



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 2023 application cycle which is now open.

You can copy and paste the screenshots included into your own materials and guides to support students. However please note the help text and question guidance is the application is frequently updated based on student feedback. As such, some screenshots will change, and we will update this slide deck periodically.



Security marking: PUBLIC | 2

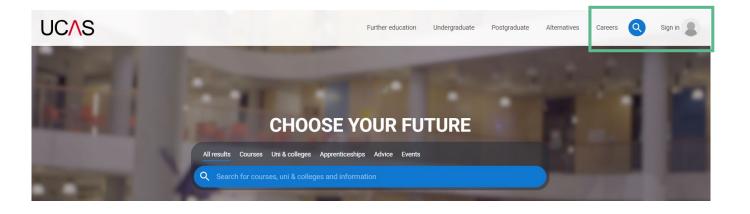


Security marking: **PUBLIC** | 3



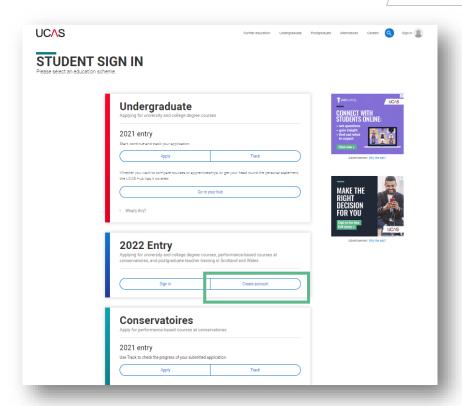
Head to ucas.com

Select **Sign in** from the dropdown menu.





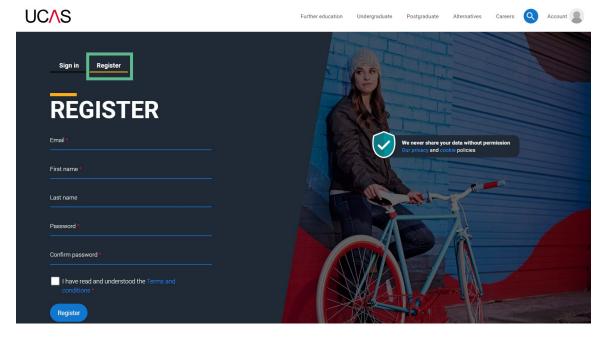
Select students and 'Create account' within the 2023-entry option...





Complete the short form.

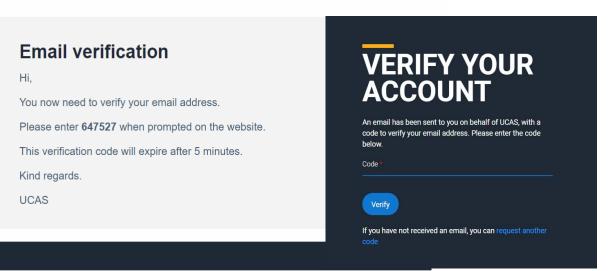
Make sure the **password** is **memorable**.





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

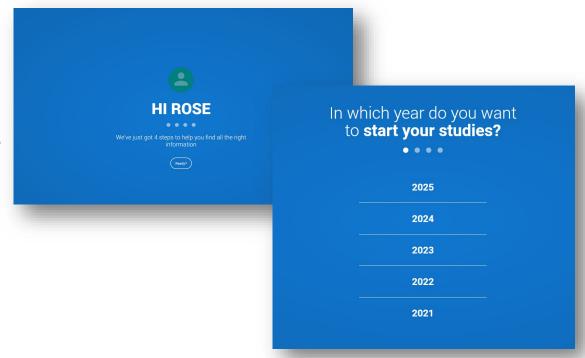
UC/\S





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, **2023** if you want to start next year.

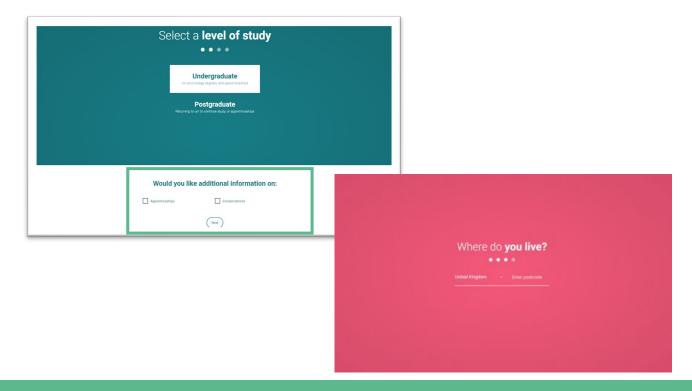




Choose the correct level of study, it's **Undergraduate** if you are still at school/college.

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.

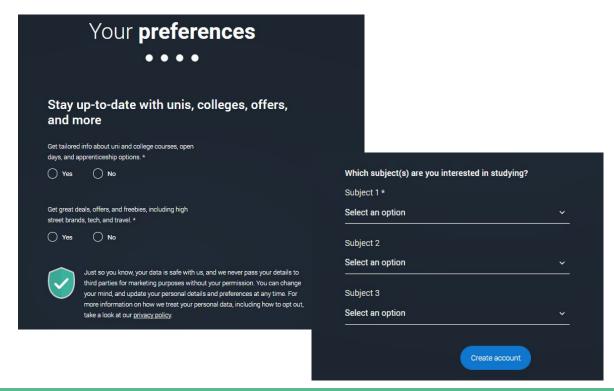




Choose if you want to get tailored information about uni, college and apprenticeship options.

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**.





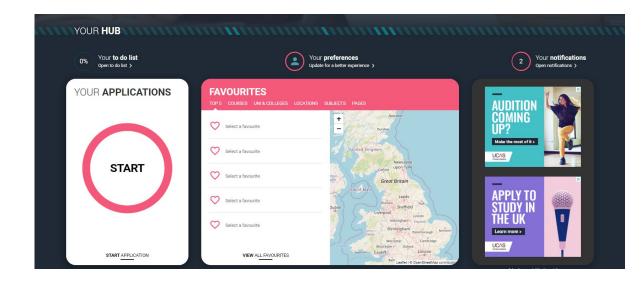
Starting your application.

Security marking: PUBLIC | 11



Starting your application

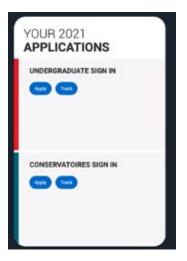
To start your UCAS application click on the **Your application** tile.





