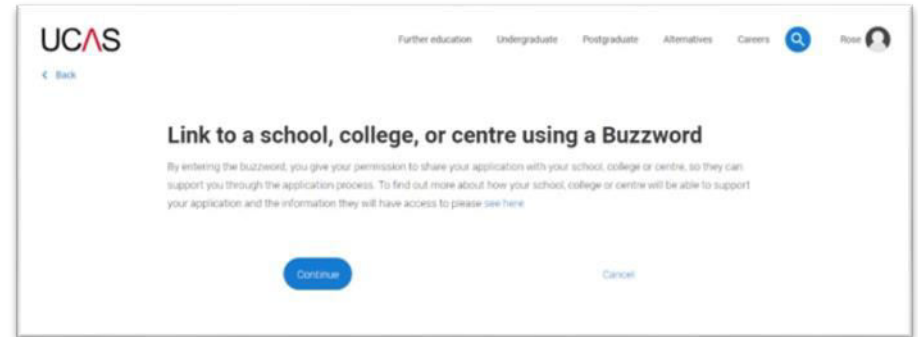
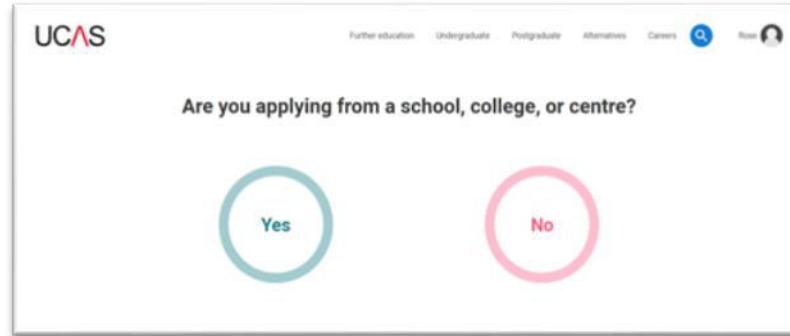
Save Cancel

Your Hub
Dashboard
Favourites
Profile
Notifications
Preferences
Change password
Change email
Sign out

Preferences
TARIFF POINT CALCULATOR
A level
A* A B
FIND OUT ABOUT DISTANCE LEARNING

Linking to your school, college or centre

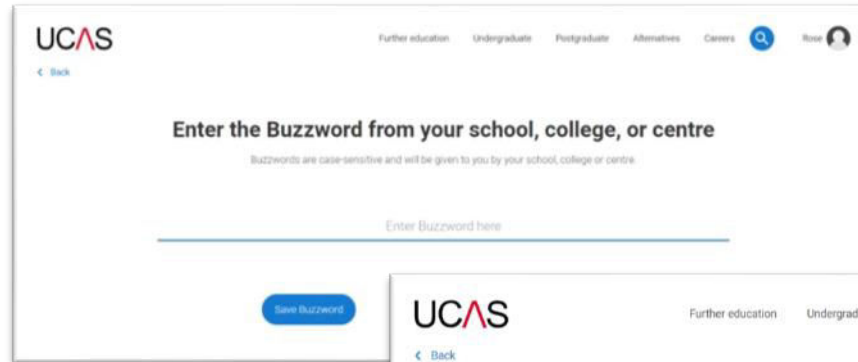
If you're applying with the help of your school, college or centre then select **Yes** and enter our **Buzzword**.



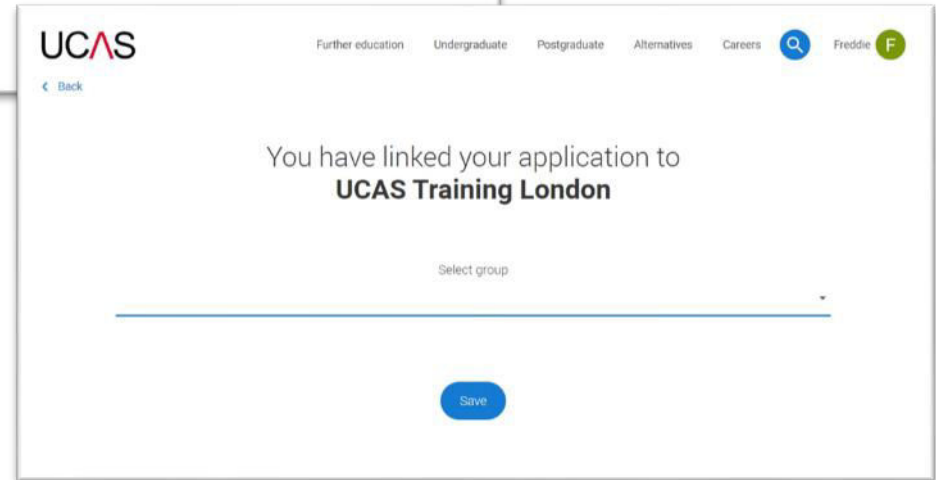
Linking to your school, college or centre

