



# UCAS application registration

How to fill out your 2022 application

<https://www.ucas.com/students>

The screenshot shows the UCAS website homepage. At the top, the UCAS logo is on the left, and navigation links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', 'Careers', a search icon, and 'Sign in' are on the right. A blue banner below the navigation bar reads 'Coronavirus - latest updates'. The main section features a large background image of a smiling student in a graduation cap. Overlaid on this is the text 'Choose your future' in large white font, followed by 'Explore your options, apply to university, and more' in a smaller white font. Below this is a white search bar with a magnifying glass icon and the placeholder text 'Find courses, information, and more'. At the bottom, there are three advertisement banners: 1) An illustration of four students interacting on a large smartphone screen. 2) A blue and white banner for Manchester Metropolitan University with the text 'GET THE REAL EXPERIENCE' and a 'BOOK YOUR PLACE' button. 3) A dark banner for the University of Plymouth with the text 'WE ARE CAMPAIGNERS'.

UCAS

Further education Undergraduate Postgraduate Alternatives Careers Sign in

Coronavirus - latest updates

# Choose your future

Explore your options, apply to university, and more

Find courses, information, and more

GET THE REAL EXPERIENCE

BOOK YOUR PLACE

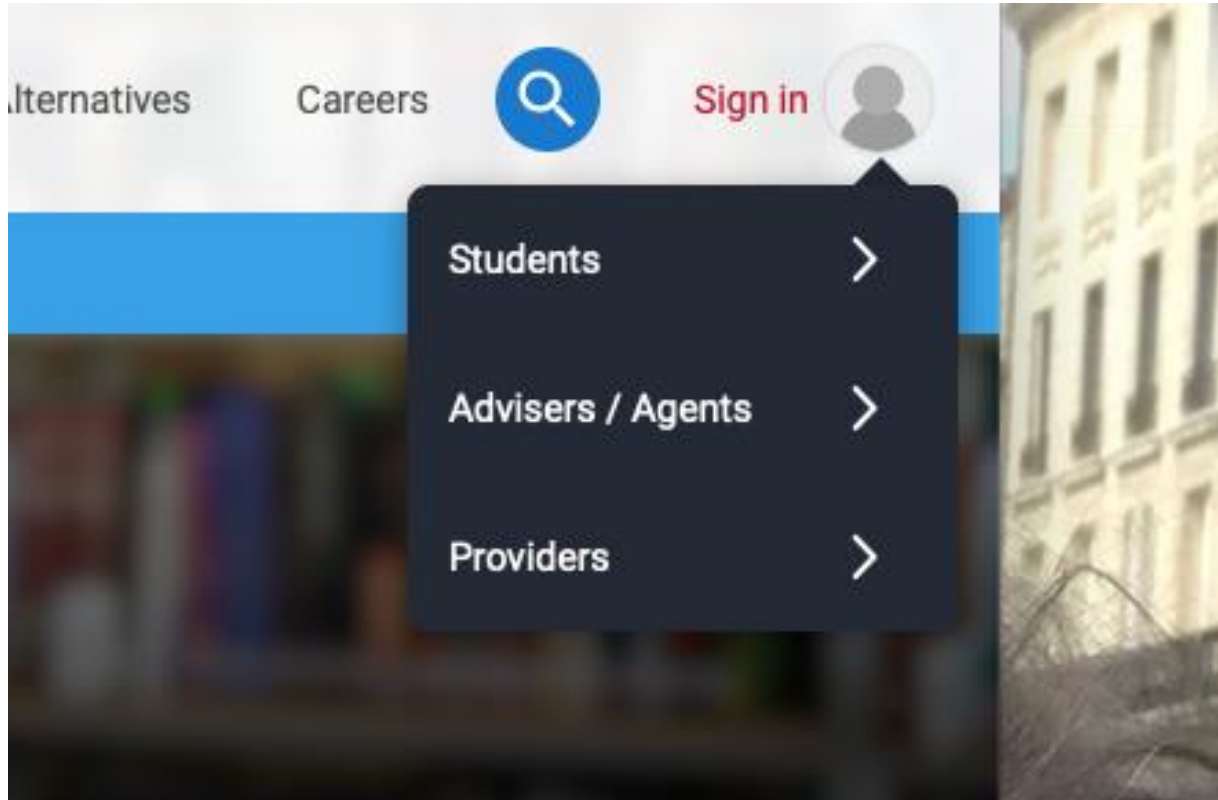
MANCHESTER METROPOLITAN UNIVERSITY

UNIVERSITY OF PLYMOUTH

WE ARE CAMPAIGNERS

On your browser, open the UCAS website

On the sign in drop down, select students



Then click on the  
2022 section -  
**Create account**

NB: You click  
create account for  
this first visit.

