

COMPLETING YOUR UCAS APPLICATION – 2024/25



Completing Your UCAS Application

STUDENT SERVICES INFORMATION BOOKLET

**LARGER PRINT COPIES AND E-COPIES
AVAILABLE ON REQUEST FROM STUDENT SERVICES**

Version 1 correct as of 15 May 2024

Struggling? Speak to Student Services.

Contents

Key Information

- Summary of key dates
- Applying after the UCAS deadline
- What happens to applications once submitted?
- When you have to pay and how much does it cost

Getting Started - UCAS Hub

- UCAS Hub Registration
- Starting the UCAS Application

UCAS Hub – Application Overview

Completing the application

- Application Page – Overview
- Personal Details
- Contact Details
- Where you live.
- Nationality Details
- Supporting Information
- English Language Skills
- Finance & Funding
- Education
- Employment
- Personal Statement

Adding Choice(s)

Submitting the Application

What Happens Next

Tracking

Who can Help?

KEY INFORMATION

Summary of key dates

Date	Event
14 May 24	UCAS application process for 2024 opens.
3 Sep 24	Completed applications can be submitted.
8 Oct 24 by 4 pm	Advisory Deadline. Applications for courses at Oxford and Cambridge, or for most courses in medicine, veterinary medicine/science, and dentistry.
15 Oct 24 by 6 pm	UCAS Deadline. Applications for courses at Oxford and Cambridge, or for most courses in medicine, veterinary medicine/science, and dentistry.
29 Jan 25 by 6 pm	UCAS Deadline: all applications to be submitted to UCAS.

Submitting an application after the UCAS deadline

Universities and colleges **DO NOT** have to consider applications received after the deadline, although they can if they have spaces available once the on-time applications have been considered.

What happens to applications once submitted?

It comes to Student Services for checking and reference verification. Therefore, applicants are strongly advised not to submit their application just before a UCAS deadline. If they do so, it may not be checked and submitted on time.

When you have to pay and how much does it cost.

You need to pay when you submit your application. If Student Services return your application to you due to errors when you re-submit you will not have to pay again.

It costs £28.50 to submit an application. The single application fee is no longer available.

If you receive free school meals, the application is free. Please speak to Student Services.

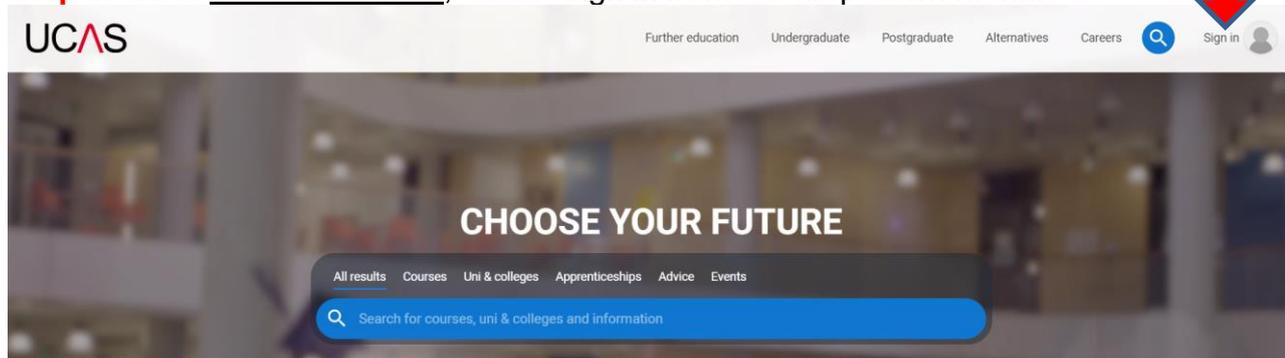
Struggling? Speak to Student Services.