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

This will **link your application** to your school or college, so they can track your progress and provide support, including adding your reference



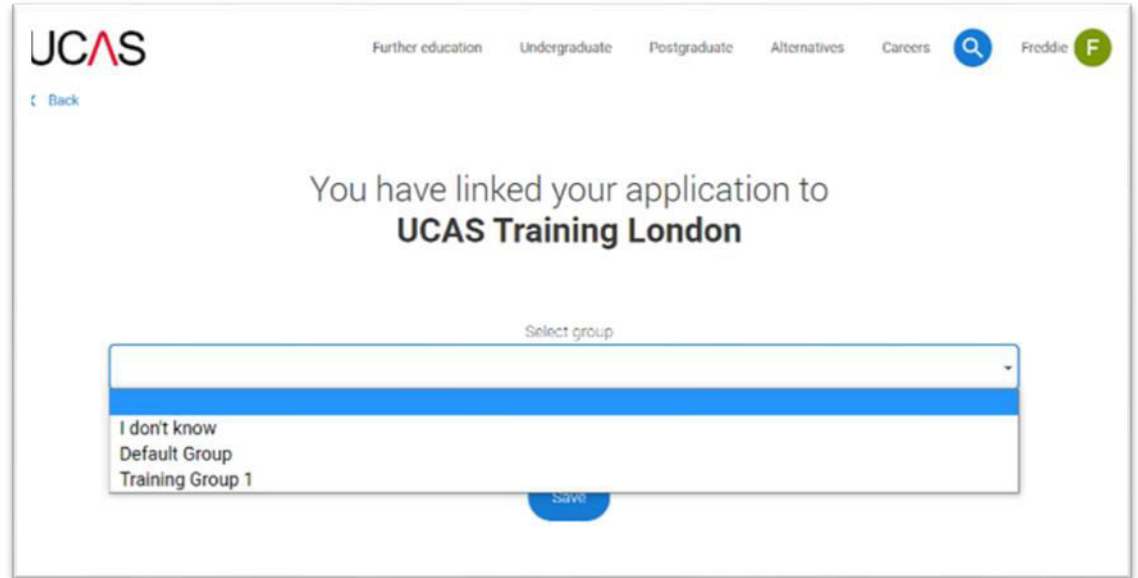
The screenshot shows the UCAS website interface for linking an application. At the top, the UCAS logo is on the left, and navigation links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', 'Careers', and a search icon are on the right. Below the navigation, there is a 'Back' link. 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.' A text input field is labeled 'Enter Buzzword here'. At the bottom, there is a blue button labeled 'Save Buzzword'.



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

Linking to your school, college or centre

Once your application has been linked, you can then select a **group** (if this has been set up by your school or college) for your application.



The screenshot shows the UCAS website interface. At the top, there is a navigation bar with links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', 'Careers', a search icon, and a user profile icon labeled 'Freddie F'. The main content area displays the message: 'You have linked your application to **UCAS Training London**'. Below this message is a dropdown menu titled 'Select group'. The dropdown menu is open, showing three options: 'I don't know', 'Default Group', and 'Training Group 1'. A blue button labeled 'Save' is positioned 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 homepage for a 2021 Undergraduate application. The page features a navigation menu with links for Further education, Undergraduate, Postgraduate, Alternatives, Careers, and a search icon. The user's name, Freddie F, is displayed. The main heading is 'UCAS APPLICATION' with the subtitle '2021 Undergraduate application'. The user's Personal ID number is 1444722400. The application status is shown as 'Application status' with 'Centre information' (Application linked to UCAS Training London, Group Training Group 1). The progress indicators are: CHOICES (0/5), PROFILE (0%), PERSONAL STATEMENT (NOT STARTED), and a Submit button (0%).

Section	Progress
CHOICES	0/5
PROFILE	0%
PERSONAL STATEMENT	NOT STARTED
Submit	0%

The screenshot shows the UCAS application homepage with updated progress. The progress indicators are: CHOICES (2/5), PROFILE (44%), PERSONAL STATEMENT (IN PROGRESS), and a Submit button (36%).

Section	Progress
CHOICES	2/5
PROFILE	44%
PERSONAL STATEMENT	IN PROGRESS
Submit	36%