Subsequent visits  
to add more details  
etc. you would use  
the *Sign in* section.

## 2022 Entry

Applying for university and college degree courses, performance-based courses at conservatoires, and postgraduate teacher training in Scotland and Wales

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Sign in

Create account

# REGISTER

Email \*

---

First name \*

---

Last name

---

Password \*

---

Confirm password \*

---

☐

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

You will see  
this page

# REGISTER

Email \*

---

First name \*

---

Last name

---

Password \*

---

Confirm password \*

---

☐

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

Enter your HOME email  
Create your own password and make a note of it

Tick that you have read the terms and conditions

# 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](#)

Now check your phone for your verification code and enter the code sent



# HI HERMIONE



We've just got 4 steps to help you find all the right information

Ready?

After entering the code, and a whirring wheel, you will receive a welcome message



**Choose the  
year you  
intend to  
go to  
university.**

**Deferred  
entries  
would be  
2023**

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



**2022**

---

**2023**

---

**2024**

# Select a **level of study**



## **Undergraduate**

Uni and college degrees, and apprenticeships

---

## **Postgraduate**

Returning to uni to continue study, or apprenticeships

Choose  
**UNDERGRADUATE**

Tick the box if you want further information or leave blank if not

### Would you like additional information on:

☐

**Apprenticeships**

Work based training

☐

**Conservatoires**

Performing arts at Conservatoire  
universities

Next

# Where do **you** live?



United Kingdom



Enter postcode



**Enter your postcode**

# Select your preferences

## 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

Mobile number

Country code

United Kingdom (+44)    ▾    072324519

Made up mobile btw

**Which subject(s) are you interested in studying?**

Subject 1 \*

English    ▾

Subject 2

Education    ▾

Subject 3

Select an option    ▾

Fill out your mobile phone number and the subject(s) you want to study. You can enter up to three or just one! This is to send you relevant links etc.

Tick the box  
**YES** - you  
are still at  
school.  
Find  
**Gordano  
School** by  
typing in the  
name and  
clicking on  
the school

## Get the right support

Are you still at school/college? \*

☒ Yes

☐ No

Your school/college \*

Gordano School (St Mary's Road, Portishead)

☐ Can't find your school/college?

## What about the buzzword?

When you start your application from the Hub you can use the buzzword you have been given to link to your school/college.

Create account

Click on  
**Create  
account**

## Get the right support

Are you still at school/college? \*

☒ Yes

☐ No

Your school/college \*

Gordano School (St Mary's Road, Portishead)

