Applying through UCAS

For courses starting in 2025

UCAS

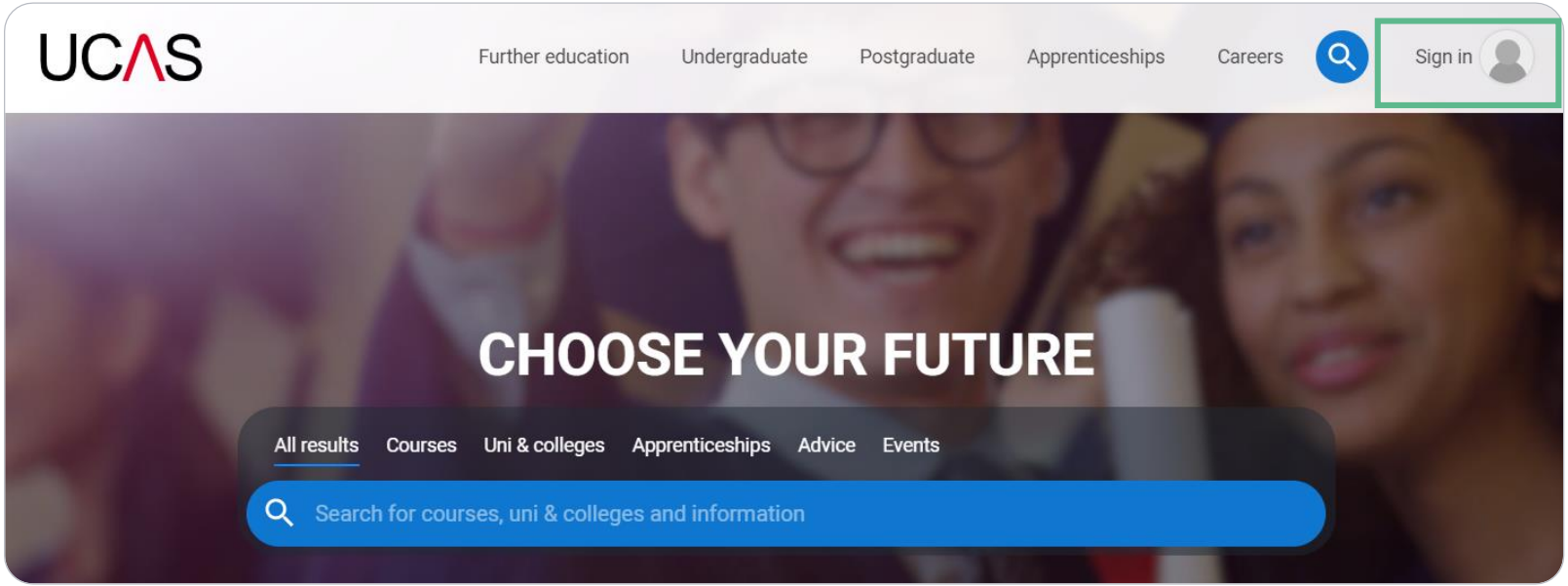
Registering for an account.

You should have already created an account in your Skills and Choices lessons.

If you have already registered for an account go to slide 10.

Registering for an account

Head to ucas.com and select **Sign in.**

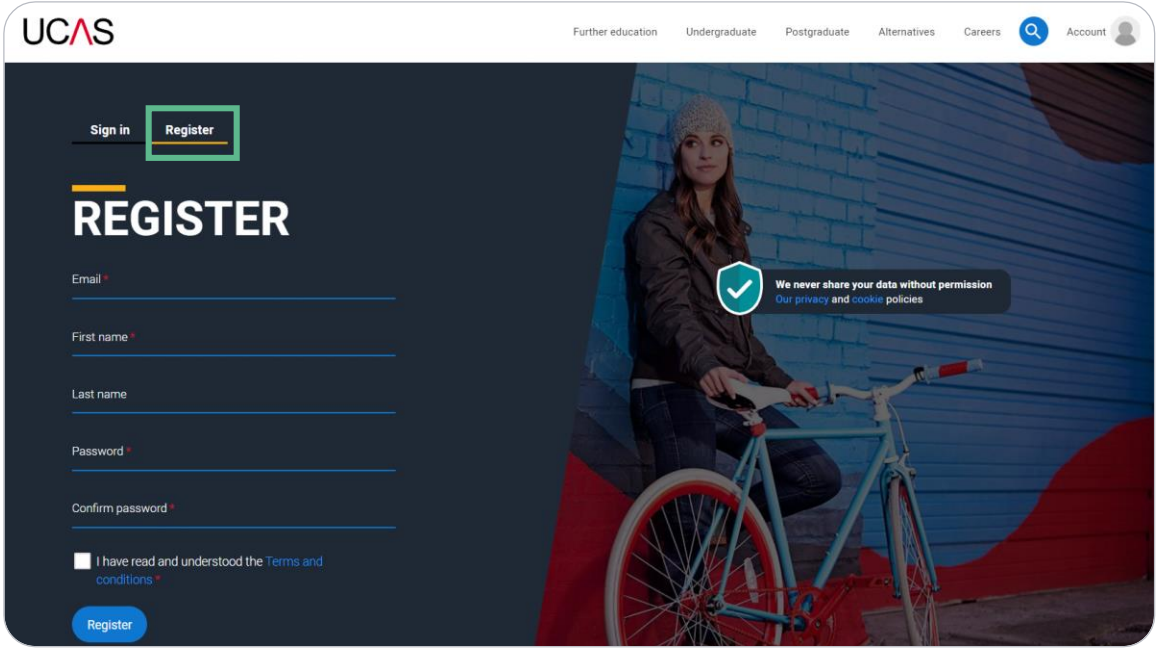


Registering for an account

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

Use a **personal email address not your school email address** so you always have access to updates.

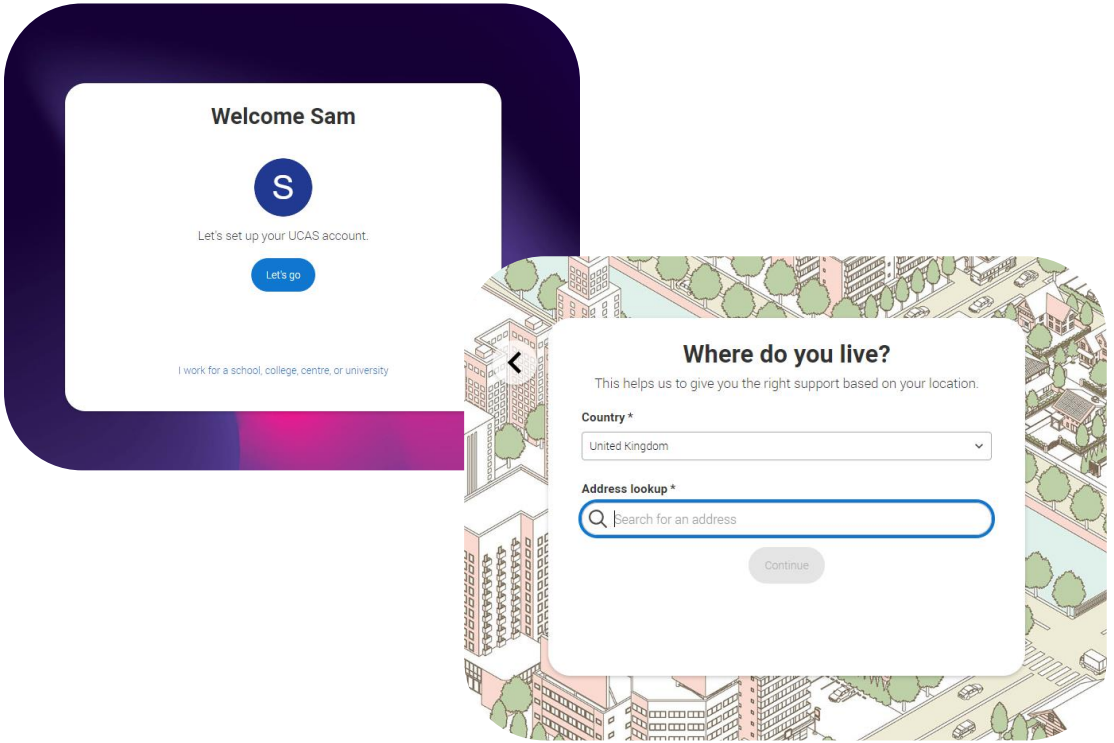
UCAS will email you a code to verify your email address



Registering for an account

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

UCAS will ask you a few questions like where you live so they can tailor the information you see.

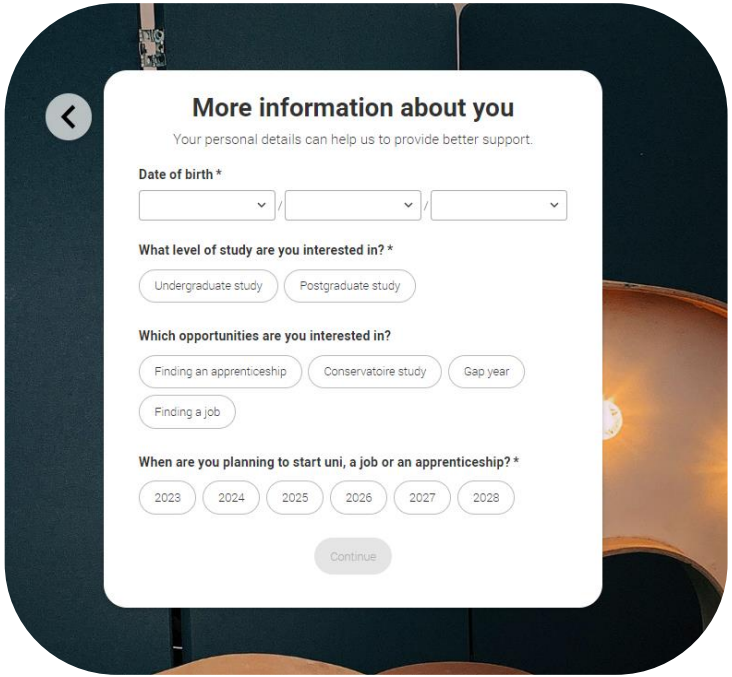


Registering for an account

UCAS will ask you a few questions about yourself; your level of study is **Undergraduate.**

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

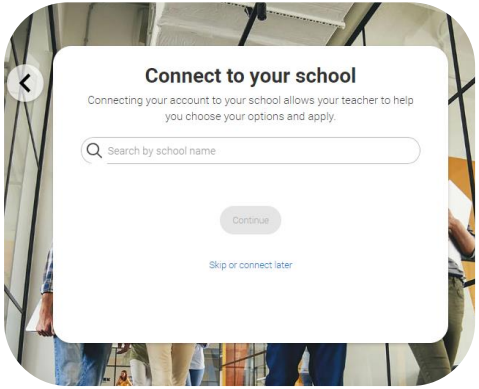
UCAS also want to know when you're interested in starting a course, so that they can show you relevant courses in your search results. You can change this at any time, and you can use the Hub before you are looking to apply.

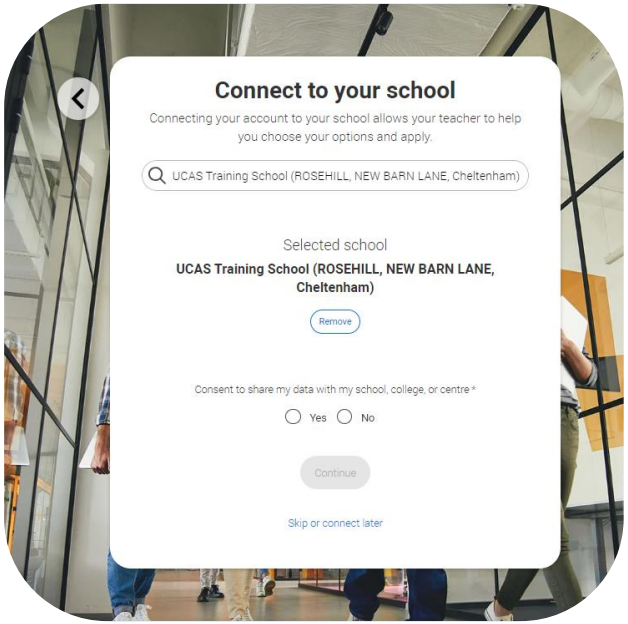


Registering for an account

You'll also need to enter the school buzzword to link your application to the Sixth Form.

The buzzword you need to enter is **clitheroe25**

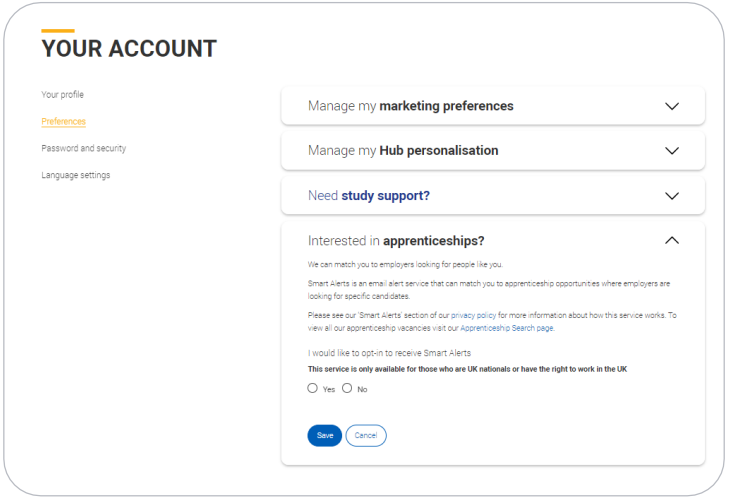




Registering for an account

If you're interested in apprenticeship opportunities, UCAS 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.