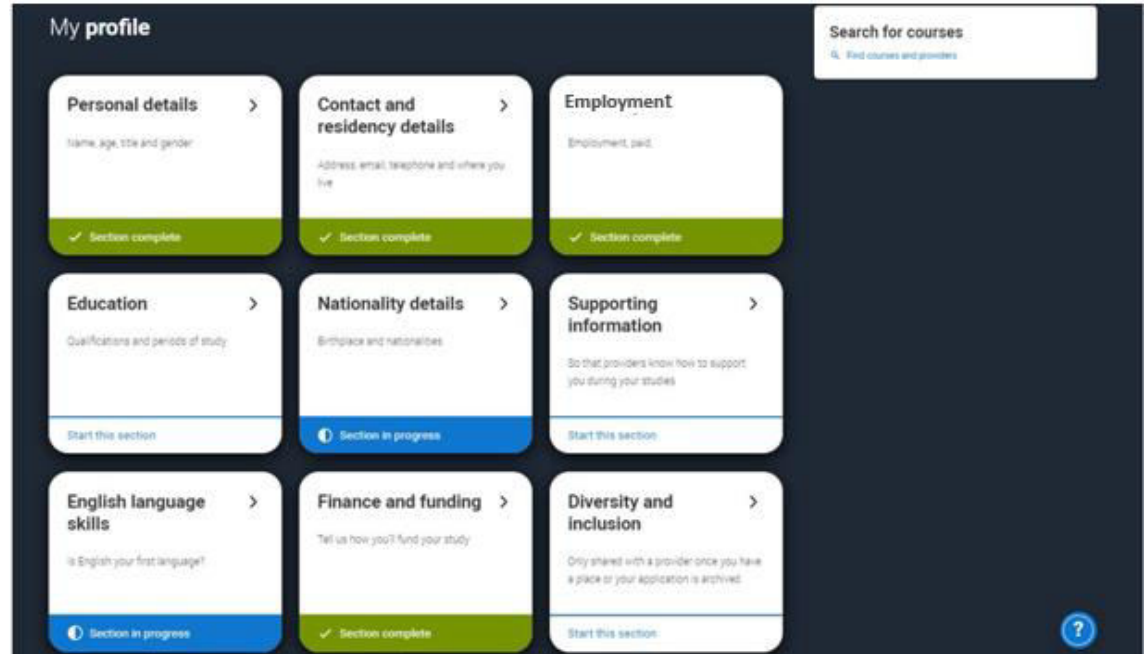
Application overview

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.

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

Rose

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

Hill

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.

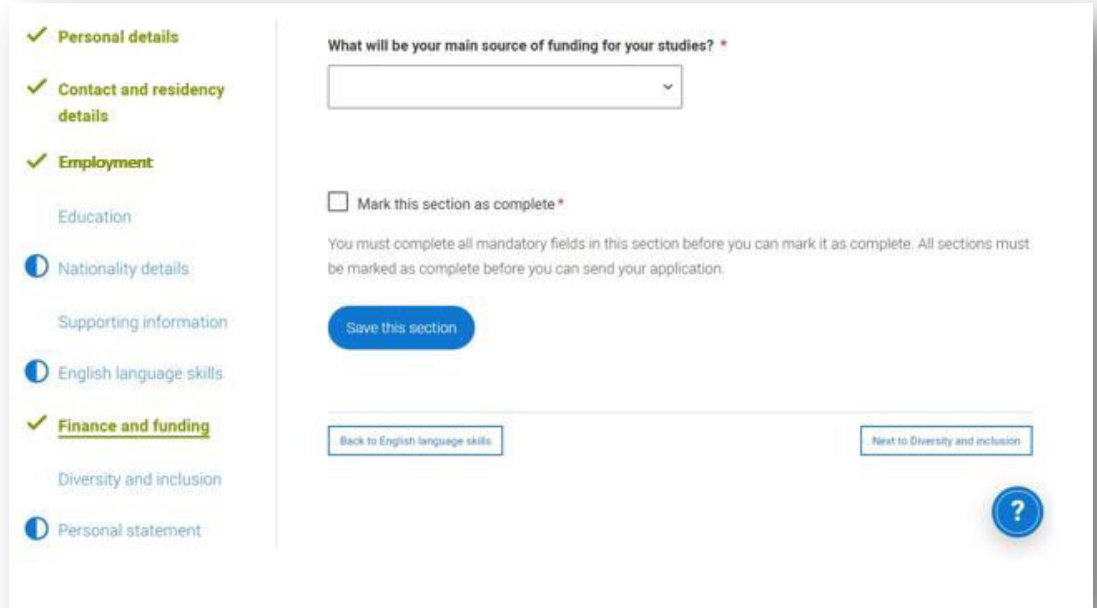
Save this section

?

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.



The screenshot shows the UCAS application overview page. On the left is a vertical list of sections with status indicators:

- Personal details (checked)
- Contact and residency details (checked)
- Employment (checked)
- Education (half-moon)
- Nationality details (info icon)
- Supporting information (no icon)
- English language skills (info icon)
- Finance and funding (checked)
- Diversity and inclusion (no icon)
- Personal statement (info icon)

The main content area is for the 'Finance and funding' section, titled 'What will be your main source of funding for your studies? *'. It contains a dropdown menu, a checkbox for 'Mark this section as complete *', and a blue 'Save this section' button. Below the form are two buttons: 'Back to English language skills' and 'Next to Diversity and inclusion'. A help icon is visible in the bottom right corner of the form area.

Contact and residency details

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

You'll only see the fields to add the nominated contact details if you answer **Yes** to the question.

This means someone else can speak to us about your application.