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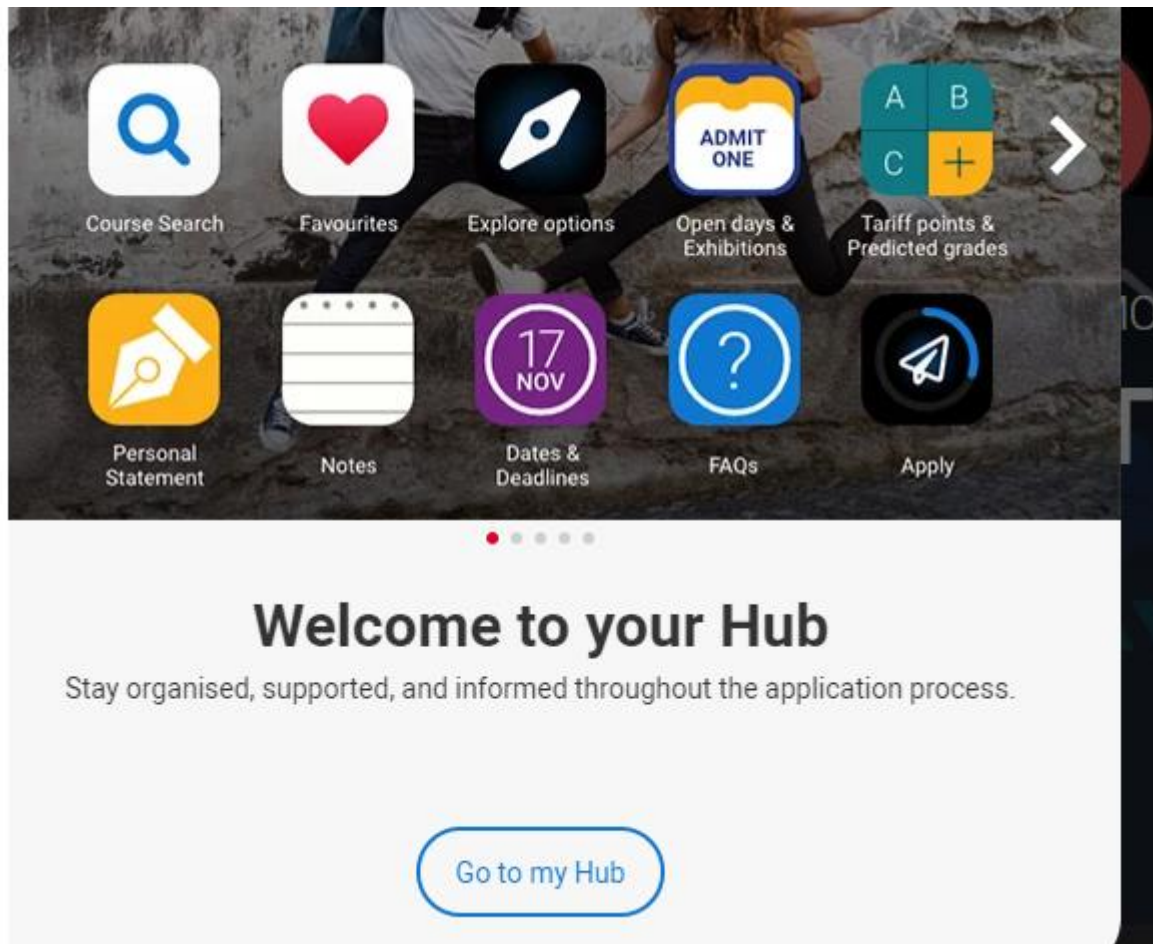
☐ Can't find your school/college?

## What about the buzzword?

When you start your application from the Hub you can use the buzzword you have been given to link to your school/college.

Create account





You are in  
to the  
hub!

Click on  
Go to my  
hub

Note the other  
things you can  
investigate and  
see on this  
page!



# YOUR APPLICATIONS

You can now start  
the application



START APPLICATION



## Undergraduate

Degrees, HNDs, and HNCs

Select **application type** >

Click select application type



The answer is YES

**Yes!**

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

**Yes**

**No**

Click **continue** to confirm you are happy for us to have access to (and process) your application

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

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

Continue

Cancel

Enter and then save the buzzword **Gordano22**

**Enter the Buzzword from your school, college, or centre**

Buzzwords are case-sensitive and will be given to you by your school, college or centre.



Gordano22

---

Save Buzzword

Cancel

Enter the Buzzword from your school, college, or centre



Your buzzword is for

**Gordano School**

St Mary's Road,  
Portishead, North Somerset, BS20 7QR

Is this correct?

Click  
**YES**

**Yes!**

**Yes**

**No**

Find your **CORRECT** tutor group from the drop down

You have linked your application to  
**Gordano School**

Select group



---

Save



# And you're in!

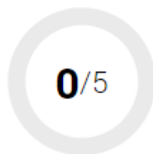
🏠 / UCAS application

## Application **status**

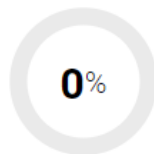
### Centre information

Application linked to  
Gordano School

Group  
Former Students



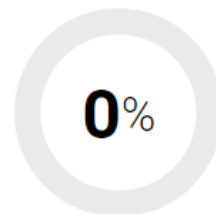
CHOICES



PROFILE



PERSONAL STATEMENT



Review and  
submit



You will add this later (unless you already know all of the courses and universities you wish to apply to!)

