UCAS

Applying through UCAS

For courses starting in 2026

Updated: March 2025

Public

Esher Sixth Form College 2026 UCAS Apply deadlines

Students **must** have **a face-to-face** (*in person or Teams*) **form check** with a member of the Progression Guidance team **before** paying and submitting their form. **No forms will be processed** until the face to face meeting has occurred. Please note our 'turn around' time commitment is only valid for forms submitted **without errors**. These deadlines apply to post-results ('6.3') applicants also.

Applications can be submitted from the start of teaching in the autumn term, Monday 8 September 2025.

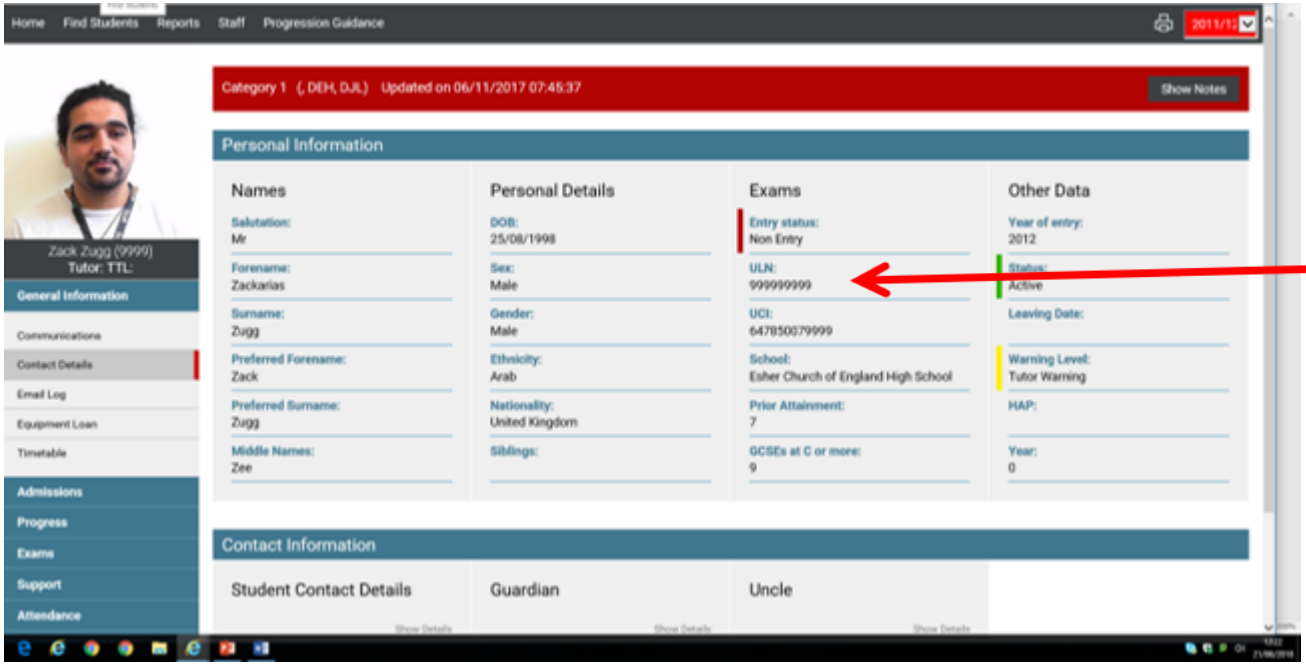
Type of application	**You must submit your form before …**	**…and we will send your form to UCAS**
Medicine, Veterinary Science, Dentistry and Oxbridge applications	8am on **Monday 22 September 2025**	by the UCAS early deadline of **15 October 2025**
10 day turnaround deadline *(for more competitive applications which will be processed with 10 working days)*	8am on **Monday 20 October 2025**	within **10 working days** of the form being received, provided it is **error-free**
General applications	8am on **Monday 3 November 2025**	by the end of the autumn term, **Friday 19 December 2025**
General applications - final deadline	8am on **Monday 10 November 2025**	by the UCAS final 'equal consideration' deadline, **14 January 2026**

Forms handed in after 10 November will probably meet the 14 January UCAS deadline, but we **do not guarantee** this. Most universities operate a policy of **'first come, first served'**. An **early application** for any course at any institution **optimises** the chance of receiving an offer. **Get it right, get it checked, get it in!**

Before you begin

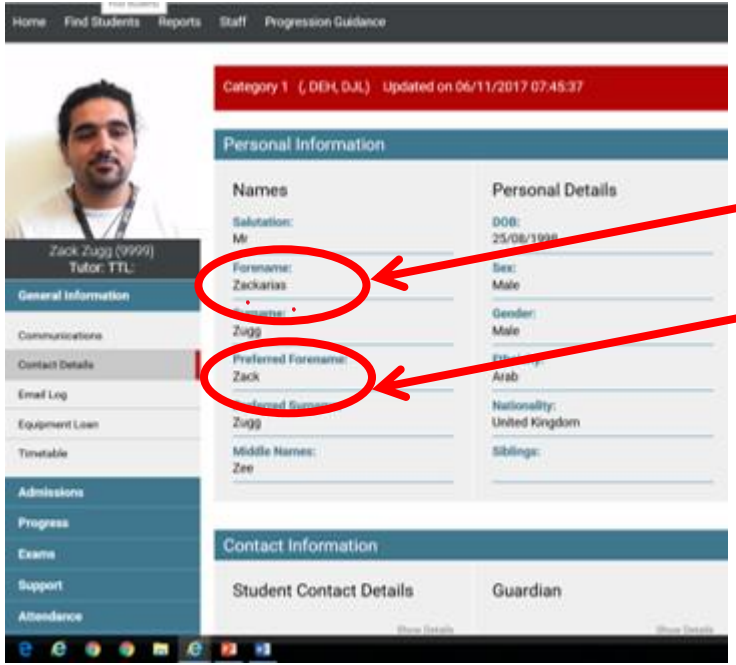
- Information you enter onto your UCAS form must be **accurate**
- Esher Sixth Form College has to **confirm** that certain details are correct
- These include your **full legal name**, all your examination results and your **area of residence**
- We do this by checking against your College **database** entry
- **Look this up on the database now and add make a note of key information – as a screenshot, on your phone notes or traditional paper notes.**

Open your database entry on the college portal



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* and get it changed before you submit your UCAS form.

Are your GCSE results accurate?

(exams > entry qualifications)

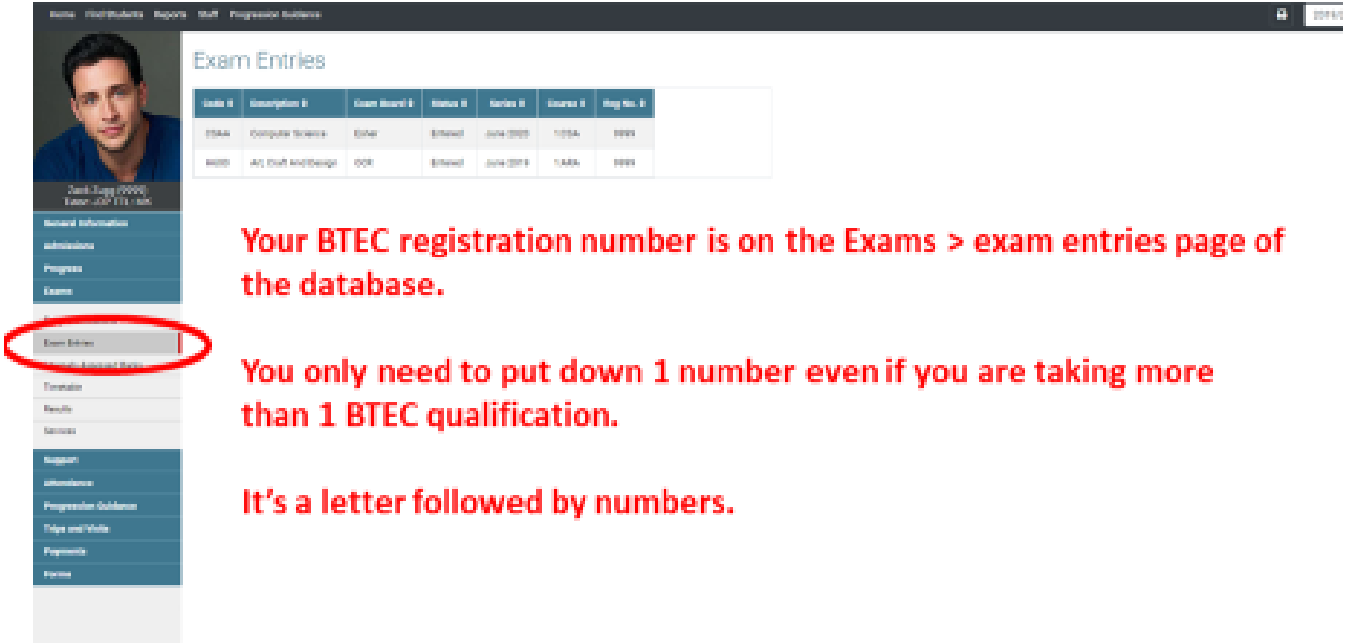
Send scans of GCSE certificates to *MIShelpdesk@esher.ac.uk* if any of these are wrong.

Entry Qualifications

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



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.

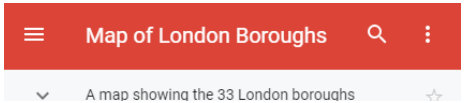
It's a letter followed by numbers.

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.**

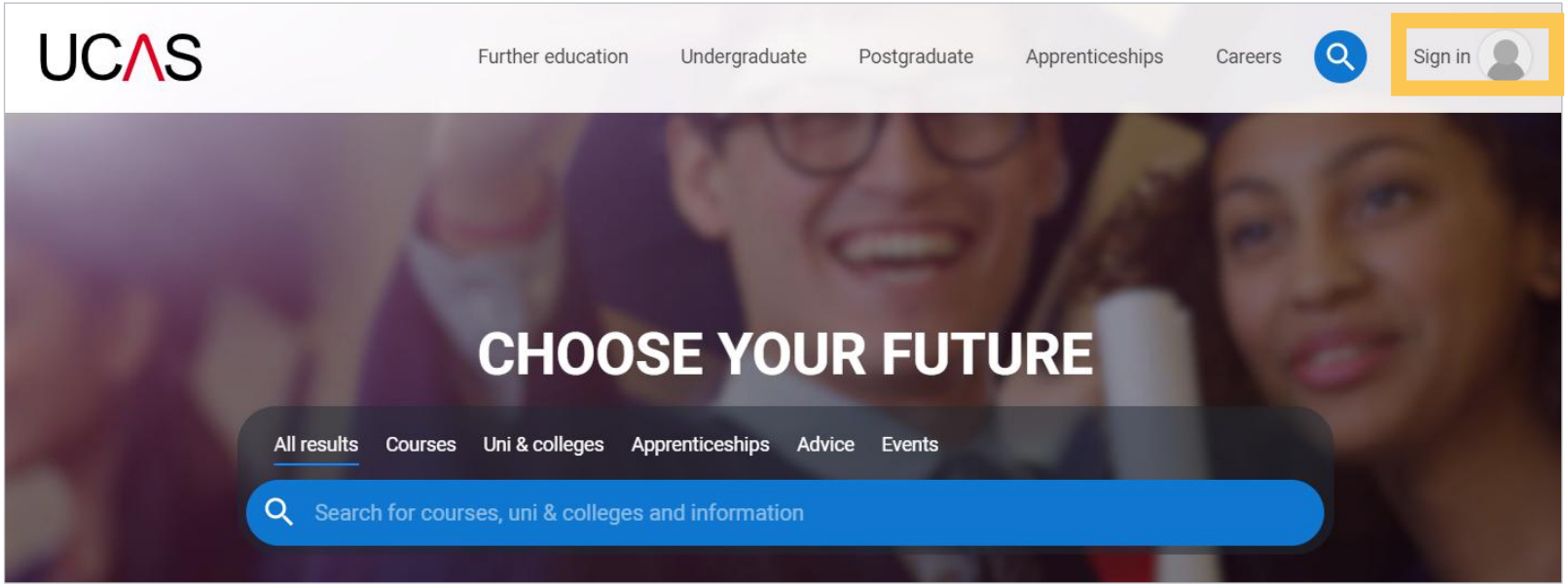
Note your area of residence on your handout.

Registering for an account

Registering for an account

UCAS

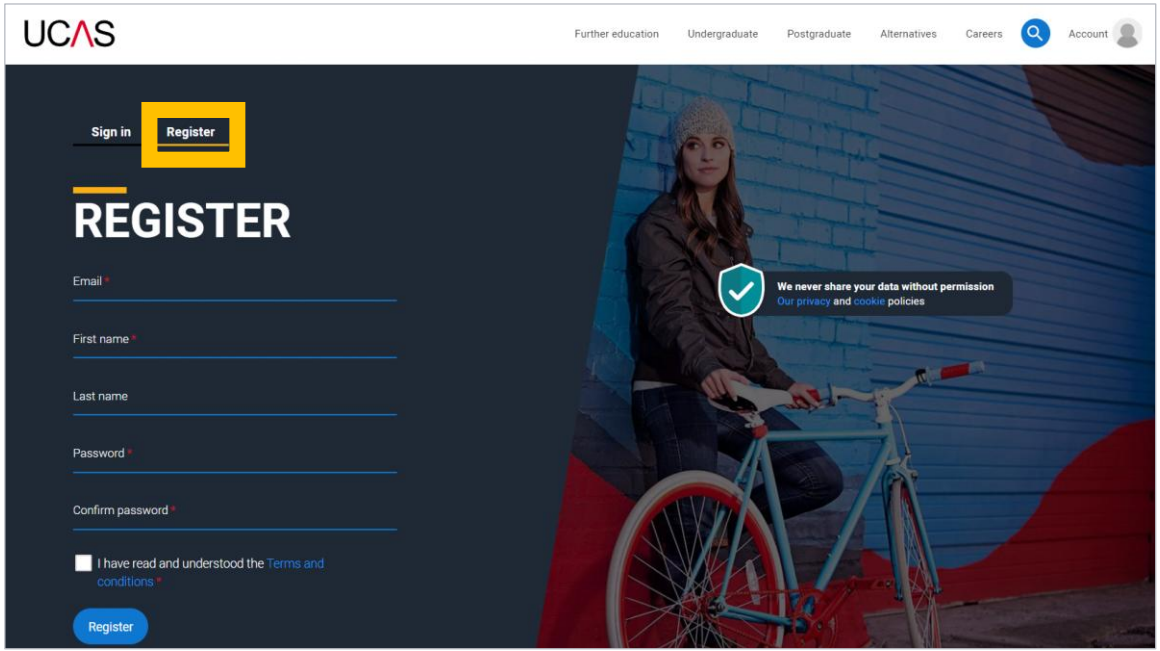
Head to ucas.com and select Sign in.