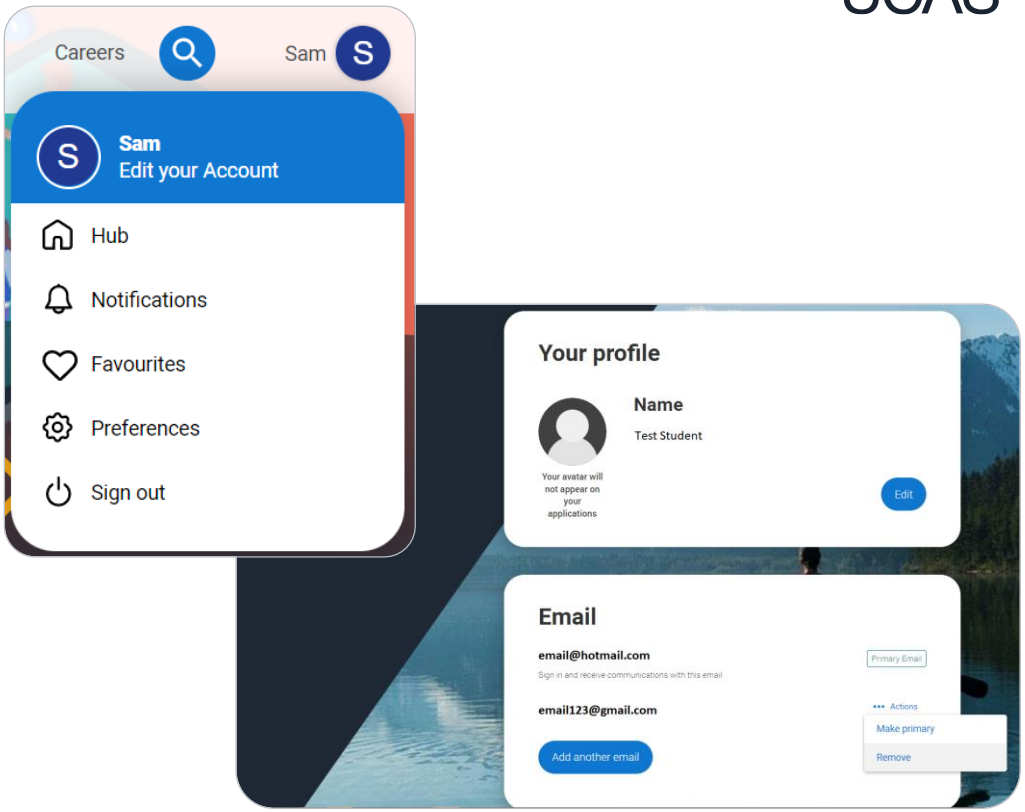


Your email

It’s important your contact details are kept up to date throughout your application.

Use a personal email address as your primary email, rather than your CRGS email one, so that you have access to it throughout your application journey.

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

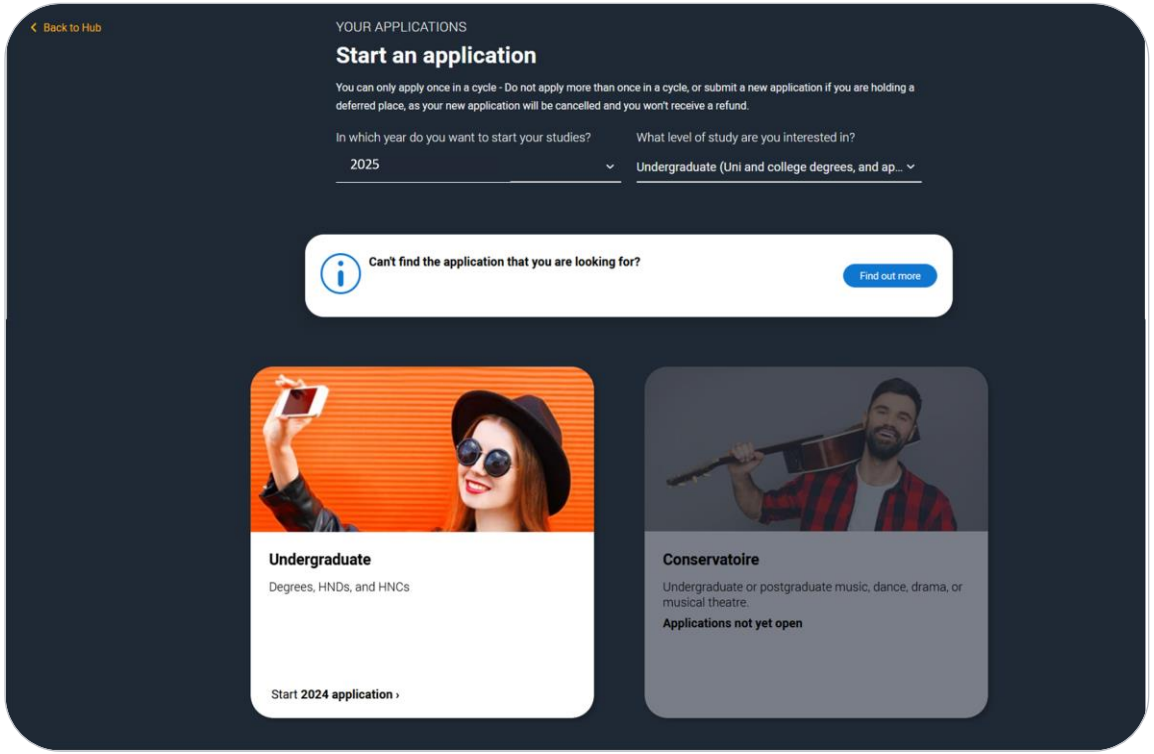


Starting your application.

Starting your application

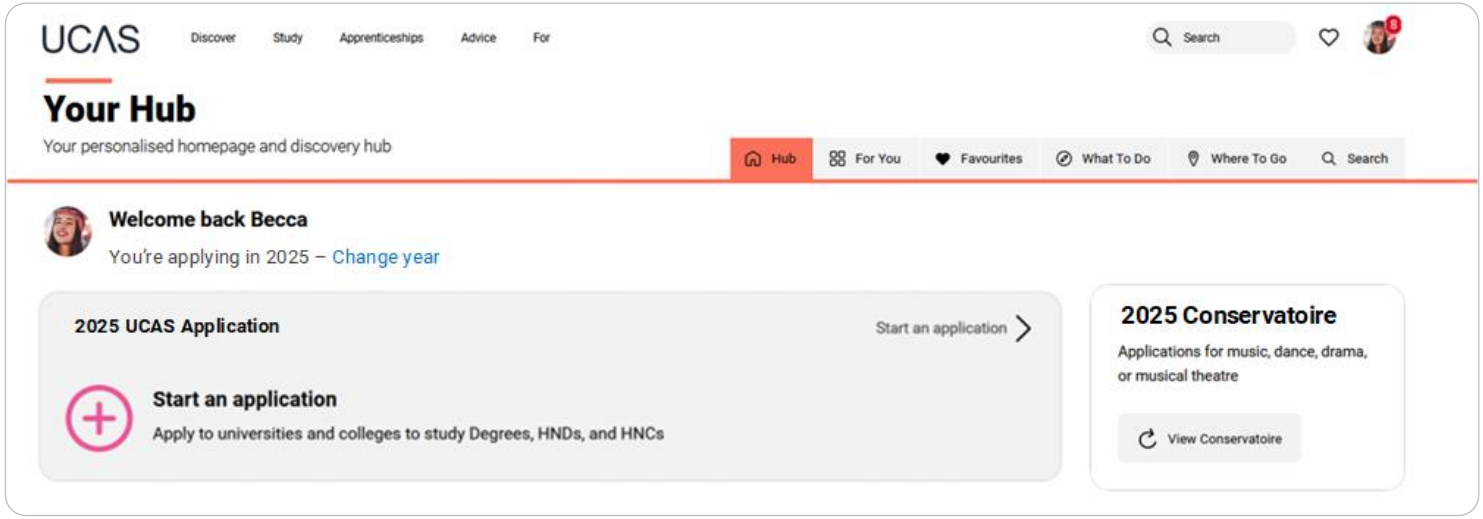
Choose the year you want to start your studies, level of study (**Undergraduate**) and type of application you wish to make.

Make sure you choose **2025** if you want to start next year, including if you want to defer entry.



Starting your application

To start your UCAS application click on **the red cross** to get started.

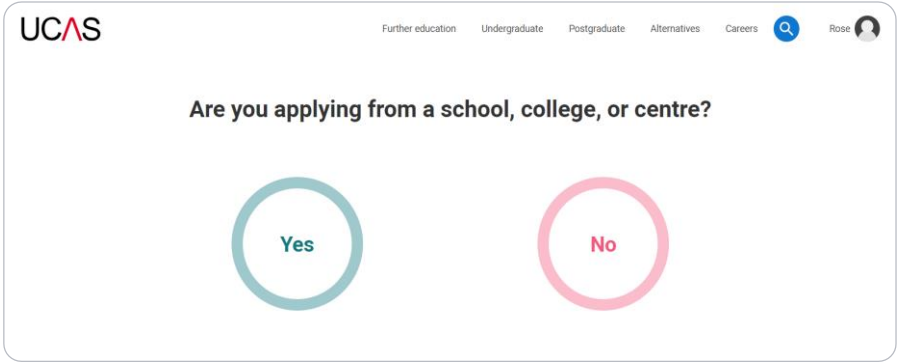


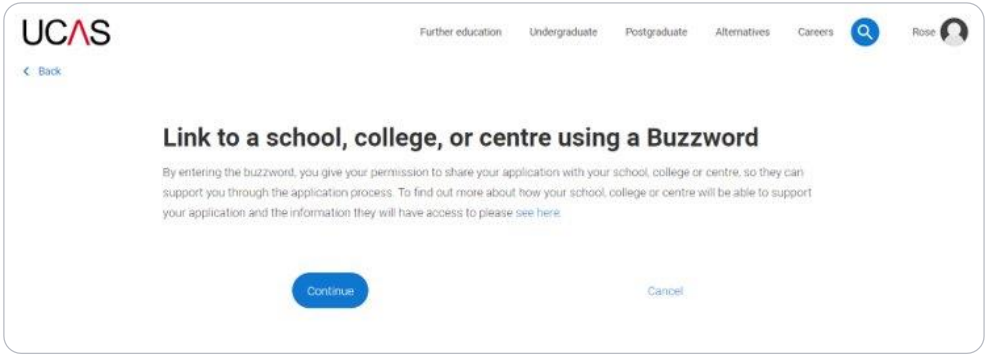
Linking to your school, college or centre

On the question are you applying from a school, college or centre then select '**Yes'.**

You will then need to enter the **Buzzword.**

The Buzzword is **clitheroe25**

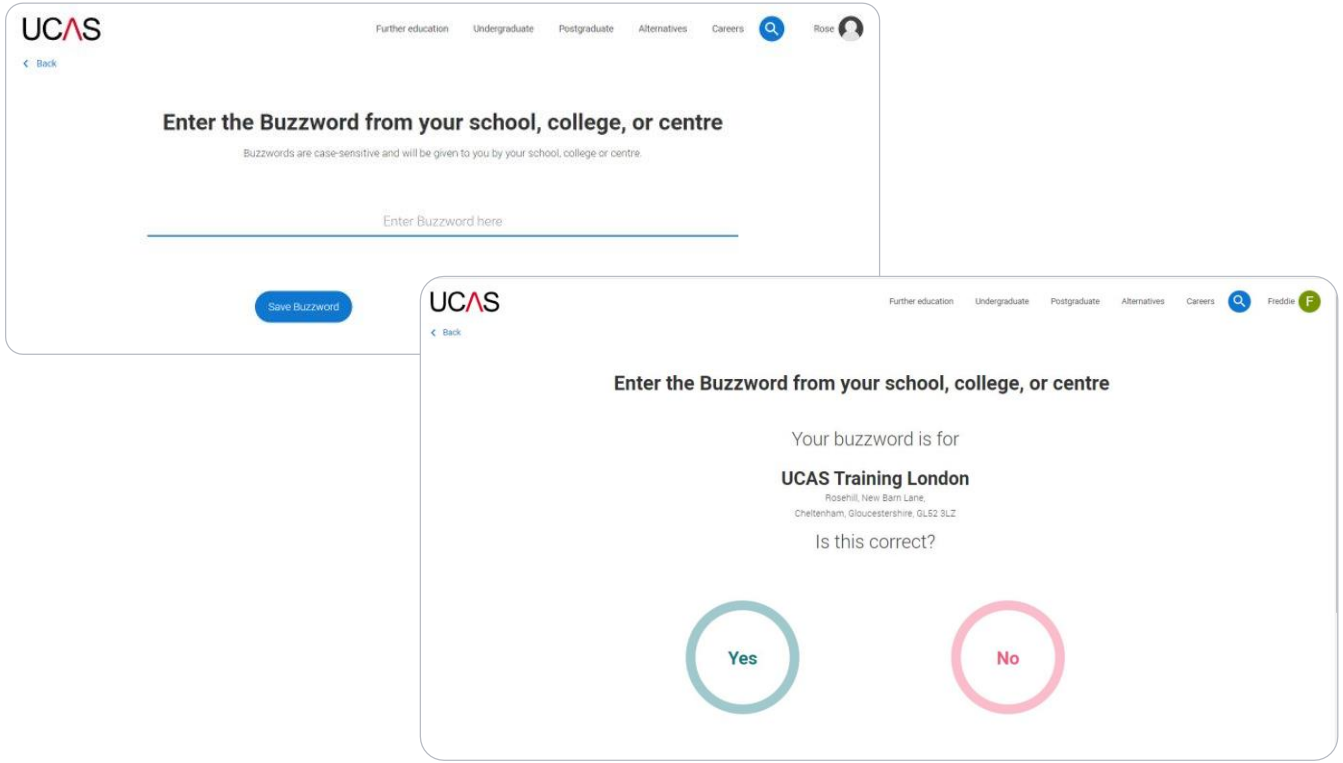




Linking to your school, college or centre

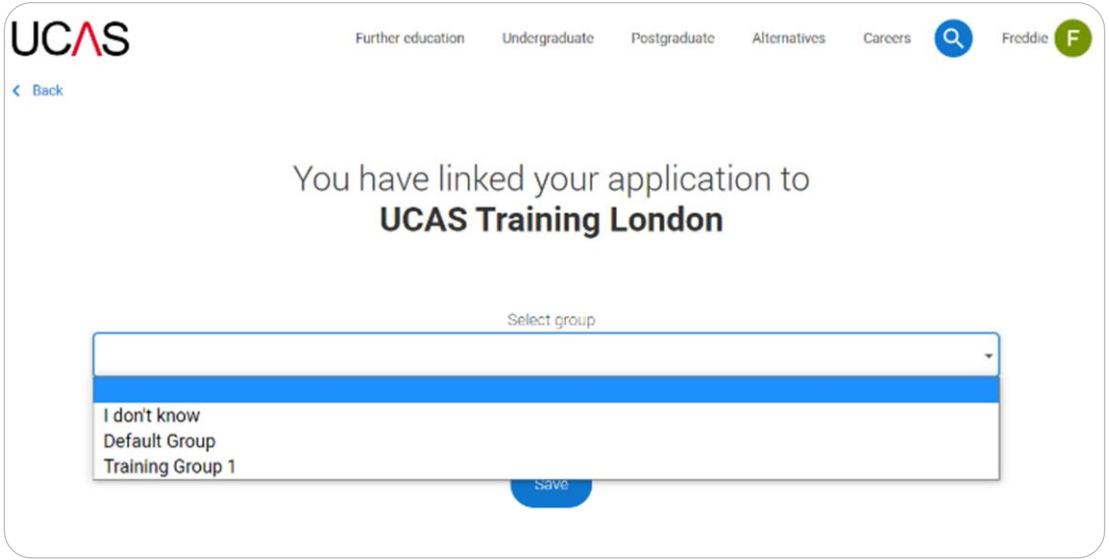
Enter the **buzzword**, and **confirm** the details are correct.

