

# Applying through UCAS

For courses starting in 2024

Updated: 27 April 2023 by UCAS

Updated 21 June 2023 by ESFC

UCAS



# Esher Sixth Form College UCAS Deadlines

Type of application	You must submit your form before	...and we will send your form to UCAS
Medicine, Veterinary Science, Dentistry and Oxbridge applications	8am on <b>Wednesday 27 September 2023</b>	by the UCAS early deadline of <b>Monday 16 October 2023</b>
Competitive applications <i>(if you want your form to be processed with 10 working days)</i>	8am on <b>Monday 9 October 2023</b>	within <b>10 working days</b> of the form being received, provided it is <b>error-free</b>
General applications	8am on <b>Monday 6 November 2023</b>	by the end of the autumn term, <b>Wednesday 20 December 2023</b>
General applications - final deadline	8am on <b>Monday 27 November 2023</b>	by the UCAS final 'equal consideration' deadline, <b>31 January 2024</b>

# Before you begin

- Information you enter onto your UCAS form must be **accurate**
- Esher Sixth Form College has to **confirm** that certain details are correct
- These include your **full legal name**, all your examination results and your **area of residence**
- We do this by checking against your College **database** entry
- **Record** this information on your AED handout

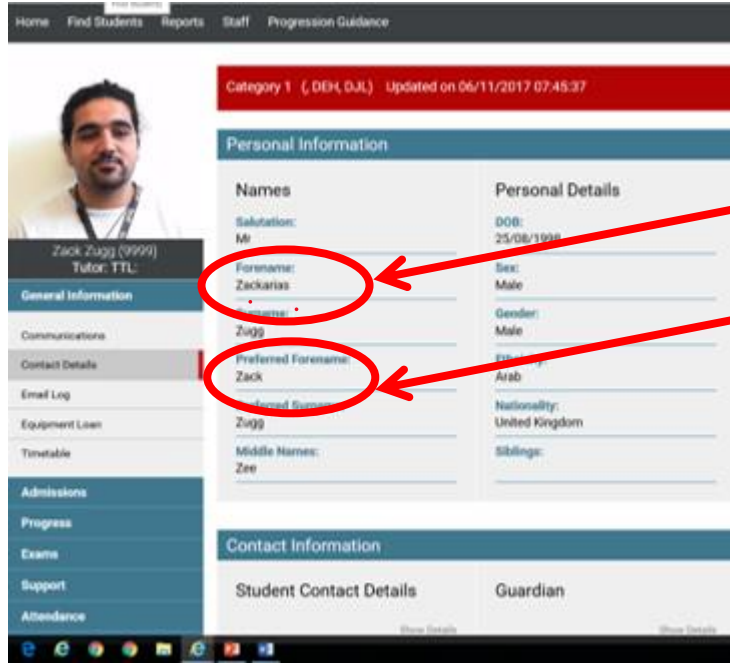
# Open your database entry on the college portal

The screenshot shows a web interface for a college portal. At the top, there are navigation links: Home, Find Students, Reports, Staff, Progression Guidance. A red banner at the top right shows the date '2017/18' and a 'Show Notes' button. Below the banner, the student's name 'Zack Zugg (99999)' and title 'Tutor, TTL' are displayed next to a profile picture. A sidebar on the left contains various menu items: General Information, Communications, Contact Details, Email Log, Equipment Loan, Timetable, Admissions, Progress, Exams, Support, and Attendance. The main content area is titled 'Personal Information' and is divided into four columns: Names, Personal Details, Exams, and Other Data. The 'Exams' column contains the 'ULN: 99999999' field, which is highlighted with a red arrow. Below this, there is a 'Contact Information' section with 'Student Contact Details', 'Guardian', and 'Uncle'.

Names	Personal Details	Exams	Other Data
Salutation: Mr	DOB: 25/08/1998	Entry status: Non Entry	Year of entry: 2012
Forename: Zackarias	Sex: Male	ULN: 99999999	Status: Active
Surname: Zugg	Gender: Male	UCI: 647830079999	Leaving Date:
Preferred Forename: Zack	Ethnicity: Arab	School: Esther Church of England High School	Warning Level: Tutor Warning
Preferred Surname: Zugg	Nationality: United Kingdom	Prior Attainment: 7	HAP:
Middle Name: Zee	Stipends:	GCSEs at C or more: 9	Year: 0

This is your Unique Learner Number

# Is your college database entry completely accurate?



This should be your formal, legal first name

This is the name you want to be known by

**If the data is wrong, you must send a scan of the correct certificates to [MIShelpdesk@esher.ac.uk](mailto:MIShelpdesk@esher.ac.uk) and get it changed before you submit your UCAS form.**

# Are your GCSE results accurate?

(exams > entry qualifications)

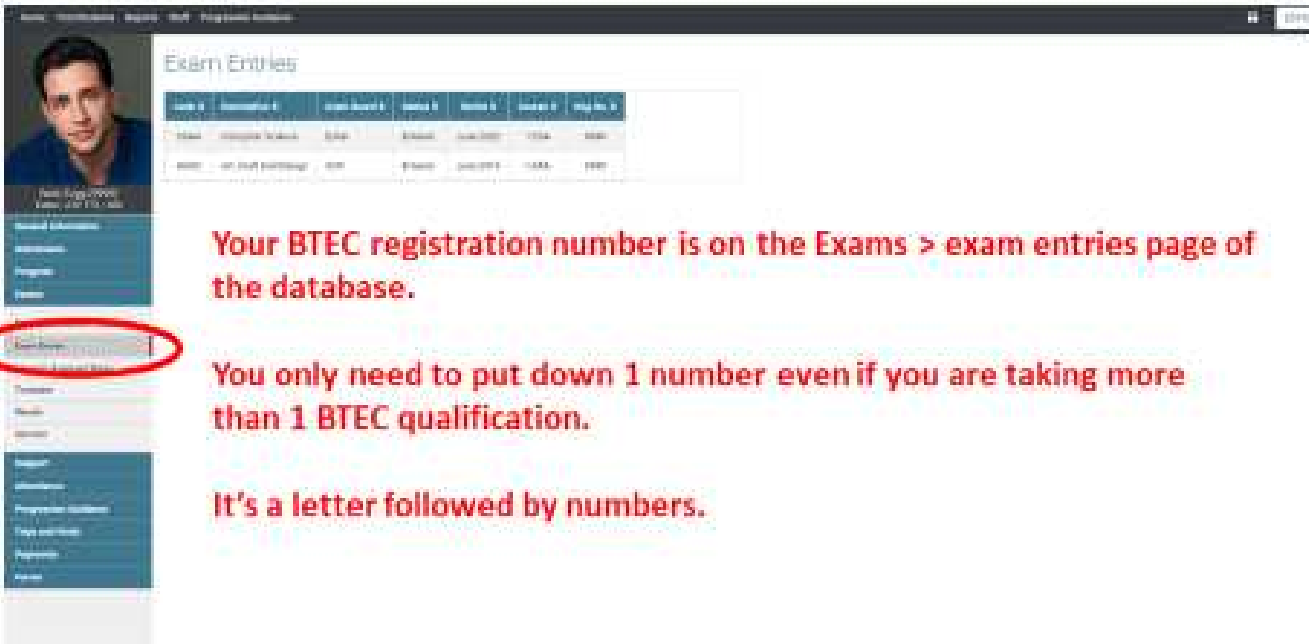
Send scans of GCSE certificates to [MIshelpdesk@esher.ac.uk](mailto:MIshelpdesk@esher.ac.uk) if any of these are wrong.

## Entry Qualifications

UCI: 647851239999A      Prior Attainment Academic: 0.00      Prior Attainment General: 0.00

Subject	Type	Exam Board	Level	Grade	Session
Combined Science (Higher Tier)	GCSE Double Award (9-1)	Pearson	Level 2	8-8	June 2020
English Language	GCSE (9-1)	AQA	Level 2	9	June 2020
Mathematics	GCSE (9-1)	AQA	Level 2	9	June 2020

# Your BTEC number *(if applicable)*



The screenshot shows the 'Exams & Entries' page in the UCAS system. On the left is a user profile for 'John Aggumoo'. The main area is titled 'Exam Entries' and contains a table with columns: 'Exam', 'Registration No.', 'Exam Date', 'Centre', 'Entry No.', 'Entry No.', and 'Entry No.'. The table lists two entries: 'Computer Science' and 'Maths'. A red circle highlights the 'Exam Entry No.' column in the table.

**Your BTEC registration number is on the Exams > exam entries page of the database.**

**You only need to put down 1 number even if you are taking more than 1 BTEC qualification.**

**It's a letter followed by numbers.**

# Your 'area of residence'

**This is very important and harder to complete than you think!**

It is the county or borough to which you pay **Council Tax**. It is NOT your postal address.

Use the [interactive London borough map](#)

Click the search icon  and enter your postcode.



If you are not in a purple-shaded London Borough, you're in almost certainly in Surrey!

Thames Ditton, Claygate, Hinchley Wood, Long Ditton, the Moleseys, Esher, Walton, Weybridge, Hersham are all **Surrey**.