GETTING STARTED – THE UCAS HUB

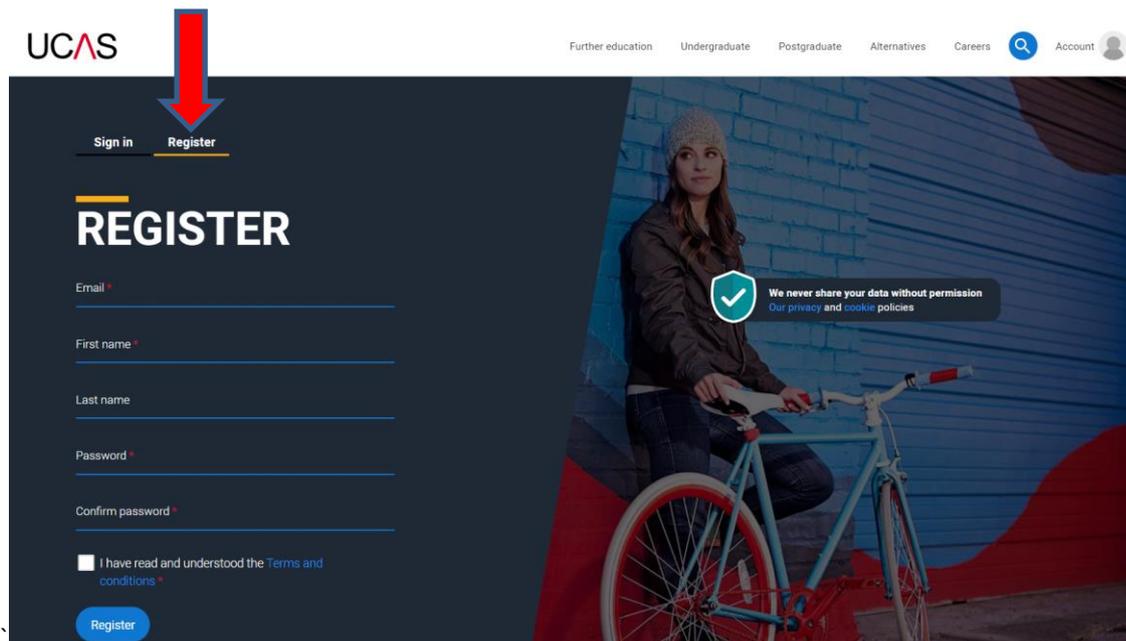
UCAS Hub Registration

All applications must be completed online. You can do this by following the steps detailed below.

Step 1. Go to www.ucas.com, Select Sign in from the drop-down menu.



Step 2. Register for an account.



Top Tips:

- Your names must be in initial capitals. For example, **Lauren Newman**, not lauren newman.
- Use a professional email address, such as; `lnewman@bedford.ac.uk`
- **DO NOT** use your college email address. You will not be able to access college emails once you leave the college in July 2025 and, therefore, universities will not be able to contact you.

Struggling? Speak to Student Services.

- Make a note of your username and password, you will need them to start your application and every time you log in.

Step 3. UCAS will email you a code to verify your email address, so they know they have got your details right.

UCAS

The image shows two parts of the UCAS verification process. On the left is an email template with the following text: '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.', and 'UCAS'. On the right is a dark-themed website verification form with the heading 'VERIFY YOUR ACCOUNT'. Below the heading, it says 'An email has been sent to you on behalf of UCAS, with a code to verify your email address. Please enter the code below.' There is a text input field labeled 'Code *' and a blue 'Verify' button. At the bottom, it says 'If you have not received an email, you can [request another code](#)'.

Step 4. Once you have registered you will be asked a few questions, like when you want to start studying at university, where you live and what you are interested in so UCAS can tailor the information you see.

Top Tip: Make sure you choose the correct study year, 2025, if you want to start next year.

Step 5. Choose the correct level of study, it will be **Undergraduate**. Here you can also choose to get information on **apprenticeships** and **conservatoires**.

Step 6. Choose if you want to get tailored information about universities, colleges, and apprenticeship options. Also, select the **subjects** that you are interested in – you can change these at any point in your 'preferences'. Once you have done this, scroll right to the bottom to **Create account**.

Struggling? Speak to Student Services.