This will **link your application** to the Sixth Form, so we can track your progress and provide you with support, including adding your reference.



Linking to your school, college or centre

Once your application has been linked, you can then select your senior tutor from the drop down menu.



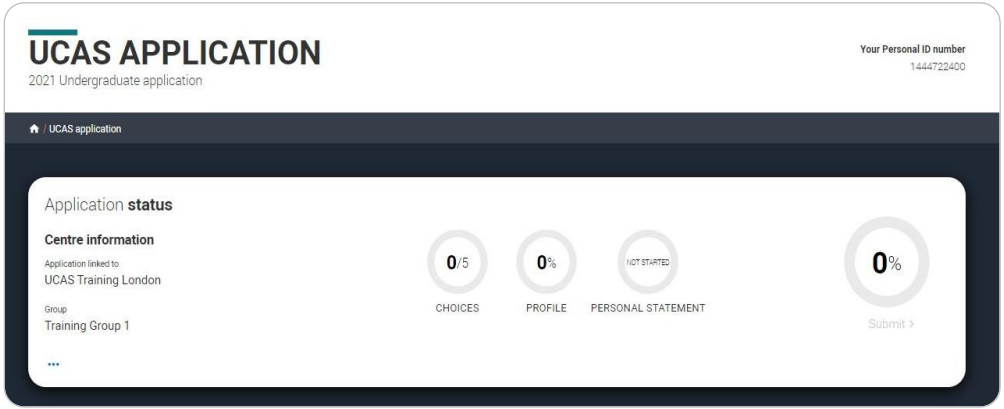
Application overview.

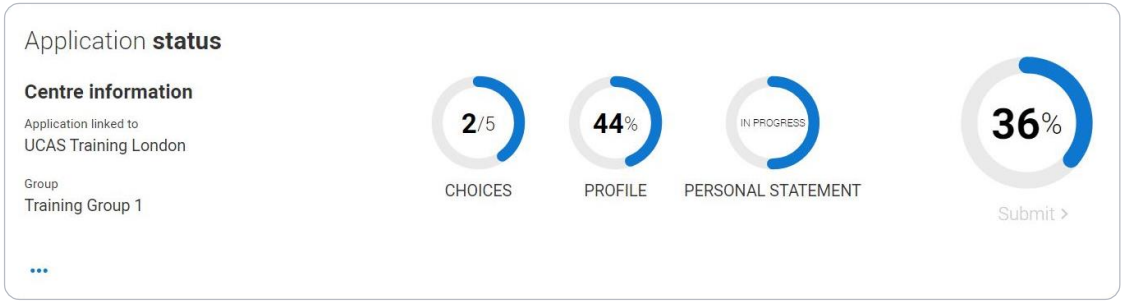
Application overview

Your ‘**Application status**’ helps you keep track of your progress.

As you add information to each tile, the **percentage complete** updates each time you mark a section as complete.

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





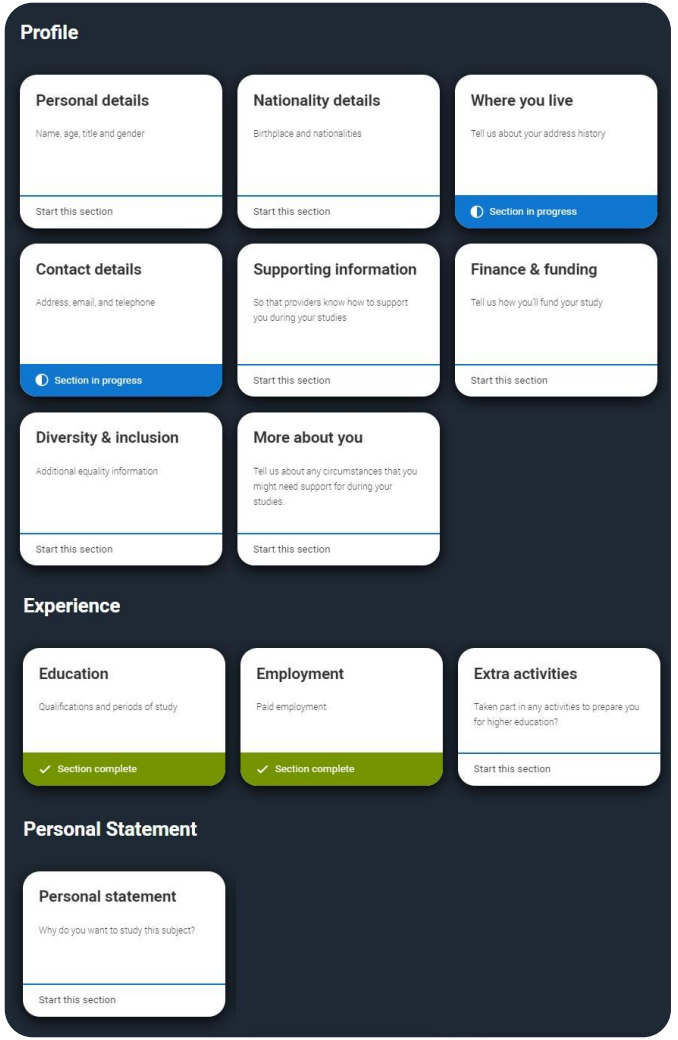
Application overview

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

Once you've completed 'Where you live' you'll also see the 'Diversity and inclusion' and 'Extra activities' sections to complete.

All sections must be marked as '**Complete**' to review and submit your form in to school.

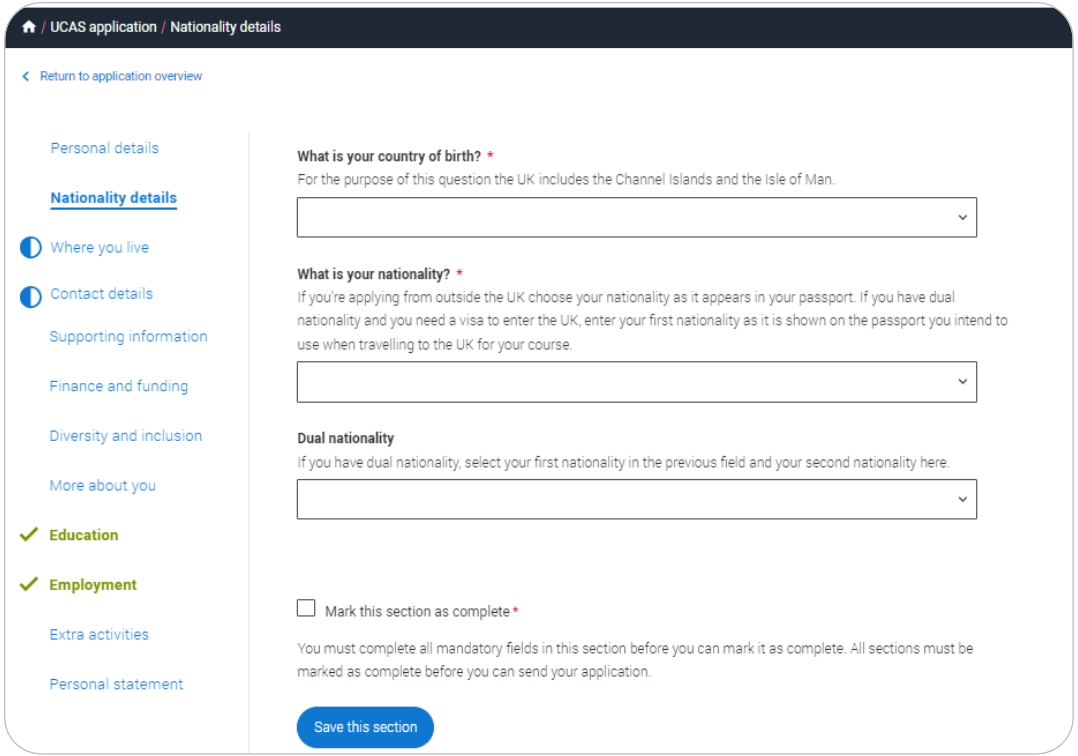
You must complete all mandatory questions to mark a section as complete (they have a *).



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).

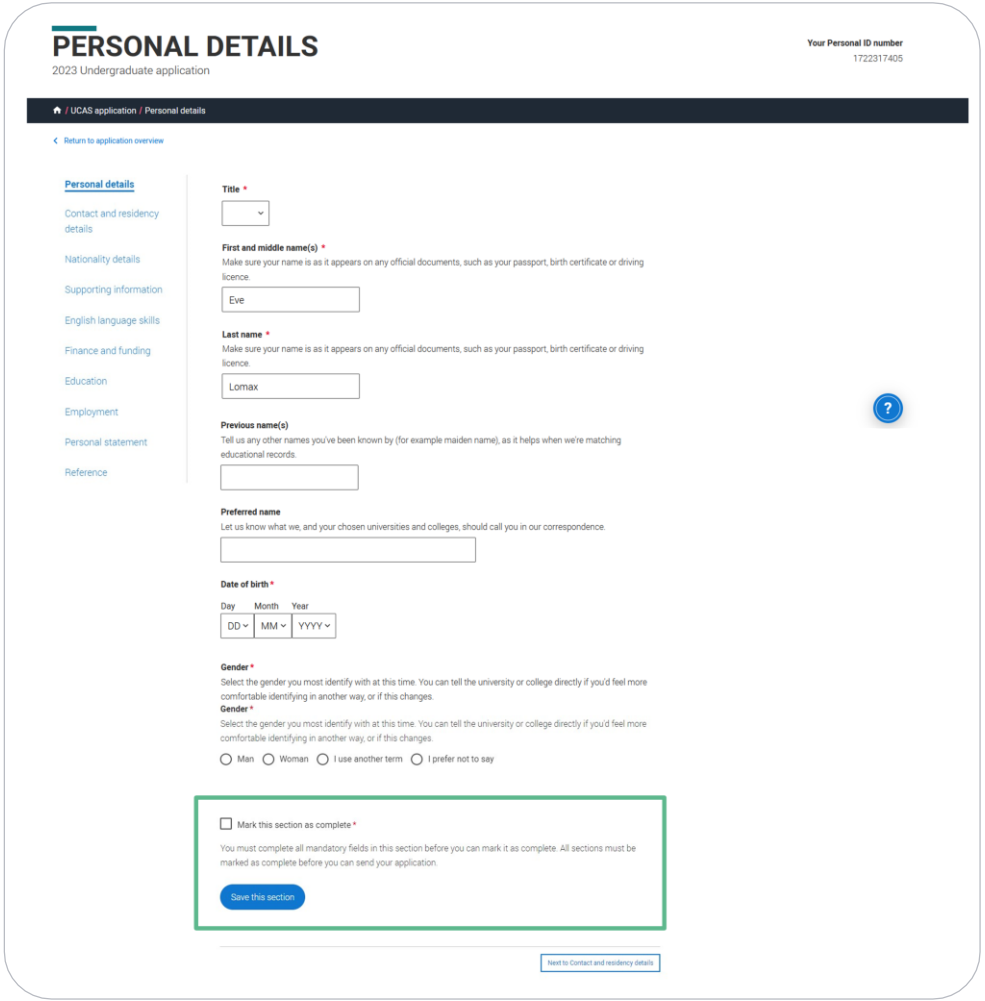
Click on the ? throughout for help text to provide advice about what to put.



Personal details.

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 and save it** at the bottom of each page.