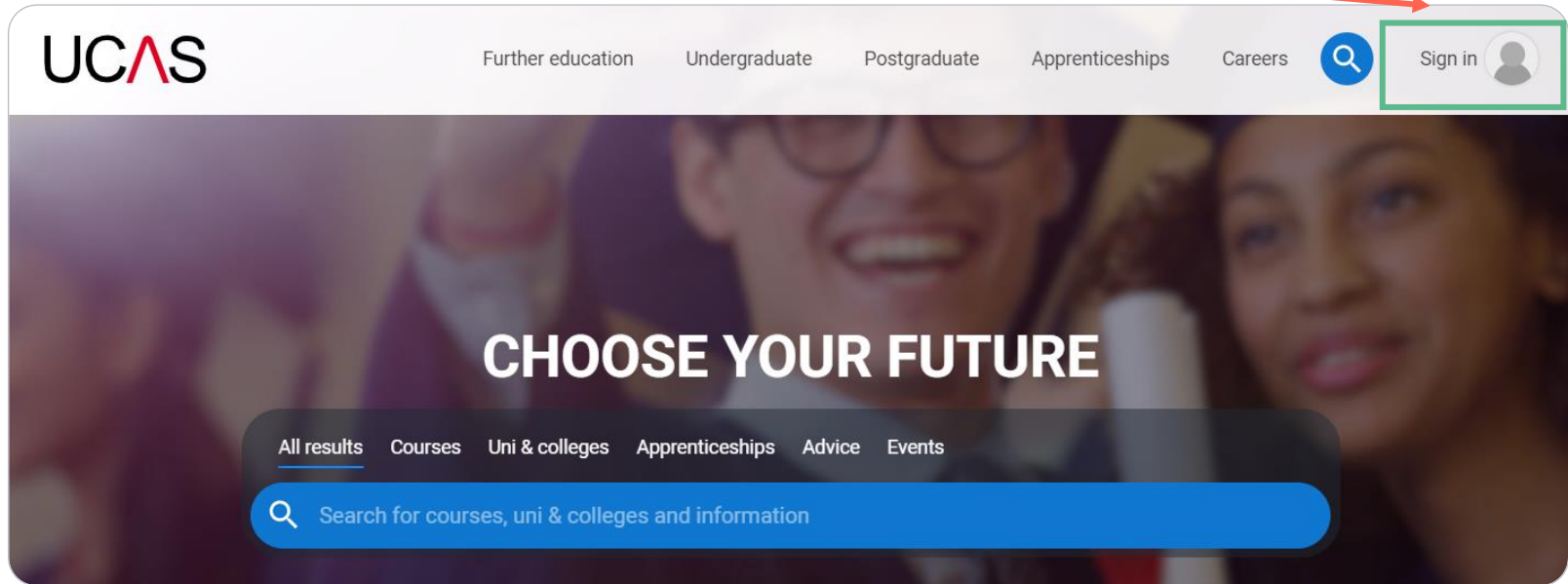
**Note your area of residence on your handout.**



# Registering for a UCAS hub account...

# Registering for an account

Head to [ucas.com](https://ucas.com) and select **Sign in**.

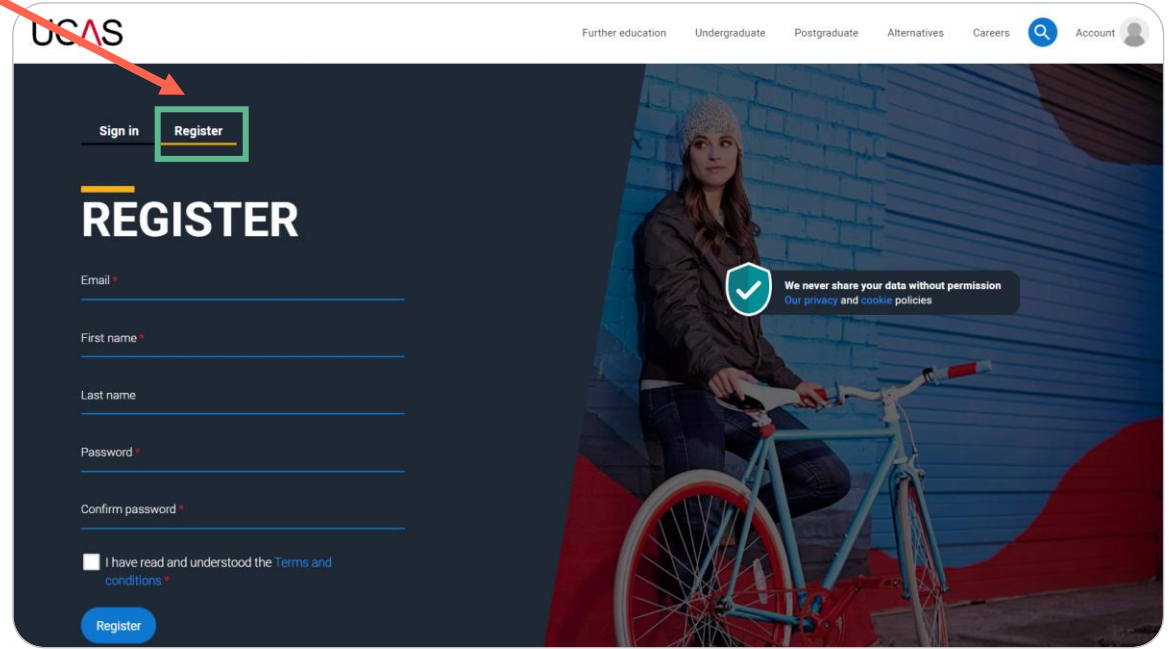


# Registering for an account

Complete the short form. Make sure the **password** is memorable.

We recommend you use a **personal email address**.

You will have to **verify** this email address shortly.



UCAS

Further education Undergraduate Postgraduate Alternatives Careers Account

Sign in **Register**

## REGISTER

Email \*

First name \*


Last name

Password \*

Confirm password \*

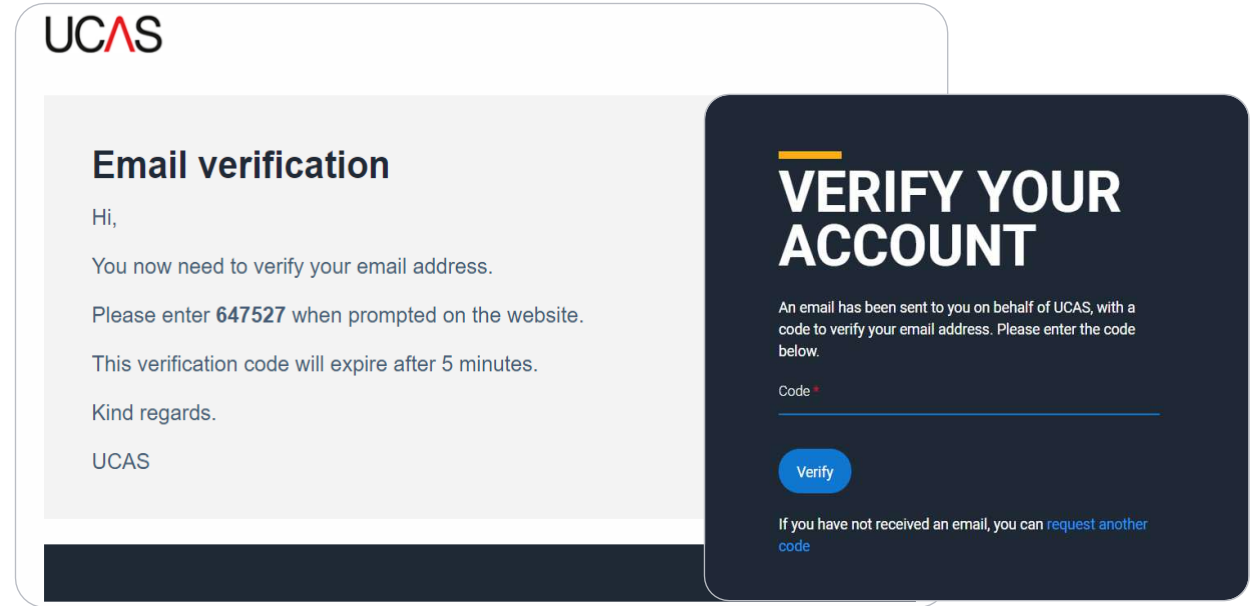
I have read and understood the [Terms and conditions](#) \*

**Register**

 We never share your data without permission  
Our privacy and cookie policies

# Registering for an account

You'll get a **code by email** to **verify** your email address



The image shows a simulated email verification interface. On the left, a light grey email body contains the UCAS logo and a message: 'Hi, You now need to verify your email address. Please enter 647527 when prompted on the website. This verification code will expire after 5 minutes. Kind regards. UCAS'. On the right, a dark blue verification card features the heading 'VERIFY YOUR ACCOUNT', a short explanatory paragraph, a 'Code' input field with a red asterisk, a blue 'Verify' button, and a link to 'request another code'.

**UCAS**

## Email verification

Hi,

You now need to verify your email address.

Please enter **647527** when prompted on the website.

This verification code will expire after 5 minutes.

Kind regards.

UCAS

## VERIFY YOUR ACCOUNT

An email has been sent to you on behalf of UCAS, with a code to verify your email address. Please enter the code below.

Code \*

Verify

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

# Registering for an account

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

Make sure you choose the correct study year, **2024** if you want to start next year, including if you want to defer entry.