The screenshot displays a portion of the UCAS application form. On the left is a vertical navigation menu with the following items: Personal details, Contact and residency details (highlighted in blue), Employment, Education, Nationality details, Supporting information, English language skills, Finance and funding, and Personal statement. The main content area is titled 'Contact details' and includes the following sections:

- Mobile telephone number:** A text input field.
- Other telephone number:** A text input field.
- Email address:** A text input field with a red asterisk. Below it is a note: 'You can update your email address in your UCAS profile' and a greyed-out input field.
- Postal address:** A section with a dropdown menu for 'Address type'.
- Nominee access:** A section with a question: 'Do you want someone else to act, or speak on your behalf, about your application?' with radio buttons for 'Yes' and 'No'. Below this is a text input field for 'Full name of nominee' with a red asterisk and a note: 'The first and last name of your nominee. They will be asked this information when speaking to UCAS on your behalf.' Below that is another text input field for 'Relationship to you' with a red asterisk and a note: 'How you know your nominee. They will be asked this information when speaking to UCAS on your behalf.'
- Residency details:** A section with a question: 'Is your home address the same as your...' with radio buttons for 'Yes' and 'No'.
- Residential category:** A section with a note: 'Please choose the option that most closely applies to you' and a dropdown menu.

This is a close-up of the 'Nominee access' section from the form. It contains the following elements:

- Nominee access** (Section header)
- Question: 'Do you want someone else to act, or speak on your behalf, about your application?' with radio buttons for 'Yes' and 'No'.
- Text input field for 'Full name of nominee' with a red asterisk. Below it is the text: 'The first and last name of your nominee. They will be asked this information when speaking to UCAS on your behalf.'
- Text input field for 'Relationship to you' with a red asterisk. Below it is the text: 'How you know your nominee. They will be asked this information when speaking to UCAS on your behalf.'

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](#)

Employment

EMPLOYMENT

2021 Undergraduate application

/ UCAS application

✓ Personal details

✓ Contact and residency details

i Employment

Education

Nationality details

Supporting information

English language skills

Finance and funding

Diversity and inclusion

Personal statement

UCAS

Digital Learning Developer

Company/organisation address Rosenil, Chettanham

Start date 10/2019

Finish date 01/2021

Was/is your position full time or part time? Full time

+
Add work experience

Add Employment

Company/organisation name *

Role title *

Company/organisation address *

Start date *

Month Year

MM ▼ YYYY ▼

Finish date

Month Year

MM ▼ YYYY ▼

Was/is your position full time or part time? *

 Full time Part time

Save

Cancel

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!**

Education

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'll be asked for a Unique Learner Number – if you don't have one leave the question blank.

The screenshot shows the UCAS Education 2021 Undergraduate application form. The page title is "UCAS EDUCATION 2021 Undergraduate application". The user's Personal ID number is 1241028408. The navigation menu includes "Further education", "Undergraduate", "Postgraduate", "Alternatives", "Careers", and "Home". The "Education" section is selected in the left-hand menu. The main content area features a large button labeled "Add place of education" with a plus sign icon. Below this, there is a form with the following fields: "Unique Learner Number (ULN)" with an empty text input box; "Please state the highest level of qualification you expect to have before you start your course" with a dropdown menu; and a checkbox labeled "Mark this section as complete". A note below the checkbox 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 "Save this section" button is located at the bottom of the form. A help icon (question mark) is visible in the bottom right corner.

Type the name of where you studied. Once you find your centre, click on the name and the **Exam centre number** will automatically populate.

If an exam centre number doesn't appear that's ok, it's because we don't have it.

Add when you started and finished, and if you're still studying there add the month, you're due to finish.

Add place of education

Name of the school, college, or university *

UCAS Training

UCAS Training London

UCAS Training School

Exam center number

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

i Centre number has not been entered. If the search facility does not have a centre number you can leave it blank. The warning message will remain

Start date *

Month Year

MM ▼ YYYY ▼

End date *

Month Year

MM ▼ YYYY ▼

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

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

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

QUALIFICATION

2021 Undergraduate application

Your Personal ID number
1241021801

[Home](#) / [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

+ ICE Advanced Level

+ ICSE (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

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

If you know which awarding organisation it is, enter it here – speak to your teacher or tutor if you're not sure.

If you haven't finished the qualification or had your result, then you must choose **Pending**.

Add qualification

GCE Advanced Level
If you don't find a match you can manually add one

Title*
Type and select the subject you studied

Qualification date*
Month: Year:

Awarding organisation*

Result*

Add the modules for this qualification. You may add up to 6

Module / Unit 1

Subject
Type and select the subject you studied

Result

[Add another module](#)

[Save qualifications](#) [Save and add another](#) [Cancel](#)

Your qualifications

UCAS Training School
September 2010 - June 2012

No qualifications.
There are no qualifications added for this school at the moment.

Nationality details.

