



# Keele

UNIVERSITY

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# A Student Guide to UCAS

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# An Introduction to UCAS

# UCAS

- UCAS stands for University and Colleges Admissions Service
- It's an online service where all university applications and offers are managed in one centralised space
- After students have registered, they will be able to submit their applications and track progress







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# Timeline

# Key Dates

15/10/2022	Deadline for Oxford/Cambridge/Medicine/Veterinary/Dentistry
25/01/2023	Deadline for all other courses
23/02/2023	UCAS Extra opens
May/June	Reply to offers - varied depending on when offers were received
30/06/2023	Applications held for clearing
05/07/2023	Clearing opens
August	A Level results day

# Student Journey



- The diagram shows the journey students will go on once they've sent off their application
- There are a couple of variations which students may find
- Not all courses will involve students having to attend an interview so they can just miss this step
- The second is that not all courses involve taking exams so again this step can be skipped



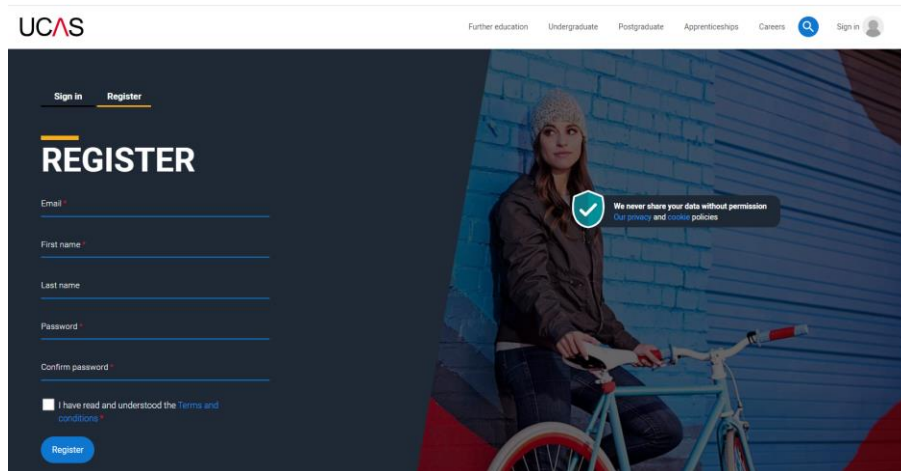
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# Application Process



# Application Process

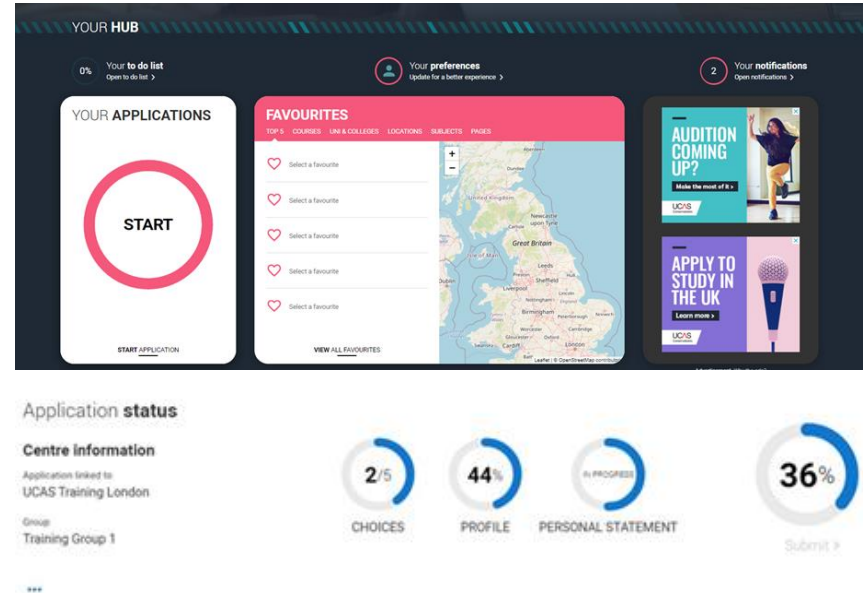
- Register with UCAS
- Complete your details
- Course selection
- Add education & employment history
- Personal statement
- References
- Payment & submission



The screenshot shows the UCAS website's registration page. The header includes the UCAS logo and navigation links for Further education, Undergraduate, Postgraduate, Apprenticeships, and Careers, along with a search icon and a sign-in link. The main content area is dark blue with the word 'REGISTER' in large white letters. Below this, there are input fields for Email, First name, Last name, Password, and Confirm password. A checkbox labeled 'I have read and understood the terms and conditions' is present. A blue 'Register' button is at the bottom. On the right side, there is a background image of a woman on a bicycle with a blue brick wall. A green checkmark icon and a text box stating 'We never share your data without permission see privacy and cookie policies' are overlaid on the image.