Make sure you have the correct year

If you already have a Hub account and have said you are interested in courses for the 2022 cycle, you'll see this card.





To start your 2023
UCAS application click
on the **Your application** tile with
the red circle.

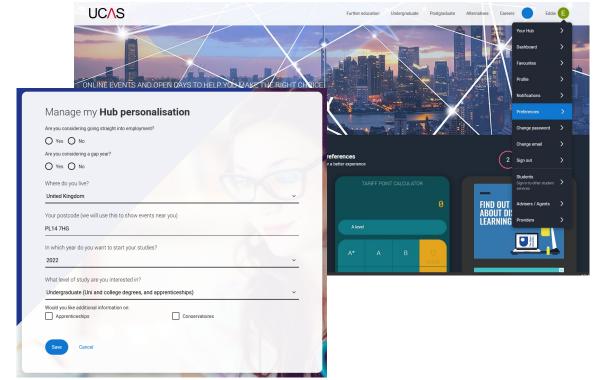


1 14

Update your preferences

If you need to change the application cycle to show the **Your application** tile for 2023, click on Preferences from the main menu.

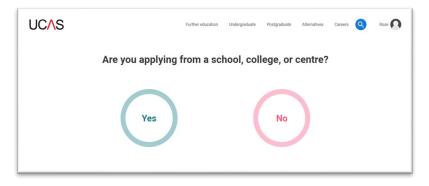
Then select 2023 in answer to the question In which year do you want to start your studies?

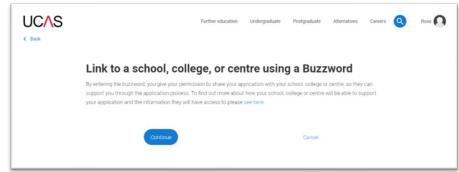




Linking to your school, college or centre

If you're applying with the help of your school, college or centre then select **Yes** and enter our **Buzzword** (edincoll2023).



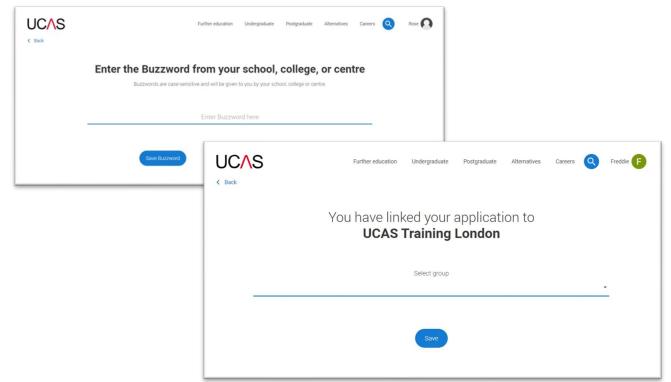




Linking to your school, college or centre

Enter the buzzword, and confirm the details are correct.

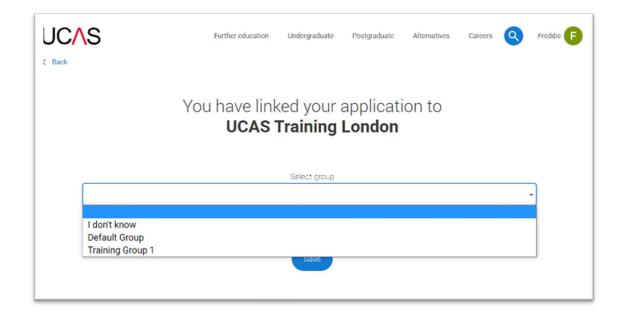
This will link your application to your school or college, so they can track your progress and provide support, including adding your reference





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.





Application overview.

Security marking: PUBLIC | 18

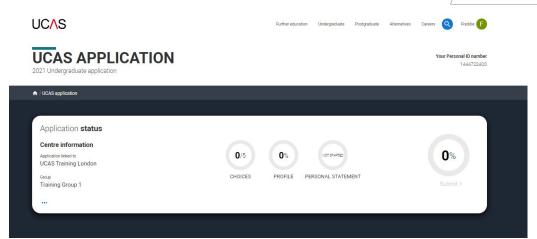


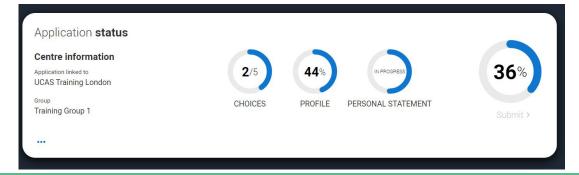
Application overview

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.







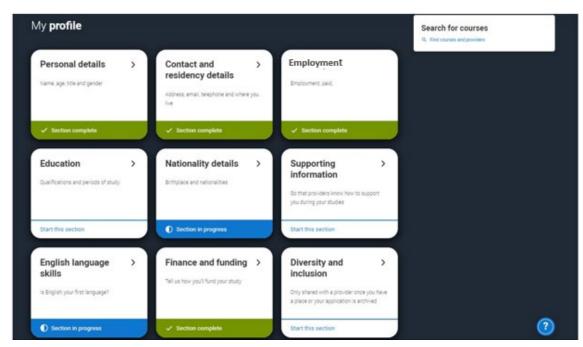
Application overview

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 *).



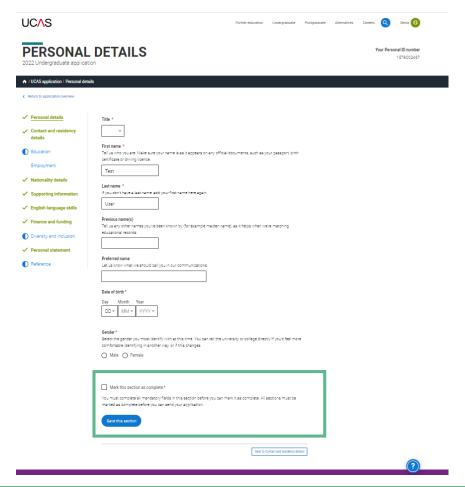


Personal details.

Security marking: **PUBLIC** 21

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.





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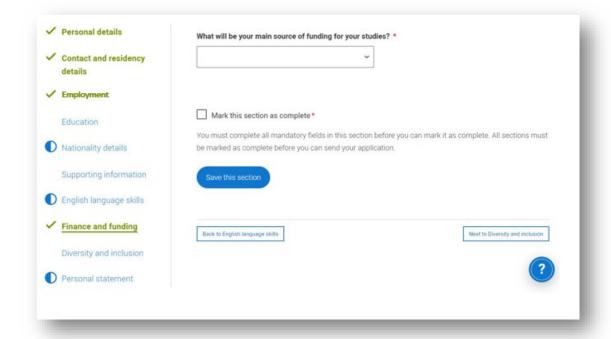


| 23

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 10 throughout for help text to provide advice about what to put.