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

The screenshot shows the UCAS Nationality Details page for a 2021 Undergraduate application. The page is titled "NATIONALITY DETAILS" and includes a breadcrumb trail: "UCAS application / Nationality details". The user's Personal ID number is 1241028408. The page is divided into several sections, with "Nationality details" currently selected. The "Nationality details" section contains three mandatory fields: "What is your country of birth?", "What is your nationality?", and "Dual nationality". The "What is your country of birth?" field is set to "United Kingdom". The "What is your nationality?" field is set to "UK national". The "Dual nationality" field is empty. There is a checkbox for "Mark this section as complete" which is currently unchecked. A "Save this section" button is located at the bottom of the form.

UCAS

Further education Undergraduate Postgraduate Alternatives Careers

NATIONALITY DETAILS

2021 Undergraduate application

Your Personal ID number
1241028408

[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 *

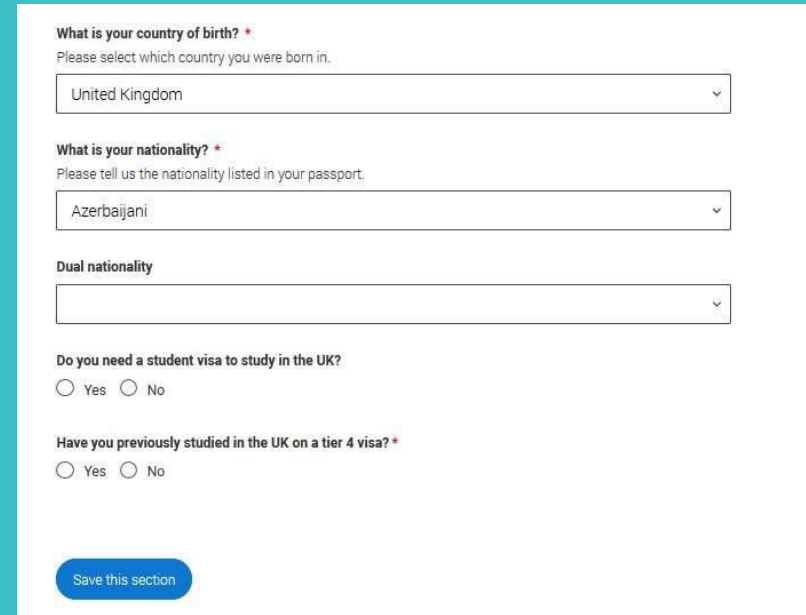
You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

[Save this section](#)

If you 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.

There's some possible combinations but we'll only show relevant fields depending on your answers.



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.

There's some possible combinations but to help you we'll only show relevant fields depending on your answers.

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, we ask 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

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 400 characters

Mark this section as complete *

You must complete all mandatory fields marked as complete before you can

Save this section

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

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, we'll ask 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 English Language Skills application page. The page is titled "ENGLISH LANGUAGE SKILLS" and is for a "2021 Undergraduate application". The user's Personal ID number is 1241028408. The page is divided into several sections, with a sidebar on the left listing the sections: Personal details, Contact and residency details, Employment, Education, Nationality details, Supporting information, English language skills (highlighted), Finance and funding, Diversity and inclusion, and Personal statement. 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 *

Below the "Mark this section as complete" checkbox, there is a note: "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." At the bottom of the main content area, there is a blue button labeled "Save this section" and a help icon (a question mark in a circle).

Finance and funding.

You will only be asked further questions in finance and funding if you select UK, Chi, IoM or EU Student Finance Services.

We'll ask you for your local authority under 'Student support arrangements'.

For more information head to: ucas.com/finance

The screenshot displays the UCAS application form interface. On the left is a vertical navigation menu with the following items: Personal details, Contact and residency details, Employment, Education (highlighted with a blue circle and dot), Nationality details, Supporting information, English language skills, Finance and funding (highlighted with a blue underline), Personal statement, and Reference. The main content area is titled 'What will be your main source of funding for your studies? *' and contains a dropdown menu with the selected option 'UK, Chi, IoM or EU student finance services'. Below this is the 'Student support arrangements' section with a dropdown menu showing 'Aberdeenshire'. There is a checkbox labeled 'Mark this section as complete *' which is currently unchecked. A note below the checkbox 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.' At the bottom of the form is a blue button labeled 'Save this section'. At the very bottom of the page are two links: 'Back to English language skills' on the left and 'Next to Personal statement' on the right.

Diversity and inclusion.

You'll only see these questions if you have a UK home or postal address.

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.

The screenshot shows the 'DIVERSITY AND INCLUSION' section of a UCAS application. The page title is 'DIVERSITY AND INCLUSION' with the subtitle '2021 Undergraduate application'. In the top right corner, it says 'Your Personal ID number 1241028408'. A breadcrumb trail shows 'UCAS application / Diversity and inclusion'. On the left, a sidebar lists various sections with green checkmarks: Personal details, Contact and residency details, Employment, Education, Nationality details, Supporting information, English language skills, and Finance and funding. 'Diversity and inclusion' is highlighted in blue, and 'Personal statement' is also visible. The main content area is titled 'Equality monitoring' and contains several dropdown menus: 'Ethnic origin *', 'What is your religion or belief?', 'What is your sexual orientation?', 'Do you identify as transgender?', 'National identity *', and 'Dual national identity'.