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

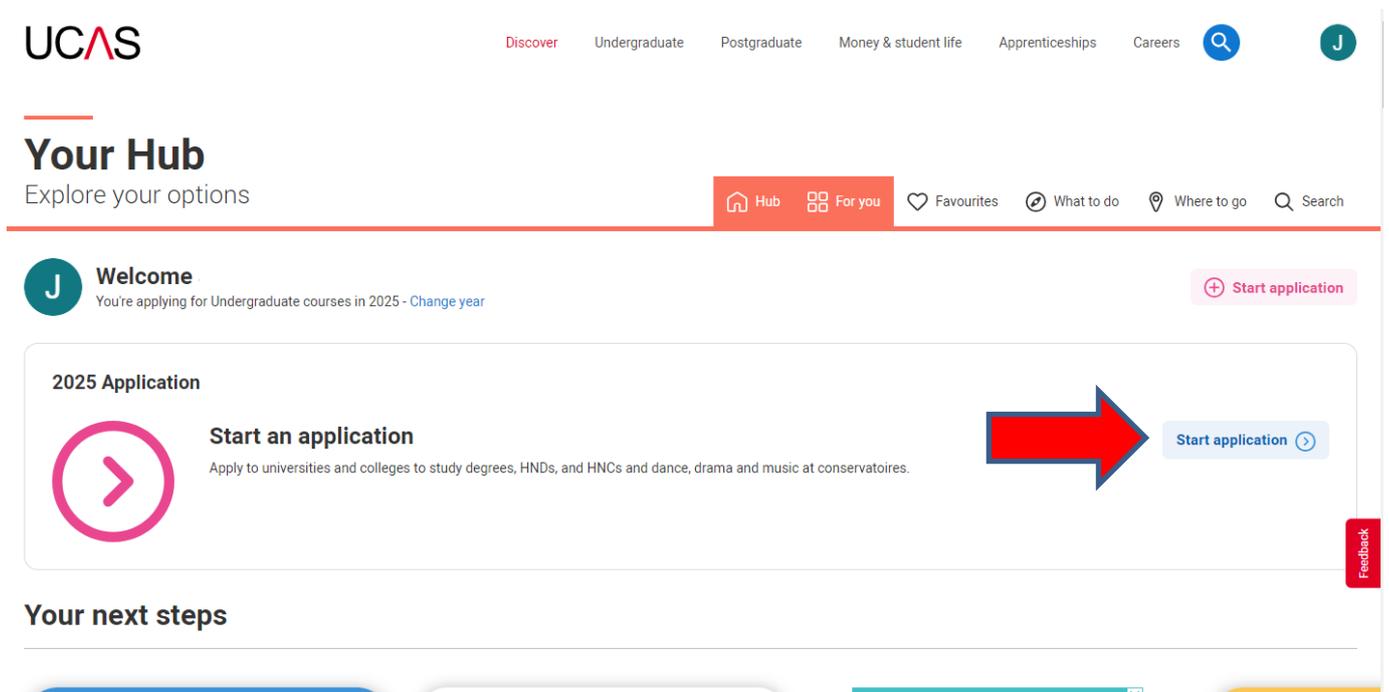
Subject 3

Select an option

[Create account](#)

Starting the UCAS application

Step 1. To start your UCAS application, click on the “**Start application.**”



The screenshot shows the UCAS website interface. At the top, the UCAS logo is on the left, and navigation links for Discover, Undergraduate, Postgraduate, Money & student life, Apprenticeships, and Careers are on the right. Below the navigation is the 'Your Hub' section with the subtext 'Explore your options'. A secondary navigation bar includes Home, Hub, For you, Favourites, What to do, Where to go, and Search. The main content area features a 'Welcome' message for a user applying for Undergraduate courses in 2025, with a 'Start application' button. Below this is a '2025 Application' section with a 'Start an application' button, which is highlighted by a large red arrow. The text below the button reads: 'Apply to universities and colleges to study degrees, HNDs, and HNCs and dance, drama and music at conservatoires.' A 'Feedback' button is visible on the right side of the page.

Struggling? Speak to Student Services.

Step 2. Make sure you have the correct year. If you have a Hub account and have previously said you are interested in courses for 2023 cycle you will see this. To start your 2025 UCAS application make sure you have chosen the year and level of study, scroll down and click “Start 2025 application”

Note. If you need to change your preferences, like the year you want to start your course click here.

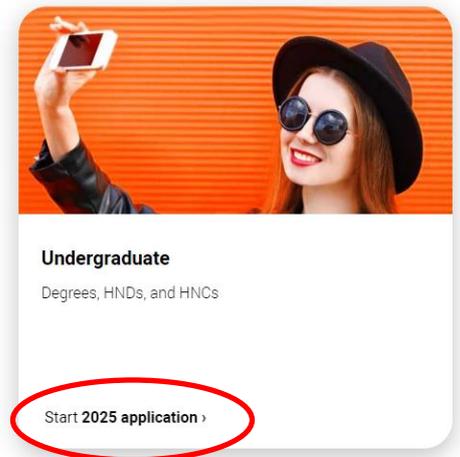
YOUR APPLICATIONS

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? What level of study are you interested in?