Your **choices**



**Add** choice

Confirm choices

There are a number of different sections to fill out

## Personal details >

Name, age, title and gender

[Start this section](#)

## Contact and residency details >

Address, email, telephone and where you live

[Start this section](#)

## Education >

Qualifications and periods of study

[Start this section](#)

## Employment >

Employment, paid, unpaid, or volunteer work

[Start this section](#)

## Nationality details >

Birthplace and nationalities

[Start this section](#)

## Supporting information >

So that providers know how to support you during your studies

[Start this section](#)

We are going to focus on some key ones today

## English language skills >

Is English your first language?

[Start this section](#)

## Finance and funding >

Tell us how you'll fund your study

[Start this section](#)

## Your **personal statement**

### Personal statement >

Why do you want to study this subject?

[Start this section](#)

# Let's begin with:

**Title \***

Miss ▾

**First name \***

Tell us who you are. Make sure your name is as it appears on any official documents, such as your passport, birth certificate or driving licence.

Hermione

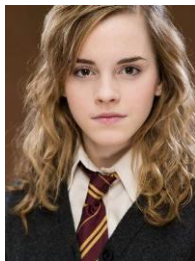
**Last name \***

If you don't have a last name, add your first name here again.

Granger

**Previous name(s)**

Tell us any other names you've been known by (for example maiden name), as it helps when we're matching educational records.



## Personal details >

Name, age, title and gender

[Start this section](#)

This section  
is fairly self  
explanatory

When you are done,  
click, **mark this  
section as  
complete.**

NB It will only let you  
do that if you have  
completed ALL  
sections marked  
with a **red asterix\***

### Preferred name

Let us know what we should call you in our communications.

### Date of birth \*

Day      Month      Year

DD ▾	MM ▾	YYYY ▾
------	------	--------

### Gender \*

Select the gender you most identify with at this time. You can tell the university or college directly if you'd feel more comfortable identifying in another way, or if this changes.

☐ Male ☐ Female

☐ Mark this section as complete \*

✓ **Personal details**

Contact and residency details

Education

Employment

Nationality details

Supporting information

English language skills

Finance and funding

Personal statement

## Progress Bar

On the left, as you complete a section, it will turn green and have a tick alongside it so you can see what you still have to complete on the application

Click on the next section to open it up

# CONTACT AND RESIDENCY DETAILS

2022 Undergraduate application

[Home](#) / [UCAS application](#) / [Contact and residency details](#)

[Return to application overview](#)

✓ **Personal details**

[Contact and residency details](#)

[Education](#)

[Employment](#)

[Nationality details](#)

[Supporting information](#)

## Contact details

### Contact telephone number

You must provide a contact telephone number.

### Other telephone number

Email address \*



Enter a contact  
number and  
your HOME  
email

## Contact details

### Contact telephone number

You must provide a contact telephone number.

07800000000

### Other telephone number

### Email address \*

You can update your email address in your UCAS profile

myemail.com

# Search up your home address

NB: Hermione lives in school - you do not!



## Postal address

Address type \*

UK address ▼

Address line 1 \*

Gordano School

Address line 2

St Marys Road

Address line 3

Portishead

Address line 4

Bristol Avon

Postcode \*

BS20 7QR

If you want someone else to be able to speak to UCAS on your behalf (if you were away on results say for example), enter their name and details here

## Nominated access

Do you want someone else to be able to act, or speak on your behalf, about your application? e.g. A parent, teacher, other relative or guardian. If you are using an agent, you can choose to enter their details.

You're able to enter details of someone you're happy to help manage your application - this is called nominated access.

☒ Yes ☐ No

### Full name of nominee \*

The first and last name of your nominee. They will be asked this information when speaking to UCAS on your behalf.

Mrs R Granger

### Relationship to you \*

How you know your nominee. They will be asked this information when speaking to UCAS on your behalf.

Mother

Fill out the  
residency  
details.

NB:  
Portishead is  
in North  
Somerset!

## 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.

North Somerset



Residential category \*

Please choose the option that most closely applies to you.

UK Citizen - England



If you have a job, enter the details in the employment section. Leave blank if not.