# Getting Started

- Register for an account on UCAS
- Verify the account using the code provided
- Answer a series of questions around your studies
- Start the application process
- Link the account to your school, college or centre
- On the homepage is where you'll find progression of the application



# Personal Details

- The students name should already be filled out but they will need to complete all the other mandatory fields

UCAS

Further education Undergraduate Postgraduate Alternatives Careers Q Genia G

PERSONAL DETAILS

2022 Undergraduate application

Your Personal ID number  
1876002487

/ UCAS application / Personal details

[Return to application overview](#)

✓ Personal details

✓ Contact and residency details

Education

Employment

✓ Nationality details

✓ Supporting information

✓ English language skills

✓ Finance and funding

Diversity and inclusion

✓ Personal statement

Reference

Title \*

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.

Last name \*

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

Previous name(s)

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

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 feel more comfortable identifying in another way, or if this changes.

Male Female

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

Next to Contact and residency details

?

# Contact Details

- You should provide either a landline or a mobile number
- You will only see the space to add nominated access details if you said yes to the question

✓ Personal details

✓ Contact and residency details

Education

Employment

✓ Nationality details

✓ Supporting information

✓ English language skills

✓ Finance and funding

Diversity and inclusion

✓ Personal statement

Diversity and inclusion

Contact details

Contact telephone number  
You must provide a contact telephone number.

Other telephone number

Email address \*  
You can update your email address in your UCAS profile.

Postal address  
Address type \*

Post Code lookup

Nominated access

Do you want someone else to act, or speak on your behalf, about your application? e.g. A parent, 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

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.

☐ 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.

Nominated access

Do you want someone else to act, or speak on your behalf, about your application? e.g. A parent, 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.

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

# Residency Details

## 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.

☐ 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

## 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.

☐ Mark this section as complete \*

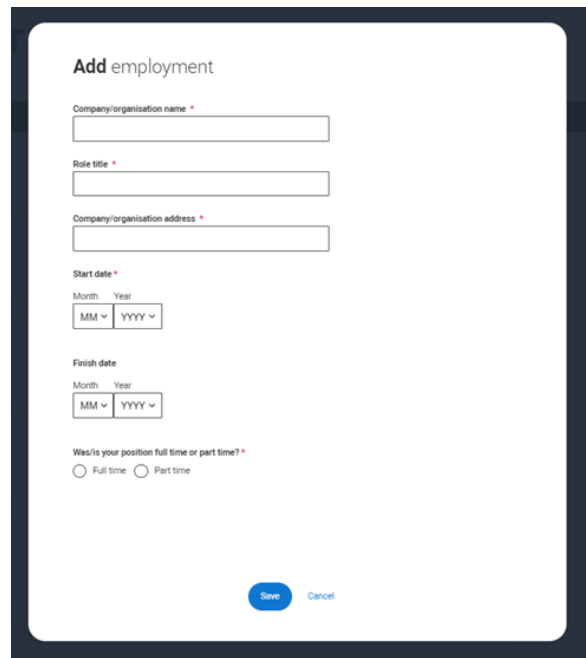
You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section



# Employment

- If you have any employment history, this can be added
- If not, then you can still submit but must remember to mark the section as complete



The screenshot shows a web form titled "Add employment". It contains several input fields: "Company/organisation name", "Role title", and "Company/organisation address", each with a red asterisk indicating it is a required field. Below these are date pickers for "Start date" and "Finish date", each with "Month" and "Year" dropdown menus. At the bottom, there is a question "Was/is your position full time or part time?" with two radio button options: "Full time" and "Part time". At the very bottom right of the form are two buttons: a blue "Save" button and a grey "Cancel" button.

# Education

- With the education section, this is a multi-step process
- First you will be asked for your unique learner number, if this is not known then leave the question blank
- Next, you will add previous places of education then the current
- For each institution, all qualifications achieved will need to be added

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

### 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  
MM YYY

End date \*

Month Year  
MM YYY

Type of study \*

☐ Full time ☐ Part time ☐ Sandwich

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

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 below once as a completed qualification with the grade

Save Cancel

## Add qualification

### GCE Advanced Level

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

<P>Entering unit details for A levels is optional</P> <P>If you have completed Cambridge International qualifications please choose CIE as your Awarding organisation, if you are currently taking Cambridge International qualifications choose CAIE</P>

#### Subject \*

Type and select the subject you studied

#### Qualification date \*

Month Year

 MM  YYYY

#### Awarding organisation \*

#### Grade \*

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

### Module / Unit 1

#### Title

Type and select the subject you studied

#### Grade

Add another module

Save qualifications

Save and add another

Cancel

# Nationality

- UK nations will see a screen which looks like the top image
- Those who were born in the UK but have a different nationality will need to answer questions seen in the middle image
- Anyone applying from outside of the UK will see a different set of questions
- Depending on circumstances, visa and passport details may be required

UCAS

Further education Undergraduate Postgraduate Alternatives OS

## NATIONALITY DETAILS

2022 Undergraduate application

UCAS application - Nationality details

[Return to application overview](#)

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

**What is your country of birth? \***  
For the purpose of this question the UK includes the Channel Islands and the Isle of Man.