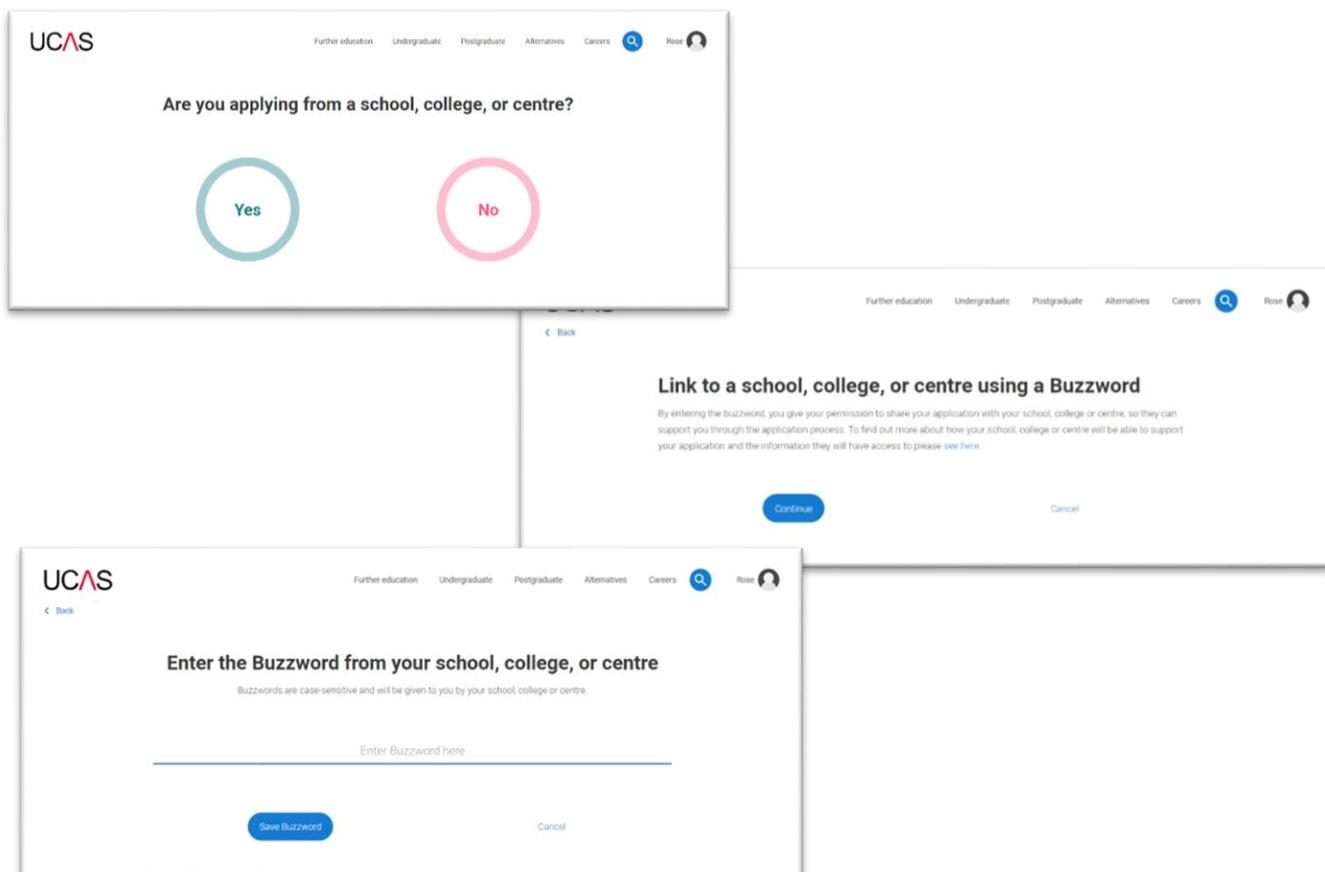
2025 Undergraduate (Uni and college degrees, and ap... ▾



Step 3. You need to link your application to Tresham College. To do this you must first answer ‘Yes’ to ‘Are you applying from a school, college or Centre?’.

You must then enter the Buzzword. Please speak to Student Services to get the Buzzword.

Enter the Buzzword and confirm the details are correct.



Struggling? Speak to Student Services.

This will link your application to college and enable Students Services, your Personal Achievement Tutor and/or your to track your progress and provide support; including adding your reference. You need to select your **PERSONAL ACHIEVEMENT TUTOR:**

Enter the Buzzword from your school, college, or centre

Your buzzword is for
Tresham College
Wimpoll Avenue
 Kettering, Northamptonshire, NN16 6ER
 Is this correct?



Yes



No

Tutor

Select group

I don't know

Default Group

Access - Blended Learning

Access - Health Care Professions

Access - Humanities and Social Science

Access - Psychology

Access - Teacher Education

Amanda McPherson - Hair & Beauty

Camille Hulett - Care & Childcare

Charlotte Daniell - Arts, Music & Media

Charlotte Hosie - Art & Design

Charlotte Hosie - Business & AAT

Charlotte Hosie - Engineering

Corby Sixth Form

HE Group

Jeremy Blamires - Motorsport

Karen Edwards - Computing and Science

Karen Edwards - Motor Vehicle

Kate MacIntyre - Arts, Music & Media

UCAS HUB - APPLICATION OVERVIEW

Your homepage is where you'll see the sections that need completing. You don't need to complete the application all in one go, you can log in and out at any time until you're finished. As you add information to each 'tile' the percentage complete dial should increase each time you mark a section as complete.