Registering for an account

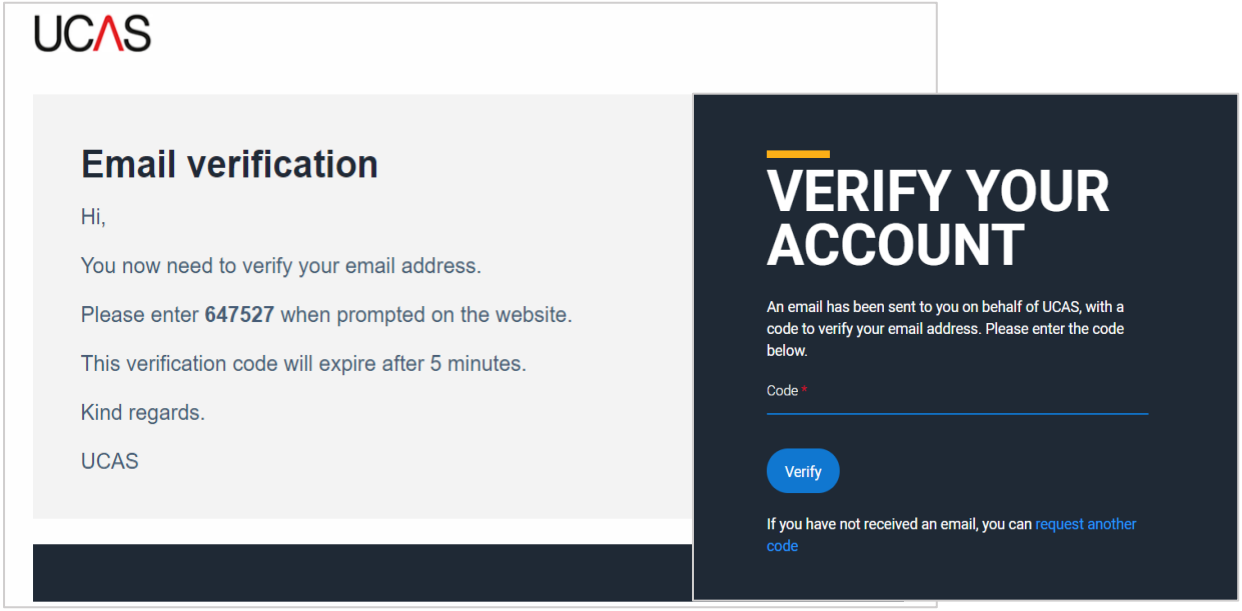
Complete the short form. Make sure the **password** is **memorable**.

Use personal email address not your college email



Registering for an account

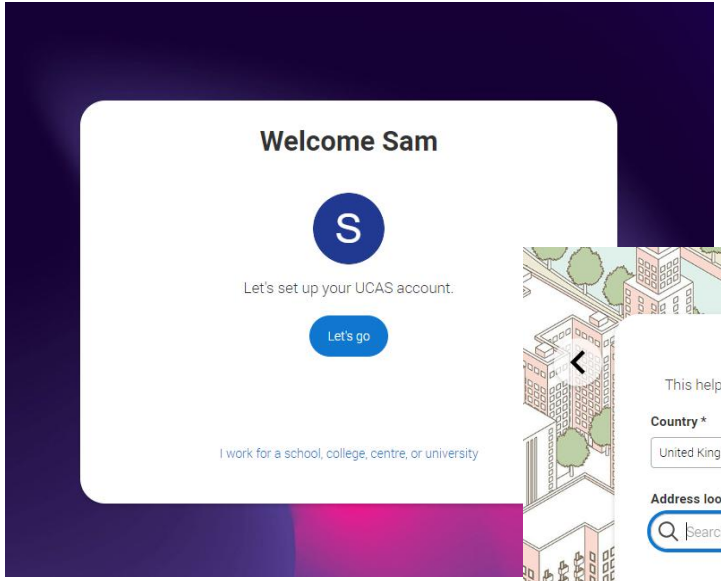
We'll email you a **code** to **verify** your email address, so we know we've got the right details.

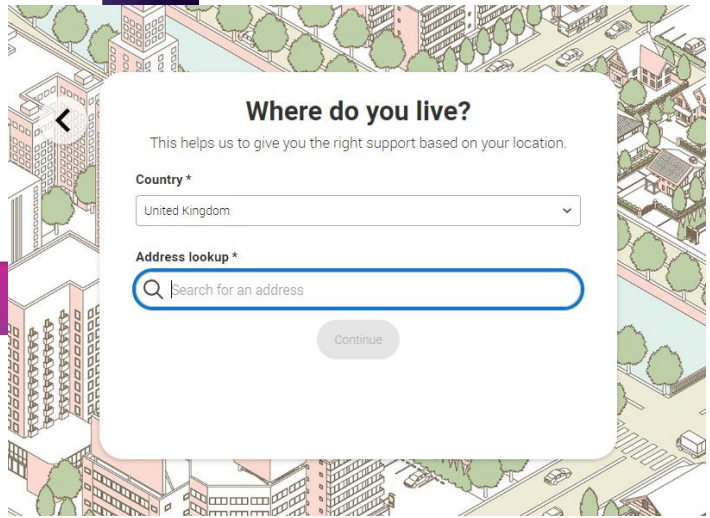


Registering for an account

Once you've registered, you're ready to get started.

We'll ask you a few questions like where you live so we can tailor the information you see.



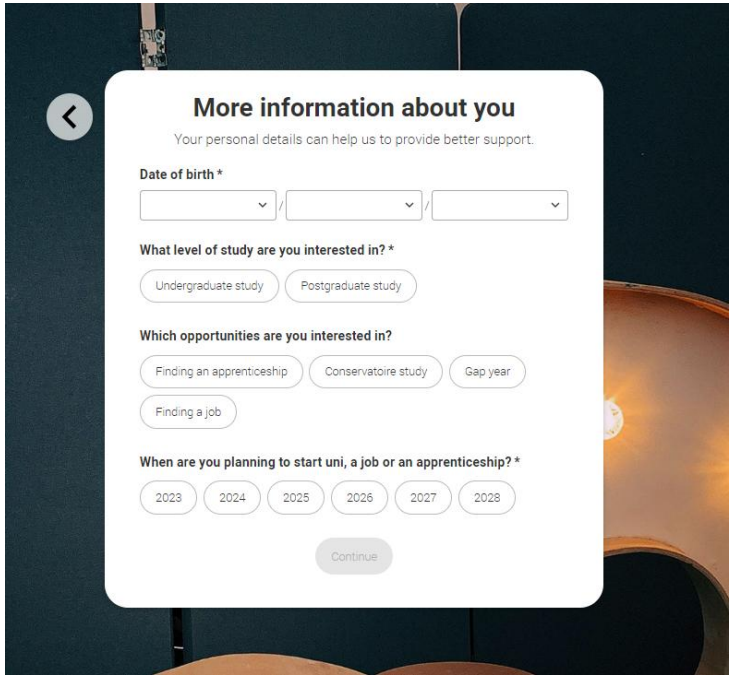


Registering for an account

We'll ask you a few questions about yourself; your level of study is **Undergraduate** if you're still at school/college.

You can choose to get information on apprenticeships, conservatoires, finding a job or gap years.

Enter 2026 - including for deferred entry (this option comes later)

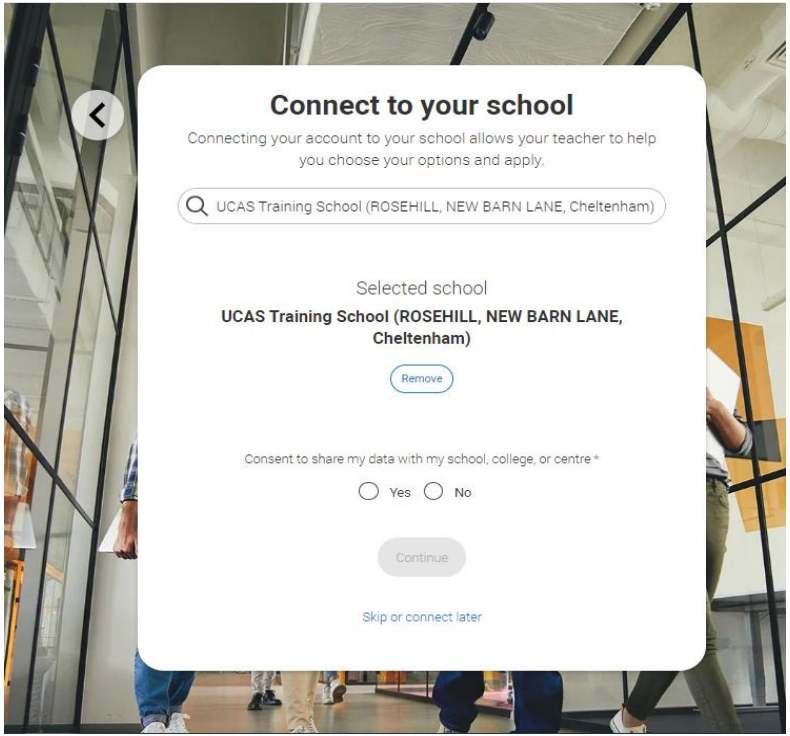


Connect to Esher College

You must link your application to Esher Sixth Form College and consent to share your data – otherwise we cannot support you, add a reference or predicted grades

You will be asked to enter a BUZZWORD later. This is

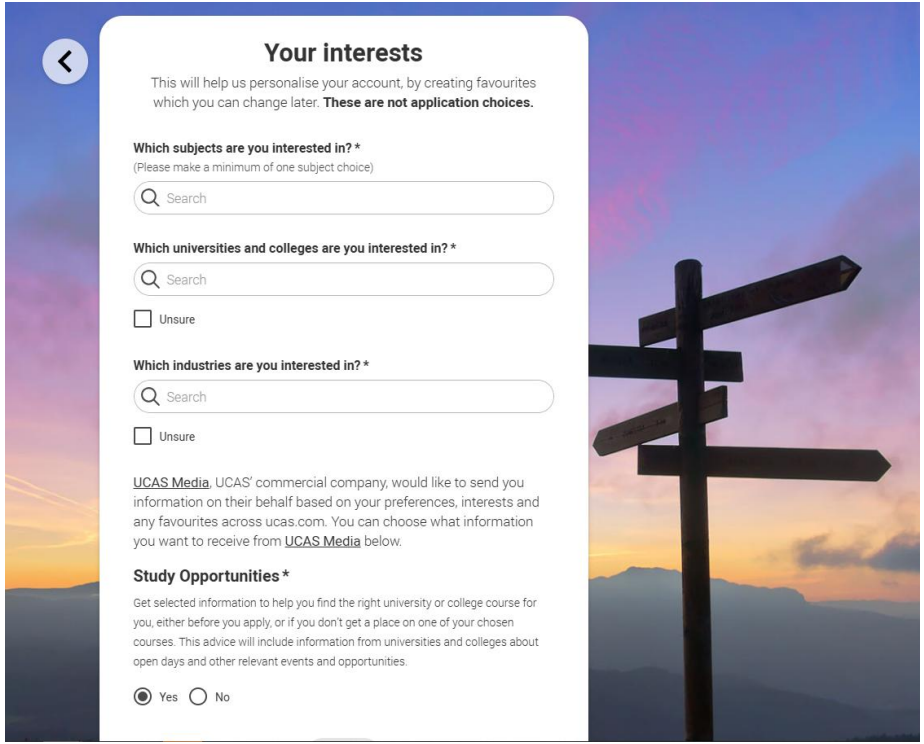
esher26



Registering for an account

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

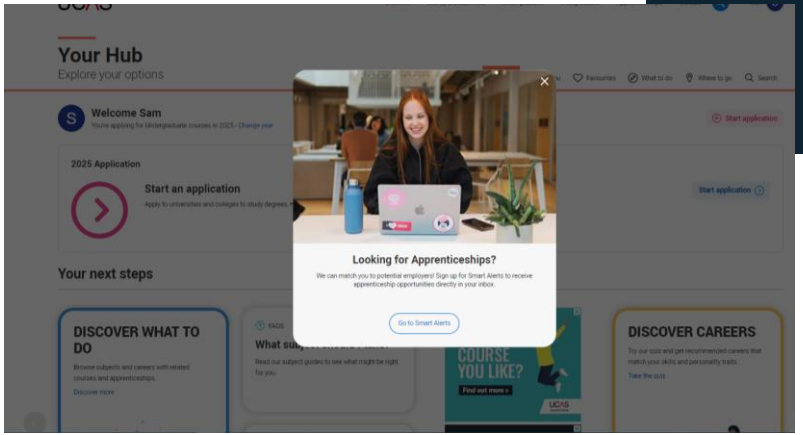
Select the **subjects, locations or industries** that you are interested in – you can change these at any time in your preferences.

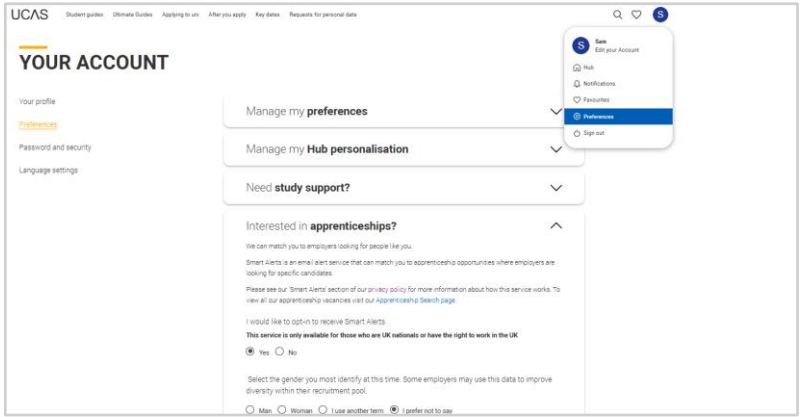


Looking for an apprenticeship?

If you're interested in apprenticeship opportunities, we can match you to potential employers if you sign up to smart alerts.

You'll get these directly to your inbox. It's totally optional.