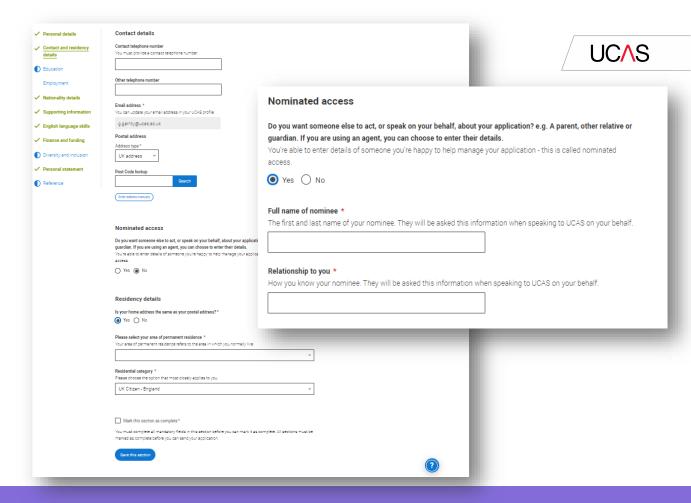
Contact and residency details

Security marking: PUBLIC 24

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.

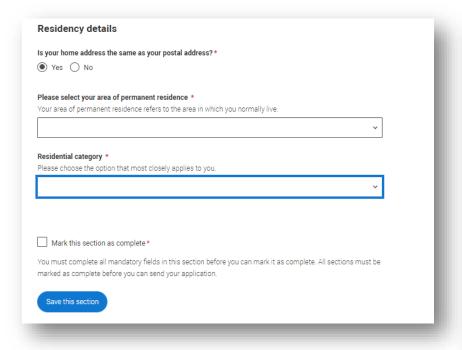


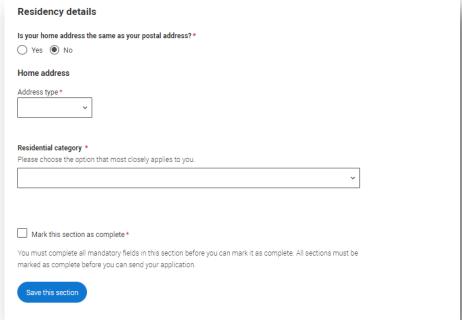
25



1 26

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







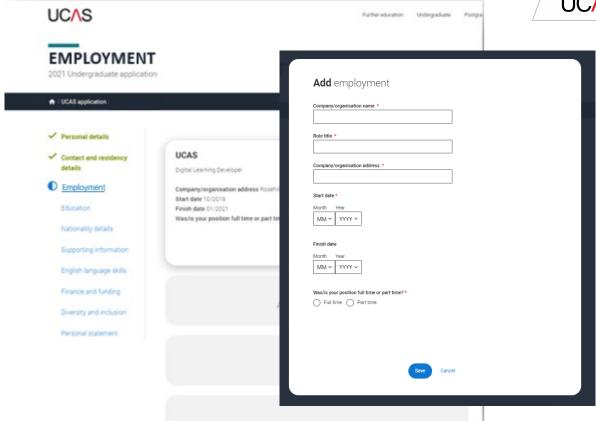
Employment

Security marking: PUBLIC 27

UCAS

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

Security marking: **PUBLIC** 29

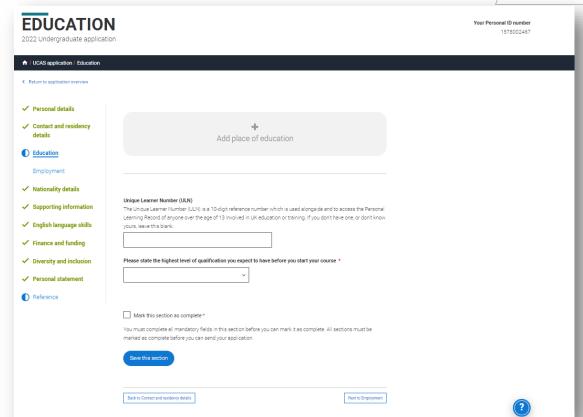


You'll add details of all qualifications you've already achieved and those you're studying towards.

First you need to add details of where you've studied, or are studying, then add qualifications.

Start by clicking **Add place of education**.

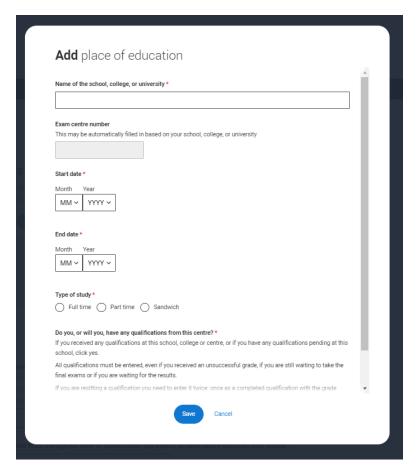
You'll be asked for a Unique Learner Number – if you don't have one leave the question blank.



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.





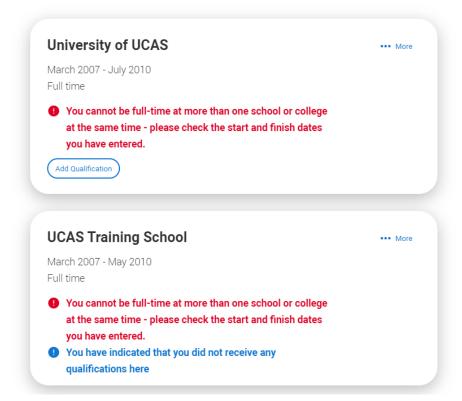


1 32

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 is a warning and means something is wrong and blue text is for information you need to be aware of.





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

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



Add qualification

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

Qualifications shortlist



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.

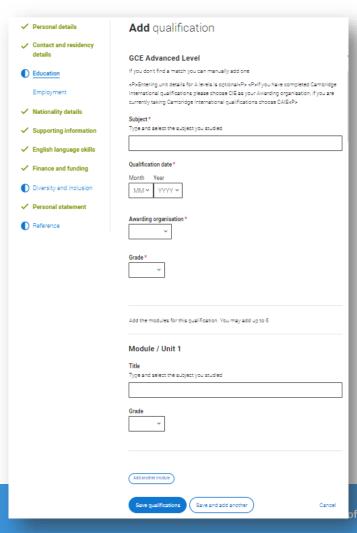
Search by name

Search for qualification by name

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**.