Application **status**

Centre information
Application linked to
 Tresham College
Group
 Default Group



0/5
CHOICES



0%
PROFILE



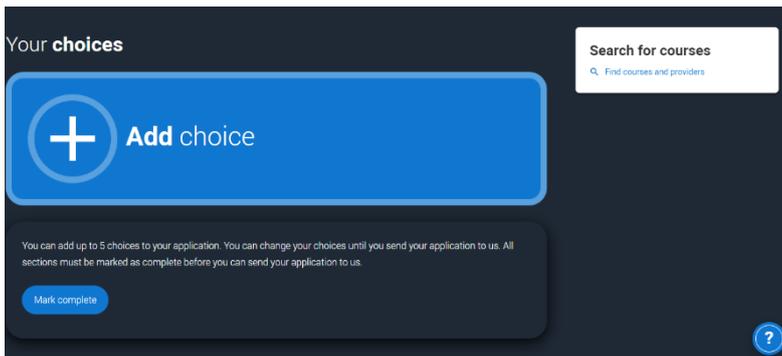
NOT STARTED
PERSONAL STATEMENT



0%
Review and submit

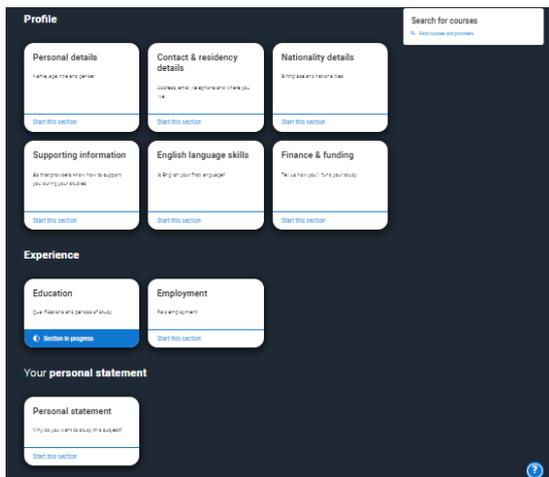
The second part is where you can select your university choice(s). There is also a search facility to help you find courses and providers.

Struggling? Speak to Student Services.



The third section is your **profile** - information about you. The tiles will give you an overview; if a section is complete, in progress, or you need to start it. All sections must be marked as complete to send to UCAS. You must complete all mandatory questions to mark a section as complete (they have a *).

COMPLETING THE APPLICATION



Application Page - Overview

Click on any of the sections and you will see a list on the left showing which sections are completed (with a tick), which are in progress (with a half-moon) and which have yet to be started (no icon).

✓ **Personal details**

✓ **Nationality details**

Where you live

Contact details

Supporting information

✓ **Finance and funding**

① **Education**

Employment

Personal statement

Title *

Miss ▾

First and middle name(s) *

Make sure your name is as it appears on any official documents, such as your passport, birth certificate or driving licence.

Lauren

Last name *

Make sure your name is as it appears on any official documents, such as your passport, birth certificate or driving licence.

Newman

Previous name(s)

Tell us any other names you've been known by (for example maiden name), as it helps when we're matching educational records.

Preferred name

Let us know what we, and your chosen universities and colleges, should call you in our correspondence.

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

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** at the bottom of each page.

Mark this section as complete *

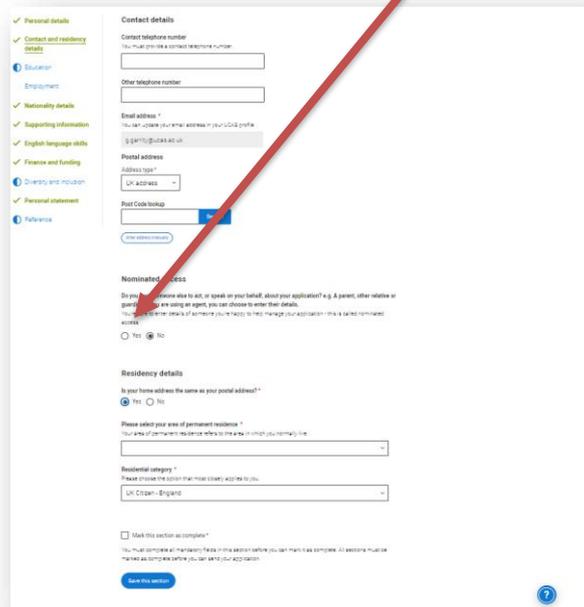
You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

Struggling? Speak to Student Services.

Contact Details

You should provide either a landline or a mobile number in this section. 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.



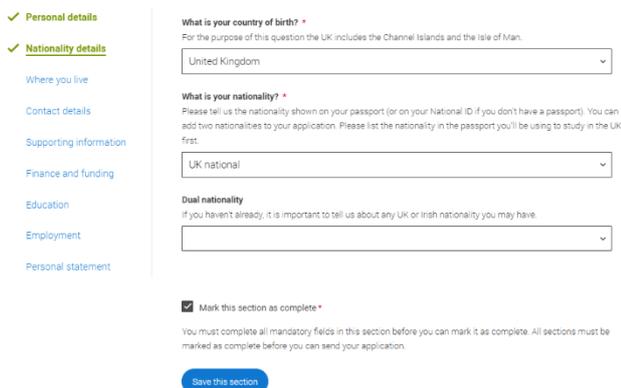
The screenshot shows a web form titled 'Contact details'. On the left is a navigation menu with sections: Personal details, Contact and residency details, Education, Employment, Nationality details, Supporting information, English language skills, Finance and funding, Diversity and inclusion, Personal statement, and Refinance. The 'Contact details' section is active. It contains fields for 'Contact telephone number', 'Other telephone number', and 'Email address'. Below these is the 'Postal address' section with dropdowns for 'Address type', 'UK address', and 'Post Code lookup'. A 'Mark this section as complete' checkbox is present. The 'Nominated contact' section is expanded, showing a question: 'Do you have someone else to ask or speak on your behalf about your application? (e.g. a parent, other relative or guardian)'. It includes a 'Yes' radio button (selected) and a 'No' radio button. Below this is the 'Residency details' section with a question: 'Is your home address the same as your postal address?'. It has a 'Yes' radio button (selected) and a 'No' radio button. There are also dropdowns for 'Please select your area of permanent residence' and 'Residential category'. A 'Save this section' button is at the bottom.