Activities in preparation for higher education

For example: summer schools, Saturday university, campus days, summer academies, taster courses and booster courses: if you have not taken any such course, please leave this section blank.

+
Add activity

Details of specific organised preparation activities should be entered here; these will normally take place at a University or College campus. You will know if you have participated in such activities.

When adding the activity there is a drop-down box with options to choose from.

Add activity

Sponsor *

Start date *

Month Year

MM YYY

Duration (days) *

School year *

Location *

Search for location

Save Cancel

Sponsor *

- Aberystwyth Summer Uni
- Academic Enrichment programme (AEP)
- Aim Higher
- As Location
- ASPIRENorth
- Aston Progression Pathways
- Discovering Queen's programme
- FOCUS West
- Future Quest
- HE+
- Higher Education Insight Programme (HEI)
- Lancaster Access Summer School
- LEAPS
- LIFT OFF
- Next Step York
- Nottingham Potential Summer School
- NUEntry
- Dummy Test
- QUB – Pathway Programme

You can select *I prefer not to say* for the parental education question.

For the occupational background, you must type at least 3 letters into the response field, and then select an option from the menu that appears below it.

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)

Personal Statement.

PERSONAL STATEMENT
2021 Undergraduate application

Your Personal ID number
1241028408

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.

Personal statement

Characters used: 0 of 4000 characters

Save draft Save & Preview

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

You can save and edit this section as many times as you need to.

If you try to navigate away without saving your work. We'll remind you with a pop-up warning.

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

Yes

No

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.

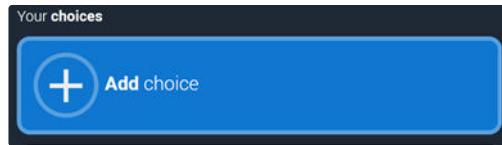


You have used 5 of 47 lines based on the preview and 445 of 4000 characters.

The **Mark this section as complete** feature is only available on the **Preview** screen.



Adding a choice.



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.

A screenshot of the 'Add choice' form. The form is titled 'Add choice' and contains several fields: 'Institution *' with a search box 'Search for institution'; 'Course *' with a search box 'Search for course'; 'Location *' with a dropdown menu; 'Start date *' with a dropdown menu; 'Further details' with a text input field; 'Point of entry' with a dropdown menu; and 'Live at home while studying? *' with radio buttons for 'Yes' and 'No'.

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

We'll only 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: 29 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.

We'll show 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



Medicine (A100) University of Oxford (033)

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)

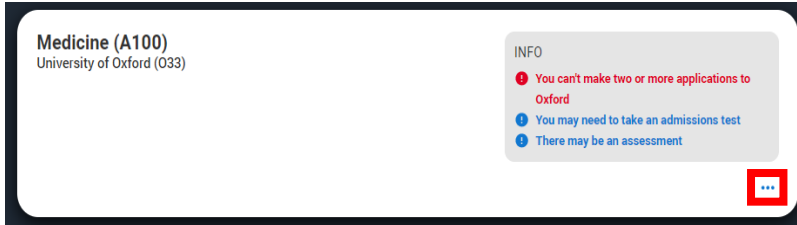
There may be an assessment

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.