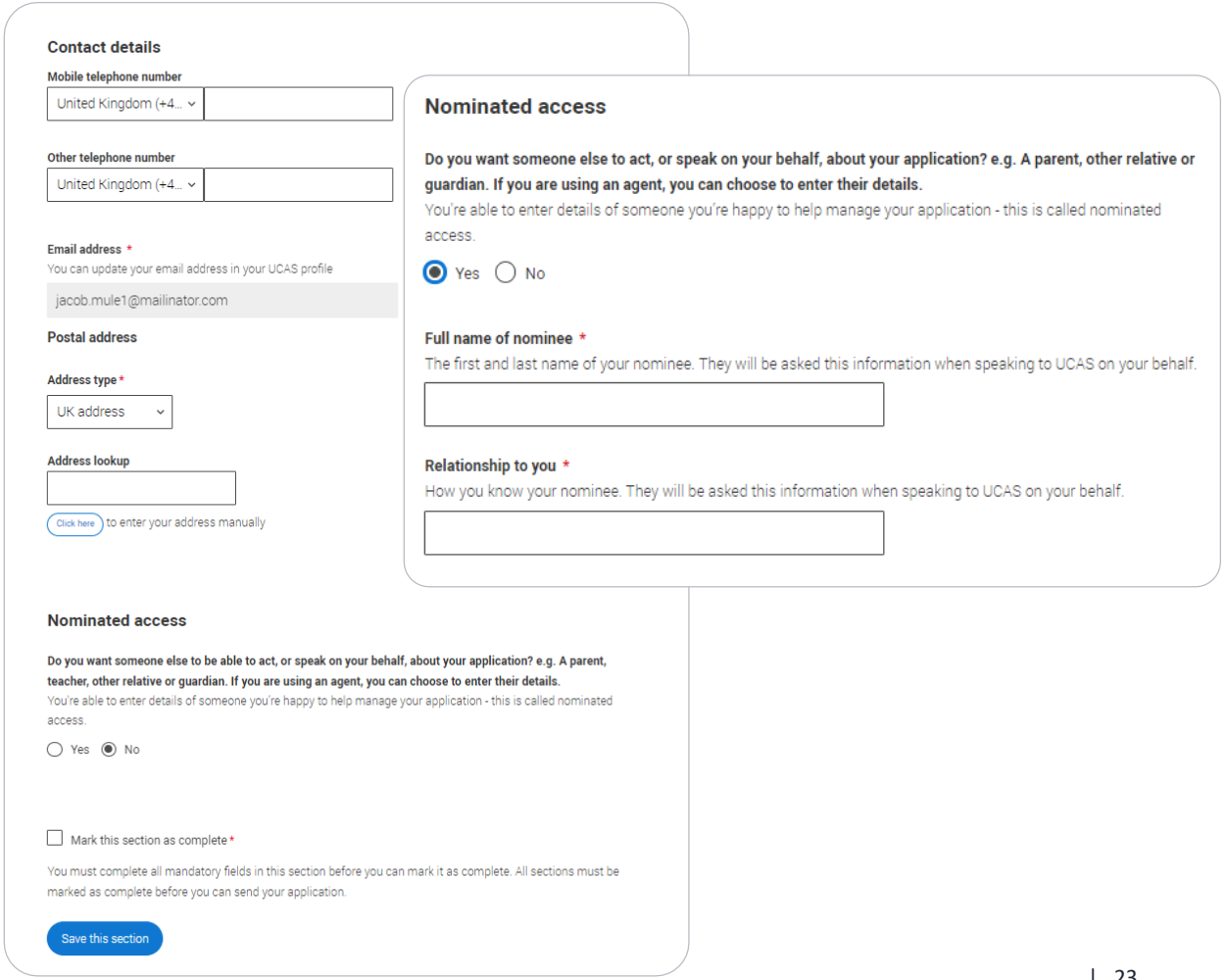


Contact details.

Your email will be used by both UCAS and your choices to update you. Make sure you can access it at all times so you don’t miss anything important.

We would advise using a personal email address, which can be updated in the Hub preferences.

Select **Yes** on the question that asks if you want to add a nominated access.
You then need to add the details of a parent/carer.

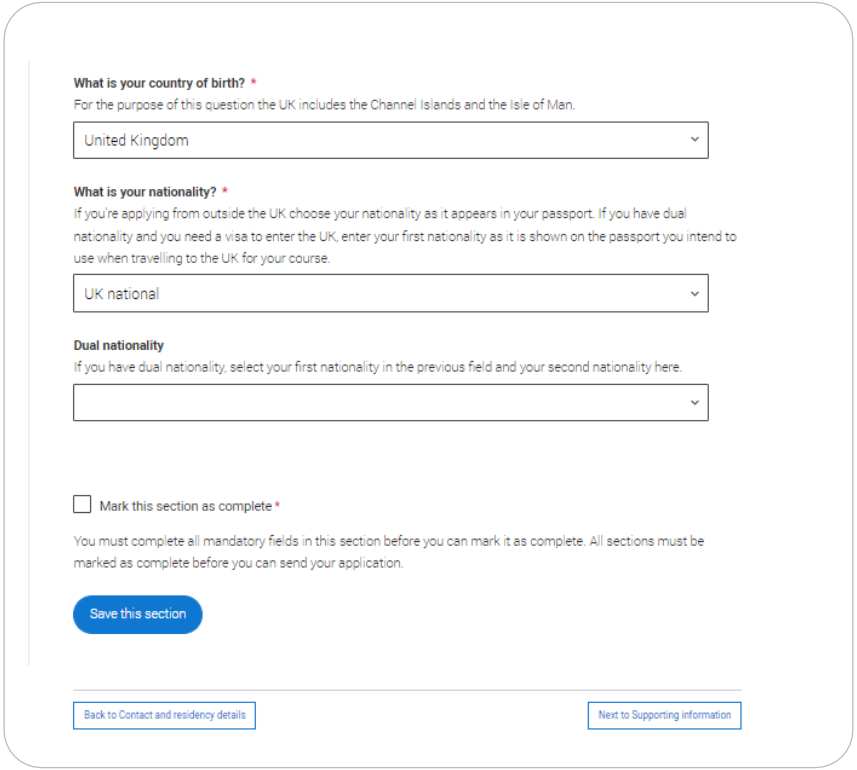


Nationality details.

In the Nationality section, depending on the information you provide, you may see more questions.

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. You are asked about ethnicity in the diversity and inclusion section.

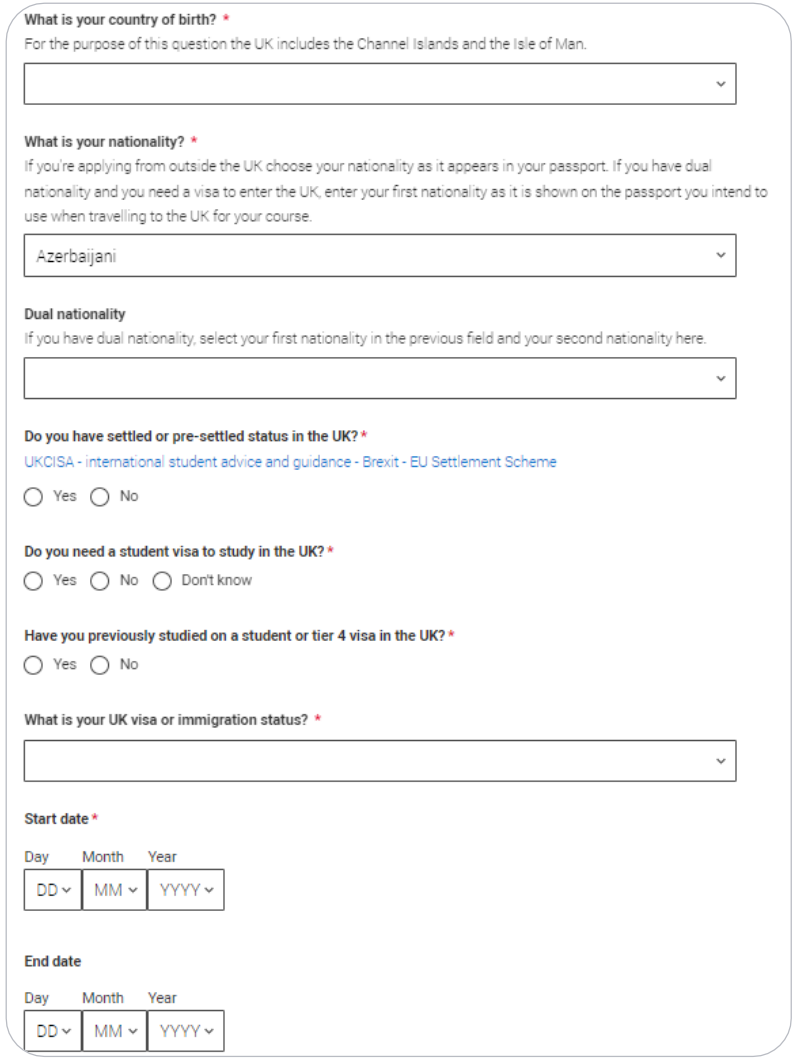


If you have **dual nationality**, please list both nationalities.

The information you provide will help universities and colleges in determining your fee status and allow them to assist you with the visa application process, if required.

There's some possible combinations but UCAS will only show relevant fields depending on your answers.

Select ? to see the help text with advice about this.

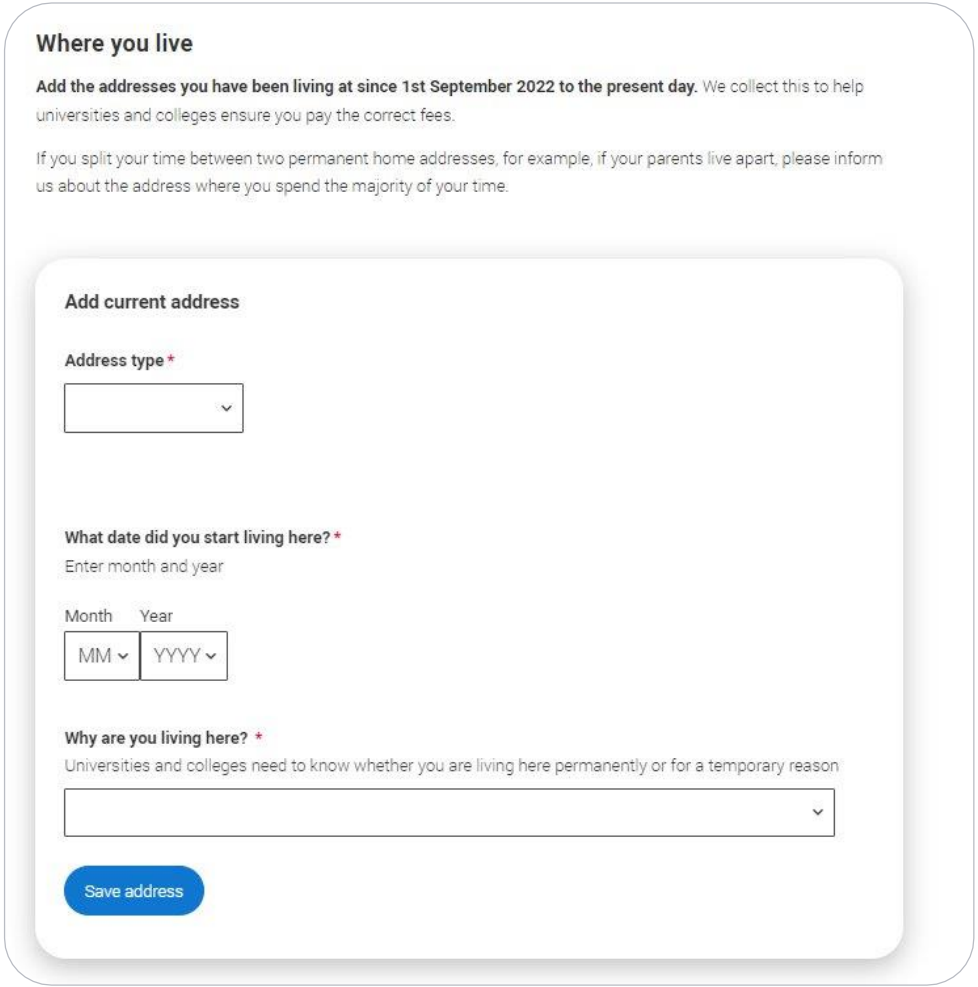


Where you live.

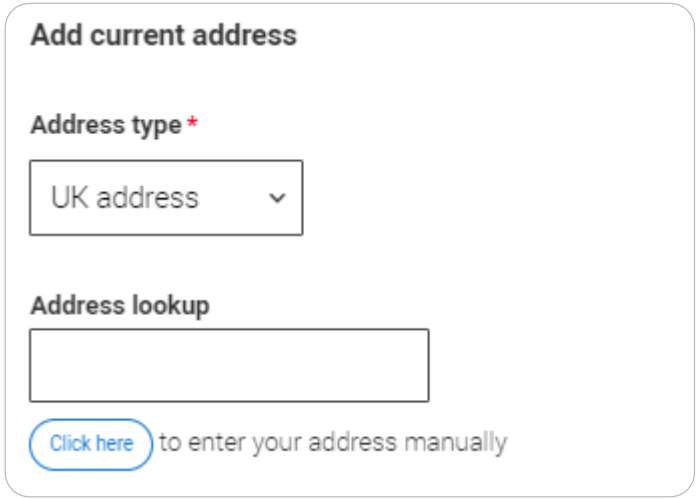
You must add three years of residency history between 1st September 2022 and 1st September 2025.

Your current address should be added first, followed by your previous addresses until September 2022.

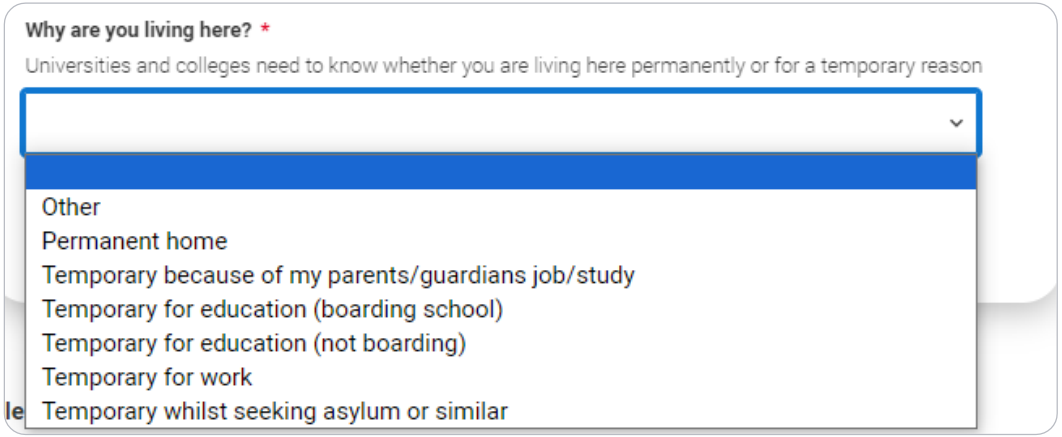
Select ? to see the help text with advice to help with this section.