✓ **Personal details**

✓ **Contact and residency details**

○ Education

Employment



Add employment

You will need to  
know these details



## Add employment

Company/organisation name \*

Role title \*

Company/organisation address \*

[View details](#)

Save

Cancel

# Nationality Section - again fairly self explanatory

✓ **Personal details**

✓ **Contact and residency details**

Education

✓ **Employment**

**Nationality details**

Supporting information

English language skills

**What is your country of birth? \***

For the purpose of this question the UK includes the Channel Islands and the Isle of Man.

**What is your nationality? \***

If you're applying from outside the UK choose your nationality as it appears in your passport. If you have dual nationality and you need a visa to enter the UK, enter your first nationality as it is shown on the passport you intend to use when travelling to the UK for your course.

# Remember that all red asterixed questions are compulsory

## Dual nationality

If you have dual nationality, select your first nationality in the previous field and your second nationality here.



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





Fill out the  
compulsor  
y parts on  
this section

# SUPPORTING INFORMATION

2022 Undergraduate application

[Home](#) / [UCAS application](#) / [Supporting information](#)

[Return to application overview](#)

✓ **Personal details**

✓ **Contact and residency details**

 **Education**

 **Employment**

 **Nationality details**

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? \*

**REQUIRED**

# Disabilities

Use this section to record any physical or mental health conditions you wish the university to be aware of. You can offer more details in this section.

Universities provide a lot of support/additional funding for some conditions

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

Select the option(s) which you feel best describes any physical and/or mental health condition, long-term illness, or learning difference you may live with. If you don't have a disability, select to confirm you don't have a disability. We've got more help [here](#).

## **Further details about your disability**

Your chosen universities or colleges will use this information to provide you with information on the support available.

# ENGLISH LANGUAGE SKILLS

2022 Undergraduate application

Answer this question  
and tick complete

**English proficiency tests and exams are taken by students who don't speak English as their first language. Is English your first language?**

This question is to find out whether you have taken an IELTS or TOFEL English proficiency test. The answer to this question is not passed on to your choices.

- If you click yes, you won't be asked any additional questions and can mark this section as complete.
- If you click no, and have taken English proficiency tests, you can add your certificate numbers and we'll pass them on to your chosen universities and colleges when you submit your application.
- If you click no and haven't completed any tests, for example because Welsh is your first language, you can leave the remaining fields blank and then mark this section as complete.

☐ Yes ☐ No

☐ Mark this section as complete \*

# FINANCE AND FUNDING

2022 Undergraduate application

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

Select an option from the drop-down list to tell us how you expect to pay for your tuition fees. Most applicants from the UK, Channel Islands, Isle of Man, and the EU will be in the category UK, ChI, IoM, or EU student finance.

This guidance has been created in the absence of full Brexit arrangements being available and you should give your answer as guided. Universities and colleges are aware that EU applicants will be selecting the UK, ChI, IoM or EU student finance option.

UK, ChI, IoM or EU student finance services ▾

Note the correct entry from the drop down.

This is for anyone wishing to receive a student loan - that's all of you (unless you have substantial private means!)

Don't forget the student support arrangement - same as your residency area

### Student support arrangements

Tell us who will assess you for tuition fees, or how you will pay for your course.

Please select the option which best describes your situation.

North Somerset



Mark this section as complete\*

The diversity section has a mixture of compulsory and optional questions. You have to answer the red asterixed ones!

# DIVERSITY AND INCLUSION

2022 Undergraduate application

[Home](#) / [UCAS application](#) / Diversity and inclusion

[Return to application overview](#)

✓ Personal details

✓ Contact and residency details

Education

✓ Employment

✓ Nationality details

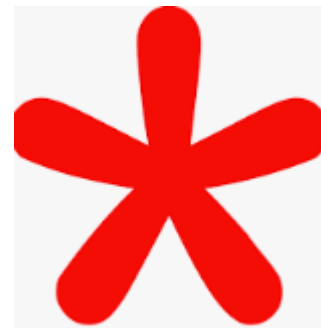
✓ Supporting information

## Equality monitoring

Ethnic origin \*

What is your religion or belief?

What is your sexual orientation?