If you select **No** to 'Is your home address the same as your postal address?' then another box will appear and you will be required to confirm your home address.

Nationality Details

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

[Return to application overview](#)



The screenshot shows a web form titled 'Nationality details'. On the left is a navigation menu with sections: Personal details, Nationality details, Where you live, Contact details, Supporting information, Finance and funding, Education, Employment, and Personal statement. The 'Nationality details' section is active. It contains a question: 'What is your country of birth?'. Below it is a dropdown menu with 'United Kingdom' selected. Another question is: 'What is your nationality?'. Below it is a dropdown menu with 'UK national' selected. A third question is: 'Dual nationality'. Below it is a dropdown menu. A 'Mark this section as complete' checkbox is present. Below the checkbox is a note: '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.' A 'Save this section' button is at the bottom.

Born in 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 are some possible combinations but your form will only show relevant fields depending on your answers.

Struggling? Speak to Student Services.

Not born in the UK? If you weren't born in the UK you're asked for the date of first entry to the UK. If you're not in the UK yet, put the first of the month you plan to arrive. There are some possible combinations but to help you we'll only show relevant fields depending on your answers.

Supporting Information

Complete as appropriate.

English Language Skills

If English isn't your first or primary language, the form will ask for your TOEFL or IELTS registration numbers, you only need to enter reference numbers if you've been assigned one and you know it.

Finance and Funding

If you are applying for a Student Loan to cover your university costs then you should select the following from the drop-down menu:

UK, ChI, IoM or EU Student Finance Services

[Return to application overview](#)

✓ **Personal details**

✓ **Nationality details**

[Where you live](#)

[Contact details](#)

[Supporting information](#)

[Finance and funding](#)

[Education](#)

[Employment](#)

[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 those eligible EU students under the EU Settlement Scheme will be in the category UK, ChI, IoM, or EU student finance.

This guidance has been created based on [eligibility advice](#) from the Student Loans Company, 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.

If you require additional guidance, we recommend contacting [the UK Council for International Student Affairs](#).

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.

Northamptonshire ▾

Mark this section as complete *

If you select the above you will be asked to select your home county from the drop-down menu. This would normally be Northamptonshire or Leicestershire.

Struggling? Speak to Student Services.

Education

Note: DO NOT select TRESHAM INSITUTE, WELLINGBOROUGH or TRESHAM INSTITUTE, CORBY, unless you studied in the college on or before 8 July 2009.

You need to add details of **all** the qualifications you've already achieved and those you're studying towards.

- First you need to add details of where you've studied, or are studying, then add qualifications – this must include your GCSEs / Level 2 qualifications. Start by clicking **Add place of education**.
- You'll be asked for a Unique Learner Number. You can get this from your Personal Achievement Tutor, Tutor or Student Services.

The screenshot shows the UCAS application interface for the Education section. The page title is 'EDUCATION' and it's for a '2022 Undergraduate application'. The user's Personal ID number is 1578002467. The left sidebar shows a progress list with 'Education' selected. The main content area has a '+ Add place of education' button. Below it is a text input field for the 'Unique Learner Number (ULN)' with a red arrow pointing to it. There is also a dropdown menu for 'Please state the highest level of qualification you expect to have before you start your course *'. At the bottom, there is a 'Save this section' button and navigation links for 'Back to Contact and residency details' and 'Next to Employment'.

Add place of Education

- Type the name of where you studied. Once you find your centre, 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.
- Add when you started and finished, and if you're still studying there add the month, you're due to finish.

IMPORTANT. For place of current study select **Tresham College**.

Struggling? Speak to Student Services.

University of UCAS ... More

March 2007 - July 2010
Full time

1 You cannot be full-time at more than one school or college at the same time - please check the start and finish dates you have entered.

[Add Qualification](#)

UCAS Training School ... More

March 2007 - May 2010
Full time

1 You cannot be full-time at more than one school or college at the same time - please check the start and finish dates you have entered.

2 You have indicated that you did not receive any qualifications [here](#)

Warning Messages. There are warning messages to help you. For example, you can't say you attended 2 or more places of study full-time during the same date range. **Red text** are warnings and mean something is wrong and **blue text** is for information you need to be aware of.

Once you've added where you studied you can enter the qualifications. Click the **Add qualification** button and search for your qualification.

IMPORTANT:

- For your current studies, please check what detail you need to add with your Tutor, Personal Achievement Tutor or Student Services.
- The qualification dates you can select are based on those you entered when you set up the centre.
- If you know which awarding organisation it is, enter it here – speak to your Tutor or Personal Achievement Tutor if you're not sure.
- If you haven't finished the qualification or had your result, then you must choose **Pending**.