Security marking: PUBLIC

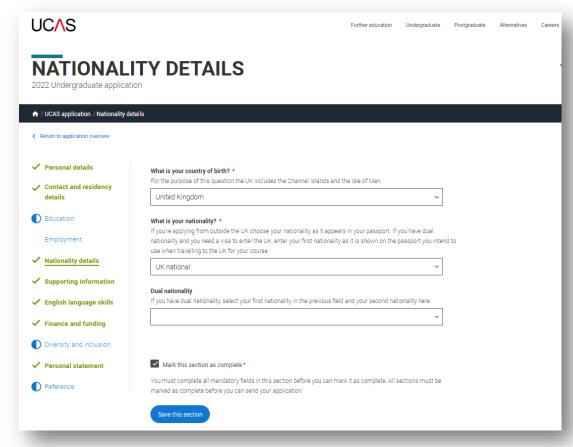


Nationality details.



1 36

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.

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

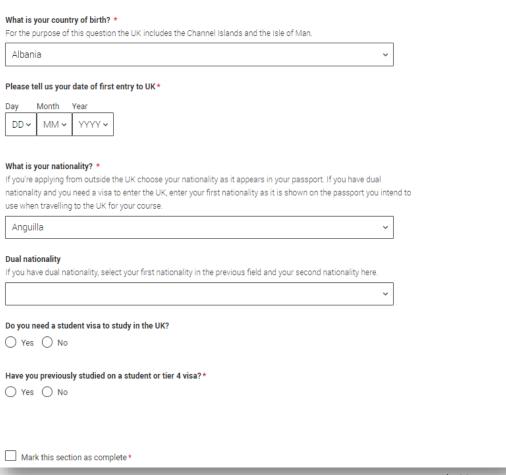
United Kingdom	~
What is your nationality? *	
If you're applying from outside the UK choose your nationality as it appears in your p nationality and you need a visa to enter the UK, enter your first nationality as it is sho use when travelling to the UK for your course.	
Azerbaijani	~
Dual nationality	
If you have dual nationality, select your first nationality in the previous field and your	second nationality here.
	~
Do you need a student visa to study in the UK?	
Yes O No	
Have you previously studied on a student or tier 4 visa?*	
Yes No	
Mark this section as complete *	
You must complete all mandatory fields in this section before you can mark it as commarked as complete before you can send your application.	mplete. All sections must be
Save this section	

Security marking: **PUBLIC** 20 September 2022

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.

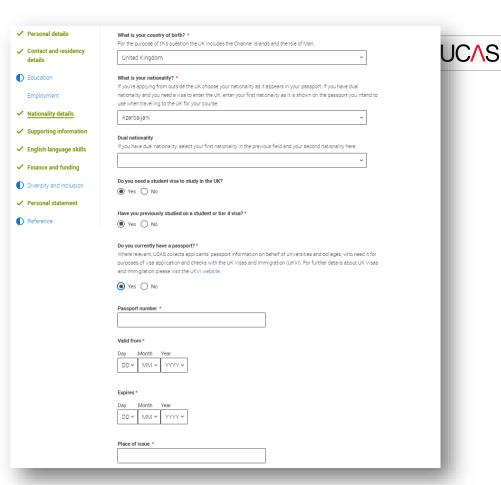
There's some possible combinations but to help you we'll only show relevant fields depending on your answers.



Security marking: **PUBLIC** 20 September 2022

If you select that 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.



Security marking: PUBLIC Correct as of 9 July 2021 | 39



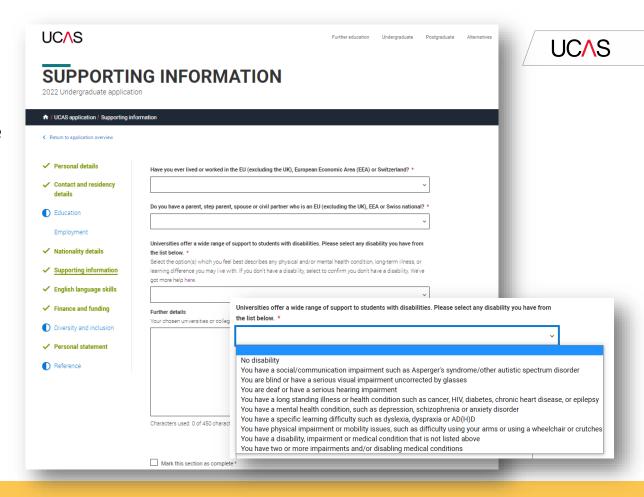
Supporting information

Security marking: PUBLIC 40

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.



Security marking: PUBLIC Correct as of 9 July 2021 41

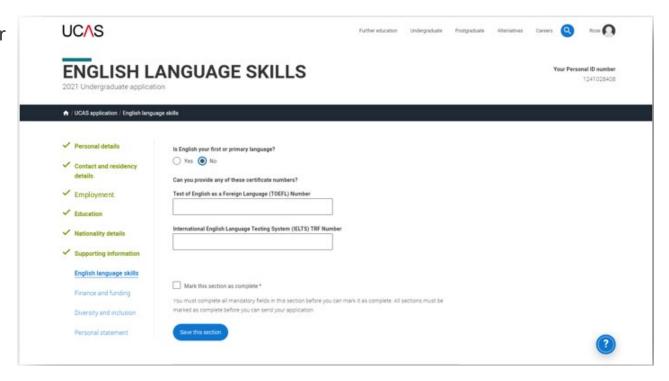


English language skills.

Security marking: PUBLIC 42



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.



Security marking: PUBLIC Correct as of 9 July 2021 | 43



Finance and funding.

Security marking: PUBLIC 44

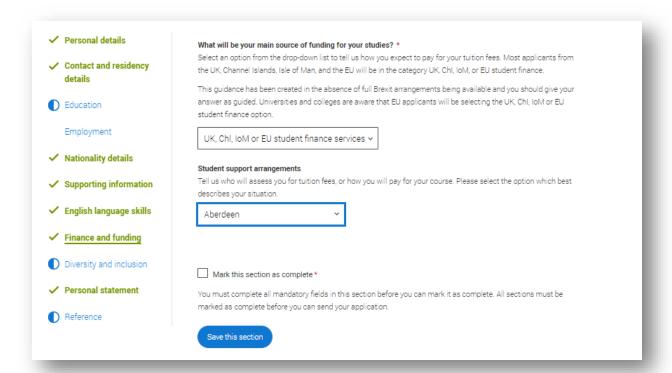


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You will only be asked further questions in finance and funding if you select UK, ChI, IoM or EU Student Finance Services.