If you have attended any summer schools, access to Bristol, HE+ etc. use this section to add the details

### **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

# Answer this question

## Care support information

### Have you been in care?

Select yes if you've ever lived in public care or as a looked-after child, including:

- with foster carers under local authority care
- in a residential children's home
- being 'looked after at home' under a supervision order
- living with friends or relatives in kinship care

Note: This does not refer to time spent in boarding schools, working in a care or healthcare setting, or if you are a carer yourself

☐ Yes ☐ No



Answer these - use the drop down for the parental education and type in the job title

**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 \***

Please give the job title of your parent, step-parent, or guardian who earns the most, if you are under 21. 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.

Now the section that  
takes the most time -  
Education

# EDUCATION

2022 Undergraduate application

[🏠](#) / [UCAS application](#) / [Education](#)

[←](#) [Return to application overview](#)

✓ **Personal details**

✓ **Contact and residency details**

**Education**

[Employment](#)



Add place of education

Click add place of education and then find **Gordano**

## Add place of education

Name of the school, college, or university \*

Exam centre number

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

Start date \*

Month    Year

Save

Cancel

## **Add** place of education

**Name of the school, college, or university \***

Gordano School

**Exam centre number**

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

50639

# Put your dates in the school and other key details as they appear below.

If you entered in year 7, the date is 2015 - if you entered later, then you will have a different start date!

Type of study \*



Full time



Part time



Sandwich

## Add place of education

Start date \*

Month Year

09



2015



End date \*

Month Year

08



2022



Do you, or will you, have any qualifications from this centre? \*

If you received any qualifications at this school, college or centre, or if you have any qualifications pending at this school, click yes.

All qualifications must be entered, even if you received an unsuccessful grade, if you are still waiting to take the final exams or if you are waiting for the results.

If you are resitting a qualification you need to enter it twice: once as a completed qualification with the grade achieved and once as a qualification with the result Pending.



Yes



No

# Adding qualifications

**After saving what you have done on that page, click add qualification**

## Gordano School

September 2015 - August 2022

Full time

Add Qualification

You then see a shortlist of qualifications you can click on to find your GCSES and other subjects

## Add qualification

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

You will need to check  
the exam boards and  
levels awarded from  
your exam certificates -  
see the separate sheet



# These buttons should help you find your different qualifications

+ Music Qualification - Graded Practical (ABRSM and equivalent)

+ Music Qualification - Graded Theory (ABRSM and equivalent)

+ OCR Level 3 Cambridge Technical Diploma

+ Advanced Diploma (14-19 Level 3)

+ Dance

+ Duke of Edinburgh Award

+ OCR Level 3 Cambridge Technical Extended Certificate

+ OCR Level 3 Cambridge Technical Introductory Diploma

+ Pearson BTEC Level 1/Level 2 First Award

+ Extended Project (Level 3)

+ Foundation Diploma (14-19 Level 1)

+ GCE Advanced Level

+ GCE Advanced Subsidiary

+ GCSE (Grade: 9-1)

+ GCSE (Grade: A\*-G)

+ Pearson BTEC Level 1/Level 2 First Certificate

+ Pearson BTEC Level 1/Level 2 First Diploma

+ Pearson BTEC Level 1/Level 2 First Extended Certificate

+ GCSE Short Course

+ Higher Diploma (14-19 Level 2)

+ LAMDA Cert in Speech and Drama: Perf Studies (PCert LAM)

Add in your GCSEs  
and other  
qualifications already  
taken

**Title \***

Type and select the subject you studied

English Language

**Qualification date \***

Month Year

08 ▾

2020 ▾

**Awarding organisation \***

AQA ▾

**Grade \***

7 ▾

**Module / Unit 1****Subject**

Type and select the subject you studied

**Qualification date**

Month Year

MM ▾

YYYY ▾

**Grade**

Ignore the modules  
and click save and add  
similar until they are all  
entered

# You also HAVE to add on the exams you are taking in 2022

+ Advanced  
Diploma (14-19  
Level 3)

+ GCE Advanced  
Level

Select GCE Advanced level (unless it is a BTEC level 3)

+ Extended  
Project (Level 3)

+ OCR Level 3  
Cambridge  
Technical Diploma

You should also add on the EPQ if you are completing one.