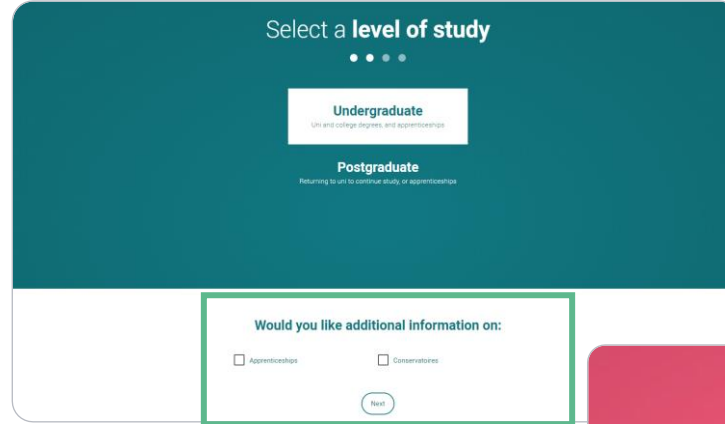
The image shows two overlapping screenshots from the UCAS registration process. The background screenshot shows a user profile for 'HI ROSE' with a green profile icon, a progress indicator of four dots, and a 'Ready?' button. The foreground screenshot shows a question: 'In which year do you want to start your studies?' with a progress indicator of four dots. Below the question is a list of years: 2024, 2025, 2026, 2027, and 2028. The year 2024 is highlighted with a white underline.

# Registering for an account

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

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

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



Select a **level of study**

• • • •

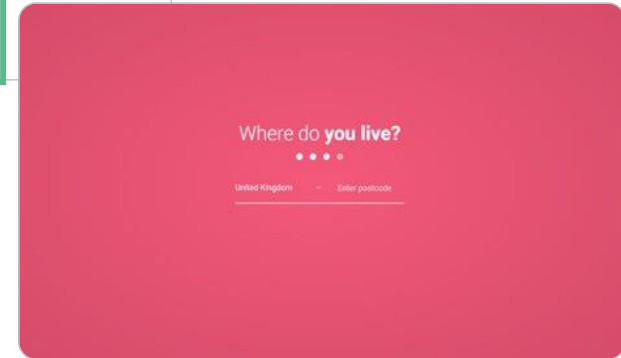
**Undergraduate**  
Uni and college degrees, and apprenticeships

**Postgraduate**  
Returning to uni to continue study, or apprenticeships

Would you like additional information on:

Apprenticeships  Conservatoires

Next



Where do **you** live?

• • • •

United Kingdom  Enter postcode

# Registering for an account

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

Select the **subjects** that you are interested in – you can change these at any point in your preferences.

## Your preferences

• • • •


**Stay up-to-date with unis, colleges, offers, and more**

Get tailored info about uni and college courses, open days, and apprenticeship options.\*

Yes  No


Get great deals, offers, and freebies, including high street brands, tech, and travel.\*

Yes  No


 Just so you know, your data is safe with us, and we never pass your details to third parties for marketing purposes without your permission. You can change your mind, and update your personal details and preferences at any time. For more information on how we treat your personal data, including how to opt out, take a look at our [privacy policy](#).

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


Subject 1 \*

Select an option 

Subject 2

Select an option 

Subject 3

Select an option 

[Create account](#)

# Registering for an account

Start typing Esher Sixth Form College and pick from the drop-down list.

You must consent to share your data, or we cannot support you properly. Then scroll right to the bottom to **Create account**.

You'll enter the **buzzword** to link your application to college later.

**Get the right support**

Are you still at school/college? \*

Yes  No

Your school/college \*

Search for your school/college

If your school/college is not listed, tick the box below and type in the name of your school/college.

Can't find your school/college?

Consent to share my data with my school, college, or centre \*

Yes  No

By ticking this box, you give your permission for UCAS to share your UCAS Hub activity (preapplicant stage) with your school, college, or centre, so they can support you. [Find out more](#).

**What about the buzzword?**

If you are applying with the support of your school/college or UCAS registered centre, they will give you a buzzword that allows you to link to them. The buzzword is needed at the point you start your application from the UCAS Hub.

Create account



# Starting your application.

# Starting your application

Choose the year you want to start your studies, level of study (it's **Undergraduate**) and type of application you wish to make.

Make sure you choose **2024** if you want to start next year, including if you want to defer entry.


YOUR APPLICATIONS


## Start an application

You can only apply once in a cycle - Do not apply more than once in a cycle, or submit a new application if you are holding a deferred place, as your new application will be cancelled and you won't receive a refund.


In which year do you want to start your studies? 2024

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

 Can't find the application that you are looking for? [Find out more](#)



**Undergraduate**  
Degrees, HNDs, and HNCs  
**Applications not yet open**



**Conservatoire**  
Undergraduate or postgraduate music, dance, drama, or musical theatre.  
**Applications not yet open**

# Starting your application

To start your UCAS application click on **2024 applications** to get started.

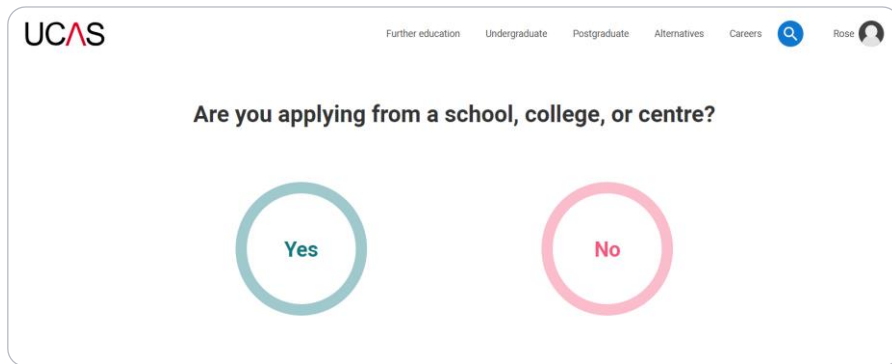
The screenshot shows the UCAS 'Your Hub' homepage. At the top, there's a navigation bar with 'Hub', 'For you', 'Favourites', 'What to do', 'Where to go', and a search icon. Below the navigation bar, a welcome message says 'Welcome back Becca' and 'You will be applying in 2024 - Change year'. The main content area features a large pink plus sign icon next to the text '2023 UNDERGRADUATE APPLICATION Start a new application Apply to universities and colleges to study Degrees, HNDs, and HNCs'. A red circle highlights the 'Start an application' button, with a red arrow pointing to it from the top right. Below this, there's a section titled 'Your next steps' with three cards: 'DISCOVER WHERE TO GO', 'DISCOVER WHAT TO DO', and 'DISCOVER CAREERS'. To the right of these cards is a section titled 'How to nail that personal statement' with a 'Read more' link.



# Linking to your school, college or centre

If you're applying with the help of your school, college or centre then select 'Yes'. (even former students should say yes)

You will then need to enter the buzzword.

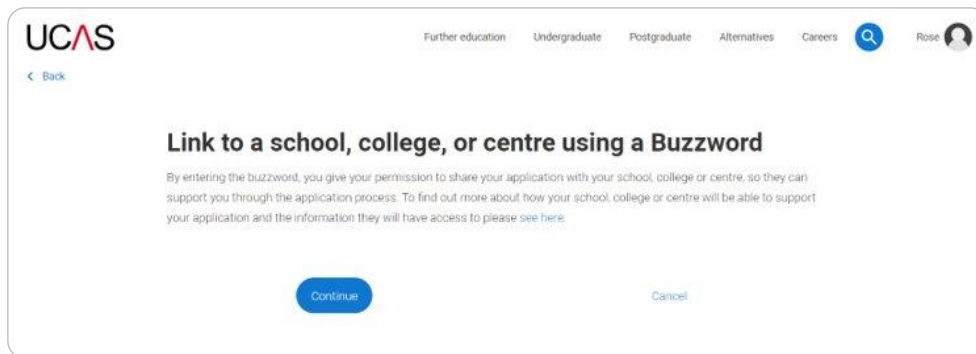
Our buzzword is  
esher24





UCAS Further education Undergraduate Postgraduate Alternatives Careers  Rose 

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

Yes No



UCAS Further education Undergraduate Postgraduate Alternatives Careers  Rose 

[Back](#)

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

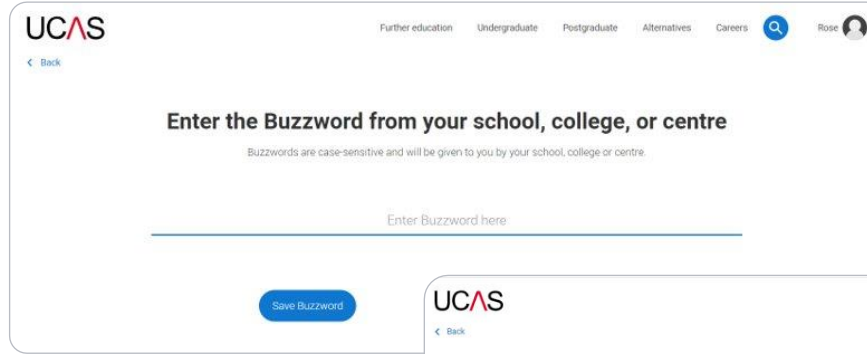
By entering the buzzword, you give your permission to share your application with your school, college or centre, so they can support you through the application process. To find out more about how your school, college or centre will be able to support your application and the information they will have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

Continue Cancel

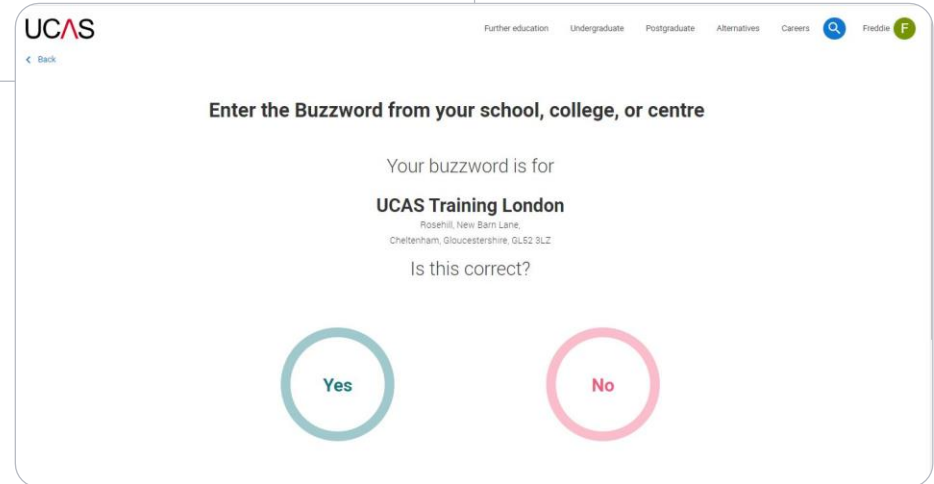
# Linking to your school, college or centre

Enter the buzzword, **esher24** and **confirm** the details are correct.