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

For more information head to: ucas.com/finance



Security marking: PUBLIC Correct as of 9 July 2021



Diversity and inclusion.

Security marking: PUBLIC 46

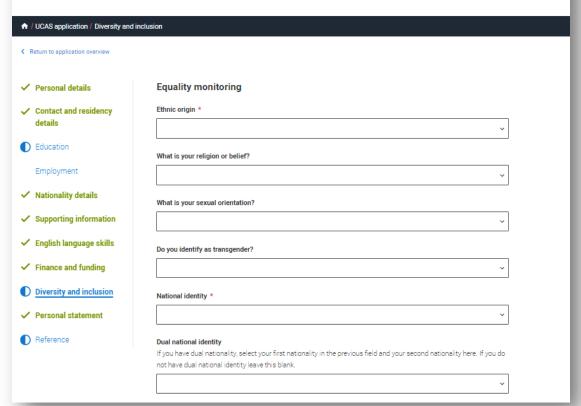
You'll only see these questions if you have a UK home or postal address.

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

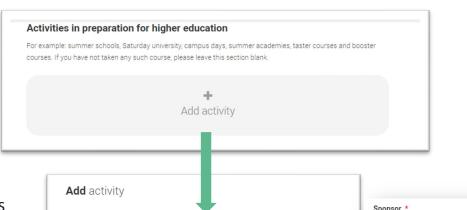
This information is only shared with universities or colleges once you have secured a place, it does not influence any decision making. It's used to ensure applications are treated fairly.

DIVERSITY AND INCLUSION

2022 Undergraduate application

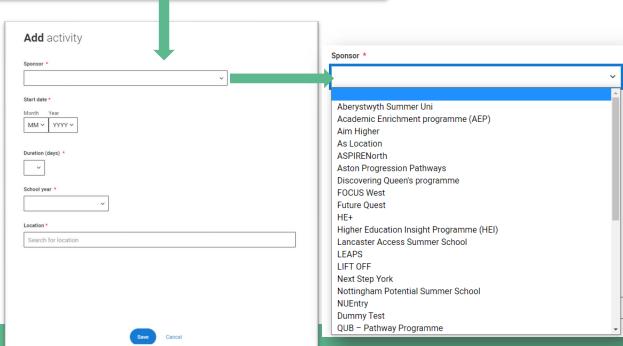


Security marking: PUBLIC Correct as of 9 July 2021 47



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.



Security marking: PUBLIC

Correct as of 9 July 2021

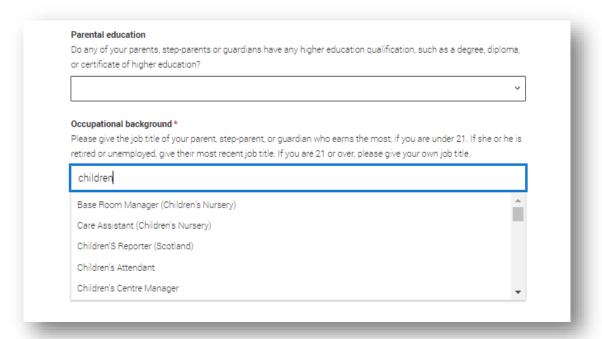
UCAS



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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.



Security marking: PUBLIC Correct as of 9 July 2021

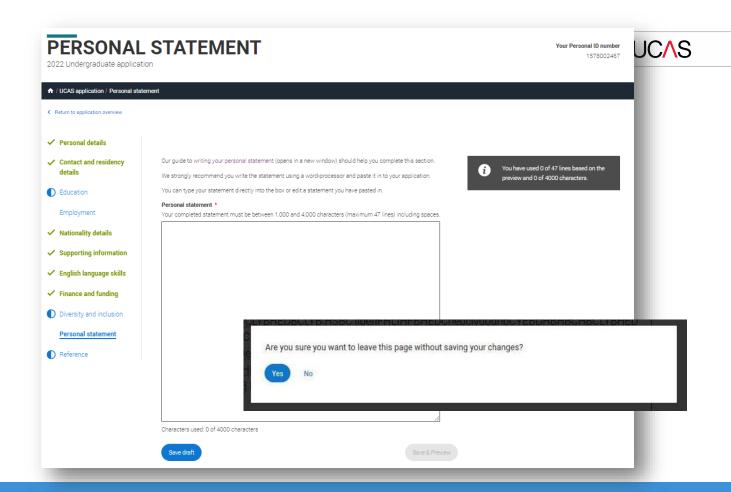


Personal Statement.

Security marking: PUBLIC 50

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.



Security marking: PUBLIC Correct as of 9 July 2021 | 51



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

Personal statement Preview



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

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 wn 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
- 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.

Security marking: PUBLIC Correct as of 9 July 2021



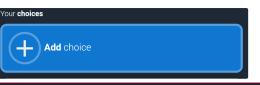
Adding a choice.

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

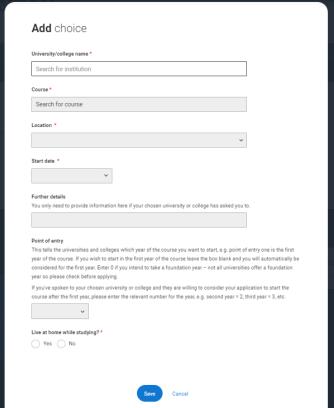
Start typing the name of the university or college into the institution field. Select from the options displayed.

Do the same for the course you have selected.

Locations and start dates are displayed according to the course details.



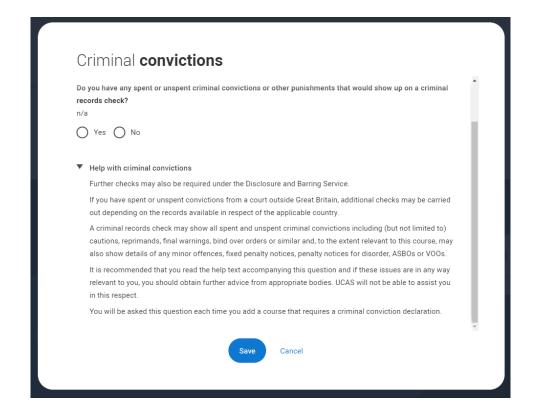






Some courses may require you to disclose your criminal conviction status.