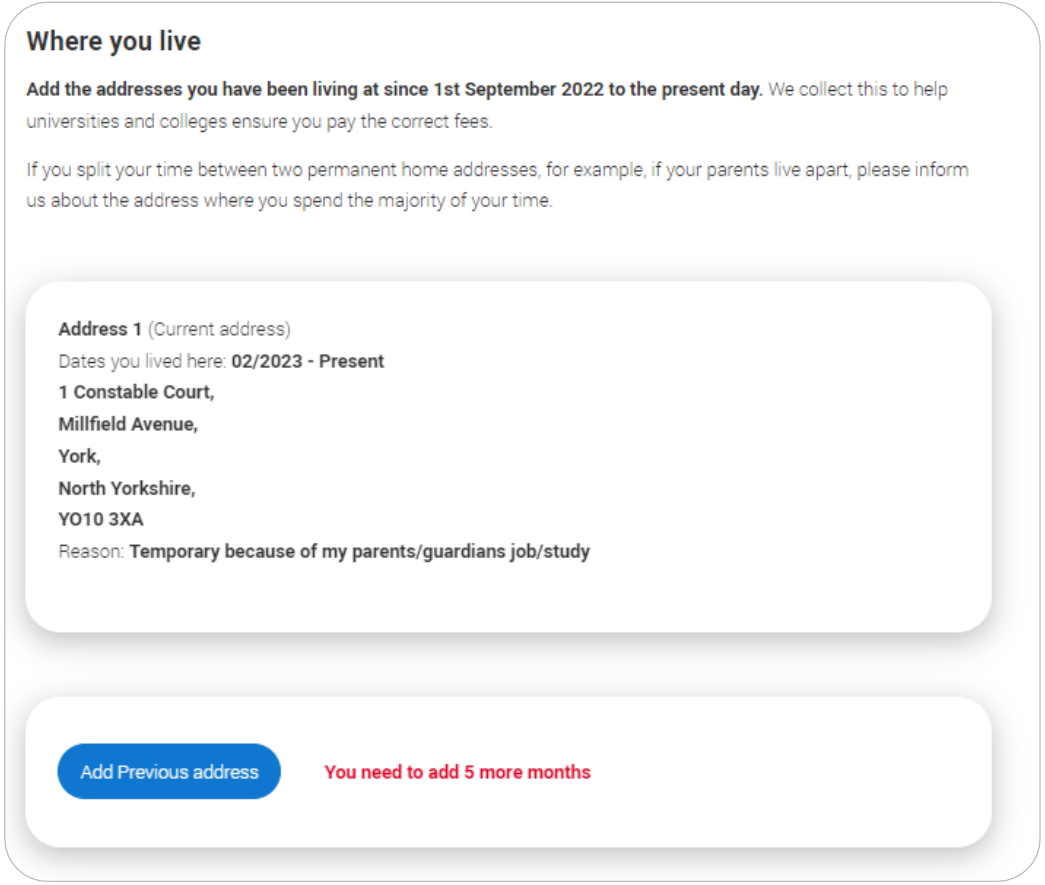


UK addresses can be added using the address look up tool.



For each address you have to tell UCAS why you are living there; any reason can be selected, for example you may have two permanent homes.



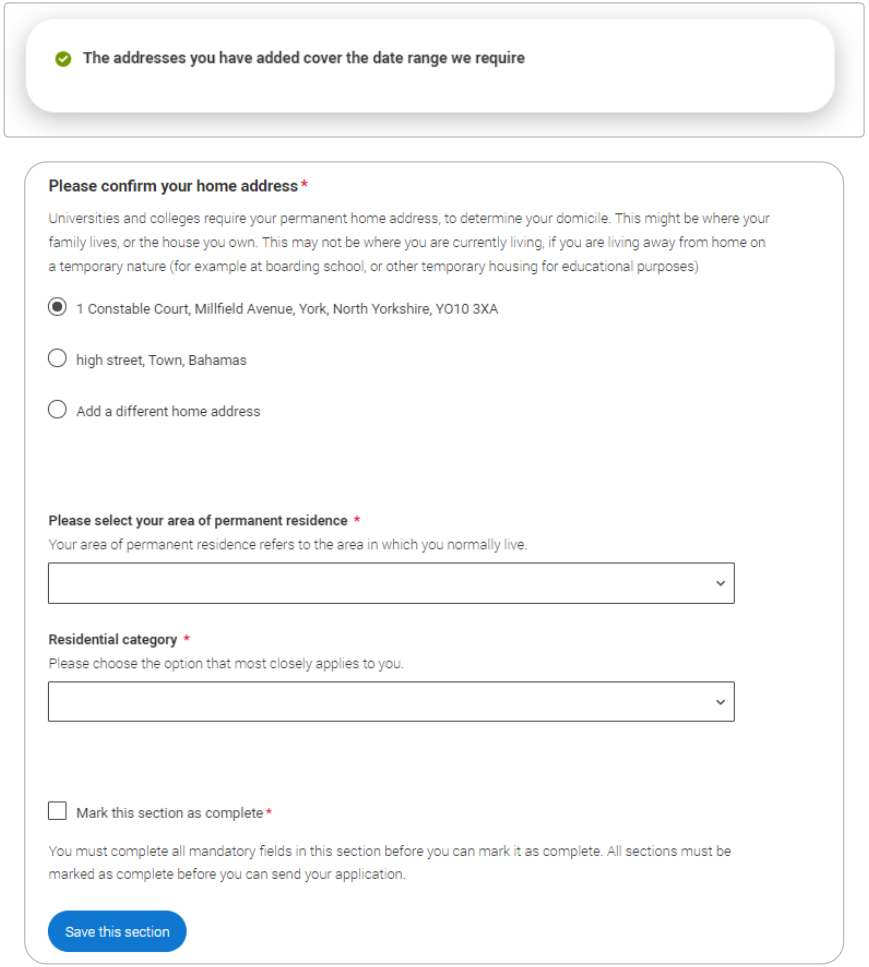


Until the required duration of address history is reached, you'll see the 'Add previous address' option.

Gaps in the address history will be flagged for you to fill in so that a full history is provided.

Overlapping addresses are allowed.

Select to see the help text with advice about this.



When you've added enough addresses to cover the required duration, you'll see a success message. You'll then need to confirm your home address.

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

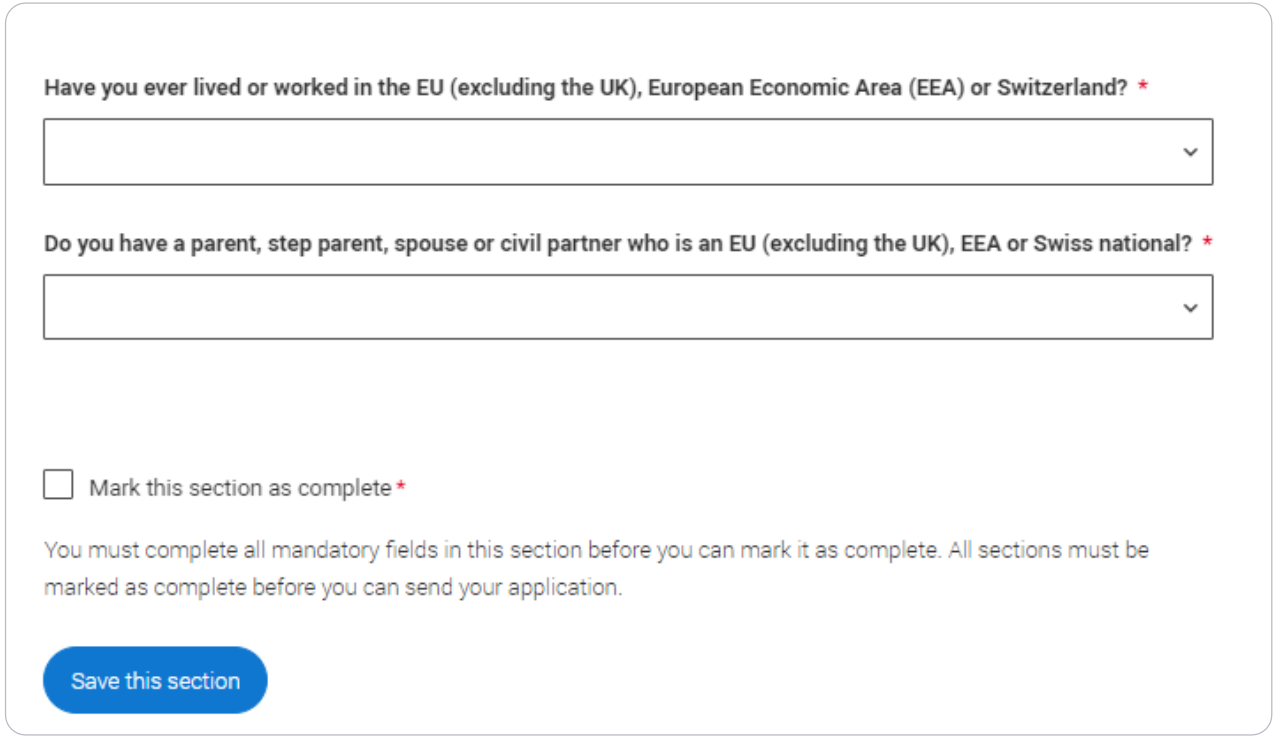
You then need to select your area of permanent residence and residential category.

If you live in Blackburn with Darwen select Blackburn with Darwen if you live anywhere else in Lancashire select Lancashire.

Supporting information.

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

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



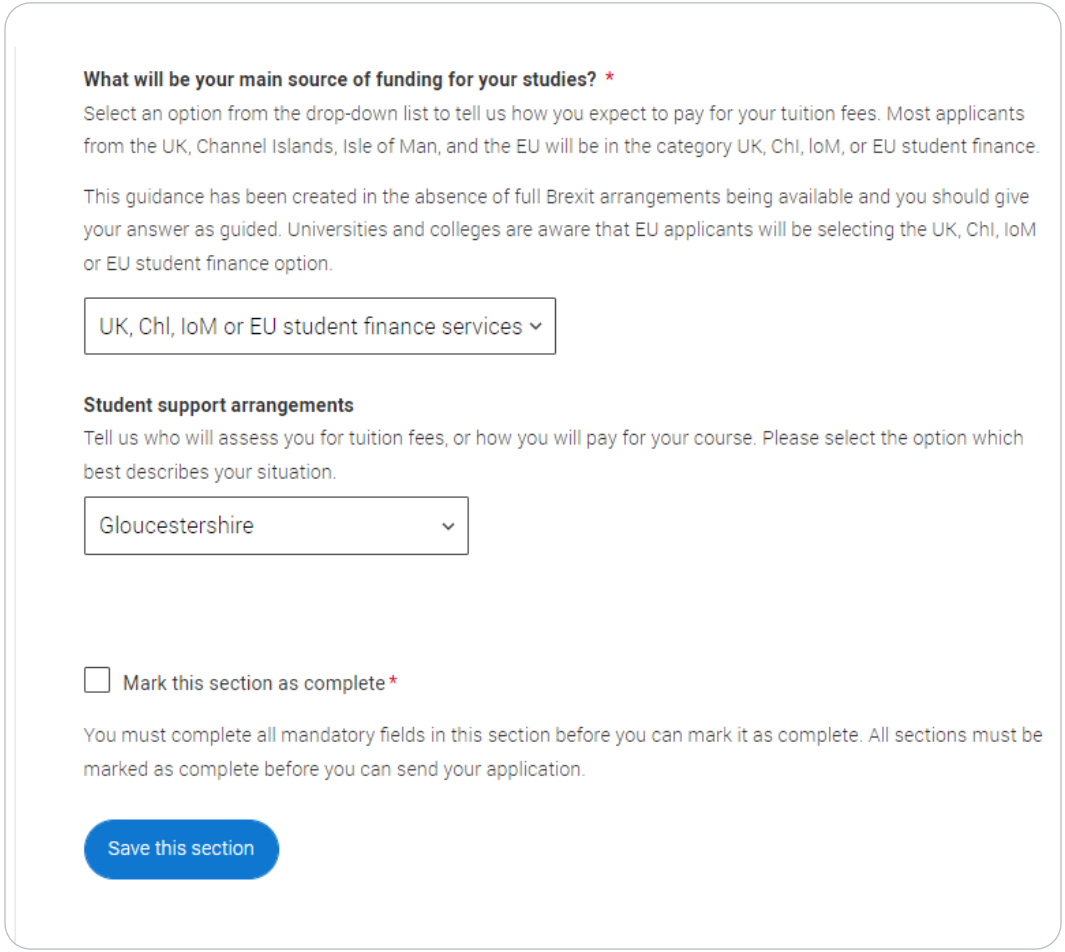
Finance and funding.

You will only be asked further questions in finance and funding if you select **UK, ChI, IoM or EU Student Finance Services, select this option if you are planning on applying for student finance.**

For the question about your local authority under ‘Student support arrangements’.

If you live in Blackburn with Darwen select Blackburn with Darwen if you live anywhere else in Lancashire select Lancashire.