This will **link your application** to college, so we can track your progress and provide support, including adding your reference.



The screenshot shows the UCAS website interface. At the top, there are navigation links: Further education, Undergraduate, Postgraduate, Alternatives, Careers, and a search icon. A user profile icon labeled 'Rose' is visible. Below the navigation is a 'Back' link. The main heading is 'Enter the Buzzword from your school, college, or centre'. A sub-heading states: 'Buzzwords are case-sensitive and will be given to you by your school, college or centre.' There is a text input field with the placeholder 'Enter Buzzword here' and a blue 'Save Buzzword' button below it.



The screenshot shows the confirmation screen on the UCAS website. It features the same navigation and user profile as the previous screen. The heading is 'Enter the Buzzword from your school, college, or centre'. The text reads: 'Your buzzword is for **UCAS Training London** Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 9LZ'. Below this, it asks 'Is this correct?' and provides two large circular buttons: a teal 'Yes' button and a pink 'No' button.

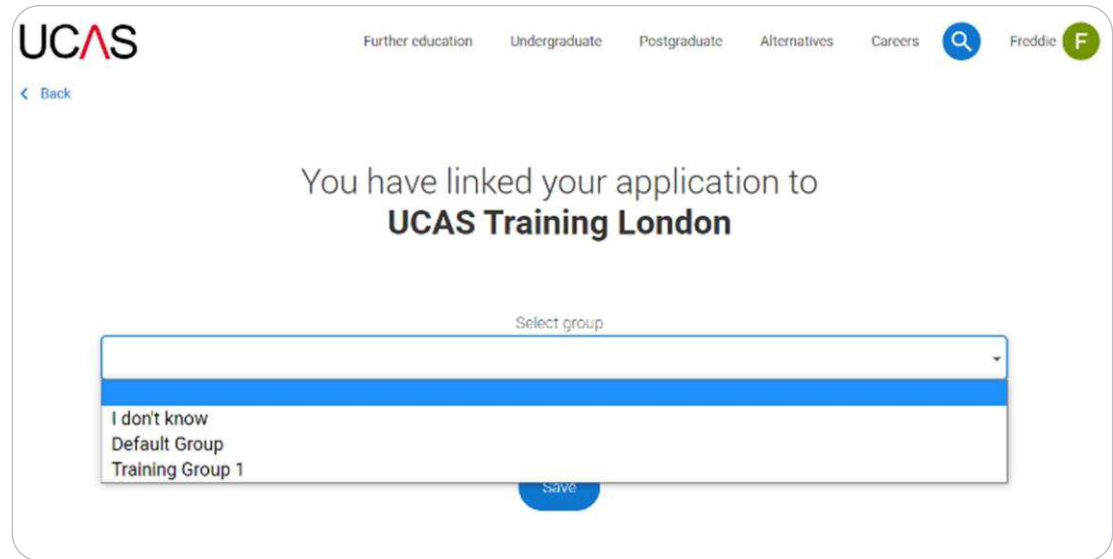
# Linking to your school, college or centre

Once your application has been linked, you can then select a **group** for your application.

Choose your own tutor group, obviously!

These will be renamed next year if your tutor is leaving.

Former students should choose the default group.



The screenshot shows the UCAS website interface. At the top, there is a navigation bar with links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', 'Careers', a search icon, and a user profile icon labeled 'Freddie F'. Below the navigation bar, there is a '< Back' link. The main content area displays the message: 'You have linked your application to **UCAS Training London**'. Below this message is a dropdown menu titled 'Select group'. The dropdown menu is open, showing three options: 'I don't know', 'Default Group', and 'Training Group 1'. A blue bar highlights the 'Default Group' option. Below the dropdown menu is a blue 'Save' button.

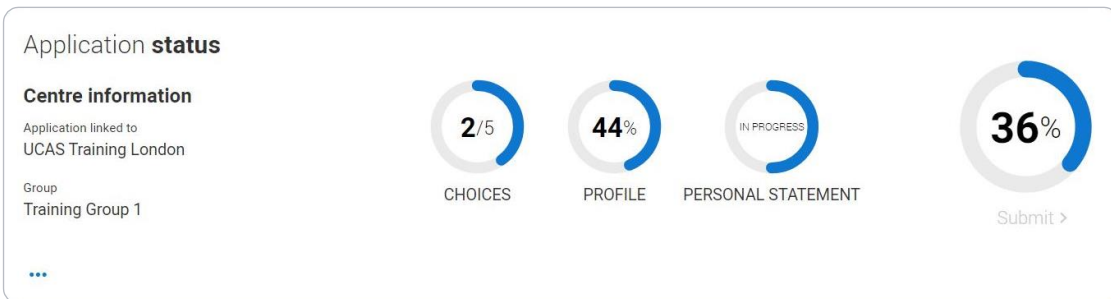
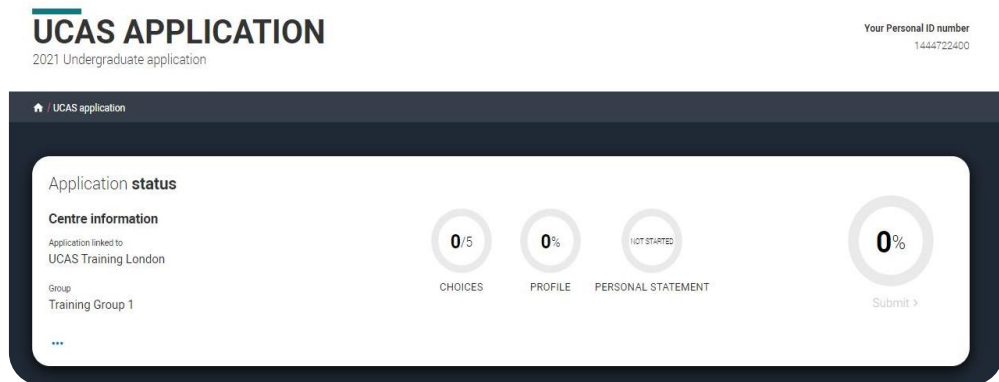
# Application overview.

# Application overview

Your 'Application status' helps you keep track of your progress.

As you add information to each tile, the **percentage complete** updates each time you mark a section as complete.

You don't need to complete the whole application in one go. You can log in and out at any time until you're finished – just save as you go along.





# Application overview

The application form is responsive to make it easier to complete.

Once you've completed 'Contact & residency details' if your permanent residence is in the UK, you'll also see the 'Diversity and inclusion' and 'Extra activities' sections to complete.


All sections must be marked as 'Complete' to send to your school or college that you may be linked to for review. You must complete all mandatory questions to mark a section as complete (they have a \*).

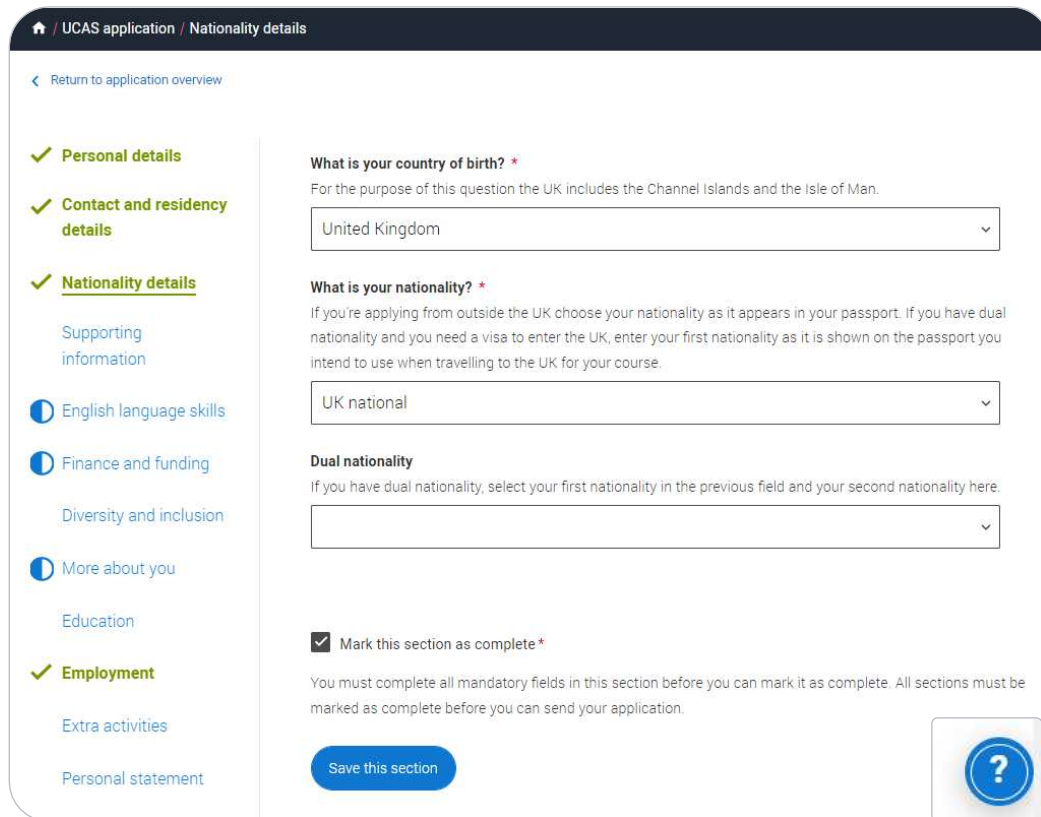
The screenshot displays the 'Profile' section of the UCAS application form, organized into a grid of cards. Each card represents a different section of the application, with its title, a brief description, and a completion status indicator. The 'Contact & residency details' section is highlighted in green, indicating it is complete. Other sections are in blue, indicating they are in progress. The 'Experience' section is also visible at the bottom.