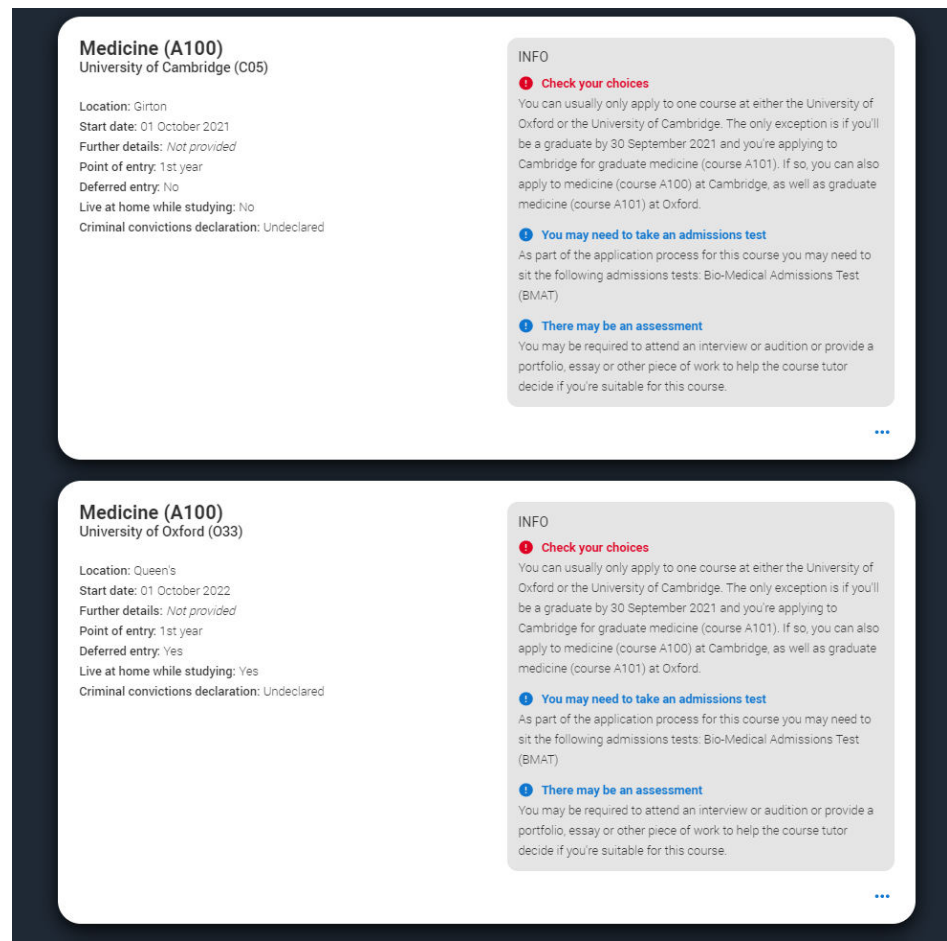
Confirm choices

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

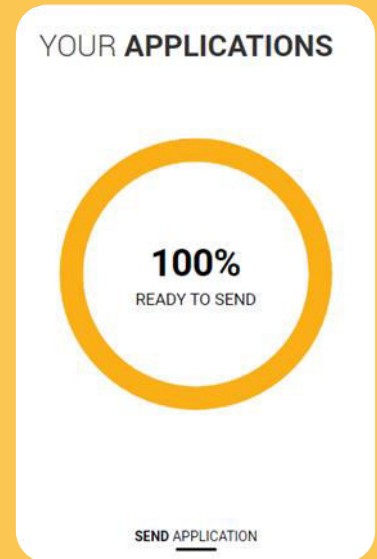


Any choice combinations that are not permitted will be flagged with **red text** on the right of each relevant card.

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

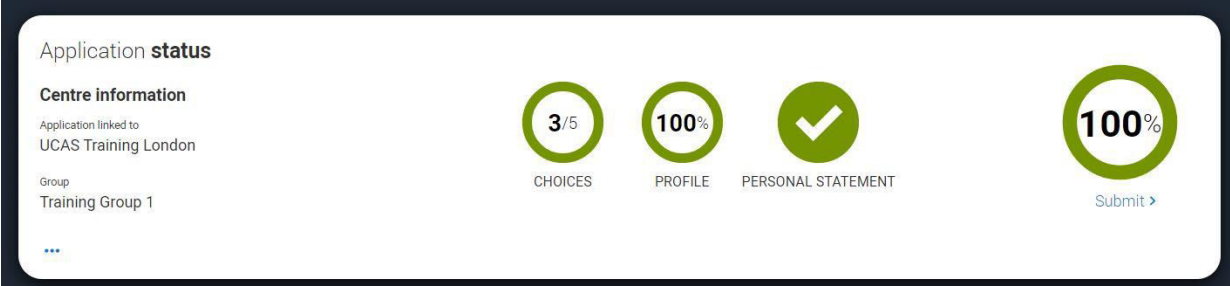


Submitting the application.



There are 4 steps to the submission process.

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



Application **status**

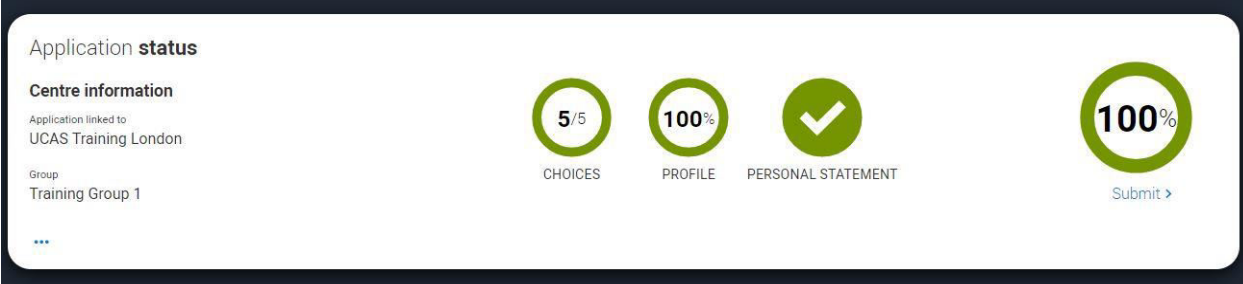
Centre information
Application linked to
UCAS Training London

Group
Training Group 1

...

3/5 CHOICES 100% PROFILE 100% PERSONAL STATEMENT

Submit >



Application **status**

Centre information
Application linked to
UCAS Training London

Group
Training Group 1

...