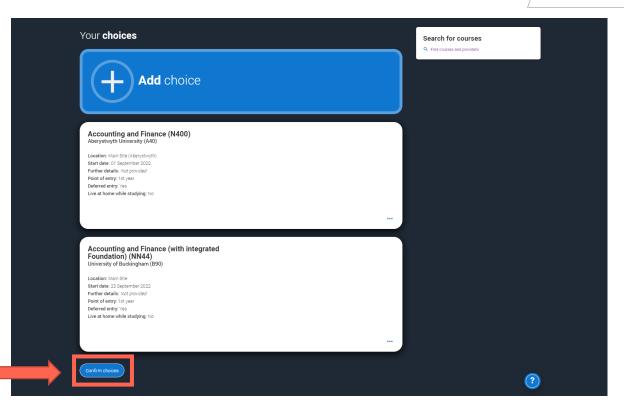
We'll only show this question if the course choice requires it.





There is a maximum of 5 choices and choice restrictions still apply (a maximum of 4 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.

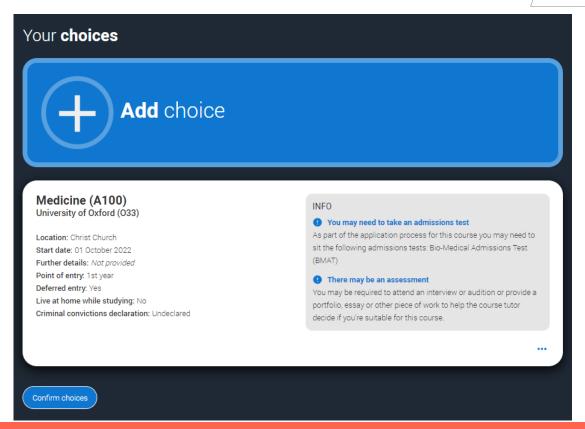


Security marking: PUBLIC Correct as of 9 July 2021



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.



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.

Medicine (A100) University of Cambridge (C05) Check your choices You can usually only apply to one course at either the University of Location: Girton Oxford or the University of Cambridge. The only exception is if you'll Start date: 01 October 2021 be a graduate by 30 September 2021 and you're applying to Further details: Not provided Cambridge for graduate medicine (course A101). If so, you can also Point of entry: 1st year apply to medicine (course A100) at Cambridge, as well as graduate Deferred entry: No medicine (course A101) at Oxford. Live at home while studying: No Criminal convictions declaration: Undeclared 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 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. Medicine (A100) University of Oxford (O33) Check your choices You can usually only apply to one course at either the University of Location: Oueen's Oxford or the University of Cambridge. The only exception is if you'll Start date: 01 October 2022 be a graduate by 30 September 2021 and you're applying to Further details: Not provided Cambridge for graduate medicine (course A101). If so, you can also Point of entry: 1st year apply to medicine (course A100) at Cambridge, as well as graduate Deferred entry: Yes medicine (course A101) at Oxford. Live at home while studying: Yes Criminal convictions declaration: Undeclared You may need to take an admissions test

There may be an assessment

decide if you're suitable for this course.

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

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



Submitting the application.



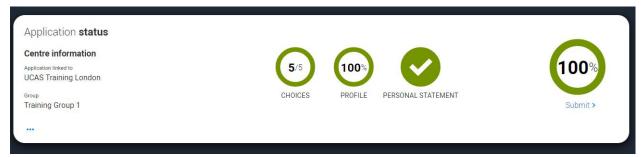
Security marking: PUBLIC 59



There are 4 steps to the submission process.

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





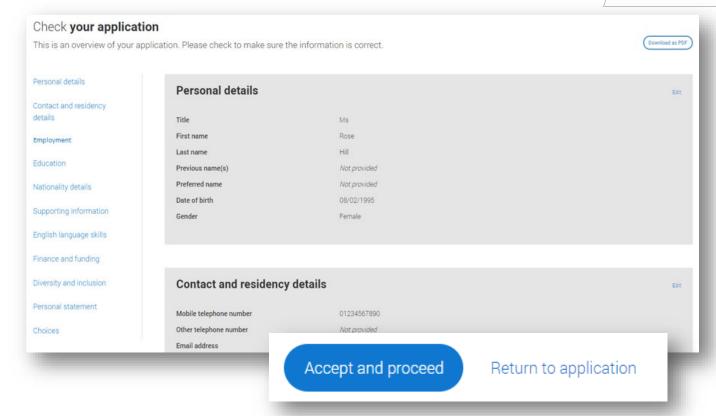
Security marking: PUBLIC Correct as of 9 July 2021 | 60



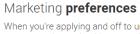
This shows the full application and you can download it as a pdf (in the top right) to help you check it.

At the bottom of the application, click

Accept and proceed (or return to application if you want to make more changes).



Security marking: PUBLIC Correct as of 9 July 2021 | 61



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) N
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We then need you to

update your preferences.

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.

\circ	Yes

No

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



Yes No











Correct as of 9 July 2021 Security marking: PUBLIC 62



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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.

Security marking: PUBLIC Correct as of 9 July 2021

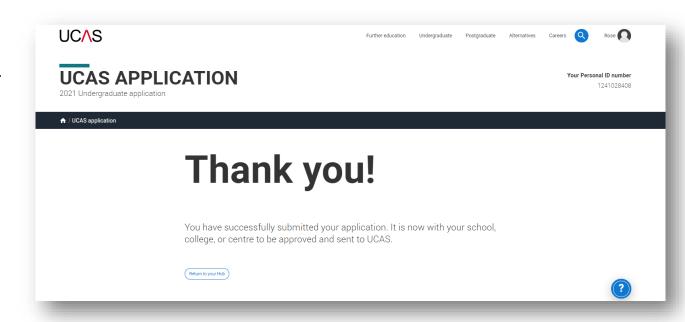


Pay and Submit.

Security marking: PUBLIC 64



If your school or college pay for your application you won't need to enter any credit card details.

