

Quick Reference:

Students sign in: [www.ucas.com/apply](http://www.ucas.com/apply) as an individual.

UCAS Undergraduate; Apply and Track

<https://www.ucas.com/ucas-undergraduate-apply-and-track>

Click on [Apply](#) button to register or [Track](#) button to view choices and track application.

This is where and how you apply for full-time undergraduate courses.

Applying for university and college degree courses at <https://www.ucas.com/students>. Use this link to register and login. If you have already registered, please enter your username and password below to log in. **You must enter your username in lower case and your password in the same case you used to register.**

Closing date for Medicine, Veterinary, Dentistry, Cambridge, Oxford 15<sup>th</sup> October 2016. All others 15<sup>th</sup> January.

Maximum of 5 choices (4 for Medicine, Veterinary, Dentistry).

£18 for a single choice and £24 for more than one – pay online.

Used for all applications to undergraduate courses in the UK, including Medicine, Pharmacy (including MPharm), Social Work (including Masters in Social Work).

UCAS Undergraduate application form. A [printed guide](#)

This guide provides a copy of the UCAS Undergraduate application form for those who do not have easy access to the internet..

This printed guide contains all the sections of the application form, in the order they appear online.

1. Register
2. Personal details
3. Additional information
4. Student finance
5. Choices
6. Education
7. Employment
8. Statement
9. Reference
10. Pay and send
11. Help
12. Options

Remember, to study a higher education course at a UK university or college, you will need to submit a UCAS application through our online application system, Apply. You don't need to complete it in one go – you can save your progress and sign back in at any time.

1. Choices – you can apply for up to 5 courses (4 if you are applying for Medicine, Veterinary or Dentistry).

You do not need to know the course, campus or institute codes – use the ‘See list’ button to choose your university and course (once you choose the university only courses available at that university will appear).

Add your choices in any order – they will automatically be put in alphabetical order afterwards.

Point of Entry is left blank unless you have a previous agreement with the university to begin your course in 2<sup>nd</sup> or later years (in which case put in 2 or whichever year applies).

Click ‘add a choice’ (above the line) to continue adding courses.

2. Education – secondary and university levels

1<sup>st</sup> question is the level of qualification you will have by the time you start your course – for most of our applicants this is the first option ‘honours degree level or above’.

Add university first then your secondary school(s) – use the search box (e.g., Galway) to find them, if not there, click ‘My school is not listed here’ at the end of the listing.

If you are in final year of your degree, select YES for “did you/will you receive formal qualifications” (as you will have them before starting the course). Make sure you select this for your Secondary school also.

- a. If you have more than one leaving cert, most universities will want to see both.
- b. Although an error will appear if there is no school number entered, it is not required – just press ‘save’ again to move on.
- c. Once saved, click Add Qualifications for both your university AND school.
  - i. Degree – click D and choose DEGREE (EU Bachelor). Option to add modules within the degree.
  - ii. Leaving Cert – click I and choose IRISH LEAVING CERTIFICATE-EIRE Add each subject separately (use ‘Save and add similar’ key until finished).
  - iii. You can also add UKCAT / GAMSAT etc scores, but first you’ll need to add a school (this is not essential as the test results are sent automatically if taken the same year you are applying).

3. Employment – details of paid work experience (it does not have to be relevant to your course choices)

4. Personal Statement – up to 47 lines of text. Very important part of the application process. We suggest you write it up using a word processor and then paste it in to the space provided. Click Save and then Preview to see if your statement is too long and needs editing. See our FAQ on writing a personal statement and also the books and file in the Careers Centre for reference. Be careful not to copy parts of another personal statement – UCAS use software to compare statements and will notify your chosen universities if it resembles another one on record.

<http://wwwucas.com/students/applying/howtoapply/personalstatement/>

5. Reference – 1 academic reference is required from all applicants. Fill in your referee’s details and click ‘save’. You can then click ‘Send reference request’. Ensure you have their permission first and they’ll have to check their junk mail folder or add [enquiries@ucas.ac.uk](mailto:enquiries@ucas.ac.uk) to their safe senders list!

Remember to give your referee enough notice to add the reference before the closing date (recommended a minimum of 2 weeks). Your form cannot be sent to UCAS until the reference has been added.

6. Send to UCAS - Once these 6 sections are completed you will gain access to PAY/SEND where you pay the application fee (£24) by credit card. Your application will then be sent to UCAS.

Late applications may not be accepted by your chosen university.

#### Tests:

You apply for the various tests separately to UCAS (ie UKCAT, GAMSAT, BMAT, HPAT etc) through their independent websites. Your results will be sent to the colleges that use the tests automatically – you don't need to do this. See our FAQ.. Medicine for details.

#### Tips for successful applications:

Spend time on your Personal Statement. Each university decides whether or not they are interested in the applicant and this is your chance to 'sell' yourself as the ideal candidate for the course. Give details of past work experience, interests, reasons for applying as well as telling them of your motivation, commitment and suitability. Keep it clear and concise. Fill it out in Word first to check for spelling mistakes, you can then copy (ctrl-c) and paste (ctrl-v) it into the Apply system. See the 'Writing Personal Statements' book in the Career Development Centre.

#### What happens if I don't get an offer?

Keep track of your application on **www.ucas.com** through the Track Service using the unique password given to you when you send your application.

Applicants who get no offers will be sent details of UCAS **extra**. If you have not used all 5 choices on your UCAS form, this is a way to apply to institutions with vacancies between mid-March and end-June.

**Clearing** is a service that helps applicants without confirmed offers. Instructions will automatically be sent to applicants as soon as they become eligible. Clearing instructions will also be sent to anyone who applies after the end of June.

NOTE: not all UK applications are done through UCAS. This is an application system for **undergraduate degrees only**.

**Postgraduate courses** are administered by the individual universities and application forms can be obtained directly from the university or through [www.ukpass.ac.uk](http://www.ukpass.ac.uk)

**Teaching courses** (postgraduate) are administered through GTTR ([www.gttr.ac.uk](http://www.gttr.ac.uk)).

Having problems? UCAS undergraduate contact number is UK 0371 468 0 468.

International Number; 00 44 330 3330 230.