



## Guide to applying on UCAS for 2016 entry

Applications should be made through the Universities and Colleges Admissions Service (UCAS). Please note that UCAS charge a small fee for processing your application. Further details on this process can be obtained from the UCAS website in the 'Applying Online Guide.'

- 1) Follow this link to begin the process - <https://www.ucas.com/ucas/undergraduate/register>
- 2) Click '**Register and apply for 2016 entry**'.

The screenshot shows the UCAS website interface. At the top, there is a navigation bar with the UCAS logo and links for 'UCAS', 'Advisers', 'Providers', 'Corporate', 'Events', and 'Connect'. There are 'Sign in' and 'Register' buttons. Below the navigation bar, the page title is 'Register with UCAS'. A breadcrumb trail reads 'Home > Undergraduate > Register with UCAS'. The main heading is 'Register with UCAS'. Below this, there is a message: 'There are different types of application that you can register for with UCAS - make sure you choose the right one. If you have already registered go to the sign in page to continue or track your application.' A horizontal menu contains tabs for 'After GCSEs', 'Undergraduate', 'Conservatoires', 'Teacher Training', 'Postgraduate', and 'Not sure ?'. The 'Undergraduate' tab is selected and highlighted in red. Below the menu, there is a large red button labeled 'Register and apply for 2016 entry'. To the left of this button, there is a text box titled 'Register for a UCAS undergraduate course' with the instruction 'Click the register and apply link to start your application.' and a list of bullet points: 'For operational reasons, this route also includes MA/MSc courses in social work, nursing, medicine, LLB accelerated programmes, and Scottish teacher education courses.', 'Apply through UCAS Conservatoires for undergraduate performance-based courses.', 'Print out this handy checklist to keep up-to-date with where you are at with your application. Your application checklist', and 'You can also download this short guide on How to fill in your application'. A vertical sidebar on the left contains social media icons for Facebook, Twitter, Google+, LinkedIn, Pinterest, and a plus sign.



- 3) Log-in with your existing details or register if you have not yet registered for 2016 entry. **You only need to register once.**

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# 2016 apply

## Register and log in

Home > Register and log in

### Log in

If you have already registered, please enter your username and password below to log in. **You must enter your username in lower case and your password in the same case you used to register.**

Username

Password  [Forgotten login?](#)

[log in](#)

### Register

If you have not registered for 2016 entry, please click the 'register' button to use this service. **You only need to register once.**

[register](#)

Version 9.0.2

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- 4) Fill in and complete the necessary steps for you and your application, also read through the terms and conditions pages on the UCAS step- by- step application set-up.

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# 2016 apply

## Register: Welcome

Home > Register

Progress

Before you can apply you must first register. This is free and will take approximately fifteen minutes.

You will only need to do this once. If you apply more than once in a cycle your application fee will not be refunded. If you have already registered but cannot remember your login details, please use the 'Forgotten login?' link on the [login screen](#) to access your details.

Registration is a process of entering your personal details, for example, name, date of birth, address.

If you are applying through a school, college, careers centre or any other organisation, you will be asked to use the [username](#) provided by them, so please have this information to hand.

If you are not applying through a school, college, careers centre or any other organisation, you can apply as an individual.

Once you have completed the registration, a username will be automatically generated. You will be asked to create a password of your choosing. Please make a note of these details as you will need them to log back in to your application later.

Use our website to find more general information about [applying](#).

[Help](#) text is available throughout each section.

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Once you have read all of the terms and conditions tick the “Please tick the box if you accept the terms and conditions\*” to move on.

...of the Product, or any passwords or user names provided to you by UCAS to enable the use of the Product or the website.

3. Licence to use materials provided by you as part of your Application

a. You hereby grant to us a licence (including the right to sub-license) to use all data, text, information, or other materials which you provide to us in connection with your use of the Product and your Application (“Application Data”) to:

i. process, store and electronically reproduce the Application Data and display the Application Data on the Product.

ii. reproduce and distribute through any media now known, or hereafter developed, excerpts of the Application Data to higher education institutions chosen by you as part of your Application, and any other agreed third parties.

4. Reliance on information

a. The institution and course data contained in the Product reflects the most current information known to UCAS. Institutions may add or cancel courses after this date. You should check each time you use the Product to see if there have been any changes made which may affect your Application.

b. University and course codes and other information contained in the Product are supplied to enable completion of your Application only and do not constitute any form of advice or recommendation relating to any particular course or institution.

5. Termination

UCAS shall have the right to terminate your use of the Product immediately if you fail to comply with the terms and conditions of this Agreement.

Amended 16 March 2011

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

Please tick the box if you accept the terms and conditions\*  ?

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5) When you get to this stage fill in the box with the correct information for you.

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**2016** apply **Register: Initial details**

Home > Register Progress

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

Key ? Help

Title\*  ?

Gender\*  ?

Please enter your name as it is stated on official documents, such as your passport, birth certificate or driving licence.

First/given name(s)\*  ?

Surname/family name\*  ?

Date of birth\*    ?

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6) Again here, fill out the necessary information.

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# 2016

## apply

Register: Postal address

Home > Register

What is Apply?