Section	Description	Status
Personal details	Name, age, title and gender	Section in progress
Contact & residency details	Address, email, telephone and where you live	Section complete
Nationality details	Birthplace and nationalities	Start this section
Supporting information	So that providers know how to support you during your studies	Start this section
English language skills	Is English your first language?	Start this section
Finance & funding	Tell us how you'll fund your study	Start this section
Diversity & inclusion	Only shared with a provider once you have a place or your application is archived	Start this section
More about you	Tell us about any circumstances that you might need support for during your studies.	Start this section
Education	Qualifications and periods of study	Start this section
Employment	Paid employment	Start this section
Extra activities	Taken part in any activities to prepare you for higher education?	Start this section

# Application overview

The list on the left of each section will show which sections are completed (with a tick), which are in progress (with a half-moon) and which have yet to be started (no icon).

Click on the  throughout for help text to provide advice about what to put.



The screenshot shows the 'Nationality details' section of a UCAS application. The left sidebar contains a list of sections: 'Personal details' (completed), 'Contact and residency details' (completed), 'Nationality details' (completed and highlighted), 'Supporting information', 'English language skills', 'Finance and funding', 'Diversity and inclusion', 'More about you', 'Education', 'Employment' (completed), 'Extra activities', and 'Personal statement'. The main content area is titled 'Nationality details' and includes a 'Return to application overview' link. It contains two mandatory questions: 'What is your country of birth?' with a dropdown menu set to 'United Kingdom', and 'What is your nationality?' with a dropdown menu set to 'UK national'. Below these is a 'Dual nationality' section with an empty dropdown. A checkbox 'Mark this section as complete\*' is checked. At the bottom, there is a 'Save this section' button and a help icon.

UCAS application / Nationality details

[Return to application overview](#)

- ✓ Personal details
- ✓ Contact and residency details
- ✓ Nationality details
- Supporting information
- English language skills
- Finance and funding
- Diversity and inclusion
- More about you
- Education
- ✓ Employment
- Extra activities
- Personal statement

**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.


UK national

**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



**Personal details.**

**Personal details:** your name should already be visible, but you'll need to add your title and complete the other mandatory fields (marked with a \*).

Once you have completed a section you must remember to **mark the section as complete and save it** at the bottom of each page.

The screenshot shows the 'PERSONAL DETAILS' section of a 2023 Undergraduate application. The page header includes the UCAS logo, the title 'PERSONAL DETAILS', the application type '2023 Undergraduate application', and the user's 'Personal ID number' (123003109). A navigation bar shows the current page as 'UCAS application / Personal details' with a link to 'Return to application overview'. A sidebar on the left lists various sections: 'Personal details' (checked), 'Contact and residency details' (checked), 'Nationality details' (checked), 'Supporting information', 'English language skills', 'Finance and funding', 'Diversity and inclusion', 'More about you', 'Education', 'Employment' (checked), 'Extra activities', 'Personal statement', and 'Reference'. The main content area contains several mandatory fields marked with an asterisk (\*): 'Title' (dropdown menu), 'First name' (text input, containing 'Rose'), 'Last name' (text input, containing 'Hill'), 'Previous name(s)' (text input), 'Preferred name' (text input), 'Date of birth' (Day: 14, Month: 03, Year: 1993), and 'Gender' (radio buttons for Male and Female, with Female selected). At the bottom of the form, there is a checkbox labeled 'Mark this section as complete\*' and a blue button labeled 'Save this section'. A red arrow points from the text above to the 'Save this section' button.

**Contact and residency details.**

We would advise using a **personal email address**. This will be the main wayucas and your universities communicate with you.

You **must** answer **Yes** to the Nominated Access question. This means someone else – **usually a parent** – can speak to Ucas about your application.

This question is for people who live somewhere other than home, e.g. at boarding school. You answer **yes**.

The **area of permanent residence** is what you recorded in your handout.

The screenshot shows a portion of the UCAS application form. Several sections are circled in red to highlight important information:

- Contact details:** This section includes fields for 'Contact telephone number' and 'Other telephone number'. The 'Email address' field is pre-filled with 'g.gentry@ucas.ac.uk'. There is a 'Postal address' section with a dropdown for 'Address type' (set to 'UK address') and a 'Post Code lookup' field with a 'Search' button. A 'Site address (optional)' button is also present.
- Nominated access:** This section asks '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.' The 'Yes' radio button is selected. Below this is a 'Full name of nominee' field and a 'Relationship to you' field, both of which are also circled in red.
- Residency details:** This section asks 'Is your home address the same as your postal address?' with the 'Yes' radio button selected. Below this is a dropdown menu for 'Please select your area of permanent residence' and another dropdown for 'Residential category' (set to 'UK Citizen - England').

At the bottom of the form, there is a 'Save this section' button and a help icon (a question mark in a circle). A note at the bottom states: '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.'

# Nationality details.

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

**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.

**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

[Back to Contact and residency details](#)

[Next to Supporting information](#)





If you were born in the UK but have a different nationality, you will be asked additional questions.

The information you provide will help universities and colleges in determining your eligibility and allow them to assist you with the visa application process, if required.

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

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

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



If you select you will need a visa, you'll also be asked for your passport details.

If you have a passport, we ask you for your passport number, valid from and expiry dates; and place of issue.

Select the  to see our help text with advice.

**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


**Do you currently have a passport? \***  
Where relevant, UCAS collects applicants' passport information on behalf of universities and colleges, who need it for purposes of visa application and checks with the UK Visas and Immigration (UKVI). For further details about UK Visas and Immigration please visit the UKVI website.  
 Yes  No

**Passport number \***

**Valid from \***  
Day Month Year

**Expires \***  
Day Month Year

**Place of issue \***



**Supporting information.**

All questions are mandatory (\*), but you have the option of *don't know* and *Prefer not to say*.

## SUPPORTING INFORMATION

2023 Undergraduate application

Your Personal ID number  
1250003108

UCAS application / Supporting information

[Return to application overview](#)

- ✓ Personal details
- ✓ Contact and residency details
- ✓ Nationality details
- Supporting information**
- English language skills
- Finance and funding
- Diversity and inclusion
- More about you

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? \*

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

# English Language Skills.

**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

**Can you provide any of these certificate numbers?**

**Test of English as a Foreign Language (TOEFL) Number**

**International English Language Testing System (IELTS) TRF Number**

If English isn't your first language, and you 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 haven't completed any tests, you can leave the remaining fields blank and then mark this section as complete.

# Finance and funding.

If you intend to take out a student loan for tuition fees (almost everyone) you choose UK, ChI, IoM or EU Student Finance Services.

‘Student support arrangements’ is the same as your area of residence, e.g. Kingston upon Thames, Surrey, etc.

For more information head to: [ucas.com/finance](https://ucas.com/finance)

✓ Personal details

✓ Contact and residency details

✓ Nationality details

✓ Supporting information

✓ English language skills

**Finance and funding**

Diversity and inclusion

More about you

Education

✓ Employment

Extra activities

Personal statement

**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 ▾

**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

Gloucestershire ▾

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 and inclusion.

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

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

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

The image shows a screenshot of the UCAS application form. On the left is a sidebar menu with the following items: 'Personal details', 'Contact and residency details', 'Nationality details', 'Supporting information', 'English language skills', 'Finance and funding', 'Diversity and inclusion' (highlighted with a blue underline), 'More about you' (with a blue circle icon), 'Education', 'Employment', 'Extra activities', and 'Personal statement'. The main content area is titled 'Equality monitoring' and contains several dropdown menus: 'Ethnic origin \*', 'What is your religion or belief?', 'What is your sexual orientation?', 'Do you identify as transgender?', 'National identity \*', and 'Dual national identity'. Below the 'Dual national identity' dropdown, there is a text instruction: '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.'

Growing up in care means you are entitled to a range of practical support; for example during your application, financial assistance, year-round accommodation, or help with managing your health and wellbeing.

When you give this information, you are letting the university or college know that you may need additional support during your studies. They may get in touch to tell you more about the benefits and options available, if you want it.

### 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

For more information about answering this question read our [FAQs](#).

Yes  No

#### Duration in care \*

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.

If you prefer not to give this information, please enter '*I prefer not to say*'.