Employment

If you add more than one employment it will appear in chronological order with the most recent at the top. Not everyone will have something to enter here - but **remember to mark the section as complete!**

Note: You must use initial capitals for employer names and addresses. For example, Tesco's, not tesco's and Church Street not church street.

Extra Activities

Only university run outreach activities should be added - anything else is not relevant. The rationale is that universities can spot applicants that they've been supporting - it's not about anything and everything you've done. Most people will have nothing to add here.

Struggling? Speak to Student Services.

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.

Note. Please refer to separate leaflet for guidance on how to write your Personal Statement.

ADDING CHOICES

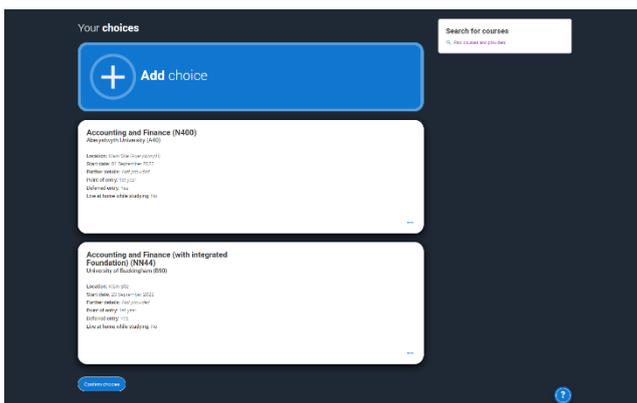
This is where you select your choice(s) of courses/university(ies)/college(s). To add your choices, click the **Add choice** section, found on the main UCAS Application page.

- 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.

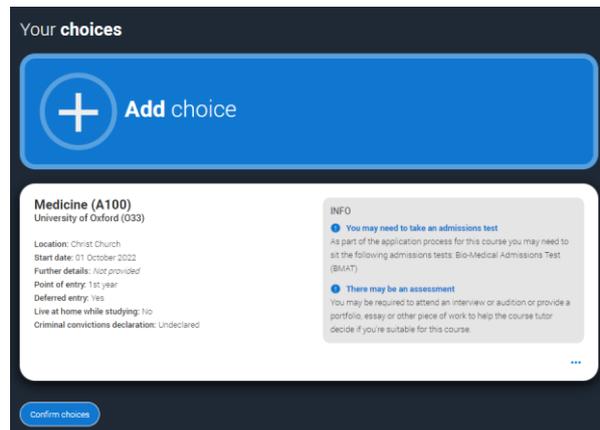
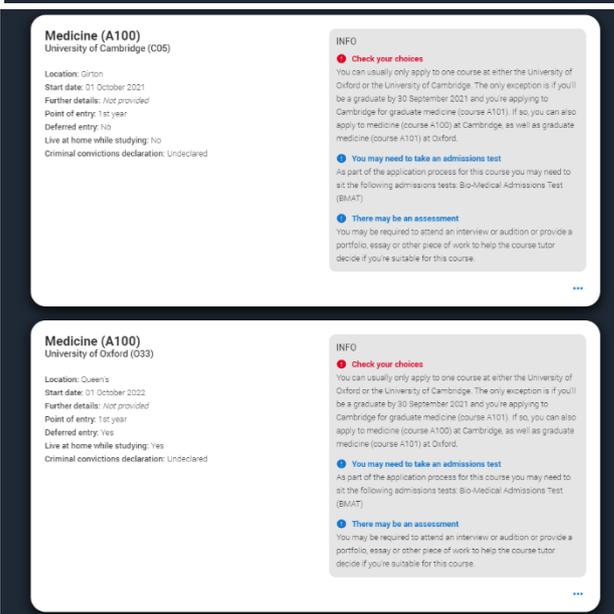
Criminal convictions. Some courses may require you to disclose your criminal conviction status. You will need to select 'Yes' or 'No'.

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

Once all choices are added select confirm choices to mark the section as complete.



Some courses have extra admissions tests and assessments. The form will 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.

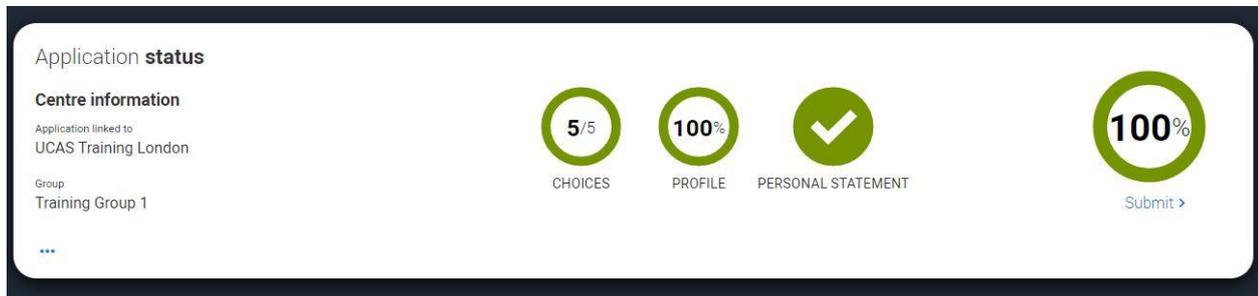


For example, these screens show error messages for students trying to apply to University of Cambridge and University of Oxford.