Help

Options/Opisyngau

Key

[? Help](#)

Where is your postal address?\*

UK ?

Non UK/International ?

British Forces Post Office (BFPO) ?

[previous](#) [next](#)



7) Continue with completing this information specific to you.

UCAS Contact us | [Help](#) | Print page

# 2016

## apply

Register: Your postcode

Home > Register

What is Apply?

Help

Options/Opisyngau

Key

[? Help](#)

Please enter your house number and postcode and click on 'next'.

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

House number or name (if known)  ?

Postcode\*  ?

[previous](#) [next](#)





- 8) Your **username** will appear on the next screen. Keep your username and password safe as you will need these each time you access your application.

The screenshot shows the UCAS 2016 apply 'Register: Success' page. At the top left is the UCAS logo and '2016 apply' branding. A red banner contains the text 'Register: Success'. On the right, there are links for 'Contact us', 'Help', and 'Print page'. Below the banner is a navigation menu with 'What is Apply?', 'Help', and 'Options/Opsiynau'. A 'Key' section contains a 'Help' link. The main content area shows 'Home > Register' and a progress bar. Below the progress bar, it says 'Your username is' followed by a black arrow pointing to a redacted area. A warning message states: 'Please make a note of your username now, as it will not be displayed at a later stage.' Below this, it says 'Keep your username and password safe as you will need both each time you access your application.' and 'Your registration has been successful. If you wish you may now enter the Apply service or come back another time. If necessary, you can change any of your registration details once you have entered Apply.' At the bottom, there are two buttons: 'log in now' and 'go to UCAS homepage'. The footer contains 'About us | Terms & conditions | Privacy policy' and 'Copyright © UCAS'.

- 9) You should receive a UCAS **verification e-mail** 5-10 minutes after submitting your application. **Follow the link** to verify your UCAS account.
- 10) **Log-in** once again. This should bring you to the **'Welcome'** page which will display your **personal ID**. Please keep this number safe as you may need to quote it if you call the UCAS Customer Contact Centre.

The screenshot shows the UCAS 2016 apply 'Welcome' page. At the top left is the UCAS logo and '2016 apply' branding. A red banner contains the text 'Welcome' and a '<Log out' link. On the right, there are links for 'Contact us', 'Help', and 'Print page'. Below the banner is a navigation menu with 'Welcome', 'Personal details', 'Choices', 'Education', 'Employment', 'Statement', 'Reference', 'View all details', 'Pay/Send', 'Help', and 'Options/Opsiynau'. A 'Key' section contains 'Completed', 'In progress', 'Not started', and 'Help'. The main content area shows 'Welcome' and 'Your Personal ID is:' followed by a black arrow pointing to a redacted area. A warning message states: 'Please make a note of this number and keep it handy. You will need to quote this number if you call our Customer Contact Centre.' Below this, there is a video player with the title 'Apply 2016' and a list of video links: 'Register: (00:17)', 'Log in: (00:31)', 'Personal details: (00:59)', 'Additional information (UK only): (01:12)', 'Choices: (01:22)', 'Education: (01:42)', 'Employment details: (01:57)', 'Personal statement: (02:10)', 'Reference: (02:25)', 'View all details: (02:46)', and 'Pay and send your application: (03:00)'. Below the video player, there is a note: '(Unable to view videos here? You can watch them at [www.ucas.com/connect/videos](http://www.ucas.com/connect/videos) instead)'. A red box contains a warning: 'Verify your email address. Your email address needs to be verified as valid before you send your application to us. Please click here to verify your email address.' Below this, it says 'Before starting your application, please read through the relevant information below regarding:' followed by a list of links: 'completing your application', 'applicants applying through a school, college or organisation', 'applicants applying as an individual', and 'deadlines for submitting your application'. The footer contains 'About us | Terms & conditions | Privacy policy' and 'Copyright © UCAS'.



- 11) Click '**Personal Details**' and fill this in. Click '**Save.**'
- 12) "**Personal Details**" is just one of the many sections you will need to fill out, once you have completed all of the sections and they all have a tick next to them then you can progress onto "**Pay/Send.**" You also don't have to have a reference to complete this section. The next few steps below will aid you when you are completing each section.
- 13) If applying after the 1<sup>st</sup> July you will not need to add a "**choice**", you will make your "choice" via UCAS Track. Once all sections of the UCAS application has been completed you will be able to access UCAS Track.
- 14) Click '**Education**' and fill this in. Click '**Save.**'
- 15) Follow the same process for '**Employment**'
- 16) Click '**Personal Statement.**' Please note that there is a time limit to write this so we strongly advise you to write your personal statement using a word-processing package. You can then **copy and paste** this into the box. Please visit <https://www.ucas.com/ucas/undergraduate/apply-track/writing-personal-statement> for guidance on how to write a personal statement. Click '**Save**' when completed.
- 17) Click '**Reference**' and fill in the required details. Click '**Save.**'
- 18) Click '**View all Details**' and check carefully that all of the information provided is correct. Once you have checked, tick the box next to '**Section Completed**' and click '**Save.**'
- 19) Click '**Pay/Send.**' This will take you to the payment stage which is the final part of your UCAS application.