For more information head to: **ucas.com/finance**

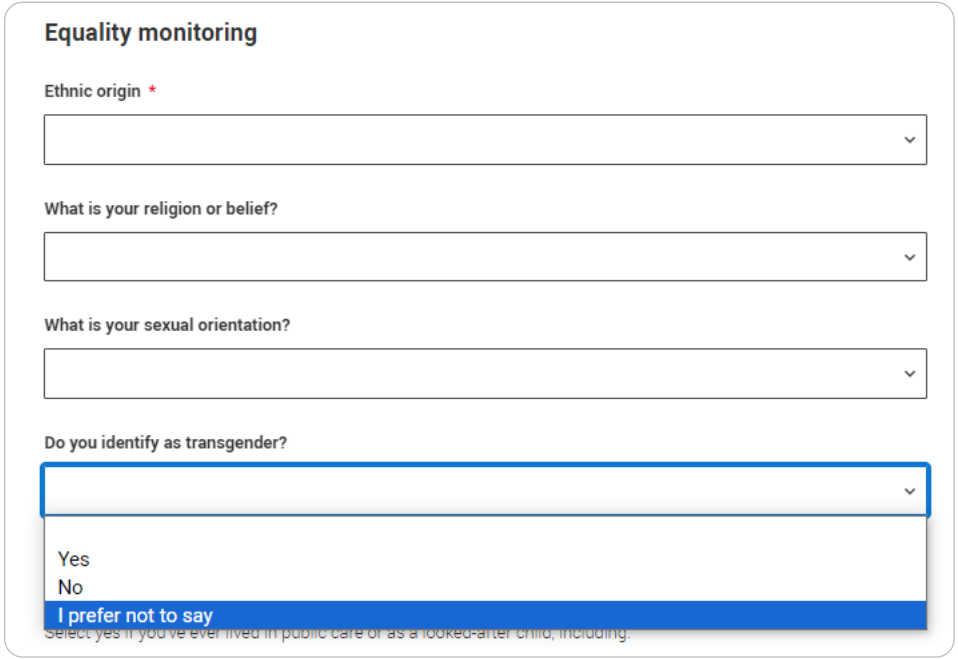


Diversity and inclusion.

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

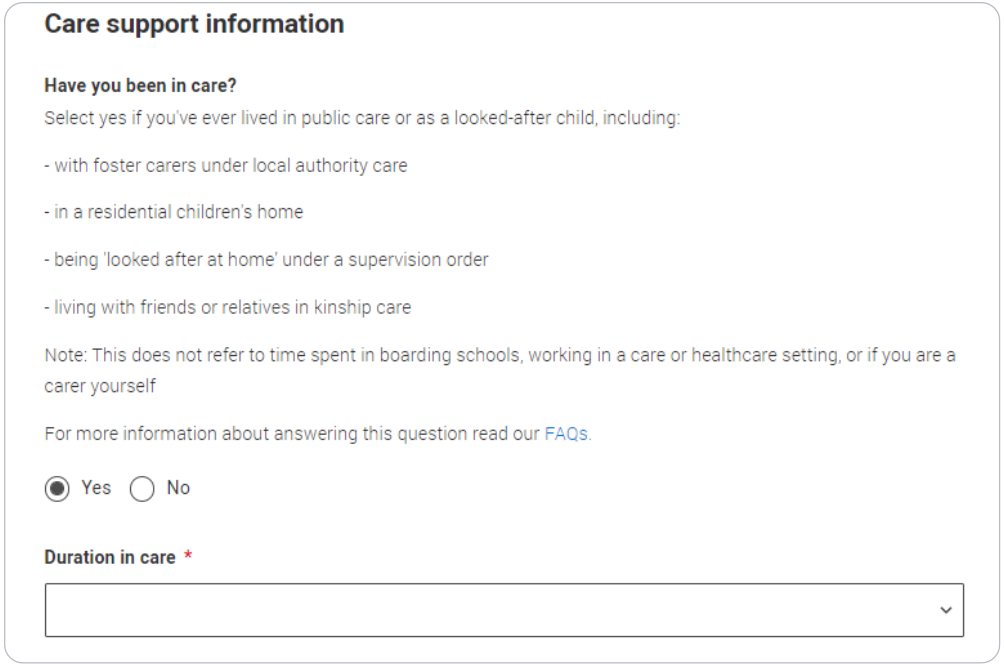
There are two mandatory fields(*), but you have the option to respond with **I prefer not to say.**

This information is only shared with universities or colleges once you have secured a place, it does not influence any decision making. It's used to ensure applications are treated fairly.



Growing up in care means you are entitled to a range of practical support.

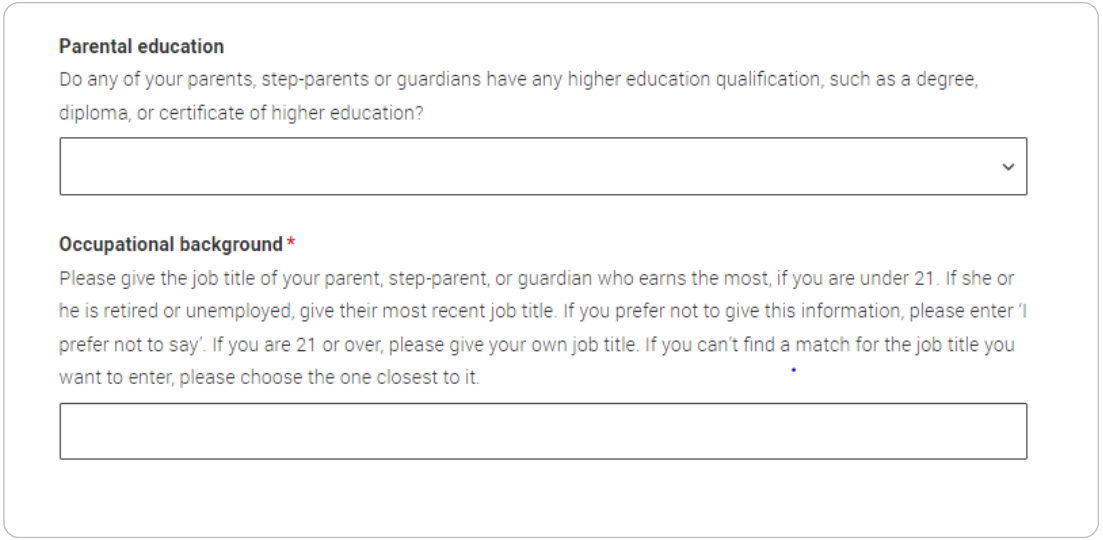
When you give this information, you are letting the university or college know that you may need additional support during your studies. They may get in touch to tell you more about the benefits and options available, if you want it.



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.

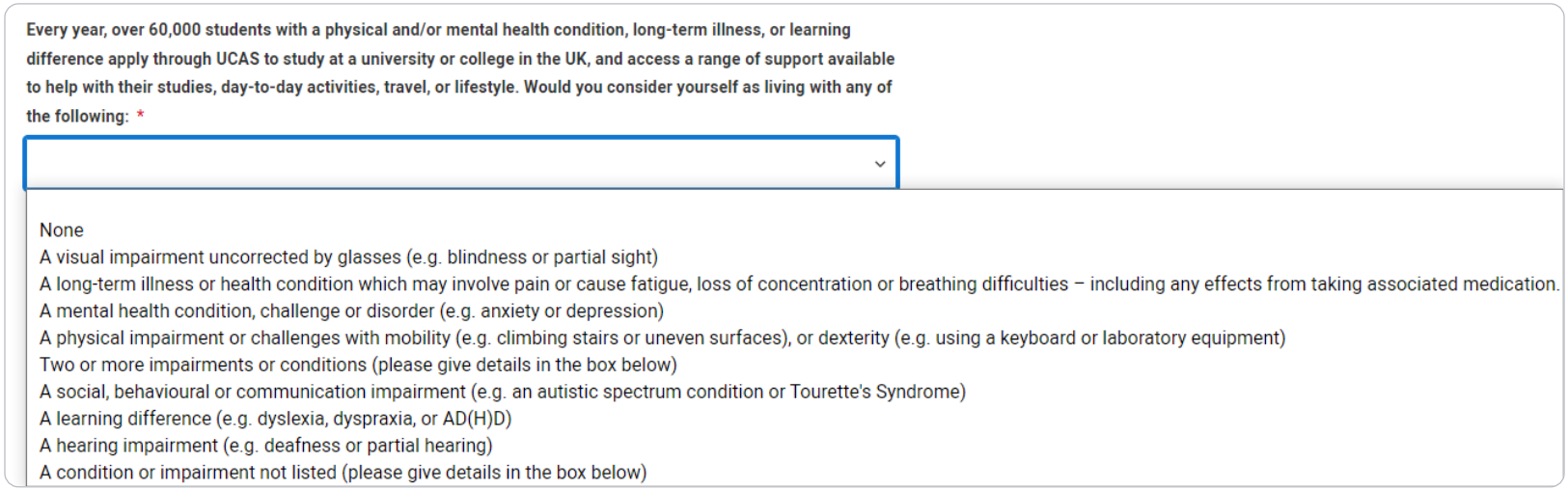
If you prefer not to give this information, please enter *'I prefer not to say'*.



More about you.

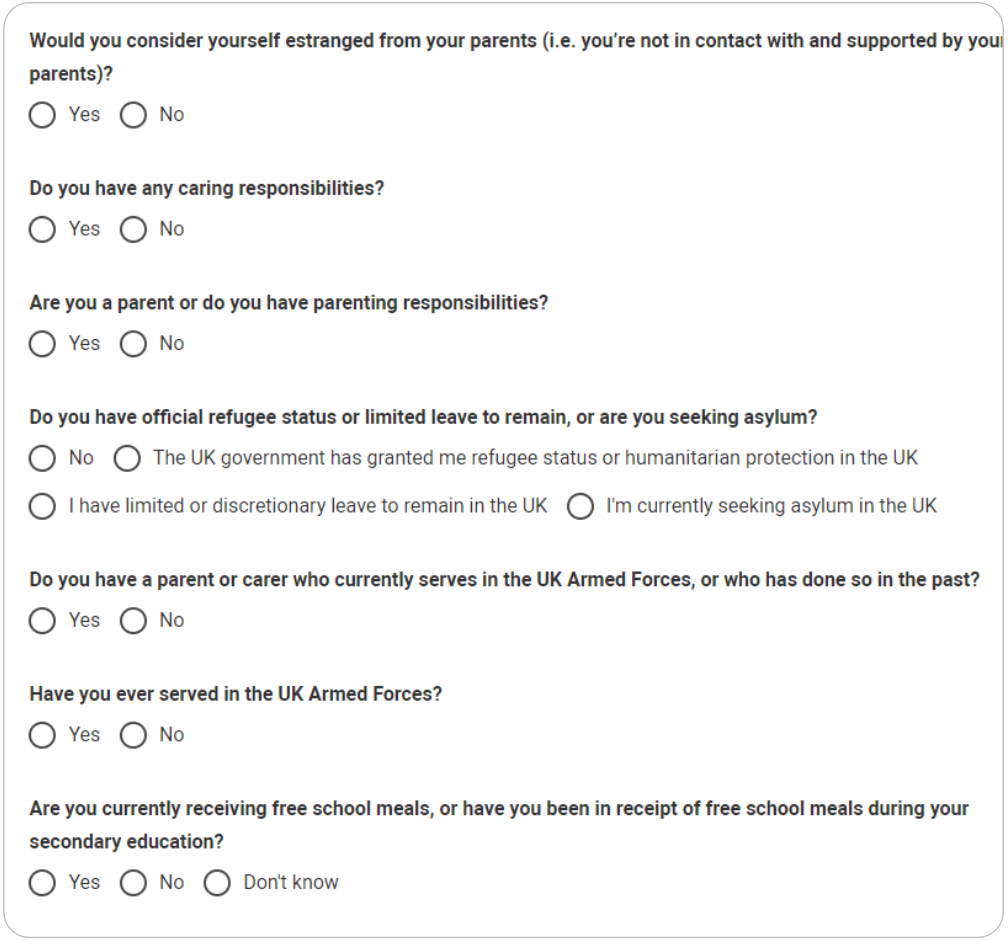
You can tell UCAS about any circumstances that you might need support for during your studies. UCAS don't need you to give details – this information will be shared with those involved in making arrangements to support you at the university or college (e.g. the student support team, admissions staff), and they may get in touch to tell you more.

To mark the section as complete you will need to select an answer: either to share information or select 'No disability'.



You might feel uncertain about sharing personal circumstances, please feel reassured this information is confidential and will not negatively impact your application.

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



Would you consider yourself estranged from your parents (i.e. you're not in contact with and supported by your parents)?

◯ Yes ◯ No

Do you have any caring responsibilities?

◯ Yes ◯ No

Are you a parent or do you have parenting responsibilities?

◯ Yes ◯ No

Do you have official refugee status or limited leave to remain, or are you seeking asylum?

◯ No ◯ The UK government has granted me refugee status or humanitarian protection in the UK

◯ I have limited or discretionary leave to remain in the UK ◯ I'm currently seeking asylum in the UK

Do you have a parent or carer who currently serves in the UK Armed Forces, or who has done so in the past?

◯ Yes ◯ No

Have you ever served in the UK Armed Forces?

◯ Yes ◯ No

Are you currently receiving free school meals, or have you been in receipt of free school meals during your secondary education?

◯ Yes ◯ No ◯ Don't know

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.

You must list your whole secondary education from Year 7 onwards.

If you attended multiple schools you must list every school you attended between Years 7 to Year 11.