Struggling? Speak to Student Services.

SUBMITTING THE APPLICATION

There are 4 steps to the submission process. The application must be complete (showing 100%) before pressing submit.



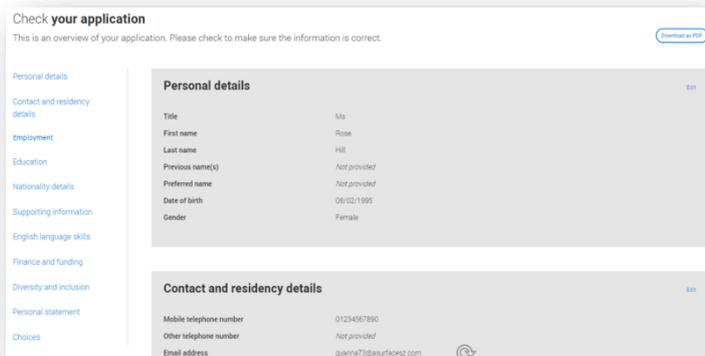
This shows the full application and you can download it as a pdf (in the top right) to help you check it.

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

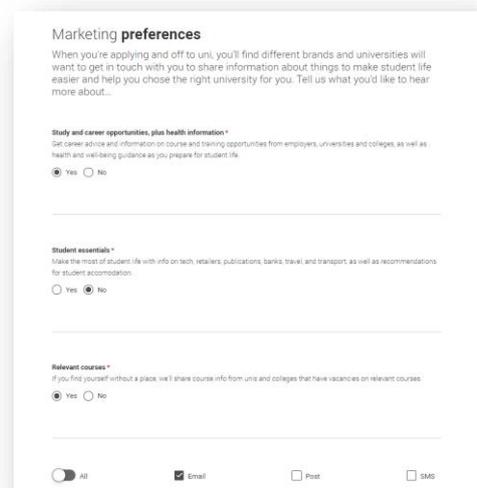
The form will then need you to update your preferences.

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'.

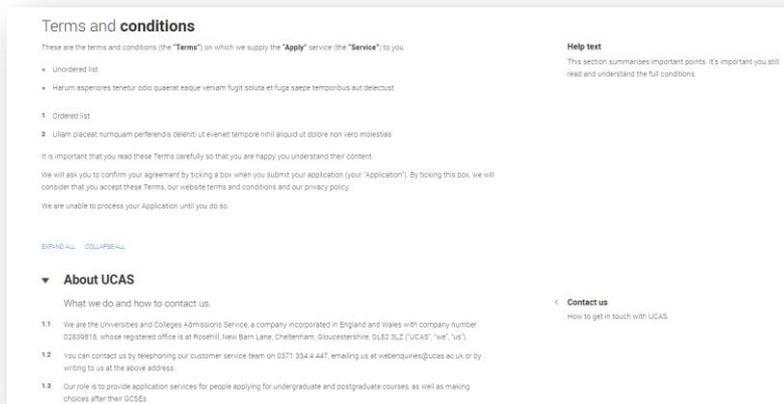


The fee for applications is £28.50, **no matter how many choices you make.**

Payments for your choice(s) has to be made at the point of you submitting your application and can be made through Credit or Debit Card.

WHAT HAPPENS NEXT

Struggling? Speak to Student Services.



When you've paid and submitted your application, it will go to your Student Services for checking.

- **Application correct.** Student Services will check your reference is attached and then email you and ask you to confirm that you are happy for them to submit your application to UCAS.
- **Errors on application.** Student Services will release

your application back to you. They will also email you and provide details of what requires amending. You will not have to pay again when you re-submit.

- Your application will be sent to Student Services first. We will not send off your application before you have Authorised by email or teams to a Student Services Team Member, we will then let you know once it has gone! 😊

Notes:

- Once you have submitted, you will only have a read only version. Should you need to make any changes you will need to email: studentservices@tresham.ac.uk and ask them to return your application to you.
- Once your application has been submitted to UCAS, by Student Services, you will no longer be able to amend your application. Any changes will have to be made via UCAS by contacting them, ensuring you have your UCAS reference number at hand.

TRACKING

You can track your application online, via UCAS Track. You can track your application from the moment it is sent to UCAS.

WHO CAN HELP?

If you would like help with your UCAS application, or Personal Statement, please speak to your Personal Achievement Tutor / Tutor in the first instance. Additionally, you can contact Student Services on 01536 413232 or email studentservices@tresham.ac.uk to book an appointment.

Struggling? Speak to Student Services.