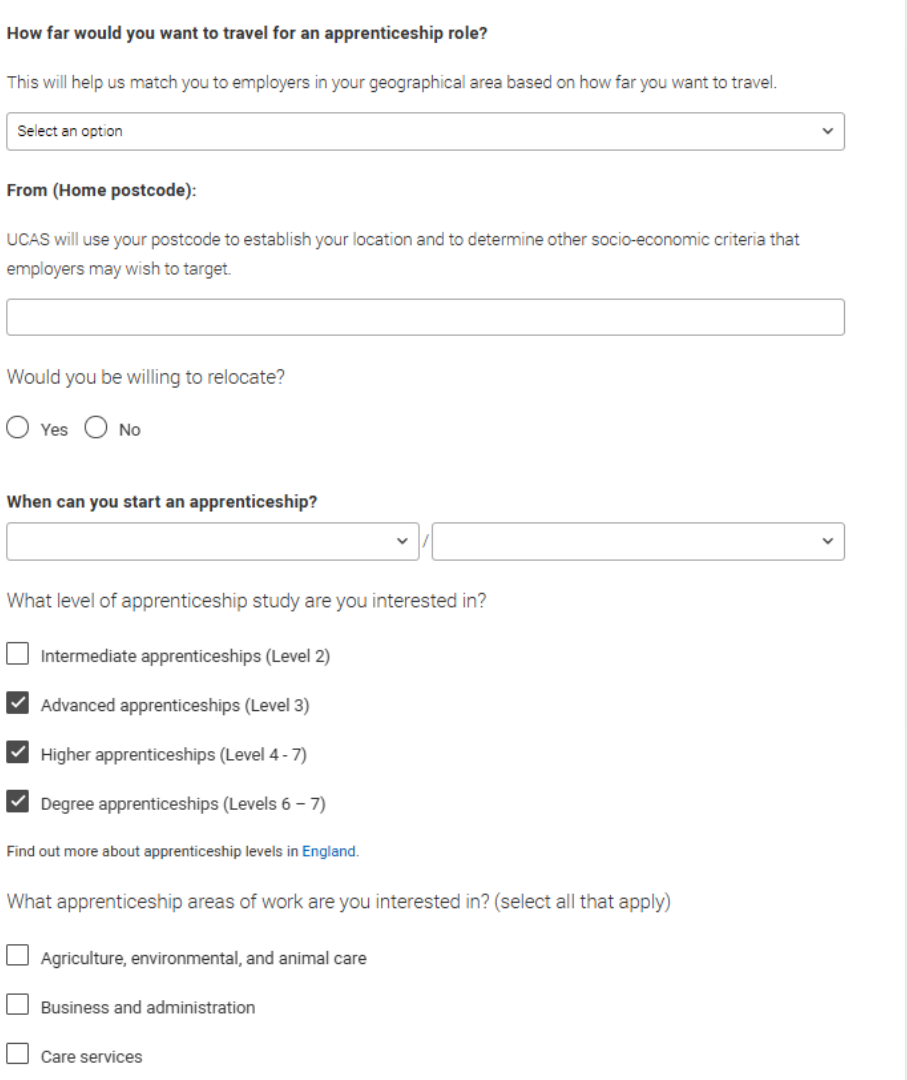


UCAS

Smart alerts

There are a few questions to answer to make sure the information you're sent is useful.

You can update this at any time in your 'Preferences'.



How far would you want to travel for an apprenticeship role?

This will help us match you to employers in your geographical area based on how far you want to travel.

Select an option

From (Home postcode):

UCAS will use your postcode to establish your location and to determine other socio-economic criteria that employers may wish to target.

Would you be willing to relocate?

Yes No

When can you start an apprenticeship?

/

What level of apprenticeship study are you interested in?

- [ ] Intermediate apprenticeships (Level 2)
- [x] Advanced apprenticeships (Level 3)
- [x] Higher apprenticeships (Level 4 - 7)
- [x] Degree apprenticeships (Levels 6 – 7)

Find out more about apprenticeship levels in England.

What apprenticeship areas of work are you interested in? (select all that apply)

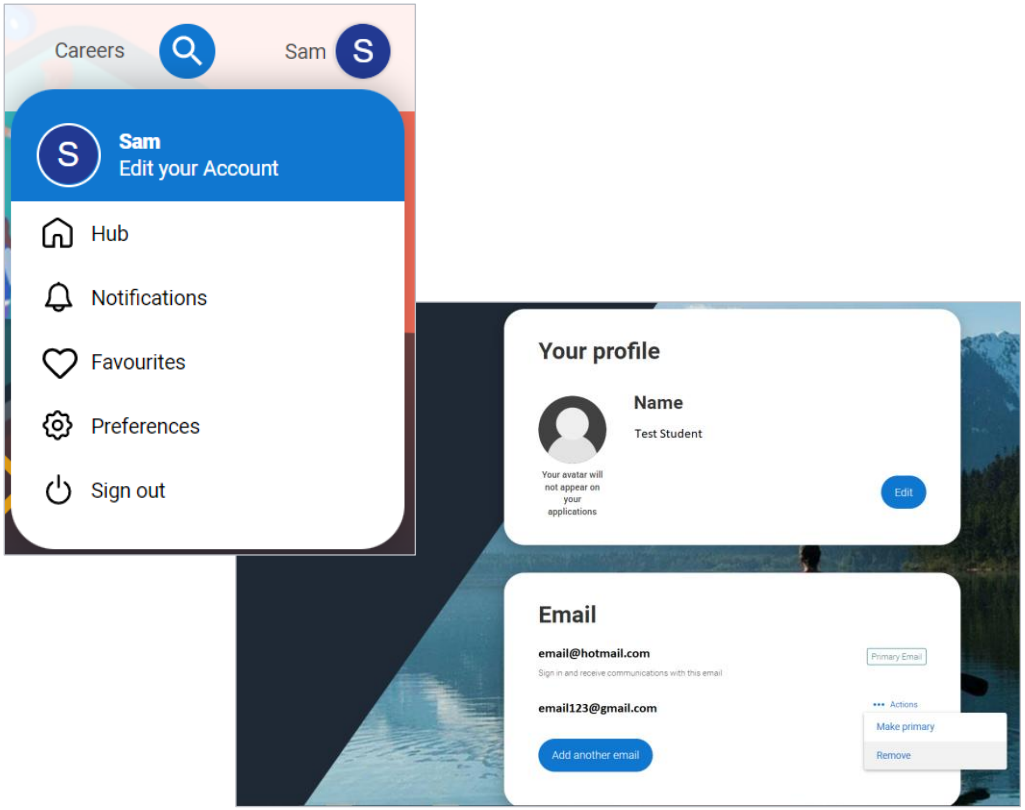
- [ ] Agriculture, environmental, and animal care
- [ ] Business and administration
- [ ] Care services

Public

Your email

Use a personal email address as your primary email, rather than a school/college one because you will lose access to your college email after you leave

To update your email address, go to ‘Edit your account’ from drop-down, where you can change your email.

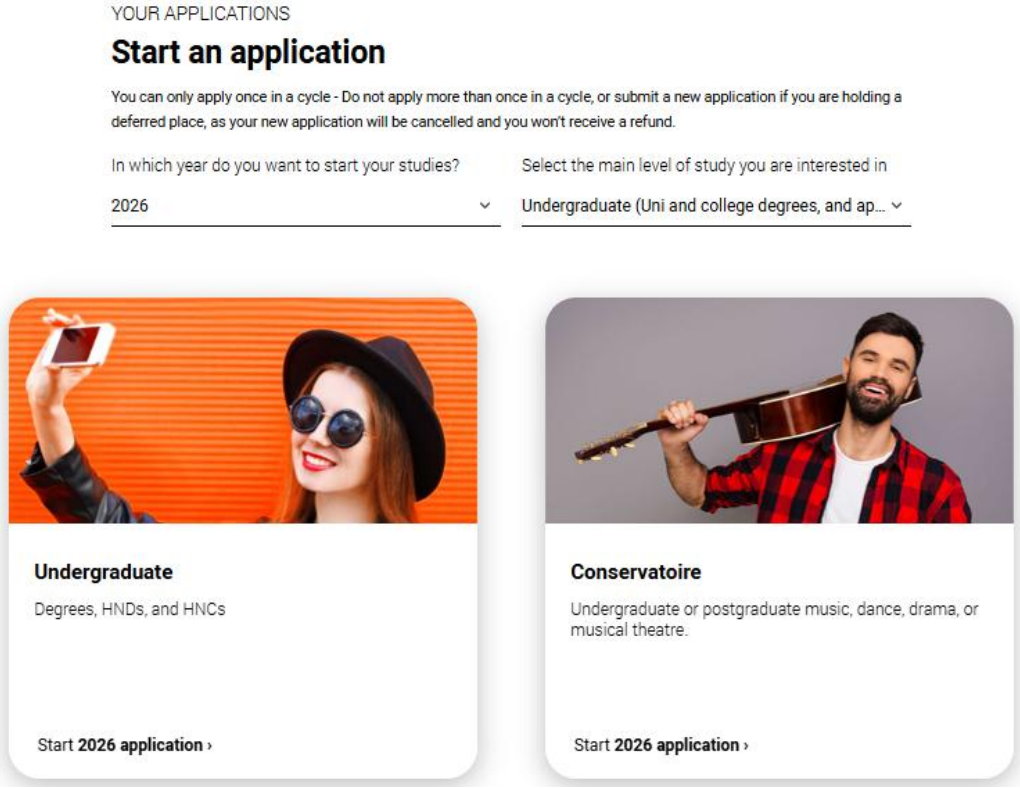


Starting your application

Starting your application

Choose the year you want to start your studies, level of study (it's **Undergraduate** if you are still at school/college) and type of application you wish to make.

Make sure you choose **2026** if you want to start next year, including if you want to defer entry.



UCAS Discover Undergraduate Postgraduate Money & student life Apprenticeships Careers

UCAS

Your Hub

Your personalised homepage and discovery hub

Hub | For you | Favourites | What to do | Where to go | Search

Welcome back Sam

You're applying for Undergraduate courses in 2026 - Change year

Start application

2026 Application

Start application

Start an application

Apply to universities and colleges to study degrees, HNDs, and HNCs and dance, drama and music at conservatoires.

Your feed

Your personal content feed

DISCOVER WHAT TO DO

Browse subjects and careers with related courses and apprenticeships.

Discover more

FAQS

What subject should I take?

Read our subject guides to see what might be right for you.

HOW TO

How to apply

All you need to know about applying to university, college or an apprenticeship.

DISCOVER CAREERS

Try our quiz and get recommended careers that match your skills and personality traits.

Take the quiz

FAQS

Key application dates

Find out what you need to do and when.

HOW TO

How to nail that personal statement

Writing a personal statement can be daunting. Follow our tips and advice to help make it easier.

DISCOVER WHERE TO GO

Browse universities, colleges and employers and learn more about cities and regions in the UK.

Find out more

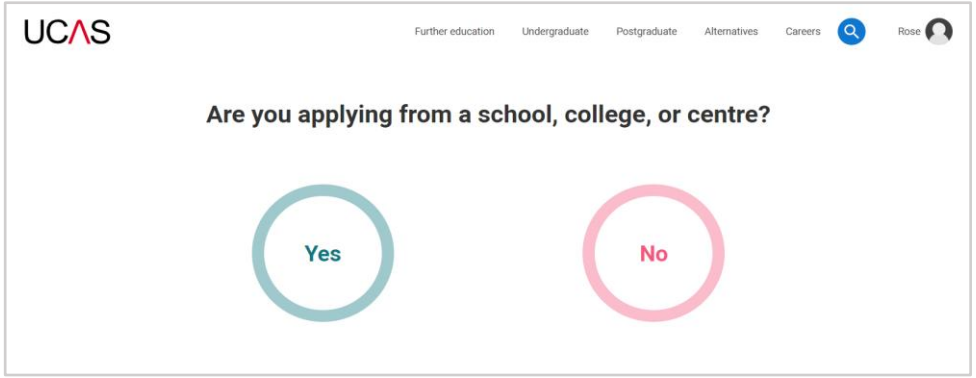
Linking to your school, college or centre

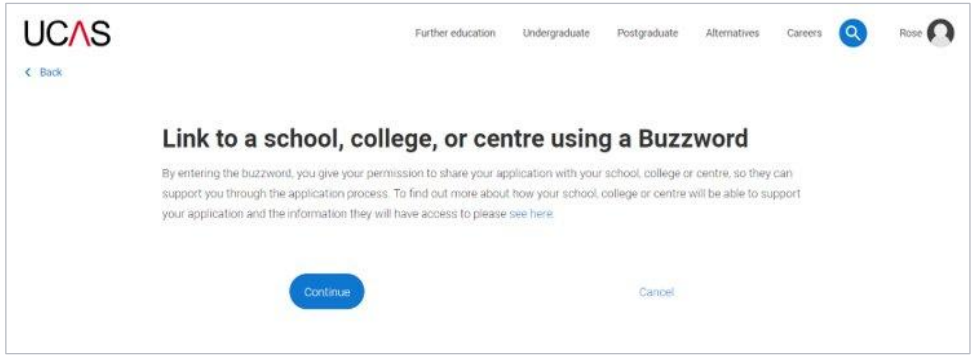
Select ‘Yes’.

You will then need to enter the Buzzword.

The BUZZWORD is

esher26

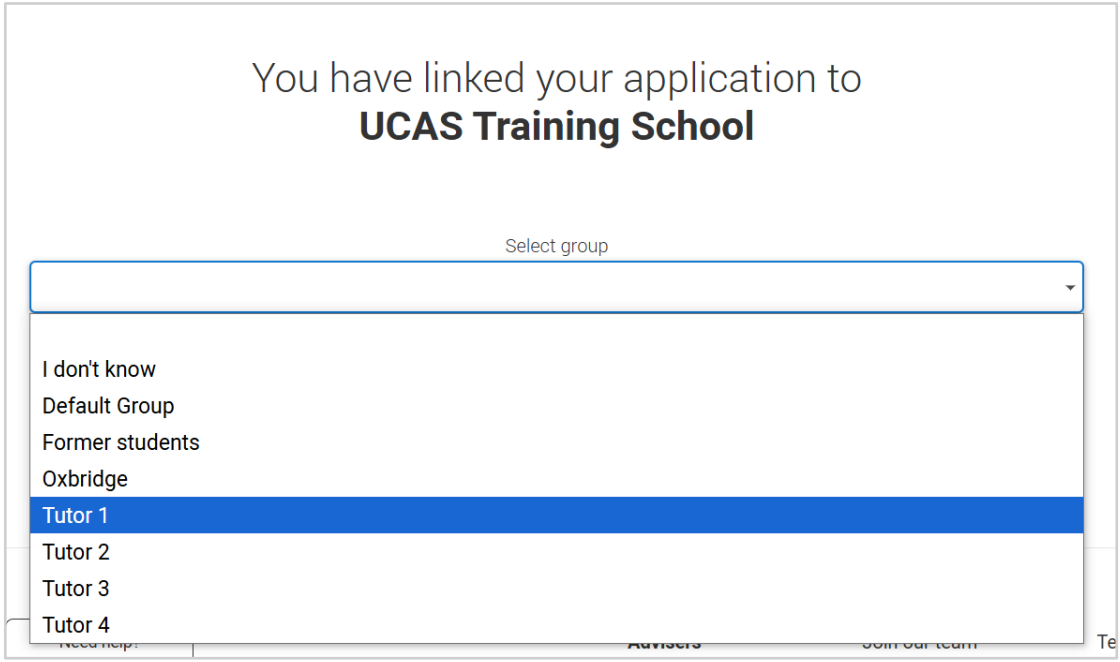




Linking to your school, college or centre

Once your application has been linked, you can then select a group. This is your tutor's initials e.g. BLV = Becky Voller.

If you can't find your tutor's initials, add yourself to the 'Default Group'.