+ GCE Advanced  
Subsidiary

+ OCR Level 3  
Cambridge  
Technical Extended  
Certificate

+ OCR Level 3  
Cambridge  
Technical  
Introductory  
Diploma

**Subject \***

Type and select the subject you studied

English Literature A

**Qualification date \***

Month Year

08 2022

**Awarding organisation \***

AQA

**Grade \***

Pending

Enter the subject, board and year you will gain the qualification (August 2022). From the grade drop-down, pick PENDING. If you fail to do this, your tutor will not be able to enter predicted grades!

Ignore the modules or  
units for A level exams  
- but you will need to  
enter these for BTECs

## Module / Unit 1

### Title

Type and select the subject you studied

### Grade

---

Add another module

Save qualifications

Save and add another

Continue adding subjects etc. until you have entered all of your exams both taken and pending. You can enter music exams, Duke of Edinburgh and dance qualifications too.

Complete this section by selecting your highest level of qualification from Gordano. Leave the ULN blank

**Unique Learner Number (ULN)**

The Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 13 involved in UK education or training. If you don't have one, or don't know yours, leave this blank.

**Please state the highest level of qualification you expect to have before you start your course \***

Below honours degree level qualifications ▼



Tick complete and save.



Mark this section as complete\*

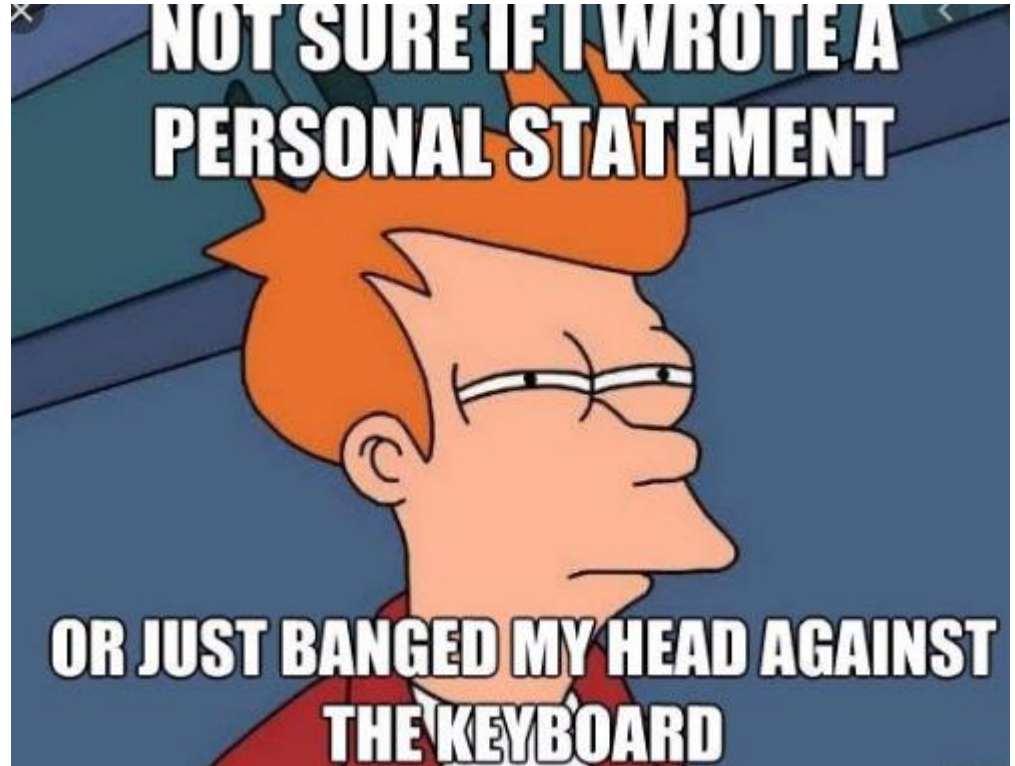
You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

# PERSONAL STATEMENT

2022 Undergraduate application

This is where you will upload the statement you will draft on Unifrog! More on these in the linked session



# And you are done!

- You can now go back in to UCAS at any point, using the log in details sent to you, and continue to add details.
- Make sure you click **save** when you update anything.