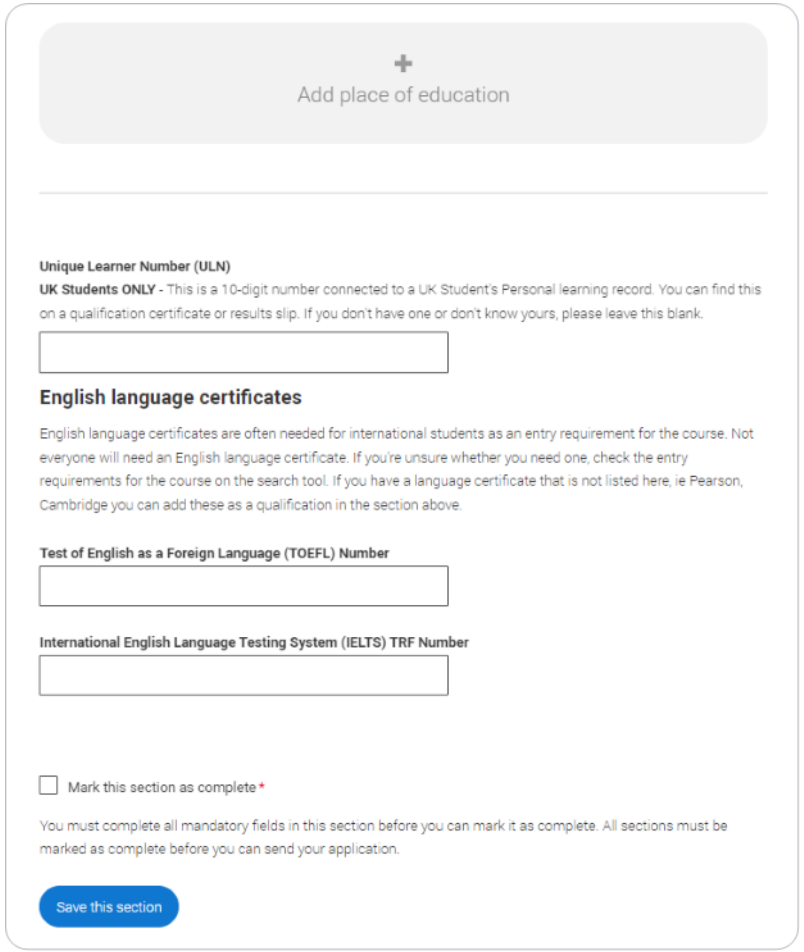
If you did not gain any qualifications at a school leave the qualification section blank.

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' – you can leave this question blank.

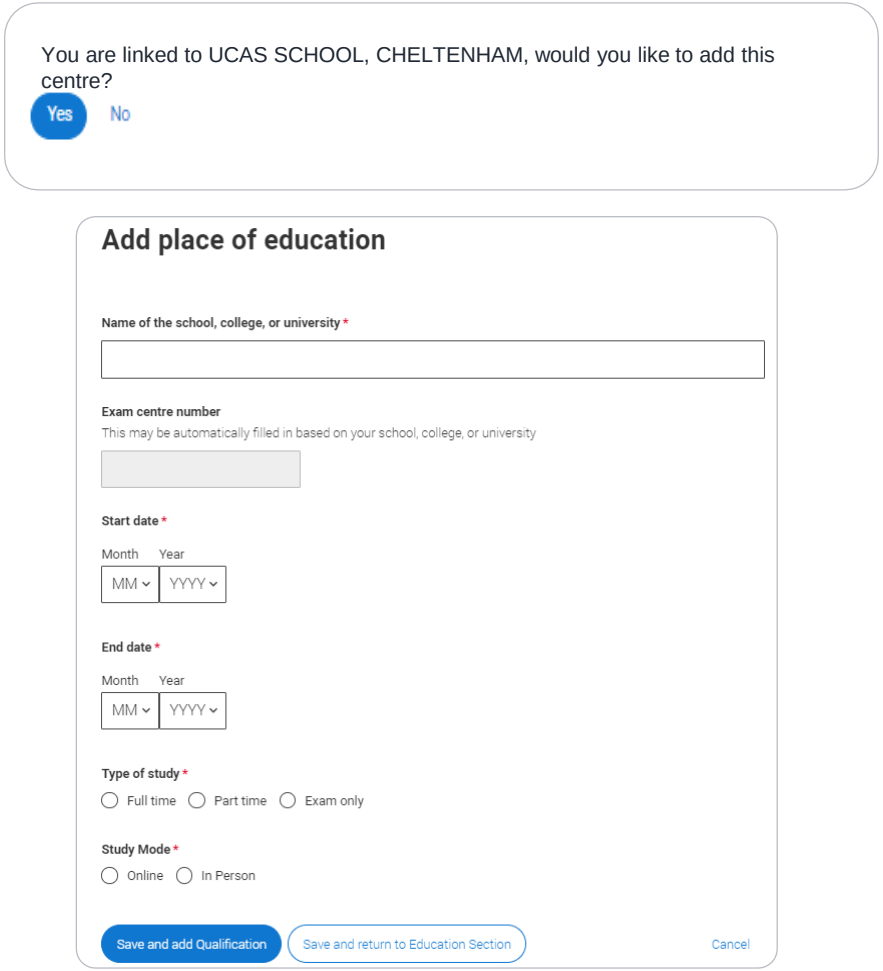
English language tests can be entered here too, if you have any other English language tests they can be added as a qualification.



When you click on ‘Add place of education’, you’ll be asked if you’d like to confirm Clitheroe Royal Grammar School as a centre.

Click Yes to add Clitheroe Royal Grammar School.

Put the start dates as September 2023 and the end date as June 2025.



If you've attended another centre for your GCSEs, type the name of the school where you studied. Once you find your centre, click on the name and the Exam centre number will automatically populate.

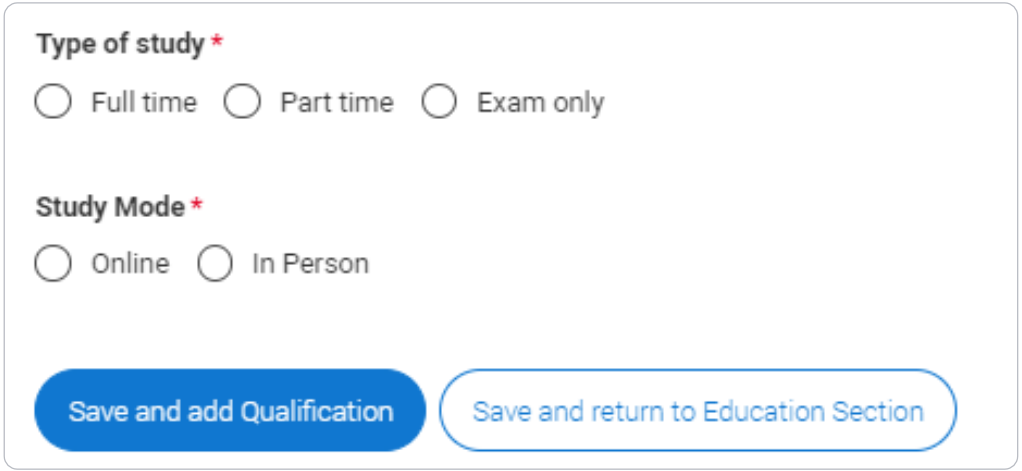
If you attended one school from Year 7 to Year 11 add the school and put the dates as September 2018 to June 2023.

If an exam centre number doesn't appear that's ok.

If you attended Main School add Clitheroe Royal Grammar School from September 2018 to June 2025 for your GCSEs and to add your predicted grafes.

Tell UCAS how you studied at each place of education.

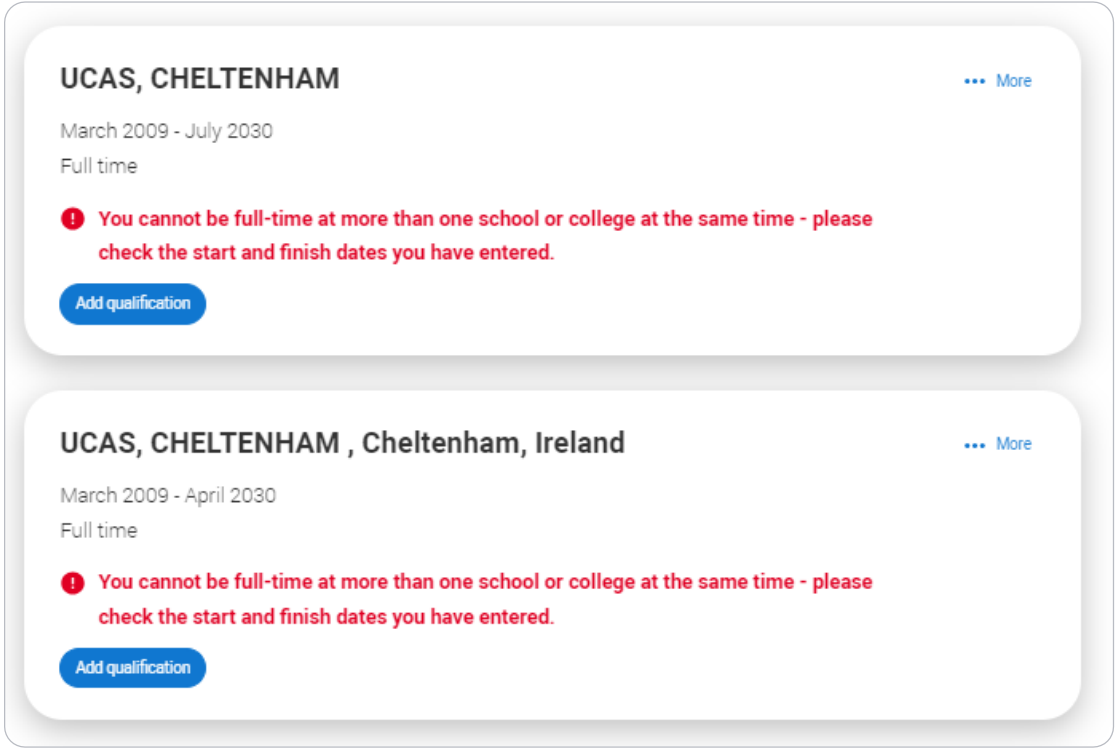
The majority of students will be selecting ‘full time’ and ‘in person’.



There are warning messages to help you.

For example, you can't say you attended two or more places for full-time study during the same date range.

Red text are warnings, it means something is wrong and the section can’t be completed until you change it.



Once you've added where you studied you need to 'Add qualification'.

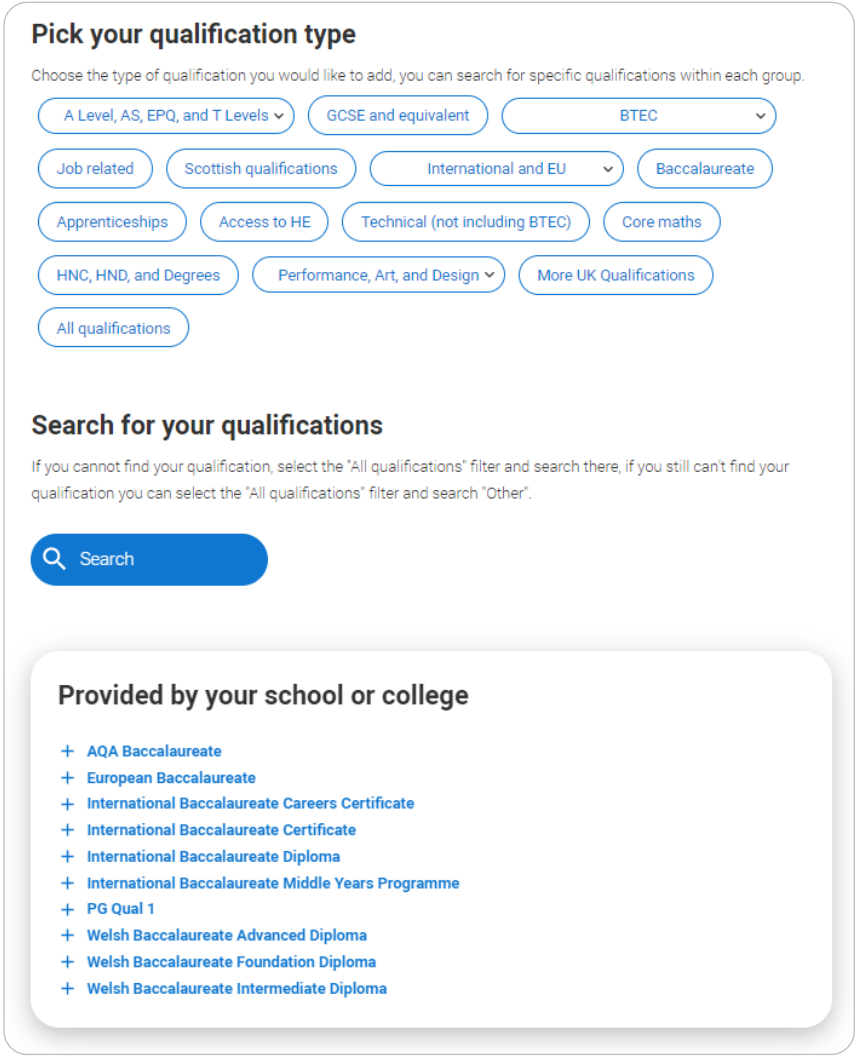
Select the qualification type you are trying to find. CRGS **shortlisted qualifications** will appear, followed by the rest of the category.

The search can then be used to narrow this down. If you are searching for a qualification, make sure you use the qualification title. For more **help and advice** head to ucas.com.

Make sure you add all your A Levels in, June 2025 as the date and the grade as pending.

If you are doing an EPQ qualification make sure you add your EPQ with the title, January 2025 as the date and select the grade as pending.

If you are doing Core Maths qualification make sure you add Core Maths, June 2025 and select the grade as pending.