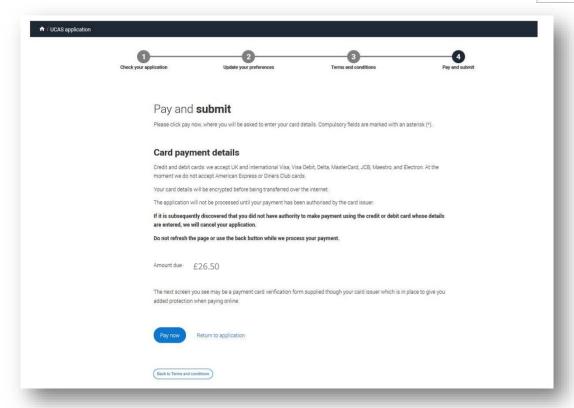


Security marking: PUBLIC Correct as of 9 July 2021 | 65



66

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



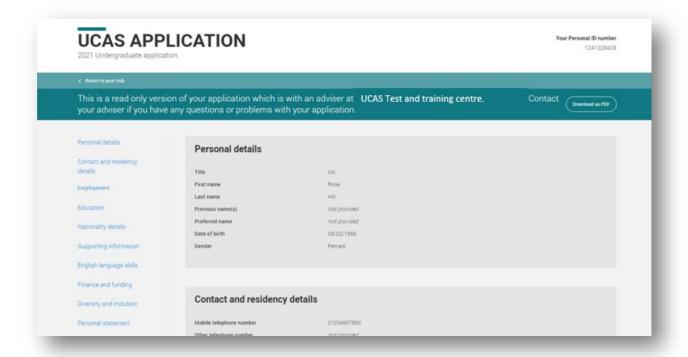
Security marking: PUBLIC Correct as of 9 July 2021



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.



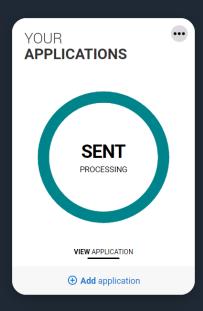


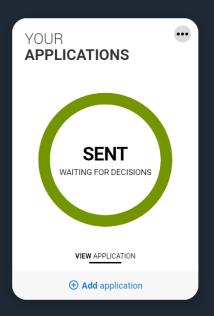
Tracking your application

Security marking: **PUBLIC** | 68



Depending on the status of your application you'll see one of the following tiles on your UCAS Hub homepage. Click on it to go to your application.









Security marking: **PUBLIC** | 69



You'll be taken to your application status.

The application status displays all of the key information relevant to your application status.

It will update to reflect your status and clearly state any actions you need to take. Particularly when you will need to reply to any offers.

Application status

Latest updates

There have been no recent updates to your application View all updates

Important information

View all details

View all correspondence

Student bank account info

Centre link permission

Waiting for decisions

Providers have until 29/04/2022 to respond to your choices.

0/5

Application status

Latest updates

28 June 2021, 09:48

University of UCAS has offered you an unconditional place for Biology and Languages.

View all updates

Important information

View all details

View all correspondence

Student bank account info

Centre link permission

Waiting for decisions

Providers have until 29/04/2022 to respond to your choices.



Application status

Latest updates

8 July 2021, 11:33

Your application to University of UCAS for Art and Design Studies has either been unsuccessful, withdrawn or is full. You will no longer be considered for this place.

View all updates

Important information

View all details

✓ View all correspondence

Student bank account info

(P) Centre link permission

Reply to offers

You have 1 days to reply to your offers – if you don't reply on time you will lose them.



Reply to offers

eply to offers

Security marking: PUBLIC 70

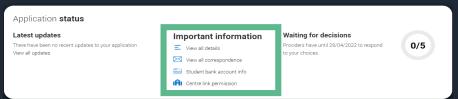


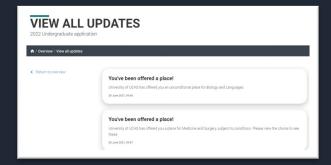
Latest updates – displays offer and decision notifications Click view all updates for full history.

Student bank account info – you'll need this to open a student bank account (when eligible).

View all correspondence – all correspondence is grouped by choice.

Centre link permission – if you are linked to a centre this enables you to update your sharing preference. Remember if you don't share with your centre then they will be unable to help support you with your application.







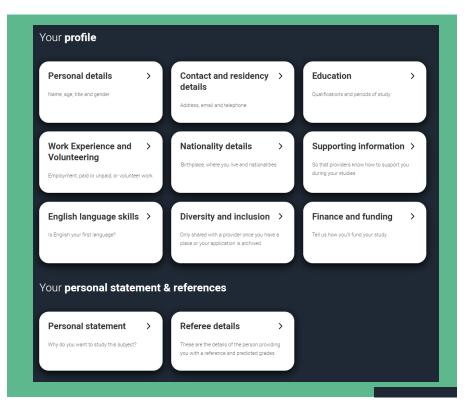


Your profile and personal statement are displayed below your choices.

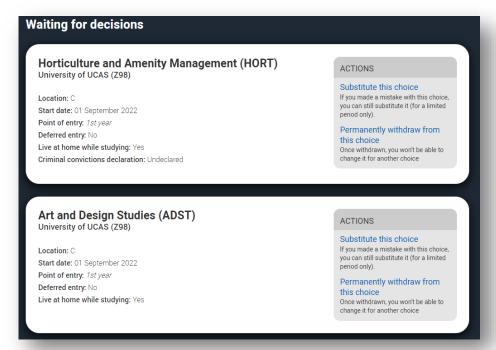
All are read-only with the exception of **Contact and residency details**. Here you can **edit** your **phone numbers** and **postal address**.

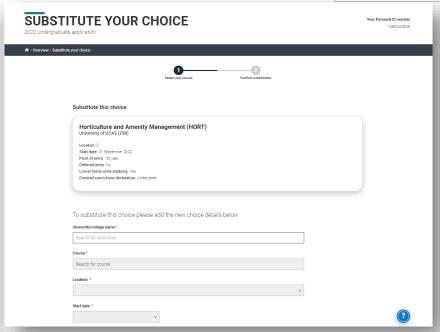
To update your email address, go to the main menu and select change email.











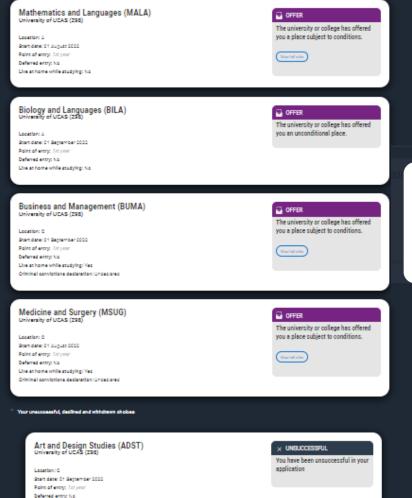
You can substitute a choice within 14 days of your application being sent to UCAS. Select the option from the actions box and then complete the short substitution form.

