

Applying through UCAS

For courses starting in 2023

Updated: 12 May 2022

UCAS



When to Apply

- 6th September – completed applications can be submitted to UCAS.
- 15 October 2022 (18:00 UK time) – deadline for Oxford or Cambridge, and most courses in Medicine, Dentistry, or Veterinary Medicine/Science. **Internal deadline is 30th September 2022**
- 25th January 2023 (18:00 UK time) – deadline for the majority of undergraduate courses. **Internal deadline is 17th November 2022**
- 24 March 2023(18:00 UK time) – deadline for some Art and Design courses.
- 4 July 2023 (18:00 UK time) – last date to submit a late application before Clearing.

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 *).

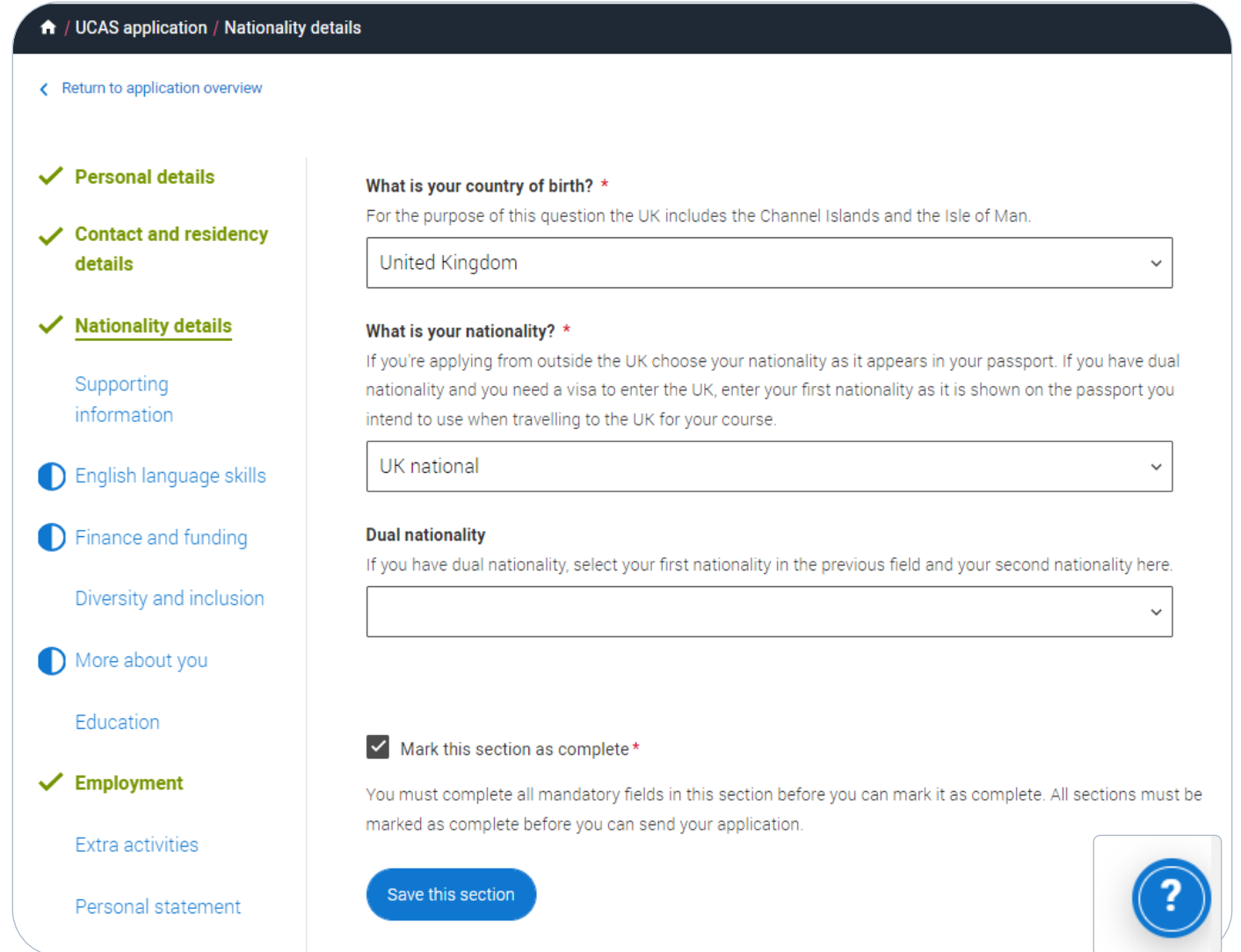
The screenshot displays a 'Profile' page with a grid of application sections. The 'Contact & residency details' section is highlighted in green and marked as 'Section complete'. Other sections like 'Personal details', 'Nationality details', 'Supporting information', 'English language skills', 'Finance & funding', 'Diversity & inclusion', 'More about you', 'Education', 'Employment', and 'Extra activities' are marked as 'Section in progress' or 'Start this section'. 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.



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



Your email will be used by both UCAS and your choices to update you. If you're using a school/college email address make sure you can access it at all times so you don't miss anything important. We would advise using a personal email address.

You'll only see the fields to add the nominated contact details if you answer **Yes** to the question.

This means someone else can speak to us about your application.

Contact details

Contact telephone number
You must provide a contact telephone number.

Other telephone number

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

Postal address

Address type *
UK address

Post Code lookup

Nominated access

Do you want someone else to act, or speak on your behalf, about your application guardian. If you are using an agent, you can choose to enter their details. You're able to enter details of someone you're happy to help manage your application access.