#### 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 prefer not to give this information, please enter 'I prefer not to say'. If you are 21 or over, please give your own job title. If you can't find a match for the job title you want to enter, please choose the one closest to it.

**More about you.**

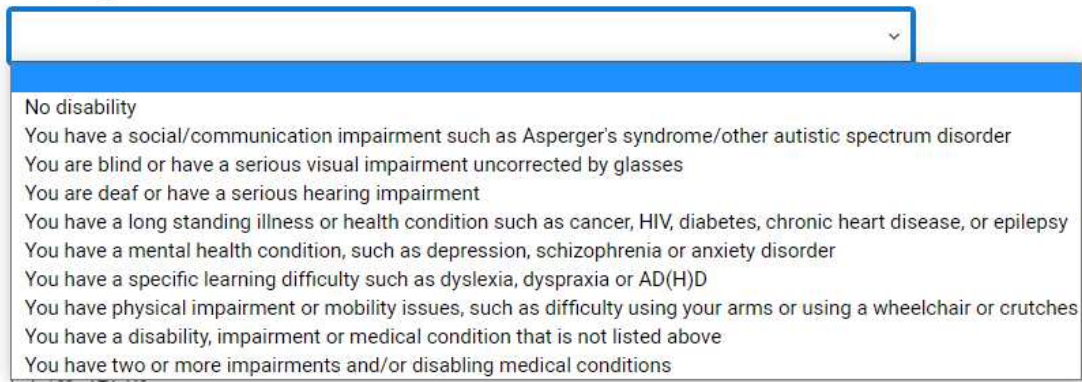
You can tell us about any circumstances that you might need support for during your studies.

We don't need you to give details – this information will be shared with those involved in making arrangements to support you at the university or college (e.g. the student support team, admissions staff), and they may get in touch to tell you more.

In order to mark the section as complete you will need to select an answer: either to share information or select 'No disability'.

You will see this question if you have a UK or Non-UK home address.

Every year, over 60,000 students with a physical and/or mental health condition, long-term illness, or learning difference apply through UCAS to study at a university or college in the UK, and access a range of support available to help with their studies, day-to-day activities, travel, or lifestyle. Would you consider yourself as living with any of the following: \*



A screenshot of a dropdown menu. The menu has a blue header bar. Below the header, there is a list of options:

- No disability
- You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- You are blind or have a serious visual impairment uncorrected by glasses
- You are deaf or have a serious hearing impairment
- You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- You have a mental health condition, such as depression, schizophrenia or anxiety disorder
- You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- You have a disability, impairment or medical condition that is not listed above
- You have two or more impairments and/or disabling medical conditions

You might feel uncertain about sharing personal circumstances, please feel reassured this information is confidential and will not negatively impact your application.

These questions are intended to connect you to the right support for your needs.

You will only see these questions if you have a UK home address.

**Would you consider yourself estranged from your parents (i.e. you're not in contact with and supported by your parents)?**

Yes  No

**Do you have any caring responsibilities?**

Yes  No

**Are you a parent or do you have parenting responsibilities?**

Yes  No

**Do you have official refugee status or limited leave to remain, or are you seeking asylum?**

No  The UK government has granted me refugee status or humanitarian protection in the UK

I have limited or discretionary leave to remain in the UK  I'm currently seeking asylum in the UK

**Do you have a parent or carer who currently serves in the UK Armed Forces, or who has done so in the past?**

Yes  No

**Have you ever served in the UK Armed Forces?**

Yes  No

**Are you currently receiving free school meals, or have you been in receipt of free school meals during your secondary education?**

Yes  No  Don't know

**Education.**



Enter your **Unique Learner Number** you noted on your handout.

The highest-level qualification you have is **Below honours degree**.

You must enter **all** your qualifications from secondary education onwards – whatever the result (even any that were ungraded) or you're still awaiting exams and results.

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

The screenshot shows the UCAS application form interface. On the left is a navigation menu with the following items: Personal details, Contact and residency details, Nationality details, Supporting information, English language skills, Finance and funding, Diversity and inclusion, More about you, Education (highlighted in blue), Employment, Extra activities, Personal statement, and Reference. The main content area shows a grey button labeled 'Add place of education' with a plus sign, circled in red. Below this is the 'Unique Learner Number (ULN)' section, which includes a text input field circled in red. Underneath is a dropdown menu with the text 'Please state the highest level of qualification you expect to have before you start your course \*', also circled in red. At the bottom of this section is a checkbox labeled 'Mark this section as complete \*' and a blue button labeled 'Save this section'. A note at the bottom states: 'You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.'

Type the name of your secondary school.  
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.

Enter school start and end dates, which will probably be **09/2017 to 06/2022** for current 6.1s.

### 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 ▼ YYYY ▼

End date \*

Month Year

MM ▼ YYYY ▼

Type of study \*

Full time  Part time  Sandwich

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.

## UCAS Training School

September 2010 - June 2012  
Full time

Add Qualification

Once you've added where you studied you need to 'Add qualification'.

Common ones like GCSEs are shortlisted.

Note that **Double Science** is a Double GCSE 9-9 – 1-1 and a **different qualification**. If you did any **iGCSEs**, they are also **different qualifications**.

This information must be exactly as it is on your database entry.

## Add qualification

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

### Qualifications shortlist

+

GCE Advanced Level

+

GCE Advanced Subsidiary  
(first award 2001)

+

GCSE

+

GCSE (Grade: 9-1)

+

GCSE Short Course

+

Key Skills

+

Standard Grade - Test  
Update

### 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 'other' to see the full qualifications list.

#### Search by name

Once you've added your secondary school, add Esher Sixth Form College as another **place of education**.

Your dates at Esher will be **09/2022 to 06/2024**.

This is the hardest part – now add **all** the qualifications you are doing here.

The qualification date for courses you will take is **08/2024**.

The result for qualifications you haven't yet finished is **Pending**.

It's entirely up to you whether you include module information. Most people don't but a few universities specify in their entry requirements.

### GCE Advanced Level

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

**Title \***

Type and select the subject you studied

**Qualification date \***

Month Year

**Awarding organisation \***

**Result \***

---

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

---

#### Module / Unit 1

**Subject**

Type and select the subject you studied

**Result**

The next slides have screen shots of what your entry should look like for some qualifications.

If you are doing **GCE A levels** or **GCSEs**, check the correct titles and exam boards here:

[How to put GCSE and A level courses completed at Esher College on your UCAS form 2024](#)

If you are doing a **BTEC courses**, follow these examples, as it is **VERY COMPLICATED** to get correct:

[How to put your BTECs on your UCAS form 2024](#)

If you are doing an examined extension or enrichment activity, use this sheet here:

[How to put examined extension and enrichment courses on your UCAS form 2024](#)

Include music, dance and drama qualifications if they are relevant to the subject you are applying for.

Don't forget your:

- EPQ
- D of E
- CSLA / HSLA
- Listening / counselling skills

# A levels

(for example, English Literature)

## GCE Advanced Level (A-Level)

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

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

### Subject \*

Type and select the subject you studied

### Qualification date \*

Month Year

08	2024
----	------

### Awarding organisation \*

### Grade \*

BTECs are very tricky to get right. You must follow these examples.

How to put your BTECs on your UCAS form 2024

# Extended Project

## Extended Project (Level 3)

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

**Subject \***

**Qualification date \***

Month Year

**Awarding organisation \***

**Grade \***

Save qualifications

Save and add another



# Core Maths

## AQA Level 3 Certificate in Mathematical Studies (Core Maths)

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

**Title \***

Core Maths

**Qualification date \***

Month Year

08 ▾

2024 ▾

**Awarding organisation \***

AQA ▾

**Grade \***

Pending ▾

Save qualifications

Save and add another

# Employment.

Only enter **paid work** here, so you may leave it blank.

If you add more than one employer, it will appear in chronological order with the most recent at the top.

Any work experience or volunteering should be covered in your personal statement.

Remember to mark it as complete, even if blank.

- ✓ Personal details
- ✓ Contact and residency details
- ✓ Nationality details
- ✓ Supporting information
- ✓ English language skills
- ✓ Finance and funding
- ✓ Diversity and inclusion
- ✓ More about you
- ✓ Education
- ✓ Employment
- Extra activities
- Personal statement
- Reference



The screenshot shows a vertical list of grey rounded rectangular buttons. The top button contains a plus sign and the text 'Add employment'. Below it are five more empty buttons, representing the input fields for each employer added.

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

# Extra Activities.

Please add any activity you have taken part in to prepare for higher education.

These include national or regional schemes, university-run programmes, summer schools, taster courses, and booster courses.

Open days are **not relevant** to this question.

If you haven't attended any such activity, please leave this sections blank.

### Extra activities

Have you attended an activity to prepare you for higher education?

Please select any activity you have taken part in to prepare for higher education. For example: national or regional schemes, university-run programmes, summer schools, campus days, taster courses, and booster courses. You can also use your personal statement to include more details about the activities you took part in, the skills you learned, and how this prepared you for higher education.

Note: Open days are not relevant to this question.

If you haven't attended any such activity, please leave this sections blank.

If this section is relevant to you, please provide the following details:

+  
Add activity

Mark this section as complete \*

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

Save this section

If this section is relevant to you, you need to include:

- type of activity
- name of the activity provider (from a drop-down list)
- name of the activity/programme (a free text box)
- dates of the activity.

If the type of activity you attended is not listed, please select 'Other'.