Public

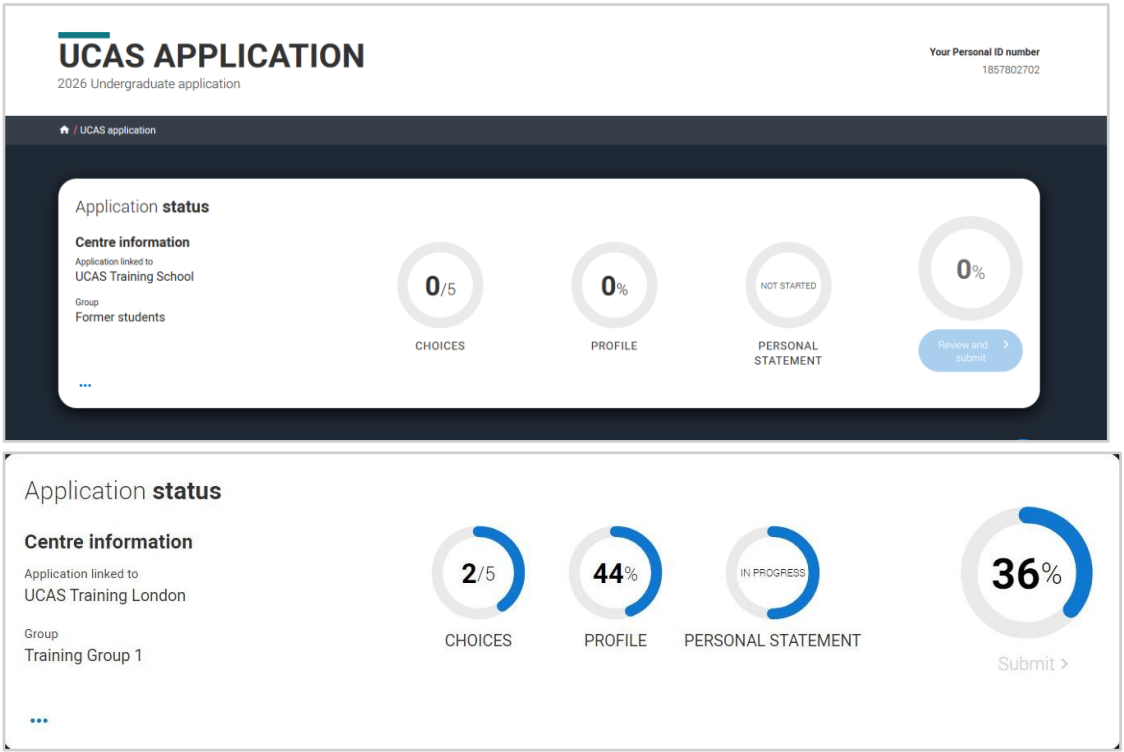
Application overview

Application overview

Your ‘Application status’ helps track your progress.

The percentage complete updates each time you mark a section as complete.

You don’t need to complete the application straight away; log in and out at any time until you're finished.

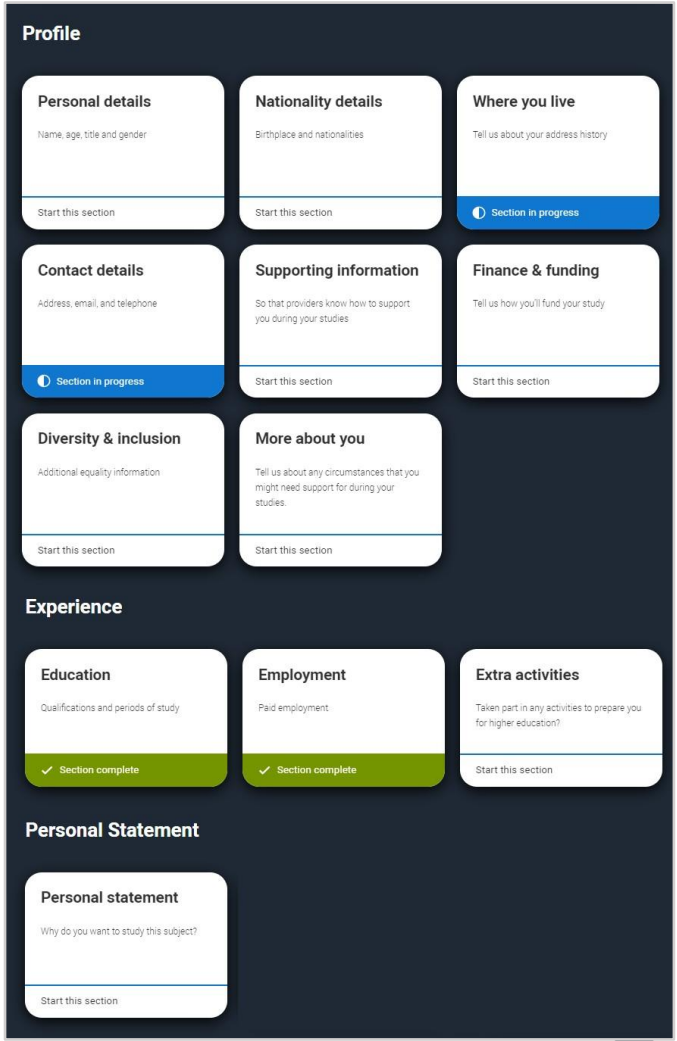


Application overview

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

Some sections only appear after other sections have been completed.

All sections must be marked as ‘**Complete**’ before you submit your form.

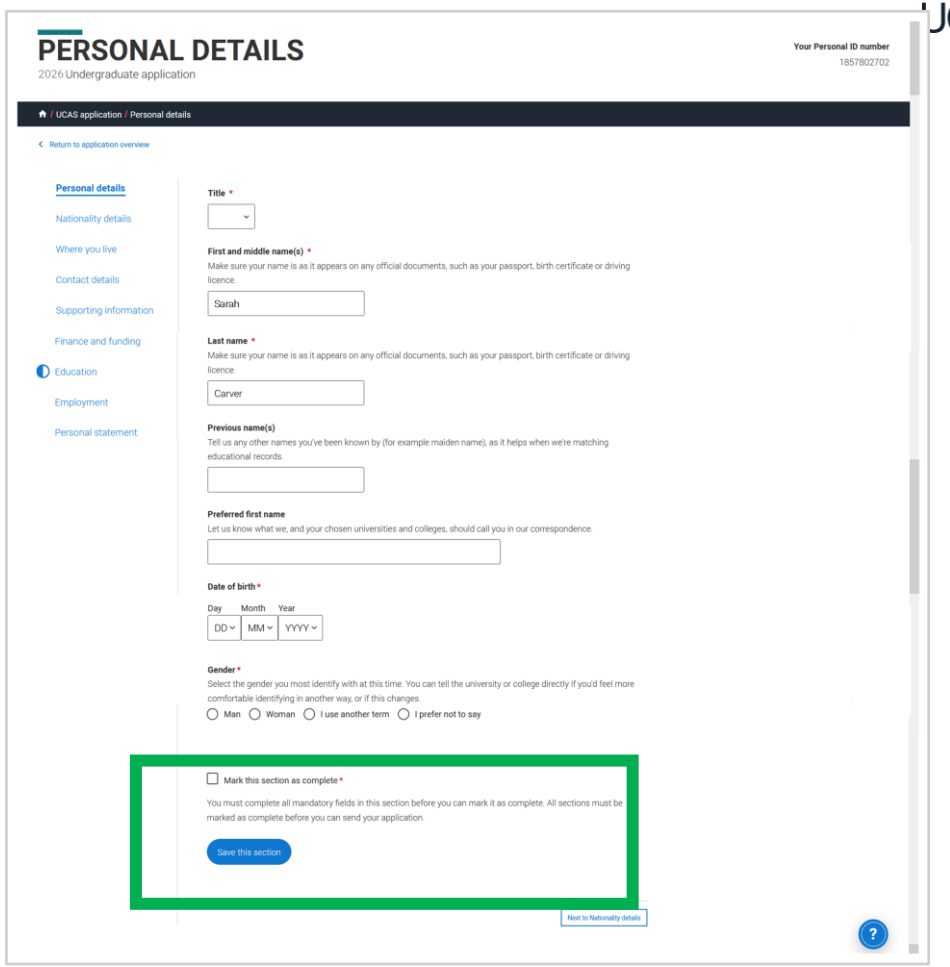


Personal details

Personal details

Your name should already show, but you'll need to add your title and complete the other mandatory fields (marked with a *).

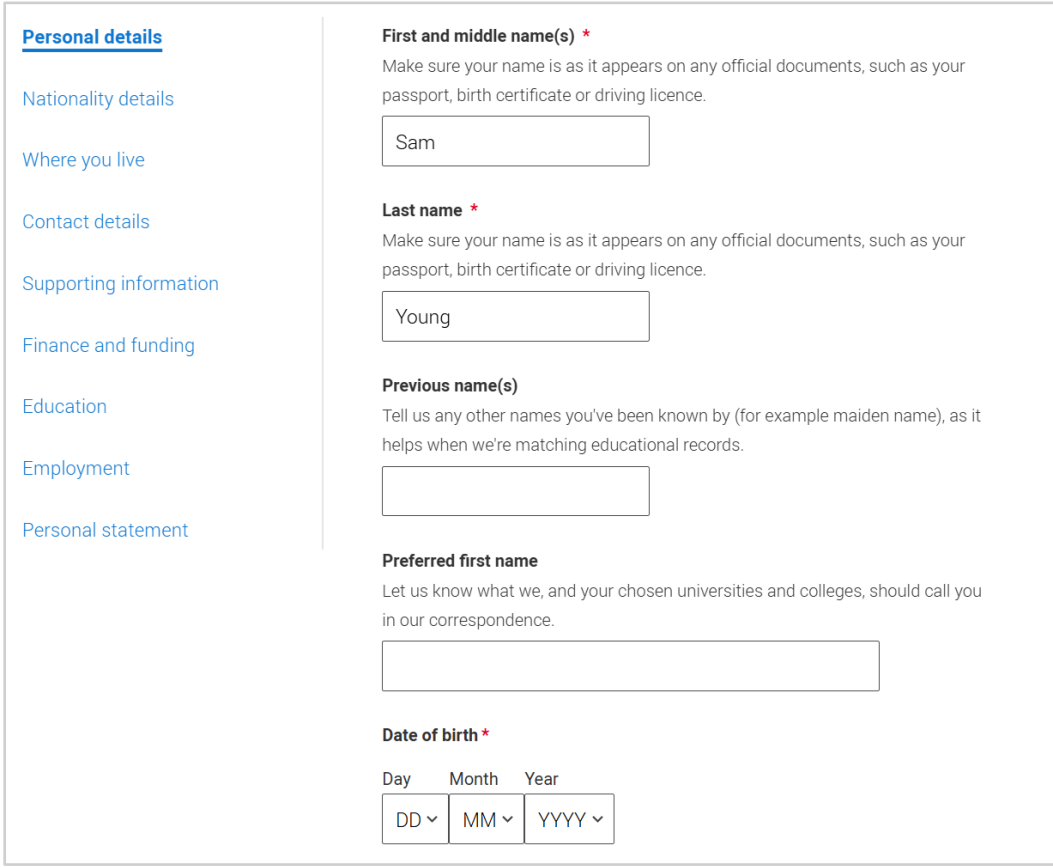
Once you've completed a section **mark the section as complete and save it** at the bottom of each page.



Personal details

Make sure your name and date of birth is entered as it appears on any official documents (e.g. passport, birth certificate).

Use preferred name to let us know what we should call you in our communications.



Public

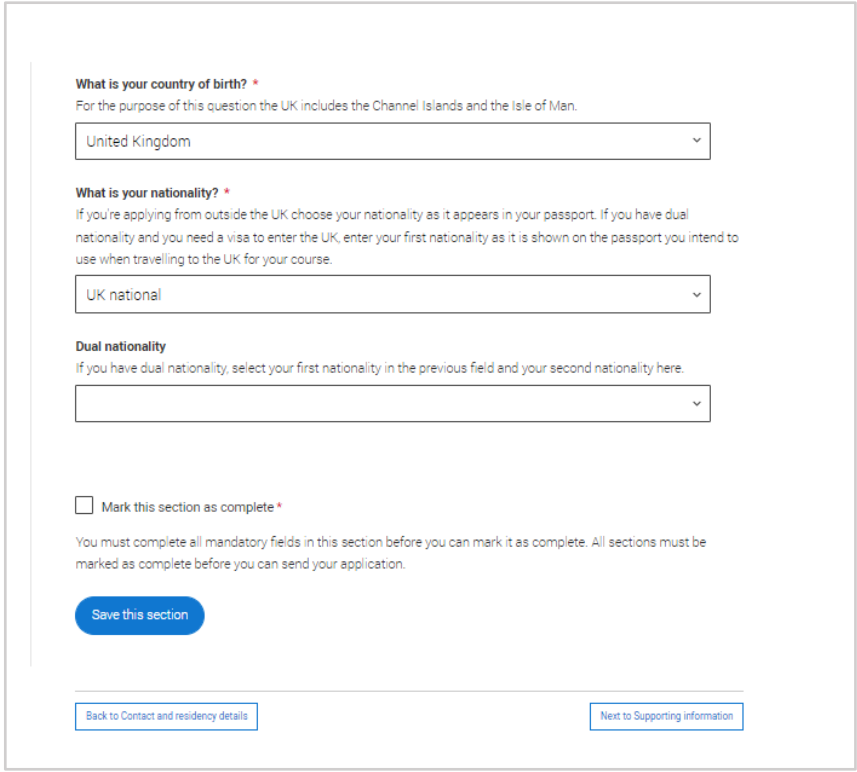
Nationality details

Nationality details

Your nationality is associated with the country that would issue you a passport for international travel. If you don't have a passport, it is usually the country in which you were born.

This is not your ethnicity. Ethnicity refers to your cultural identity and ancestry. UK resident applicants are asked about ethnicity in the diversity and inclusion section.

Additional questions may appear based on the information you provide.