Yes No

Residency details

Is your home address the same as your postal address? *

Yes No

Please select your area of permanent residence *
Your area of permanent residence refers to the area in which you normally live.

Residential category *
Please choose the option that most closely applies to you.

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

Nominated access

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

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

Yes No

Full name of nominee *

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

Relationship to you *

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



You will only be asked further questions in finance and funding if you select UK, ChI, IoM or EU Student Finance Services.

We'll ask you for your local authority under 'Student support arrangements'.

For more information head to: 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

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.

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.

First you need to add details of where you've studied, or are studying, then add qualifications.

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

You'll be asked for a Unique Learner Number – if you don't have one leave the question blank.

The screenshot shows a sidebar menu on the left 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), Employment, Extra activities, Personal statement, and Reference. The main content area is titled 'Add place of education' and contains the following fields and instructions:

- Unique Learner Number (ULN)**: The Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 13 involved in UK education or training. If you don't have one, or don't know yours, leave this blank.
- Please state the highest level of qualification you expect to have before you start your course ***
- 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** button

The qualification dates you can select are based on those you entered when you entered your place of education.

You need to enter the awarding organisation – speak to your teacher or adviser if you're not sure.

If you haven't finished the qualification or had your result, then you must choose **Pending**.

It's entirely up to you whether you include module information. However, some courses may state in their entry requirements that they'd like to see module results – in which case make sure you include them on the application.

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

MM ▾	YYYY ▾
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Awarding organisation *

Result *

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

Module / Unit 1

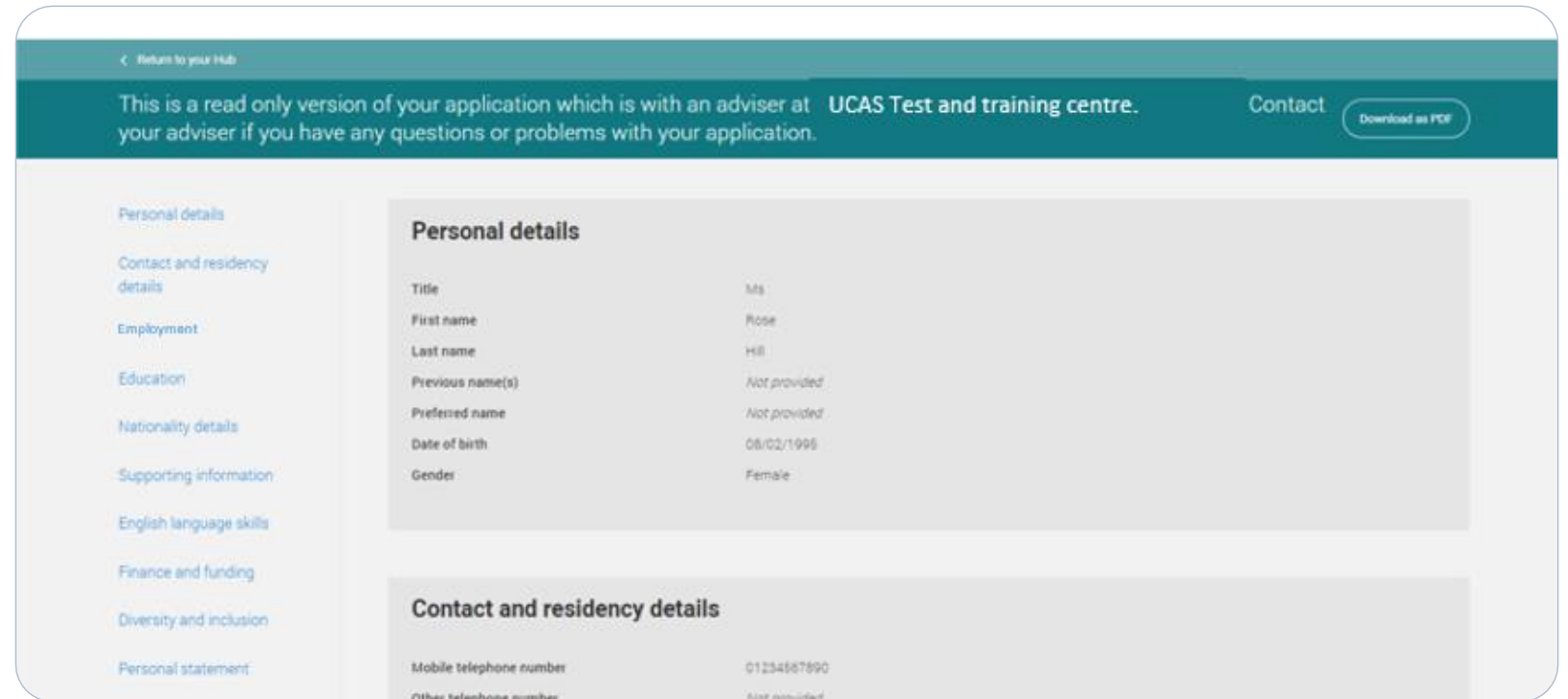
Subject
Type and select the subject you studied

Result

When you've paid and submitted your application, it will go to your school/college to check.

They will submit the application to UCAS.

If you log in you will see a read only version.



The screenshot shows a web interface for a UCAS application. At the top, there is a teal header with 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. your adviser if you have any questions or problems with your application." To the right of this message are links for "Contact" and "Download as PDF".

On the left side, there is a vertical 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:

- Personal details**

Title	Ms
First name	Rose
Last name	Hill
Previous name(s)	Not provided
Preferred name	Not provided
Date of birth	08/02/1996
Gender	Female
- Contact and residency details**

Mobile telephone number	01234567890
Other telephone number	Not provided