Security marking: PUBLIC Correct as of 9 July 2021

The details of your offers will be shown including any conditions.

The full text of the offer can be seen by clicking 'View full offer'.

Your inactive choices (withdrawn, declined, unsuccessful) are in an accordion section below the active choices.



Live at home while studying: Vec



Full offer

This offer is subject to you obtaining

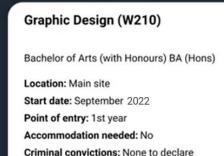
112 UCAS Tariff points including BTEC National Diploma grade DM

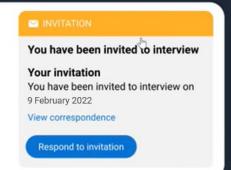


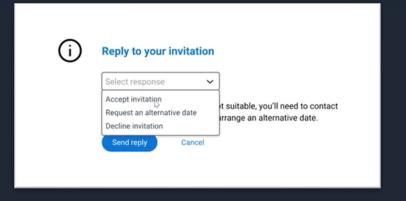


If a university or college has notified UCAS of an interview the invitation details will be shown alongside a button to enable you to respond.

There are three options you can select from to respond to the invitation.







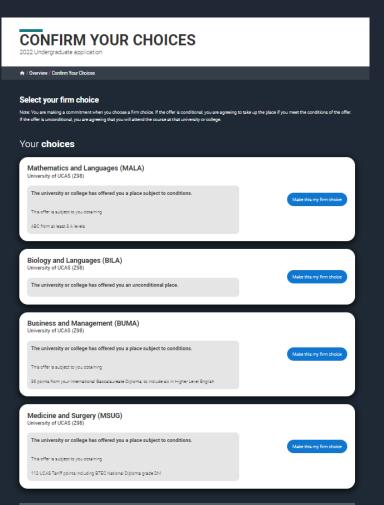
Once all decisions have been received, you will make your reply and confirm your choices.

If you choose a conditional offer as your firm choice, you have the option to add an optional insurance choice.

If you choose an unconditional offer as your firm choice, you cannot have an insurance choice.

All other offers will be declined offers, underneath the firm choice.

You must click the blue 'Confirm choice' button at the bottom of the page to submit your decisions.





Your firm choice

Medicine and Surgery (MSUG)

University of UCAS (Z98)

The university or college has offered you a place subject to conditions.

This offer is subject to you obtaining

112 UCAS Tariff points including BTEC National Diploma grade DM

Do you want to select an optional insurance choice?

Note: Your insurance choice is a second choice and it should be used as a backup. You will CNLY get the opportunity to attend if you are not accepted on your firm choice.

AND you meet the conditions of your insurance choice.

You don't have to have an insurance choice. Please only choose one if you want to make this commitment.

The conditions for your insurance choice should be less than those required by your firm choice, as this will increase your chances of being accepted on a course should you not meet the conditions set by your firm choice.

Mathematics and Languages (MALA)

University of UCAS (Z98)

The university or college has offered you a place subject to conditions.

This offer is subject to you obtaining

ABC from at least 3 A levels

Make this my insurance choice

Biology and Languages (BILA)

University of UCAS (Z98)

The university or college has offered you an unconditional place.

Make this my insurance choice

Make this my insurance choice

Business and Management (BUMA)

University of UCAS (Z98)

The university or college has offered you a place subject to conditions.

This offer is subject to you obtaining

36 points from your International Baccalaureate Diploma, to include six in Higher Level English

Your firm choice

Medicine and Surgery (MSUG)

University of UCAS (Z98)

The university or college has offered you a place subject to conditions.

This offer is subject to you obtaining

112 UCAS Tariff points including BTEC National Diploma grade DM

Your insurance choice

Mathematics and Languages (MALA)

University of UCAS (Z98)

The university or college has offered you a place subject to conditions.

This offer is subject to you obtaining

ABC from at least 3 A levels

Your declined offers

Biology and Languages (BILA)

University of UCAS (Z98)

The university or college has offered you an unconditional place.

Business and Management (BUMA)

University of UCAS (Z98)

The university or college has offered you a place subject to conditions.

This offer is subject to you obtaining.

36 points from your International Baccalaureate Diploma, to include six in Higher Level English

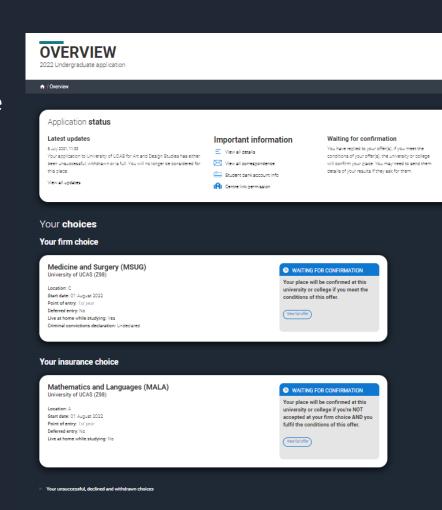
Back to Select Insurance choice



The application status updates to show you have replied to your offer(s) and that you are waiting for the university or college to confirm your place when your results are available.

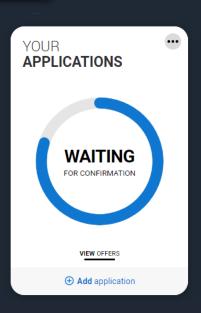
You are able to view the full text at any time by clicking 'View full offer'.

Your application tile on the Hub will also update.





Your Personal ID number 1490042705



There is a link to 'Withdraw the whole application'.

If you withdraw, you will not be able to apply again during the academic year, and you will not be eligible for Clearing.

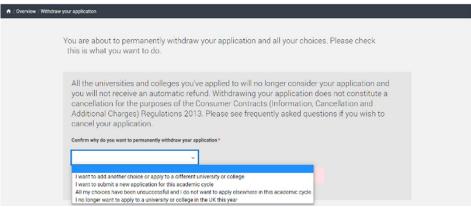
Do not use this if you wish to add another choice or apply somewhere else.

Follow the onscreen warnings or speak to your adviser to ensure you are taking the right action.

WITHDRAW YOUR APPLICATION

2022 Undergraduate application





All the universities and colleges you've applied to will no longer consider your application and you will not receive an automatic refund. Withdrawing your application does not constitute a cancellation for the purposes of the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. Please see frequently asked questions if you wish to cancel your application.

Confirm why do you want to permanently withdraw your application *

I want to add another choice or apply to a diff... \



Security marking: PUBLIC Correct as of 9 July 2021