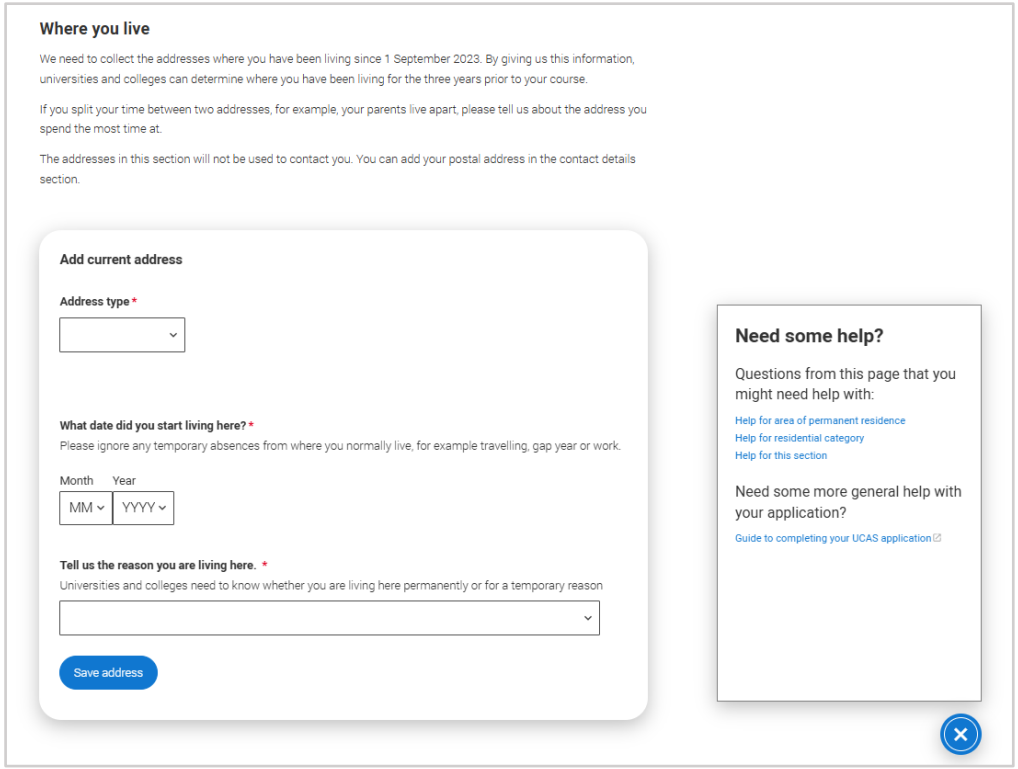
Where you live

Where you live

You must add three years of residency history between 1 September 2023 and 1 September 2026.

Your current address should be added first, once this has been added it can only be edited not deleted.

Then add your previous addresses until September 2023.

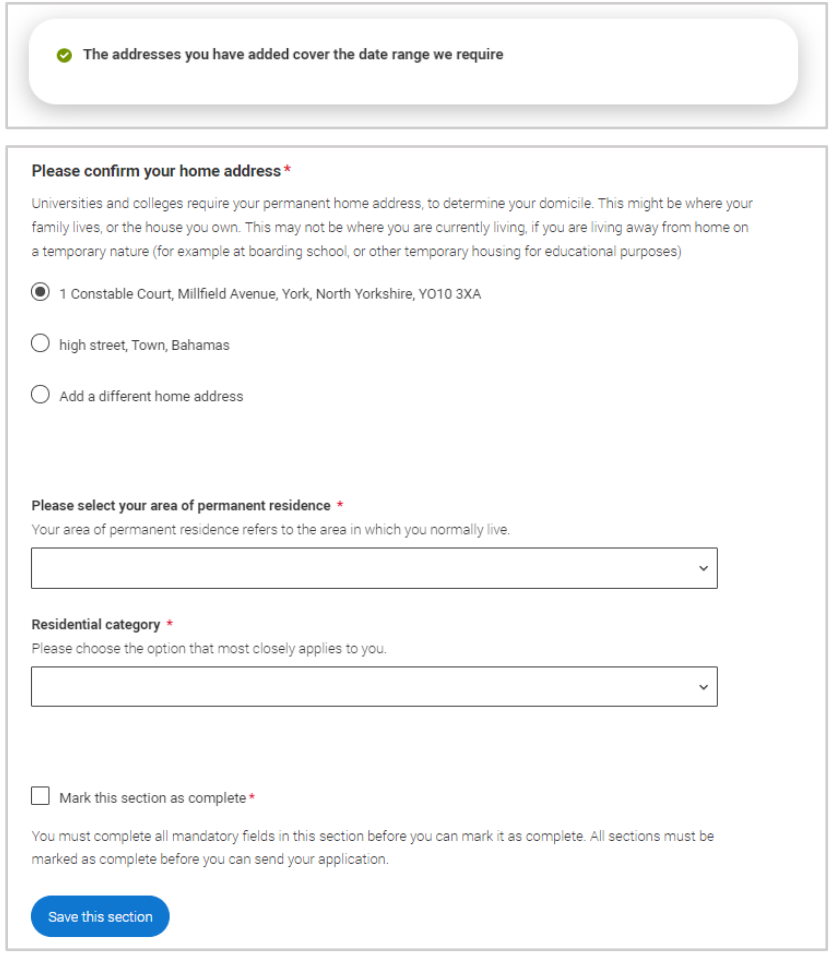


Where you live

Once you've added addresses to cover the required date range, you'll need to confirm your home address.

This can be selected from the list of addresses you entered, or a new one can be added.

You need to select your area of permanent residence (which you wrote down earlier) and residential category.



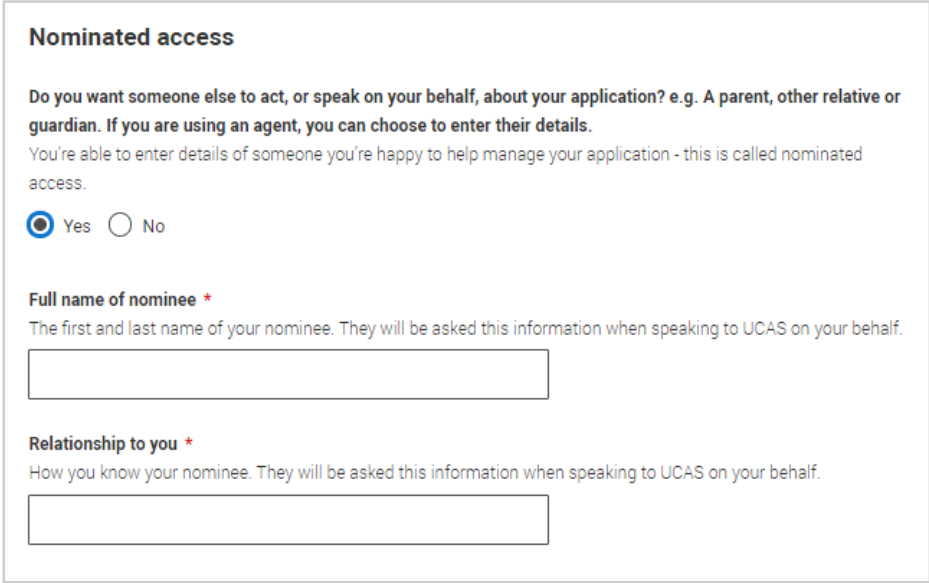
Contact details

CONTACT DETAILS: important point

You should answer yes to the nominated access question – this will enable you to name someone to talk to UCAS on your behalf.

This is usually a parent or carer – in case you are unwell or on holiday and UCAS or a university need to contact you.

If a person is not named here, UCAS will not speak to them about your application.

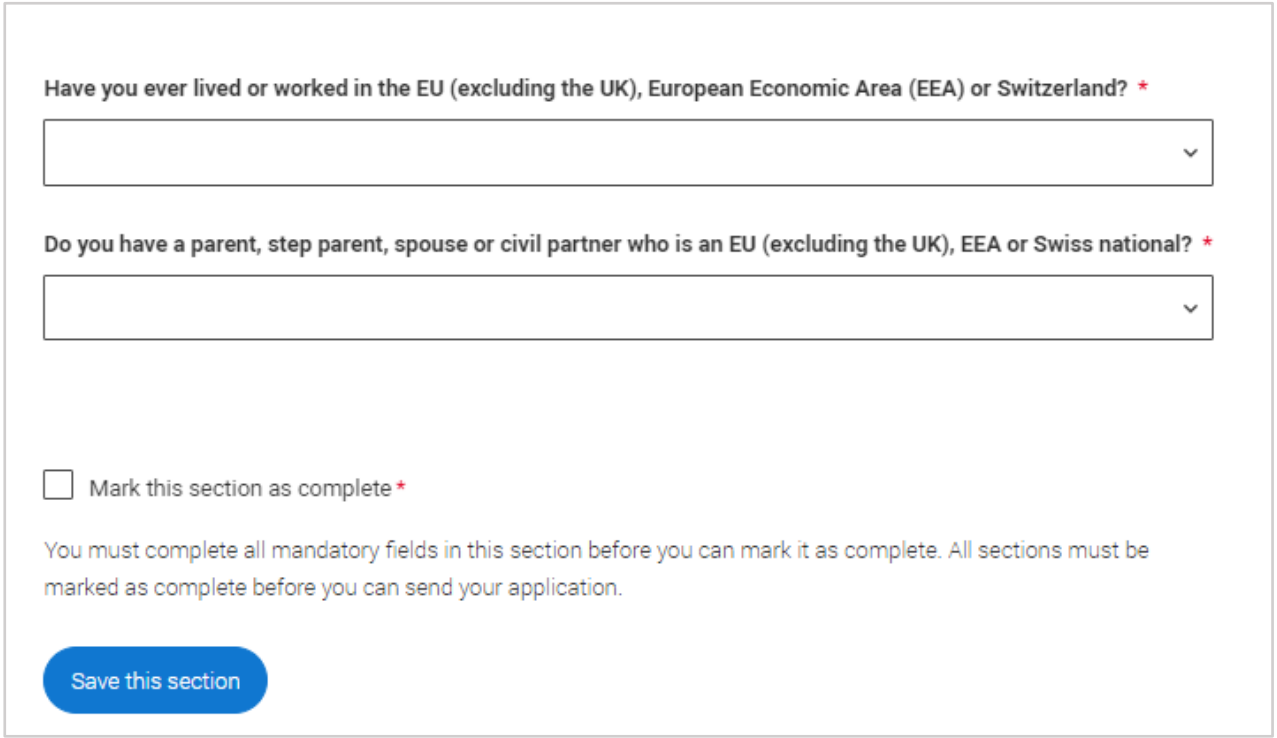


Supporting information

Supporting information

All questions are mandatory (*), but you have the option of

- *I don't know*
- *Prefer not to say*.



Public

Finance and funding

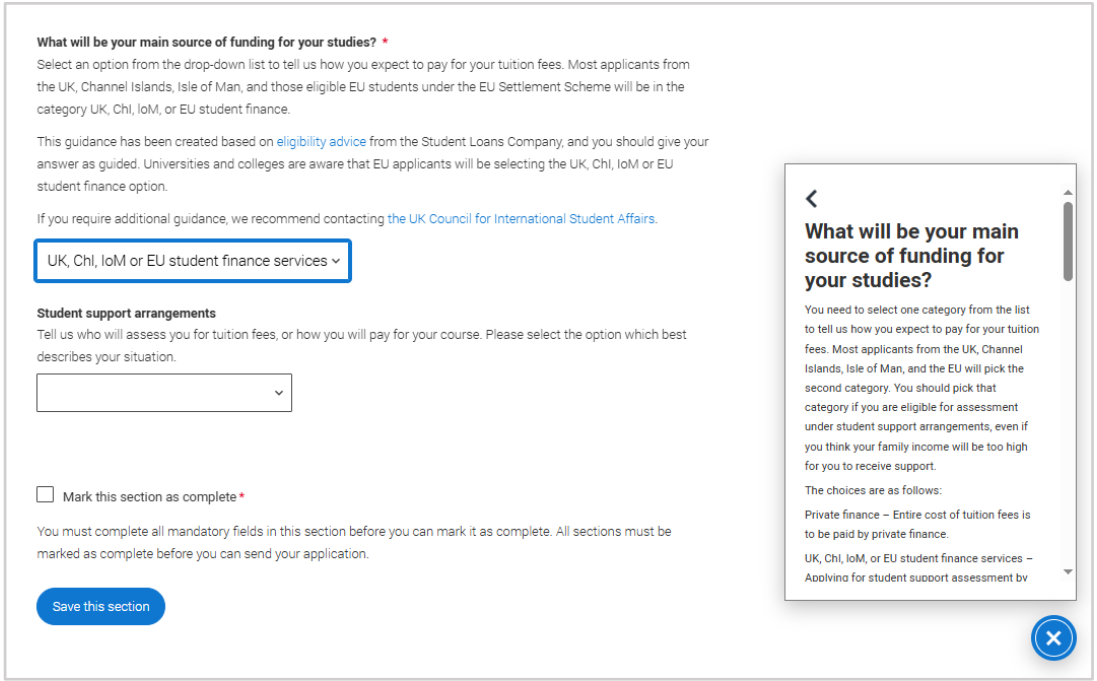
Finance and funding

If you intend to – or think you might – take out a student loan, select UK, ChI, IoM or EU Student Finance Services.

This does not commit you to taking a loan, but means you will be sent the information

Private finance is the option if you are 100% sure you will not be taking out a loan, and you / your family will be funding your studies upfront

Under student support arrangements, enter your **area of residence** again



Public

Diversity and inclusion

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

You must complete all mandatory questions * but you can select 'I prefer not to say'

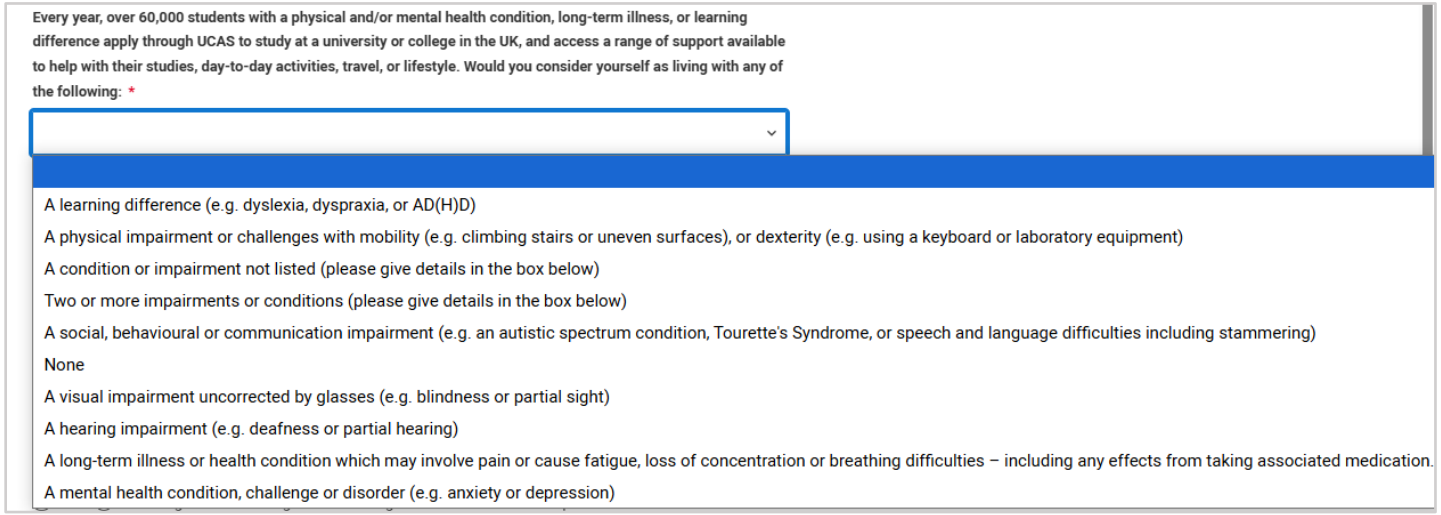
More about you

More about you

If you have a disability or health condition we strongly recommend that you share it here.