United Kingdom

**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.

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 ☒ 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 complete. All sections must be marked as complete before you can send your application.

[Save this section](#)

# Diversity & Inclusion

- With diversity, this won't hinder your application but will help application be treated fairly
- Any preparation activities you have taken part in such as summer schools can be noted here
- More information on your parents is required here such as previous education and their current occupation

## DIVERSITY AND INCLUSION

2022 Undergraduate application

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

[Return to application overview](#)

✓ Personal details

✓ Contact and residency details

④ Education

Employment

✓ Nationality details

✓ Supporting information

✓ English language skills

✓ Finance and funding

④ Diversity and inclusion

✓ Personal statement

④ Reference

### Equality monitoring

Ethnic origin \*

What is your religion or belief?

What is your sexual orientation?

Do you identify as transgender?


National identity \*

### Dual national identity

If you have dual nationality, select your first nationality in the previous field and your second nationality here. If you do not have dual national identity leave this blank.

# Course Selection

- Here is where you will submit your course and university choices
- Everyone will have up to 5 options and can either use all 5 or less
- Depending on course, there may be extra admissions tests or assessments
- When you make your selection, any additional steps will be indicated upon submission

 Add choice

**Accounting and Finance (N400)**  
Aberystwyth University (A40)

Location: Main Site (Aberystwyth)  
Start date: 01 September 2022  
Further details: *Not provided*  
Point of entry: 1st year  
Deferred entry: Yes  
Live at home while studying: No

**Accounting and Finance (with integrated Foundation) (NN44)**  
University of Buckingham (B90)

Location: Main Site  
Start date: 23 September 2022  
Further details: *Not provided*  
Point of entry: 1st year  
Deferred entry: Yes  
Live at home while studying: No



# Personal Statement

- There are restrictions you the personal statement part of the application
- All personal statements can not go over 4,000 words or 47 lines
- Any formatting such as bold or italics will be removed
- It is recommended that you type up your statement on a word document first rather than directly typing in the application form

## 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.

# Additional Information

- Supporting information is the first part and this relates to any disabilities you may have
- Whether you choose to disclose this information or not, it will **not** be used as part of the decision on the application
- The second smaller section relates to English language skills
- This section is only applicable if English is not your first or primary language
- Finance and funding is also included in the application depending on how you answer the initial questions

## SUPPORTING INFORMATION

2022 Undergraduate application

UCAS application | Supporting information

[Return to application overview](#)

✓ Personal details

✓ Contact and residency details

Education

Employment

✓ Nationality details

✓ Supporting information

✓ English language skills

✓ Finance and funding

Diversity and inclusion

✓ Personal statement

Reference

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: \*

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

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

Characters used: 0 of 400 characters

UCAS

[Further education](#) [Undergraduate](#) [Postgraduate](#) [Alternatives](#) [Careers](#) [Help](#) [Sign in](#)

## ENGLISH LANGUAGE SKILLS

2021 Undergraduate application

Your Personal ID number  
1241224028

UCAS application | English language skills

✓ Personal details

✓ Contact and residency details

✓ Employment

✓ Education

✓ Nationality details

✓ Supporting information

English language skills

Finance and funding

Diversity and inclusion

Personal statement

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) Test Number

☐ 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](#)



# Payment & Submission

- There is a fee to pay for submitting an application
- One choice- £22.50
- Multiple(max 5)- £27.00
- Once payment has been made and your application has been submitted, you will be able to track the progress in the UCAS hub.
- The UCAS hub is where any updates regarding your choice and offers will show so it's important to stay up to date

## Application status

**Centre information**  
Application related to:  
UCAS Training London  
Group:  
Training Group 1

...



CHOICES



PROFILE



PERSONAL STATEMENT



Submit >

## 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](#)
- [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](#)

## Graphic Design (W210)

Bachelor of Arts (with Honours) BA (Hons)

**Location:** Main site

**Start date:** September 2022

**Point of entry:** 1st year

**Accommodation needed:** No

**Criminal convictions:** None to declare

**INVITATION**

**You have been invited to interview**

**Your invitation**  
You have been invited to interview on 9 February 2022.  
[View correspondence](#)

[Respond to invitation](#)



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# Useful Points to Remember

# Top Tips

- Think about your 5 choices carefully
- Do your research beforehand
- Undertake multiple drafts of your personal statement
- Double check your application before submitting
- Have backup options
- Keep up to date with deadlines and responses





# Thank *you*

**Keele University**  
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