

How to complete a UCAS Application Form

UCAS is the central organisation that processes applications for undergraduate courses at UK Universities. If you are at College or Sixth Form at the moment, it is very likely that you will be asked if you plan to attend University once you have left College. If the answer is 'yes', your College or Sixth Form will provide you with details on how to apply to Universities through the UCAS system.

The UCAS system allows you to:

- Access up-to-date information about courses, institutions and criteria for selection through the Entry Profiles available on the UCAS website
- Apply online for up to five different courses or institutions in the UK in one application
- Check the progress of your application through the decision-making process via UCAS Track

Applications to Universities are made online, through the UCAS website. It is normal to apply to a maximum of 5 Universities, as you may not get accepted by the University you would most like to attend. You can also apply to the same University but for two or more different courses. Each University can only see the one application that applies to them. They cannot see what other courses you have applied for or where else you have applied.

If you know the institution code (E56 for Edinburgh for example) and the course code then you can just type these in but the system will provide you with a list to choose from if you do not know the relevant codes off of the top of your head. You may also need to choose a preferred campus code, if the University you are applying for allows you to do this.

There is then a section called 'Further Details'. This will normally be left blank but there are a few exceptions. If you are applying for Modern European Languages for example, you need to use the 'Further Details' section to enter any two languages of your choice from:

French Fr, German Ge, Italian It, Russian Studies Rs, Scandinavian Studies Ss or Spanish Sp, using the abbreviations indicated.

You will next be asked to include information on your education to date. Your school(s) may or may not be listed in the UCAS system. If your school is not listed then you can enter the details manually; remembering to use the full, formal name of your school. If you have taken or will take any formal qualifications at this school please indicate this and then you will be asked to input your qualification details.

Most UCAS applications are completed before you know the outcome of your A' Level, AS or equivalent examinations. However, you should be able to enter your GCSE or equivalent grades. Universities can use this information to make a judgement as to how likely it is that you will secure the A' Level Grades they need you to obtain in order to attend their University. If they decide that it is likely, they may make you an admission offer, but this offer will be conditional on you achieving the A' Level grades they want you to obtain in your final exams.

You will be asked at a later date - if you receive an offer - to provide evidence of the qualifications you have achieved.