Sharing this information helps the university connect you to the right support – they may send you more information or contact you to discuss what would help you succeed.

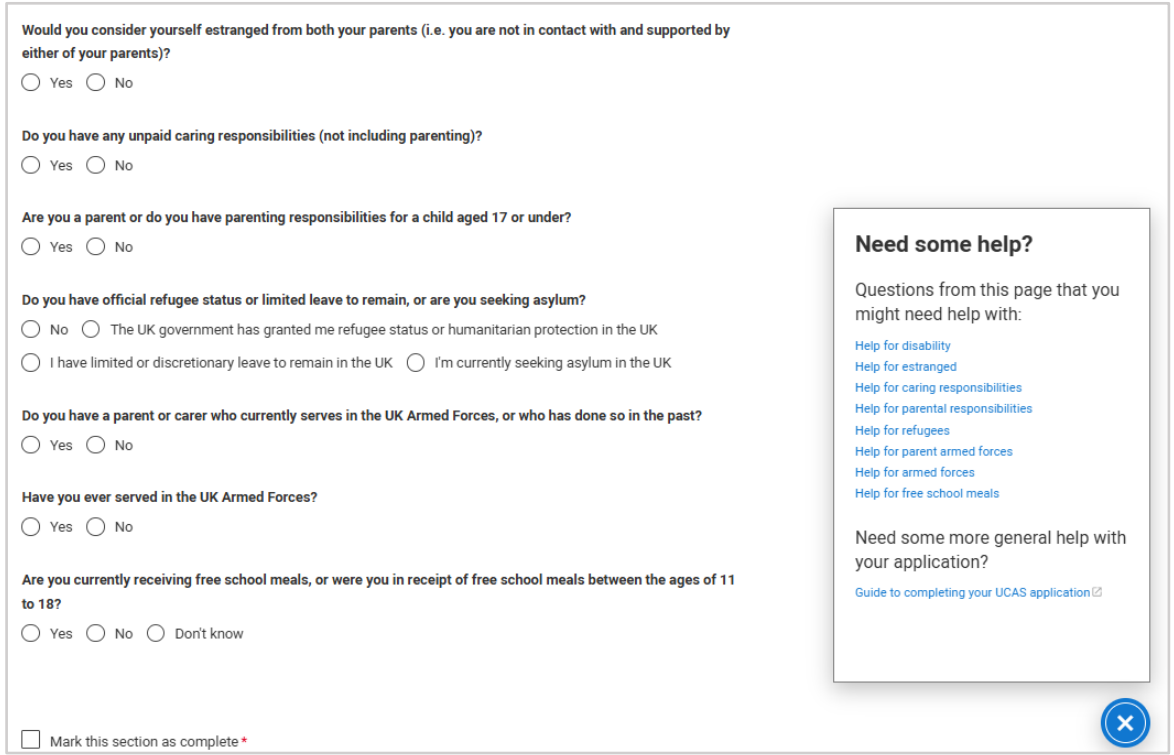
It will not be used as part of the selection process



More about you

You might feel uncertain about sharing personal circumstances, be reassured it's never used to decide whether to offer you a place, but it might be used to make you an offer that looks at your achievements in context.

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



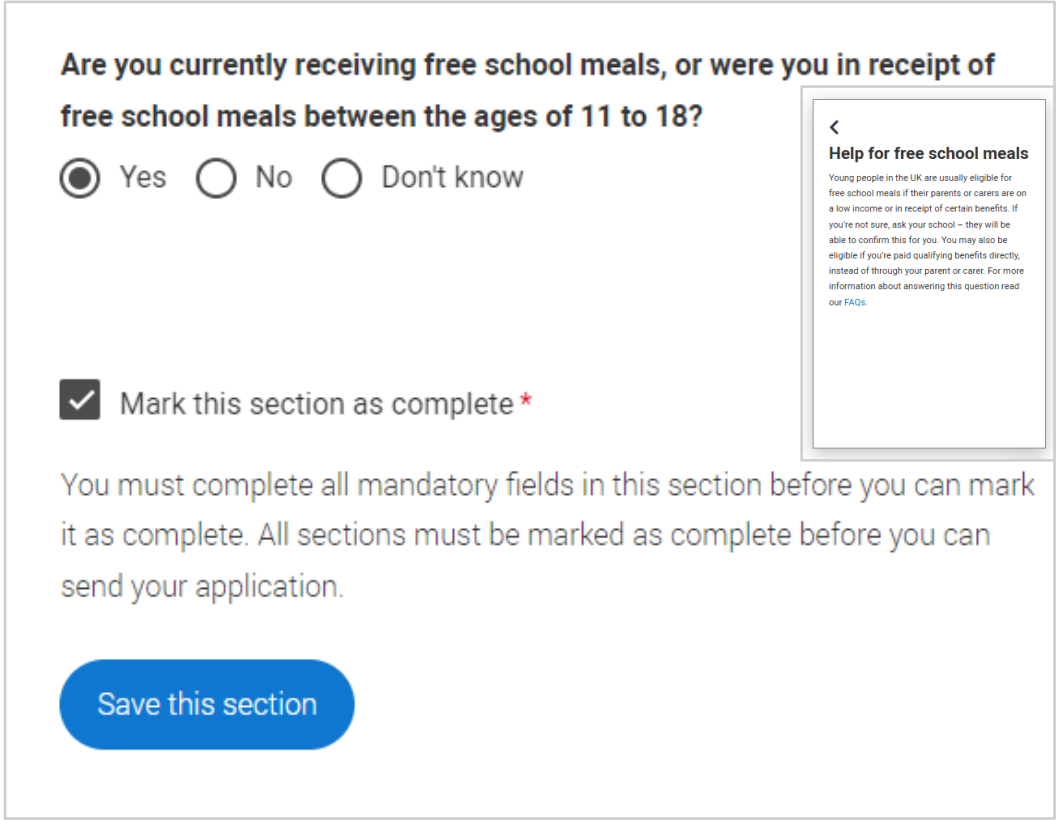
More about you

UCAS Free Schools meal Application Fee Waiver

You must answer, 'Yes' to this question in 'More about you' to identify you are eligible for the free school meals application fee waiver.

This means you do not have to pay the application fee for the UCAS application

Your school or college will need to agree to your eligibility when reviewing your application and may require you to evidence this.



Education

This is a very important section and one where the majority of mistakes occur

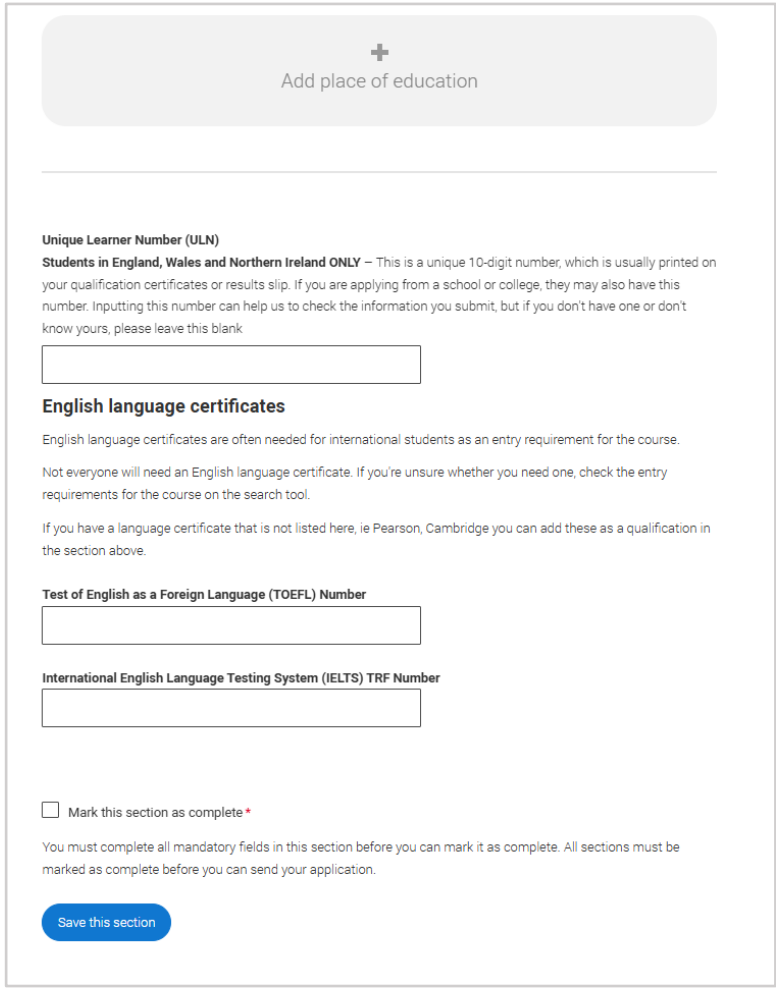
Mistakes can delay your application, so be careful here

Education

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

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

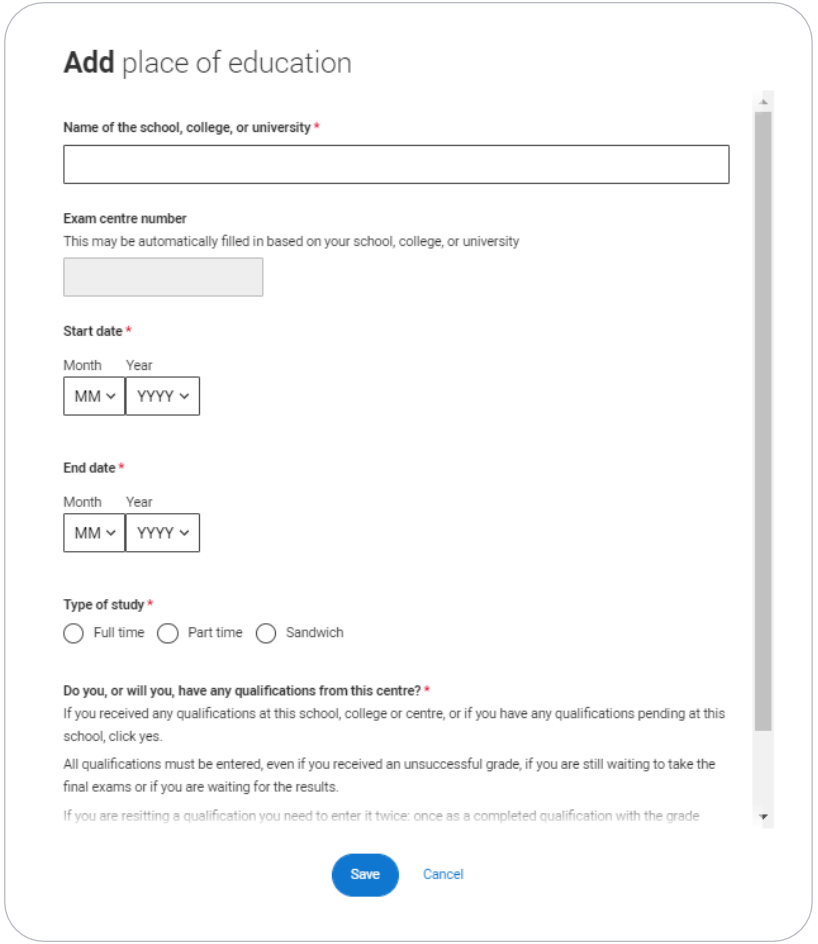
You'll be asked for a 'Unique Learner Number' – you wrote this down from your database entry at the start



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 **09/2019 to 06/2024** for current 6.1s.



Security marking: **PUBLIC**

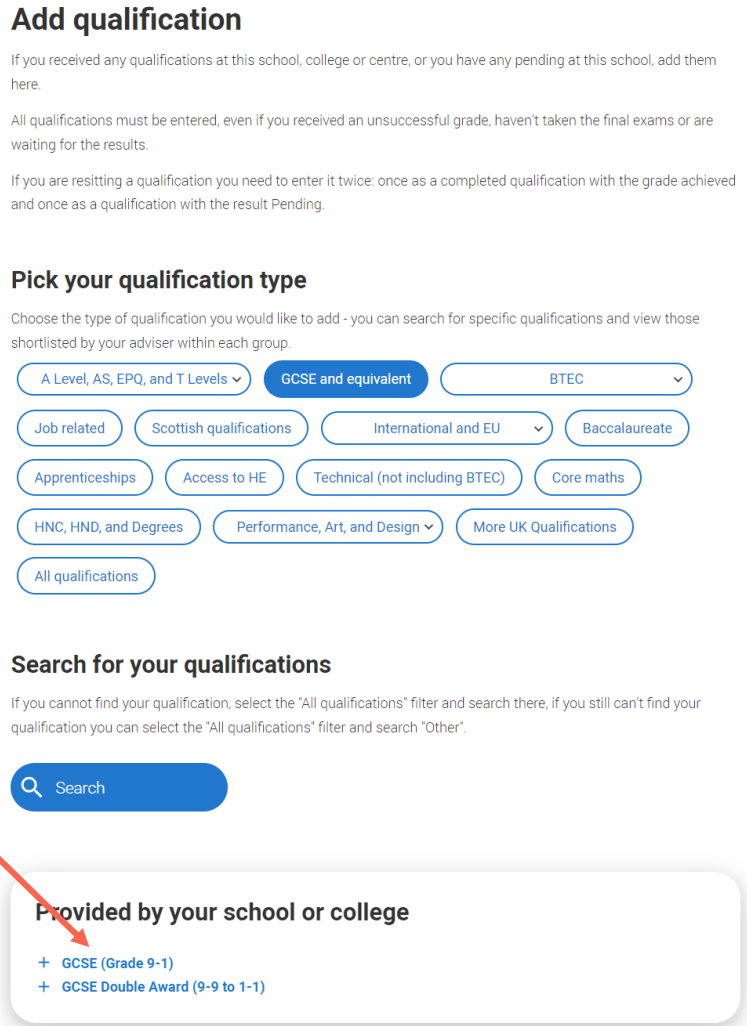
Adding your GCSE level qualifications

Once you've added where you studied a secondary school 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.**

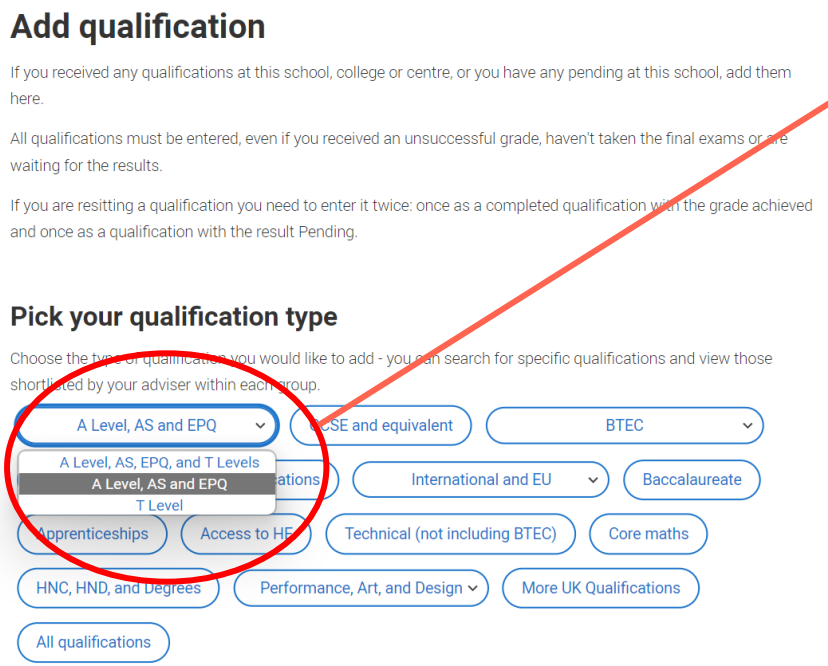
This information must be exactly as it is on your database entry.