### Add activity

Type of activity \*

Campus visit  
Information Advice and Guidance  
Masterclass/ subject insight  
Mentoring  
Online  
Skills and attainment raising activity  
Summer School  
Workshop in School/college  
Other

Characters used: 0 of 100 characters

Start date \*

Day	Month	Year
DD ▾	MM ▾	YYYY ▾

End date \*

Day	Month	Year
DD ▾	MM ▾	YYYY ▾

The activity provider is the organiser of the activity. It may be a university or college, or a national, regional, or local organisation.

If the activity provider isn't listed, please select "Other". If you're unsure of the answer, contact whoever organised the activity to find out, and, if you're still unsure, select 'Don't know'.

The screenshot shows a form titled "Add activity". It has two main sections: "Type of activity" and "Activity provider".

- Type of activity:** A dropdown menu with "Mentoring" selected.
- Activity provider:** A dropdown menu that is open, showing a list of providers. The "Other" option is highlighted in blue. The list includes:
  - Aim Higher
  - YG&T
  - Sutton Trust
  - LEAPS
  - GOALS
  - ASPIRENorth
  - Other**
  - Don't know
  - Reaching Wider
  - Discovering Queen's programme
  - LIFT OFF
  - FOCUS West
  - Realising Opportunities
  - UNIQ Summer School
  - Villiers Park post-16 Residential Course
  - Villiers Park Scholars Programme
  - Academic Enrichment programme (AEP)
  - Higher Education Insight Programme (HEI)
  - Aston Progression Pathways

At the bottom of the form, there are two buttons: "Save" (a blue circle) and "Cancel".

Add the official title of the activity. If you're unsure of the answer, contact whoever organised the activity to find out.

Remember you can use your personal statement to include more details about the activities you took part in, the skills you learned, and how this prepared you for higher education.

### Add activity

Type of activity \*

Mentoring

Activity provider \*

Name of the activity/programme

This is a free text box of 100 characters.

Characters used: 42 of 100 characters

Start date \*

Day Month Year

DD MM YYYY

End date \*

Day Month Year

DD MM YYYY

Save Cancel



**Personal statement.**

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.

For advice on how to write your [personal statement](#) head to [ucas.com](https://ucas.com) or use the personal statement builder in the UCAS Hub or in **Unifrog**.

**PERSONAL STATEMENT**  
2023 Undergraduate application

Your Personal ID number  
1250003108

Home / UCAS application / Personal statement

< Return to application overview

- ✓ Personal details
- ✓ Contact and residency details
- ✓ Nationality details
- ✓ Supporting information
- ✓ English language skills
- ✓ Finance and funding
- ✓ Diversity and inclusion
- ✓ More about you
- ✓ Education
- ✓ Employment

Extra activities

**Personal statement**

Reference

Our guide to writing your personal statement (opens in a new window) should help you complete this section. We strongly recommend you write the statement using a word-processor and paste it in to your application. You can type your statement directly into the box or edit a statement you have pasted in.

**Personal statement \***  
Your completed statement must be between 1,000 and 4,000 characters (maximum 47 lines) including spaces.

Characters used: 0 of 4000 characters

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

Yes No

Save draft Save & Preview

Back to Extra activities Next to Reference

?

You can only mark **this section as complete** on the **Preview** screen.

Remember we'll carry out checks to verify your personal statement is your own work.

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.

## 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 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.

**Adding a choice.**

To add your choice 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.



**Add choice**

University/college name \*

Course \*

Location \*

Start date \*

**Further details**  
You only need to provide information here if your chosen university or college has asked you to.

**Point of entry**  
This tells the universities and colleges which year of the course you want to start, e.g. point of entry one is the first year of the course. If you wish to start in the first year of the course leave the box blank and you will automatically be considered for the first year. Enter 0 if you intend to take a foundation year – not all universities offer a foundation year so please check before applying.  
If you've spoken to your chosen university or college and they are willing to consider your application to start the course after the first year, please enter the relevant number for the year, e.g. second year = 2, third year = 3, etc.

**Live at home while studying? \***  
 Yes  No

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

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

## Criminal convictions

### Applied Health & Social Care (top-up) at University of Worcester

This course has entry requirements which ask you to disclose further information regarding any spent or unspent convictions or any past criminal activities, and may also require a criminal records check.

#### ▼ Help with criminal convictions

Further checks may also be required under the Disclosure and Barring Service.

If you have spent or unspent convictions from a court outside Great Britain, additional checks may be carried out depending on the records available in respect of the applicable country.

A criminal records check may show all spent and unspent criminal convictions including (but not limited to) cautions, reprimands, final warnings, bind over orders or similar and, to the extent relevant to this course, may also show details of any minor offences, fixed penalty notices, penalty notices for disorder, ASBOs or VOOs.

Please tick if you have any spent or unspent criminal convictions or other punishments that would show up on a criminal records check?\*

**If you tick the box you will not be automatically excluded from the application process.**

It is recommended that you [read our page on criminal convictions](#) and if these issues are in any way relevant to you, you should obtain further advice from appropriate bodies. UCAS will not be able to assist you in this respect.


You will be asked this question each time you add a course that requires a criminal conviction declaration.

There is a maximum of 5 choices and choice restrictions still apply (a maximum of four courses of medicine, dentistry, veterinary medicine or veterinary science).

Once all choices are added you must mark the section as complete to be able to submit.

Your **choices**

Search for courses  
Find courses and providers

 Add choice

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

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

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

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

You can add up to 5 choices to your application. You can change your choices until you send your application to us. All sections must be marked as complete before you can send your application to us.

Mark complete

Some courses have extra admissions tests and assessments.

We'll show these in **blue text** on the choice card.

This should not be a surprise to you, as you should have seen details of this when researching the course.

## Your **choices**



**Add** choice

### **Medicine (A100)**

University of Oxford (033)

**Location:** Christ Church

**Start date:** 01 October 2022

**Further details:** *Not provided*

**Point of entry:** 1st year

**Deferred entry:** Yes

**Live at home while studying:** No

**Criminal convictions declaration:** Undeclared

#### INFO

**📘 You may need to take an admissions test**

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

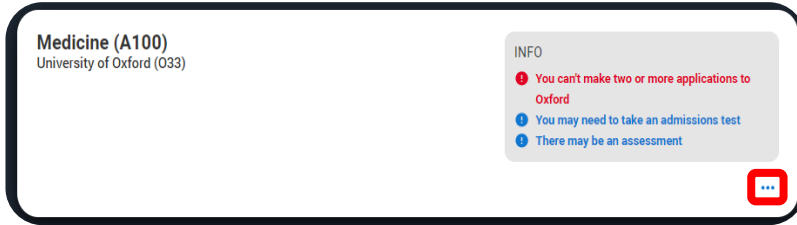
**📘 There may be an assessment**

You may be required to attend an interview or audition or provide a portfolio, essay or other piece of work to help the course tutor decide if you're suitable for this course.



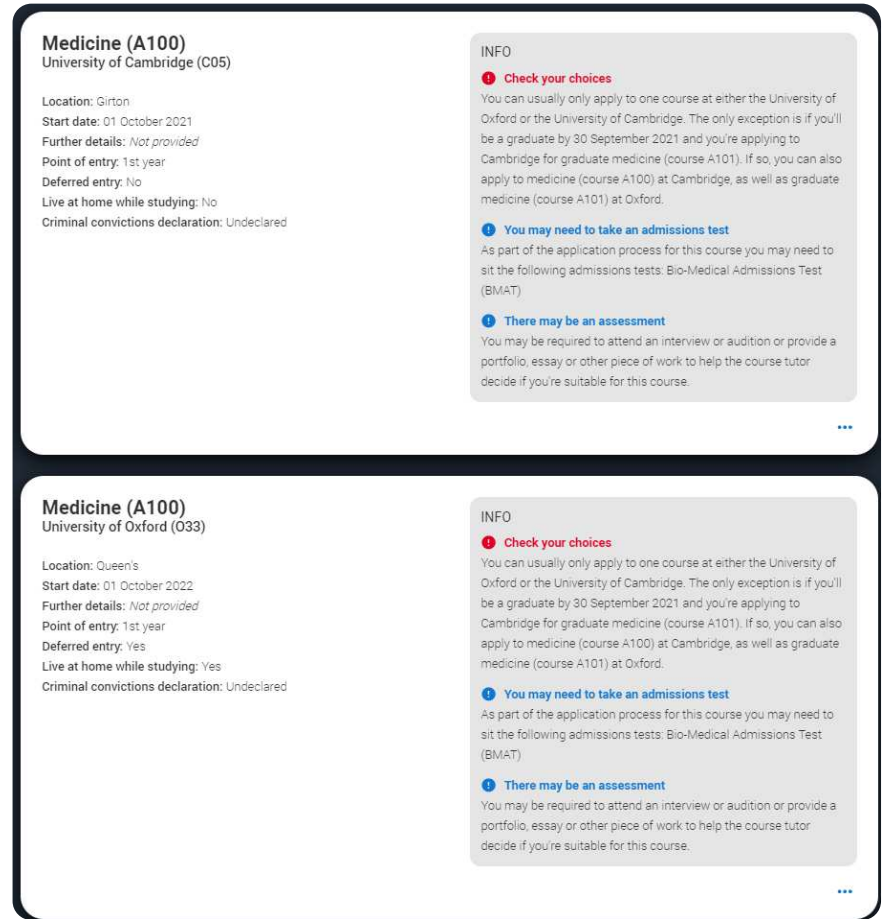


Clicking the 3 dots in the bottom right of a card enables you to see it as a summary.