5/5 CHOICES 100% PROFILE 100% PERSONAL STATEMENT

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)	Not provided
Preferred name	Not provided
Date of birth	08/02/1995
Gender	Female

Contact and residency details [Edit](#)

Mobile telephone number	01234567890
Other telephone number	Not provided
Email address	

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

We 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

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 02839815, 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 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

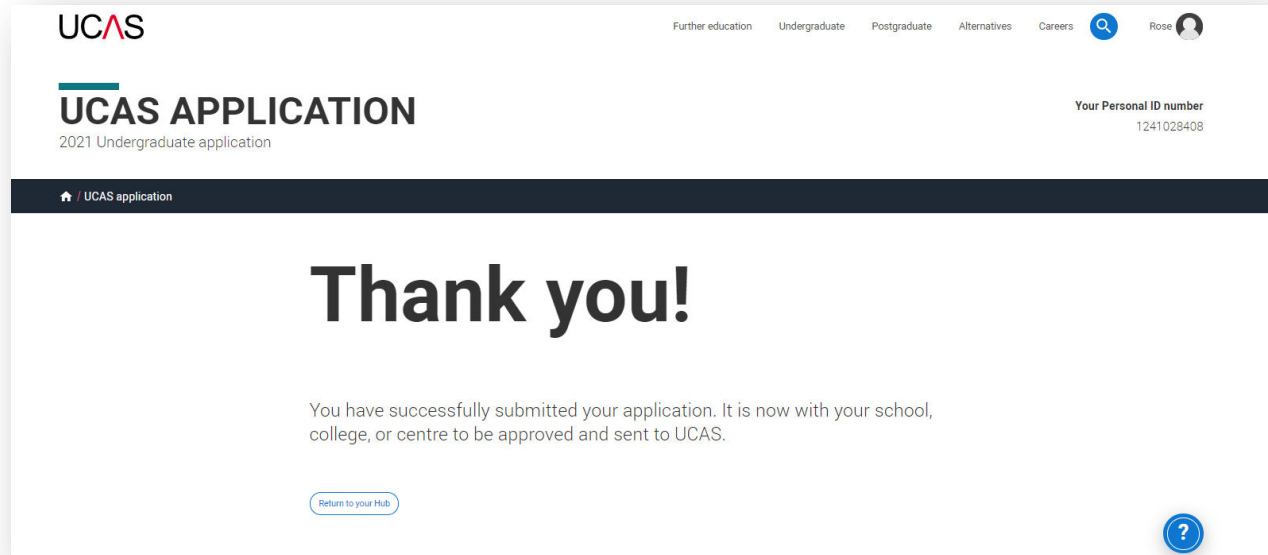
This section summarises important points. It's important you still read and understand the full conditions.

< Contact us

How to get in touch with UCAS.

Pay and Submit.

If your school or college pay for your application you wont need to enter any credit card details.



The screenshot shows the UCAS application confirmation page. At the top left is the UCAS logo. To the right is a navigation menu with links for Further education, Undergraduate, Postgraduate, Alternatives, Careers, a search icon, and a user profile icon labeled 'Rose'. Below the navigation is the main heading 'UCAS APPLICATION' with a sub-heading '2021 Undergraduate application'. On the right side, it displays 'Your Personal ID number 1241028408'. A dark breadcrumb bar contains a home icon and the text 'UCAS application'. The central message is 'Thank you!' in a large, bold font. Below this, a paragraph states: 'You have successfully submitted your application. It is now with your school, college, or centre to be approved and sent to UCAS.' At the bottom, there is a 'Return to your Hub' button and a help icon (a question mark in a blue circle).

If you need to pay by card you will see this, click **Pay now** and you will be asked to enter your card details.

The screenshot shows the 'Pay and submit' step of a UCAS application process. At the top, a dark navigation bar contains a home icon and the text '/ UCAS application'. Below this is a progress indicator with four numbered steps: 1. Check your application, 2. Update your preferences, 3. Terms and conditions, and 4. Pay and submit. The current step, 'Pay and submit', is highlighted. The main content area has the heading 'Pay and submit' followed by the instruction: '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.

At the bottom, there are two buttons: a blue 'Pay now' button and a grey 'Return to application' link. Below these is a 'Back to Terms and conditions' link.

When you've paid and submitted your application, it will go to your school/college to check.

They will submit the application to UCAS.

If you log in you will see a read only version.

The screenshot shows the UCAS Application 2021 Undergraduate application interface. At the top, it displays 'UCAS APPLICATION' and '2021 Undergraduate application'. On the right, it shows 'Your Personal ID number 1241028408'. Below this is a teal banner with a 'Return to your Hub' link and a message: 'This is a read only version of your application which is with an adviser at UCAS Test and training centre. your adviser if you have any questions or problems with your application.' There is a 'Contact' link and a 'Download as PDF' button. The main content area is divided into two sections: 'Personal details' and 'Contact and residency details'. The 'Personal details' section includes fields for Title, First name, Last name, Previous name(s), Preferred name, Date of birth, and Gender. The 'Contact and residency details' section includes fields for Mobile telephone number and Other telephone number.

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