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

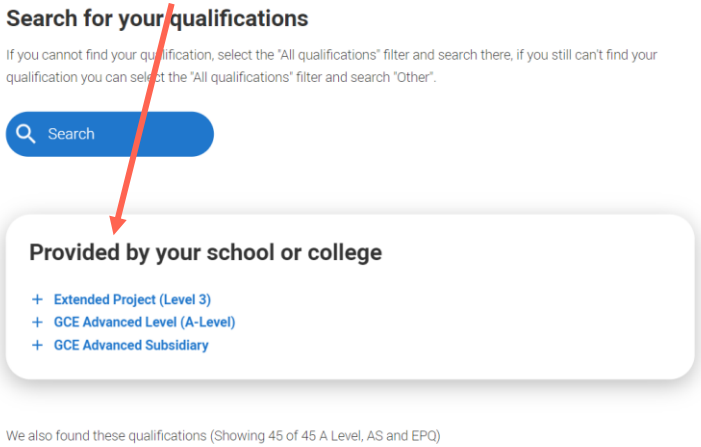
Your dates at Esher will be 09/2024 to 06/2026.

Once you've added Esher Sixth Form College you need to '**Add qualification**'.



For A Levels, AS Levels and EPQ, Select the **second** option on this drop down menu.

You can then add the most common qualifications from our shortlist



You will also need to add all your GCSEs to your secondary school

How to add the qualifications you are studying at Esher College

Click on the links to find exam boards and course codes. These must be correct or we cannot send your form to UCAS!

How to put A level and GCSE courses offered at Esher College on your UCAS form 2026

How to put examined extension and enrichment courses on your UCAS form 2026

How to put your BTECs on your UCAS form 2026

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

How to put your BTECs on your UCAS form 2026

Security marking: **PUBLIC**

Extended Project

Add Extended Project (Level 3)

Subject * | **Qualification date** * | **Awarding organisation** * | **Grade** *

A short version of your title or subject | 06 | 2026 | AQA | Pending

Save qualifications | Save and add another | Cancel

Note – if you completed EPQ in 6.1, the date will be 2025 and the grade Pending

Core Maths

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

Title * | **Qualification date** * | **Awarding organisation** * | **Grade** *

Core Maths | 06 | 2026 | AQA | Pending

Save qualifications | Save and add another | Cancel

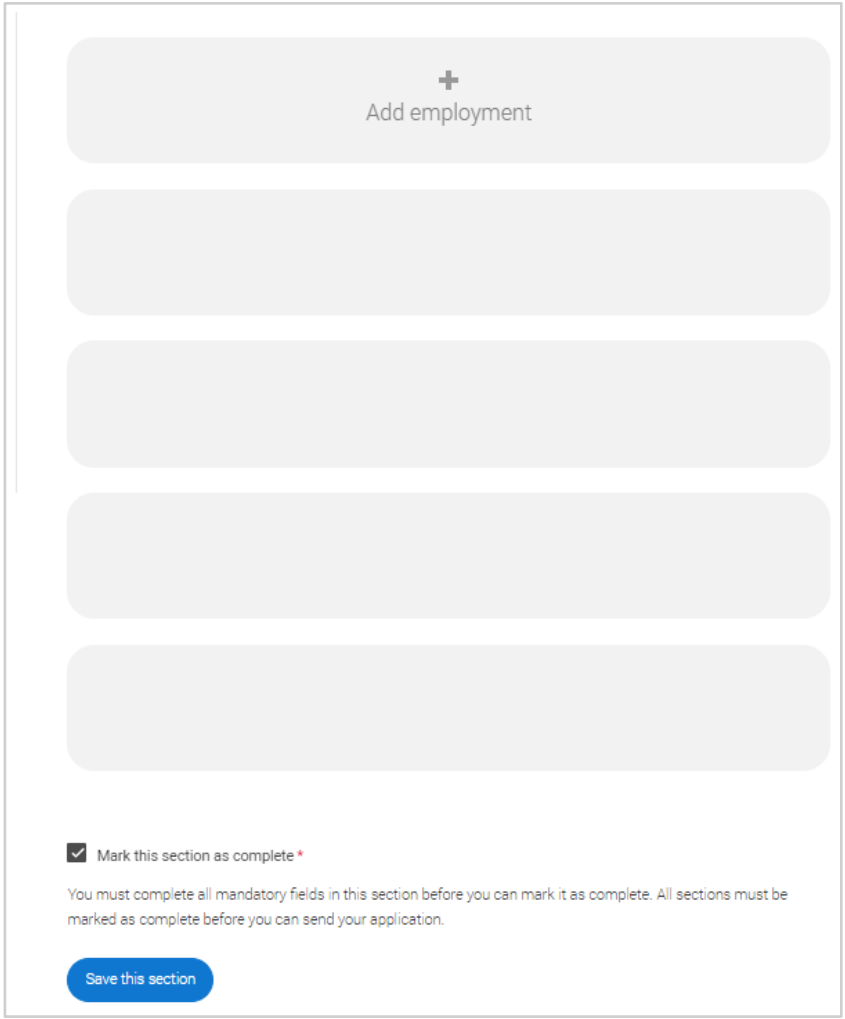
Employment

Employment

Include details of any paid employment relevant to the courses or subjects you're applying for.

Any unpaid or voluntary work relevant to the courses or subjects you're applying for shouldn't be included in this section – you may wish mention that in your personal statement.

If you don't have any paid work experience, leave this section blank, and mark it as complete.



Extra Activities

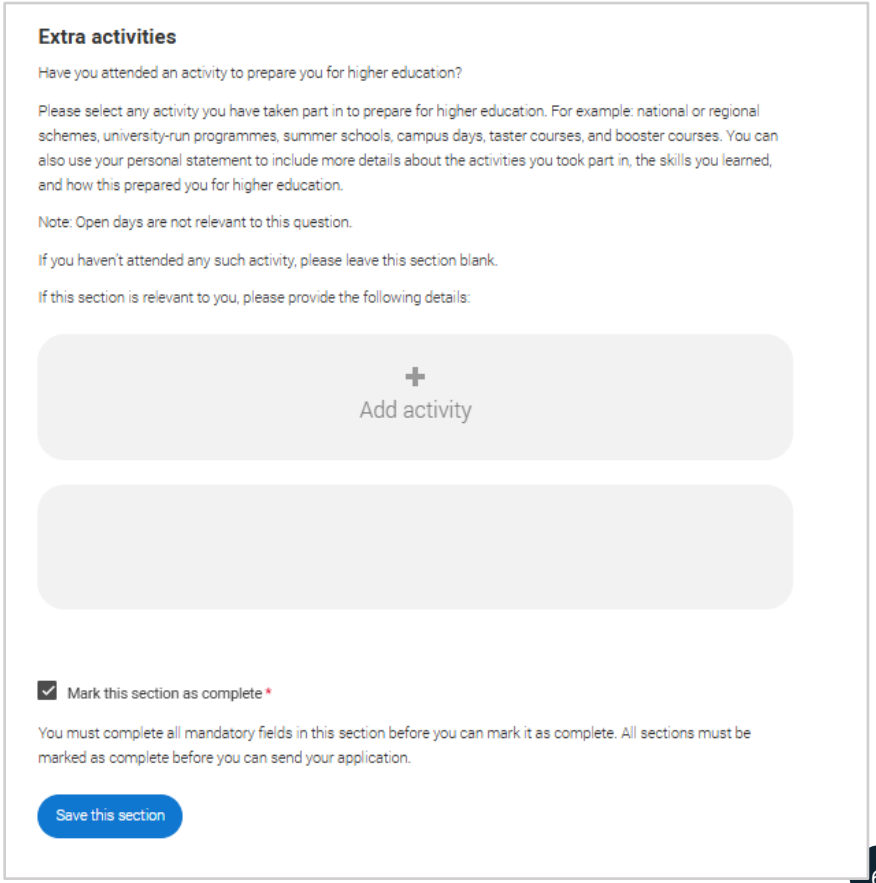
Extra activities

This section is optional. 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 section blank and mark it as complete

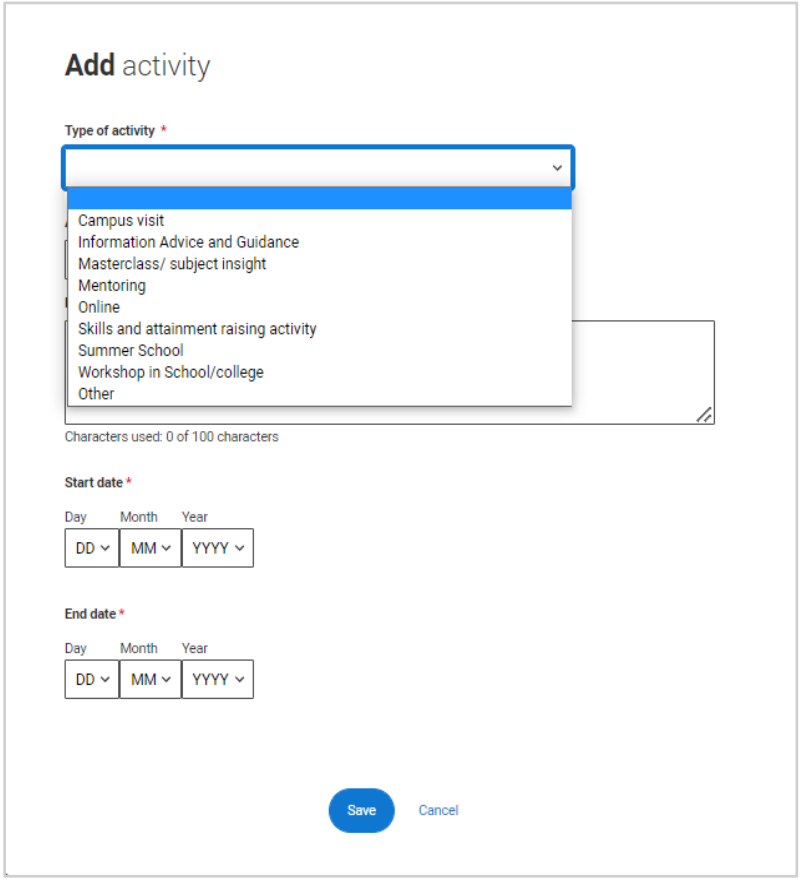


Extra activities

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 or activity provider you attended is not listed, please select 'Other'.



Personal statement

Once you are happy with your personal statement, you can copy and paste it into the boxes on this page

Adding a choice

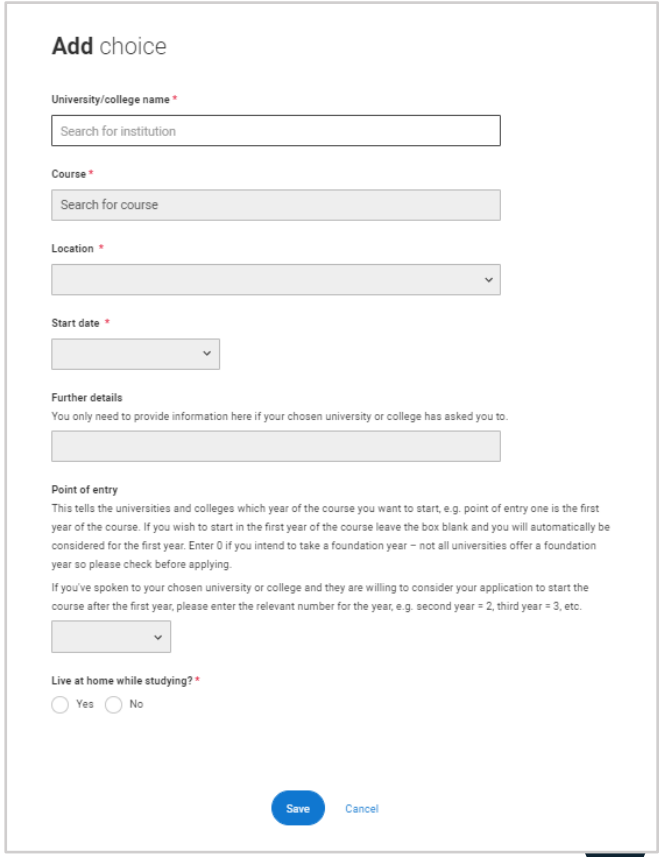
Adding a choice

Start typing the name of the university or college, select from the options displayed.

Do the same for the course you have selected.

Point of entry will be Year 1 for almost everyone (unless you are doing a Foundation year.)

DO NOT ENTER FOUNDATION YEAR unless the course title includes ‘Foundation year’



Adding a choice

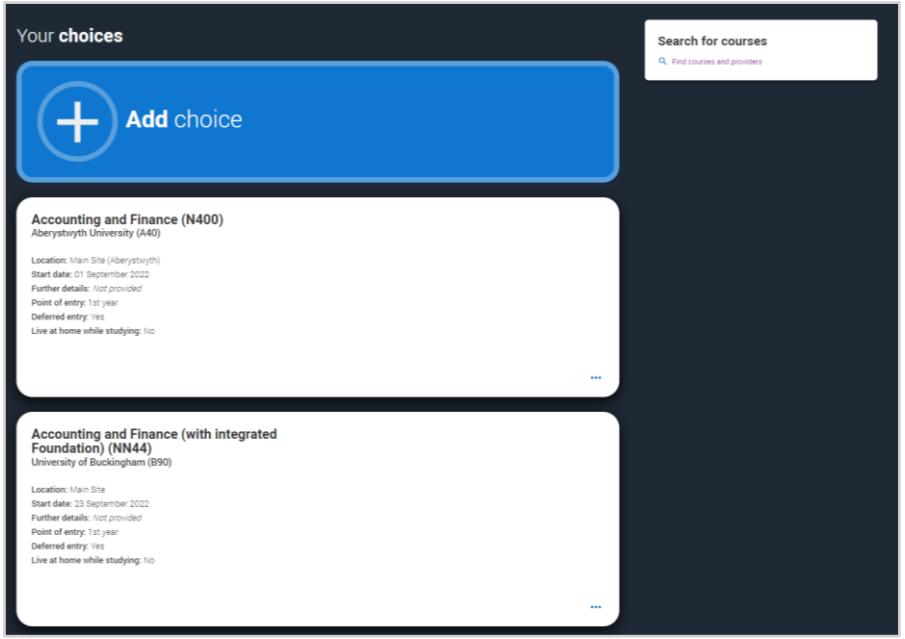
There is a maximum of **five** choices for most people.