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

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



# Submitting the application.

Before you pay and submit, you MUST get your form checked by someone in Progression Guidance in R105 (along the corridor from the Maths department).

Your form will be delayed if it is not checked before paying and submitting.

After checking at Esher, there are 4 steps to the submission process.

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

The screenshot shows the UCAS Application interface. At the top, it says "UCAS APPLICATION" and "2023 Undergraduate application". On the right, it displays "Your Personal ID number 1250001304". Below this is a navigation bar with a home icon and "UCAS application". The main content area is titled "Application status" and includes "Centre information" (Application linked to 3 Dimensions, Group Default Group). A progress bar shows four steps: CHOICES (1/5), PROFILE (100%), PERSONAL STATEMENT (with a checkmark), and READY TO SEND (with a "Review and submit" button). A blue button with a right arrow is also present.

**UCAS APPLICATION**  
2023 Undergraduate application

Your Personal ID number  
1250001304

Home / UCAS application

Application **status**

**Centre information**  
Application linked to  
3 Dimensions  
Group  
Default Group

1/5  
CHOICES

100%  
PROFILE

PERSONAL STATEMENT

READY TO SEND  
Review and submit

...

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

At the bottom of the application, click **Accept and proceed** (or return to application if you want to make more changes).

**UCAS APPLICATION**  
2023 Undergraduate application

Your Personal ID number  
1250003108

Home / UCAS application

1 Check your application 2 Update your preferences 3 Terms and conditions 4 Pay and submit

**Check your application**  
This is an overview of your application. Please check to make sure the information is correct. [Download as PDF](#)

[Personal details](#)  
[Contact and residency details](#)  
[Education](#)  
[Employment](#)  
[Nationality details](#)  
[Supporting information](#)  
[English language skills](#)

**Personal details** [Edit](#)

Title	Mrs
First name	Samantha
Last name	Sykes
Previous name(s)	Not provided
Preferred name	Not provided
Date of birth	14/03/1993
Gender	Female

Accept and proceed

Return to application

We need you to update your preferences.

## Marketing preferences

When you're applying and off to uni, you'll find different brands and universities will want to get in touch with you to share information about things to make student life easier and help you chose the right university for you. Tell us what you'd like to hear more about...

### Study and career opportunities, plus health information \*

Get career advice and information on course and training opportunities from employers, universities and colleges, as well as health and well-being guidance as you prepare for student life.

Yes  No

### Student essentials \*

Make the most of student life with info on tech, retailers, publications, banks, travel, and transport, as well as recommendations for student accomodation.

Yes  No

### Relevant courses \*

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

Yes  No

All

Email

Post

SMS

You must tick the box at the bottom of the page to confirm you have read and understood the terms and conditions.

You can collapse these by clicking the ▼.

Then click **Accept and proceed**, or you can Return to application, or Return to marketing preferences.

## Terms and **conditions**

These are the terms and conditions (the "**Terms**") on which we supply the "**Apply**" service (the "**Service**") to you.

- Unordered list
- Harum asperiores tenetur odio quaerat eaque veniam fugit soluta et fuga saepe temporibus aut delectust

1 Ordered list

2 Ullam placeat numquam perferendis deleniti ut eveniet tempore nihil aliquid ut dolore non vero molestias

It is important that you read these Terms carefully so that you are happy you understand their content.

We will ask you to confirm your agreement by ticking a box when you submit your application (your 'Application'). By ticking this box, we will consider that you accept these Terms, our website terms and conditions and our privacy policy.

We are unable to process your Application until you do so.

[EXPAND ALL](#) [COLLAPSE ALL](#)

### ▼ **About UCAS**

What we do and how to contact us.

- 1.1 We are the Universities and Colleges Admissions Service, a company incorporated in England and Wales with company number 02839815, whose registered office is at Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ ("UCAS", "we", "us").
- 1.2 You can contact us by telephoning our customer service team on 0371 334 4 447, emailing us at [webenquiries@ucas.ac.uk](mailto: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.

**Review and submit.**



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

UCAS application

1 Check your application 2 Update your preferences 3 Terms and conditions 4 Pay and submit

### Pay and submit

Please click [pay now](#), where you will be asked to enter your card details. Compulsory fields are marked with an asterisk (\*).

#### Card payment details

Credit and debit cards: we accept UK and international Visa, Visa Debit, Delta, MasterCard, JCB, Maestro, and Electron. At the moment we do not accept American Express or Diners Club cards.

Your card details will be encrypted before being transferred over the internet.

The application will not be processed until your payment has been authorised by the card issuer.

**If it is subsequently discovered that you did not have authority to make payment using the credit or debit card whose details are entered, we will cancel your application.**

**Do not refresh the page or use the back button while we process your payment.**

Amount due £27.00

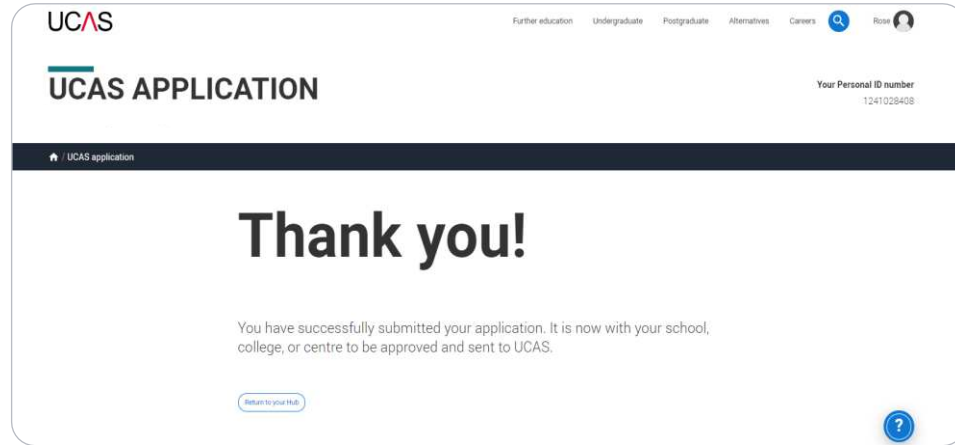
The next screen you see may be a payment card verification form supplied through your card issuer which is in place to give you added protection when paying online.

[Pay now](#) [Return to application](#)

[Back to Terms and conditions](#)

When you've paid and submitted your application, it will go to Esher Sixth Form College to add your reference.

You can follow the progress of your form in college through UCAS Track on the Progression Guidance section of your database.



The screenshot shows the UCAS Track interface. On the left is a vertical menu with categories: Medical, Attendance, Progression Guidance, Destinations, Entry Personal Statement, Subject References, UCAS Reference, UCAS Track (highlighted with a red circle), Trips and Visits, Payments, Equipment Loans, and Forms. The main area displays a table with the following data:

Status	Person	Date	Note	
Form Checked Before Submission to College	NAW	09/09/2022 12:53		
Sent for Face to Face Check	NAW	25/01/2022 16:07	to keep this section visible on the print out	
On Hold	DJL	29/11/2021 19:36		
Sent to UCAS	DJL	29/11/2021 19:36		
On Hold	NAW	11/10/2021 10:50		
Sent to Progression Guidance	VMT	04/10/2021 11:01		
Sent for Face to Face Check	DJL	24/09/2021 10:15	asd	

College submits the application to UCAS. If you log in you to the UCAS hub will see a read-only version.

The screenshot shows a web interface for a UCAS application. At the top, a teal banner contains a back arrow and the text "Return to your Hub". Below this, a message states: "This is a read only version of your application which is with an adviser at UCAS Test and training centre. Contact your adviser if you have any questions or problems with your application." To the right of this message are the words "Contact" and a "Download as PDF" button. On the left side, there is a vertical navigation menu with the following items: "Personal details", "Contact and residency details", "Employment", "Education", "Nationality details", "Supporting information", "English language skills", "Finance and funding", "Diversity and inclusion", and "Personal statement". The main content area is divided into two sections. The first section, titled "Personal details", contains a table with the following information: Title (Ms), First name (Rose), Last name (Hill), Previous name(s) (Not provided), Preferred name (Not provided), Date of birth (08/02/1995), and Gender (Female). The second section, titled "Contact and residency details", contains a table with the following information: Mobile telephone number (01234567890) and Other telephone number (Not provided).

Once we have sent your form to UCAS use the **UCAS Track tool** in the **UCAS hub** to monitor the progress of your application, receive and respond to your offers.

### Your status

University of Portsmouth has offered you an unconditional place with substantial changes to your original choice. You are now waiting for confirmation from Brunel University London.

### Next steps

If you meet the conditions of your outstanding offer, the university or college will confirm your place. You may need to send them details of your results if they ask for them.

Give us your feedback!

# And finally .....

- Please meet the deadlines!

# Esher Sixth Form College UCAS Deadlines

Type of application	You must submit your form before	...and we will send your form to UCAS
Medicine, Veterinary Science, Dentistry and Oxbridge applications	8am on <b>Wednesday 27 September 2023</b>	by the UCAS early deadline of <b>Monday 16 October 2023</b>
Competitive applications <i>(if you want your form to be processed with 10 working days)</i>	8am on <b>Monday 9 October 2023</b>	within <b>10 working days</b> of the form being received, provided it is <b>error-free</b>
General applications	8am on <b>Monday 6 November 2023</b>	by the end of the autumn term, <b>Wednesday 20 December 2023</b>
General applications - final deadline	8am on <b>Monday 27 November 2023</b>	by the UCAS final 'equal consideration' deadline, <b>31 January 2024</b>