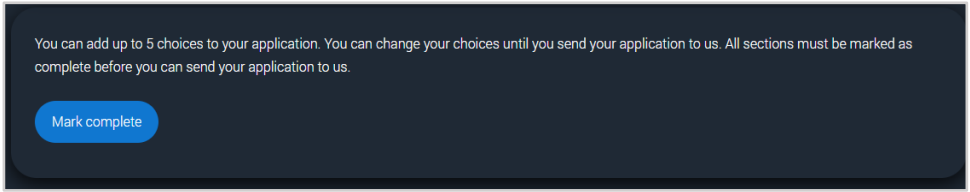
There is a maximum of **four** courses from medicine, dentistry, veterinary medicine or veterinary science

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

Choices do not need to be added in any preference order.

Universities cannot see where else you have applied at this stage



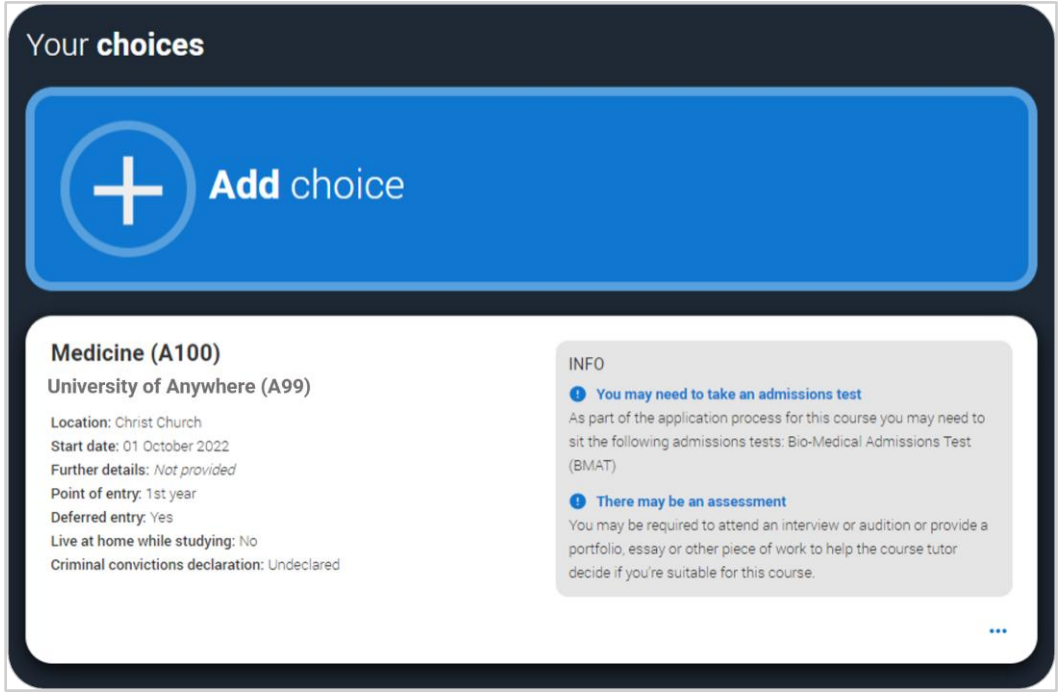


Adding a choice

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.



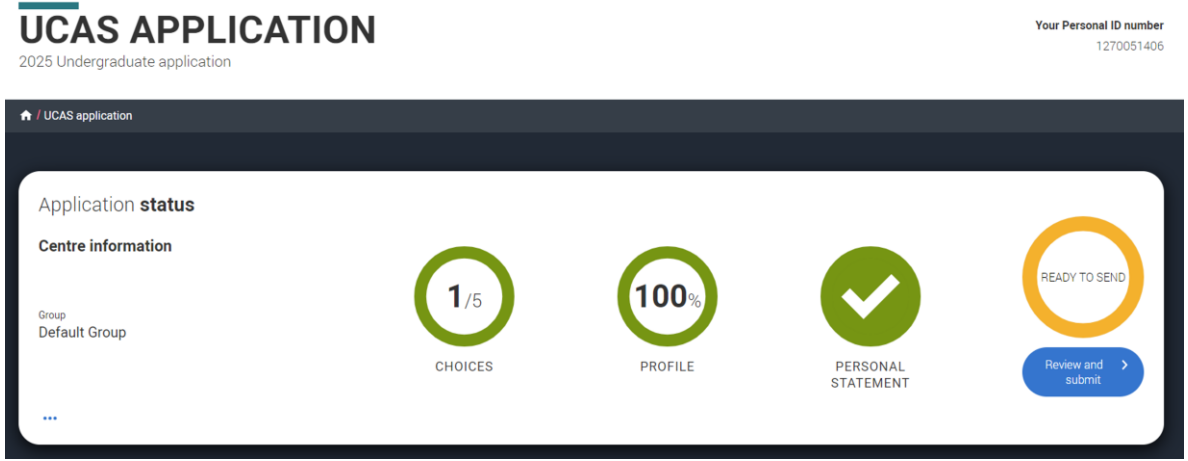
Submitting the application

Submitting the application

Once all sections of your form are green / complete you must come to see progression guidance in G corridor near the LRC and we will check your application for you

Do this before you pay and submit

If you do not get it checked before you pay and submit, it will be delayed.



Pay and Submit

All students must pay for their application by card UNLESS you have received free school meals and you declared this earlier in the application, in which case your fee will be waived

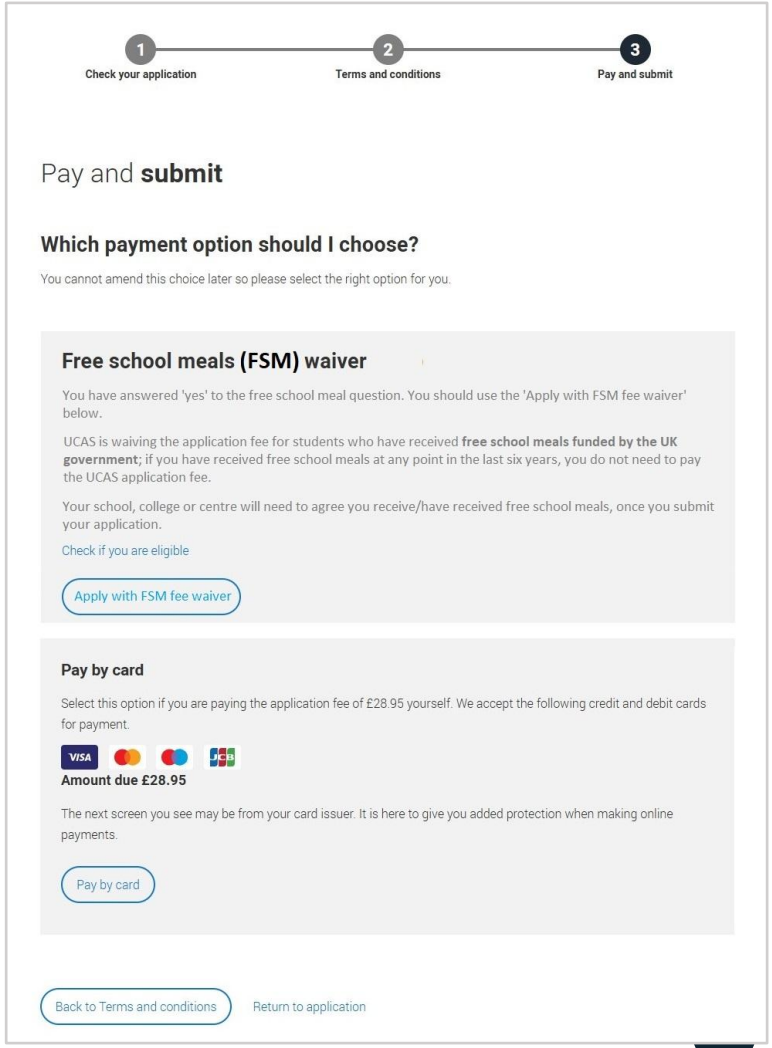
Free School Meal Application Fee Waiver

If you are eligible for the free school meals waiver you need to choose ‘Apply with FSM fee waiver’, when you ‘Pay and submit’.

If you can’t see this option but think you’re eligible:

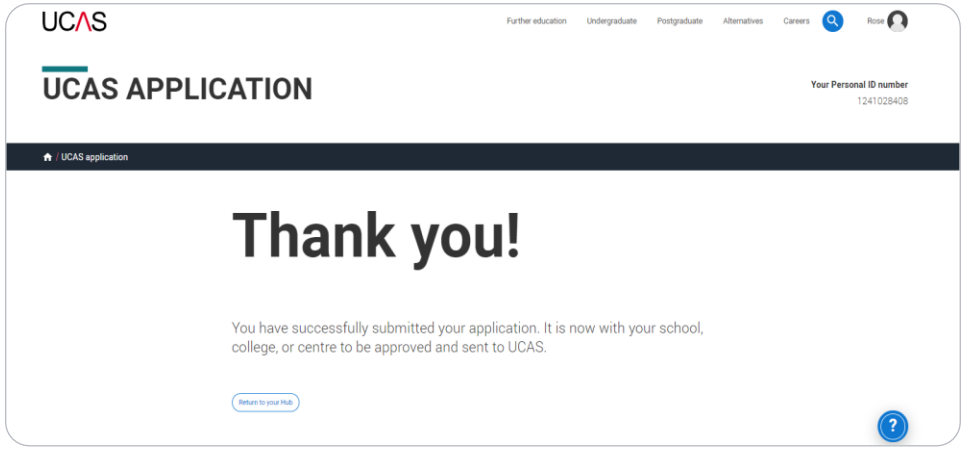
1. Check you have answered ‘Yes’ to the question in ‘More about you’.
2. Check with your school or college BEFORE entering any card details.

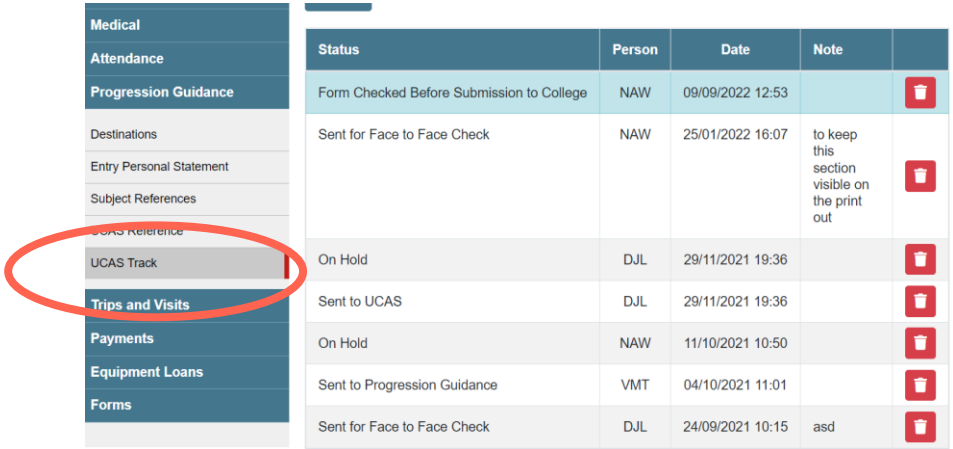
Once you pay by card (even if you are eligible), this cannot be reversed; a fee waiver cannot be applied after you have completed the pay and submit process.



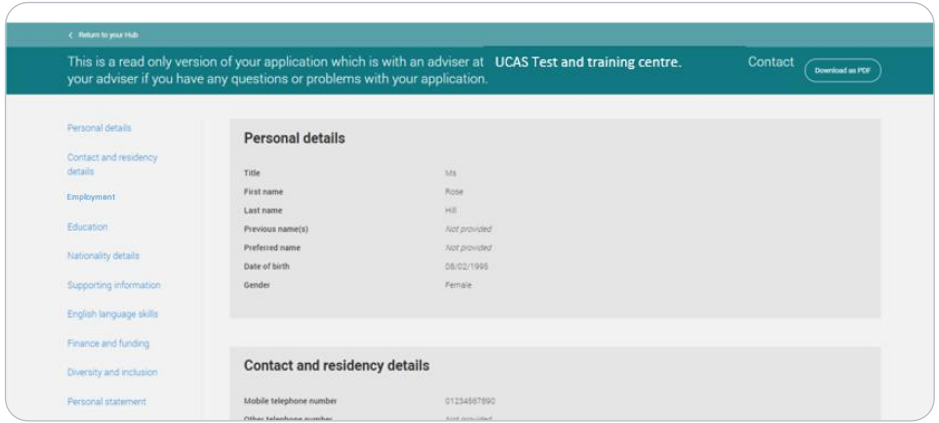
When you've paid and submitted your application, it will go to Esher Sixth Form College to add your reference.

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

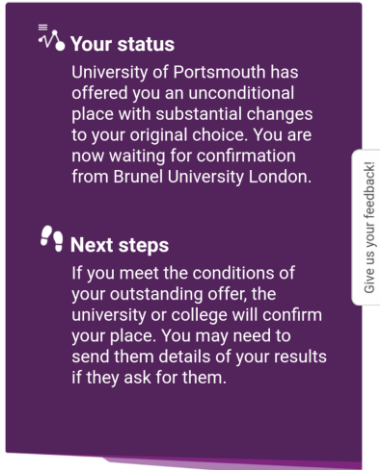




College submits the application to UCAS.
If you log in you to the UCAS hub will see a read-only version.



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.



And finally …..

- Please meet the deadlines!

Esher Sixth Form College 2026 UCAS Apply deadlines

Students **must** have **a face-to-face** (*in person or Teams*) **form check** with a member of the Progression Guidance team **before** paying and submitting their form. **No forms will be processed** until the face to face meeting has occurred. Please note our 'turn around' time commitment is only valid for forms submitted **without errors**. These deadlines apply to post-results ('6.3') applicants also.

Applications can be submitted from the start of teaching in the autumn term, Monday 8 September 2025.

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 **Monday 22 September 2025**	by the UCAS early deadline of **15 October 2025**
10 day turnaround deadline *(for more competitive applications which will be processed with 10 working days)*	8am on **Monday 20 October 2025**	within **10 working days** of the form being received, provided it is **error-free**
General applications	8am on **Monday 3 November 2025**	by the end of the autumn term, **Friday 19 December 2025**
General applications - final deadline	8am on **Monday 10 November 2025**	by the UCAS final 'equal consideration' deadline, **14 January 2026**

Forms handed in after 10 November will probably meet the 14 January UCAS deadline, but we **do not guarantee** this. Most universities operate a policy of **'first come, first served'**. An **early application** for any course at any institution **optimises** the chance of receiving an offer. **Get it right, get it checked, get it in!**