Security marking: **PUBLIC**

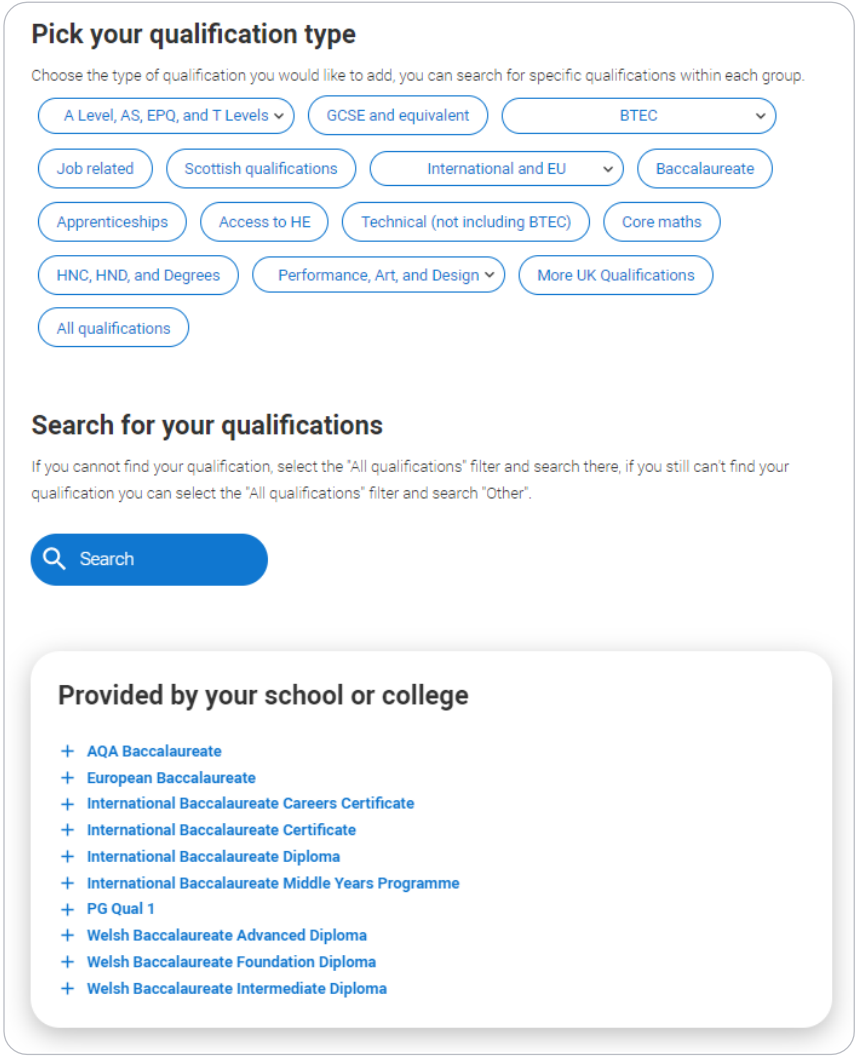
Select the qualification type now.

To add your GCSEs select GCSE and then add each subject in.

Put the date as June 2023.

You can also add Music, Drama, Dance qualifications and Duke of Edinburgh Awards in this section.

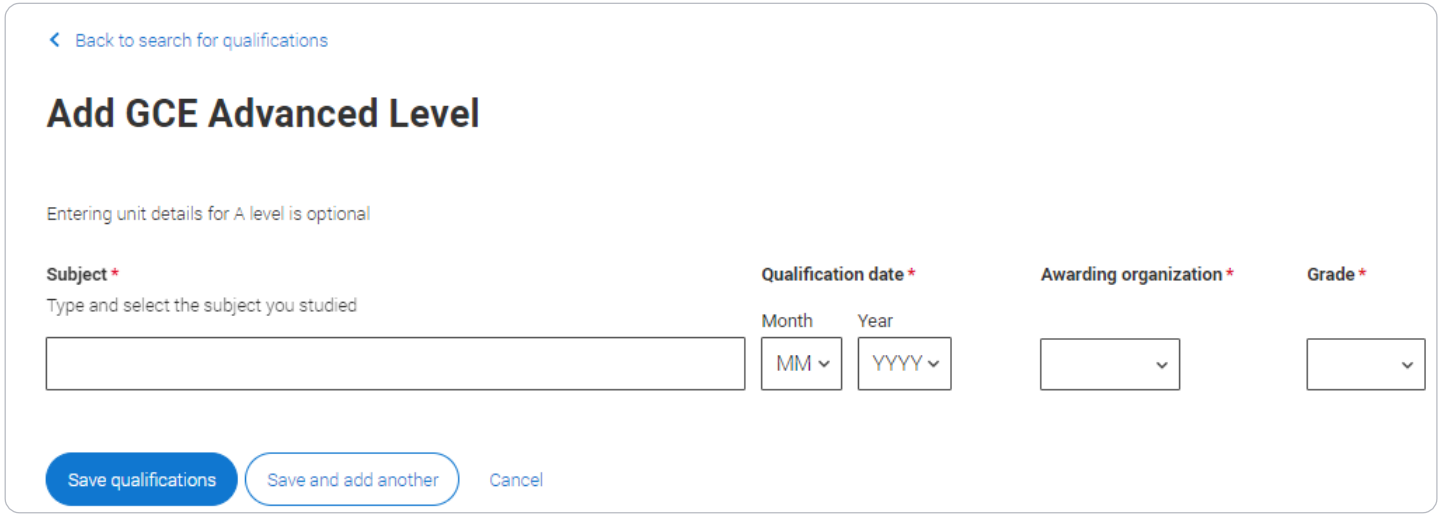
If you have done any resits you must enter both the original grade you achieved and the re-sit grade achieved.



Security marking: **PUBLIC**

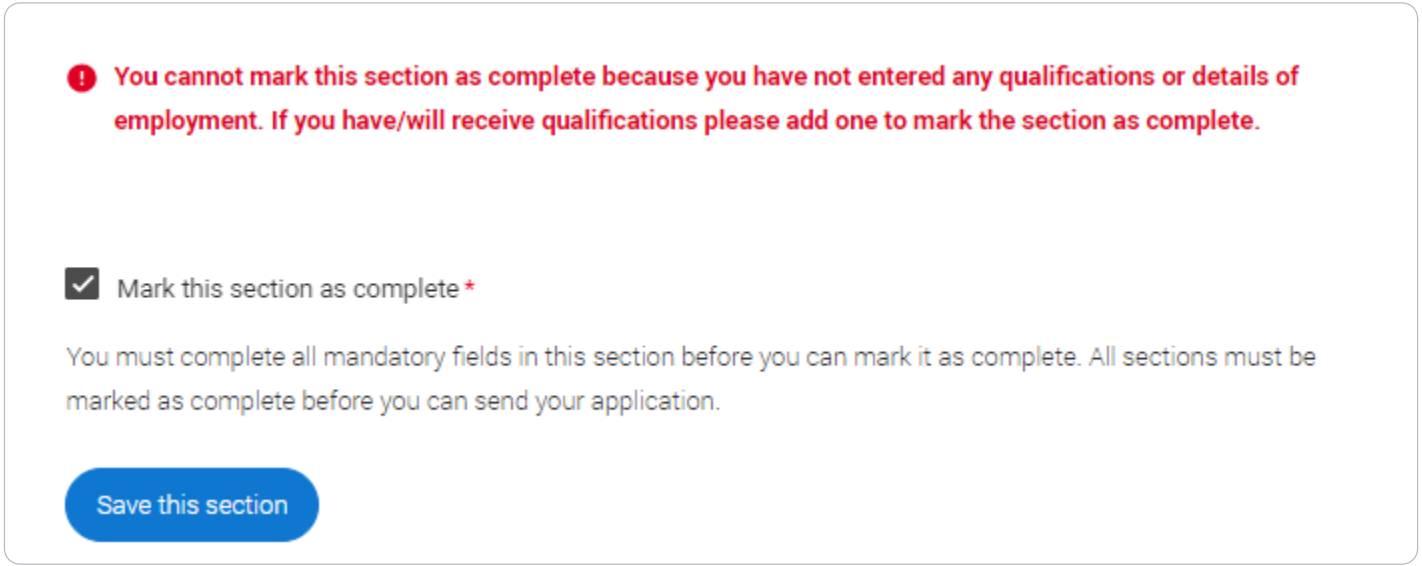
The qualification dates you can select are based on those entered when you added your place of education. You need to enter the awarding organisation – speak to your teachers if you're not sure what this is.

* If presented with a free text box then the result must be left blank.



Security marking: **PUBLIC**

You must enter at least one qualification OR record of employment history before marking the sections as complete. Warnings on the screen will make it clear what the next steps are to complete the sections.



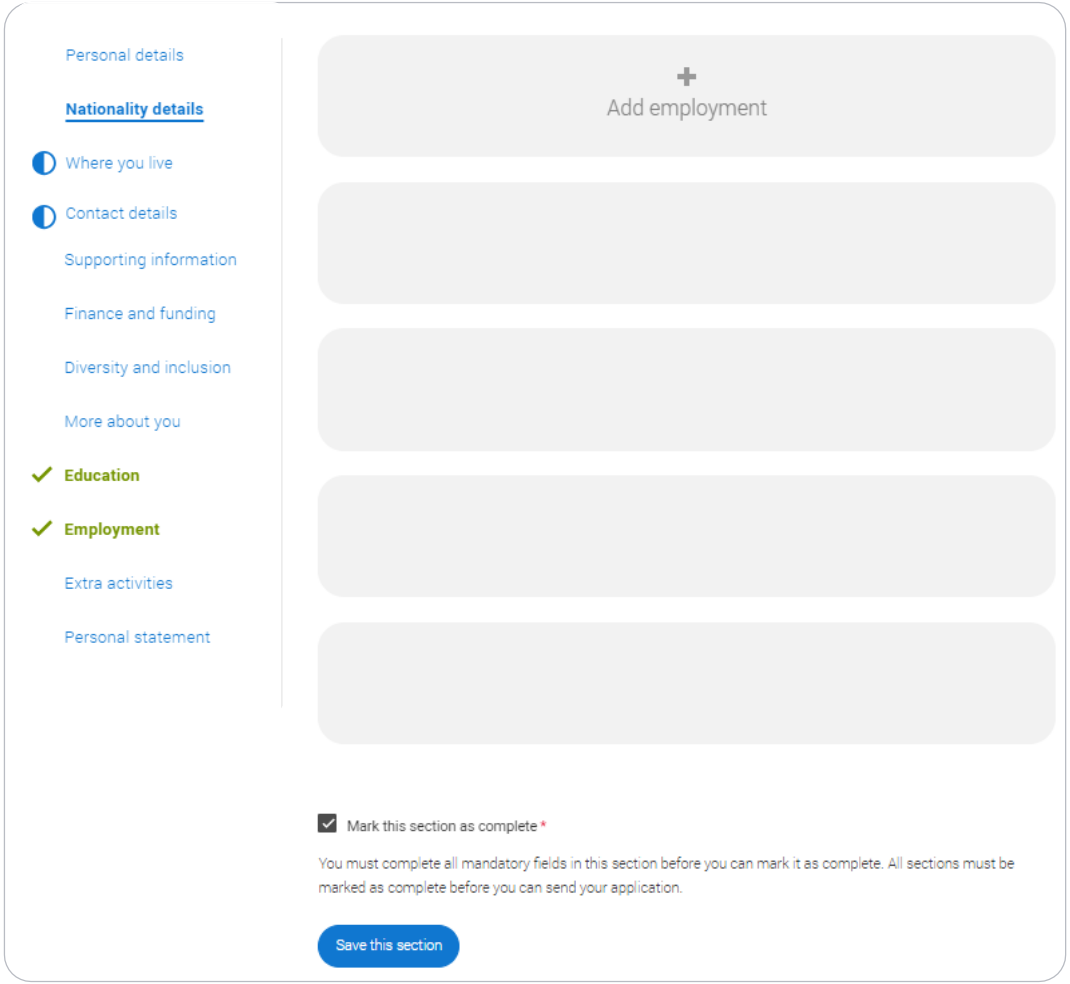
Employment.

Only enter paid work here, so not everyone will have something to enter.

If you add more than one employer, it will appear in chronological order with the most recent at the top.

Any work experience or volunteering should be covered in your personal statement.

If you leave this section blank remember to mark it as complete.



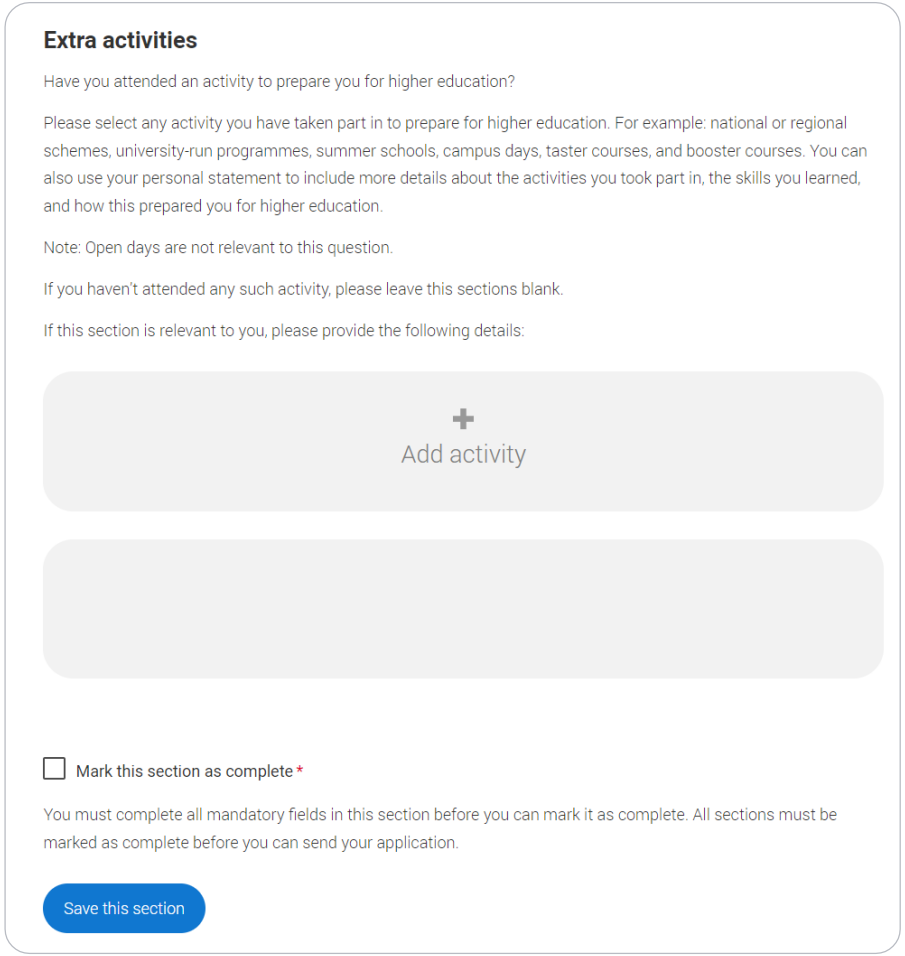
Extra Activities.

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 sections blank.

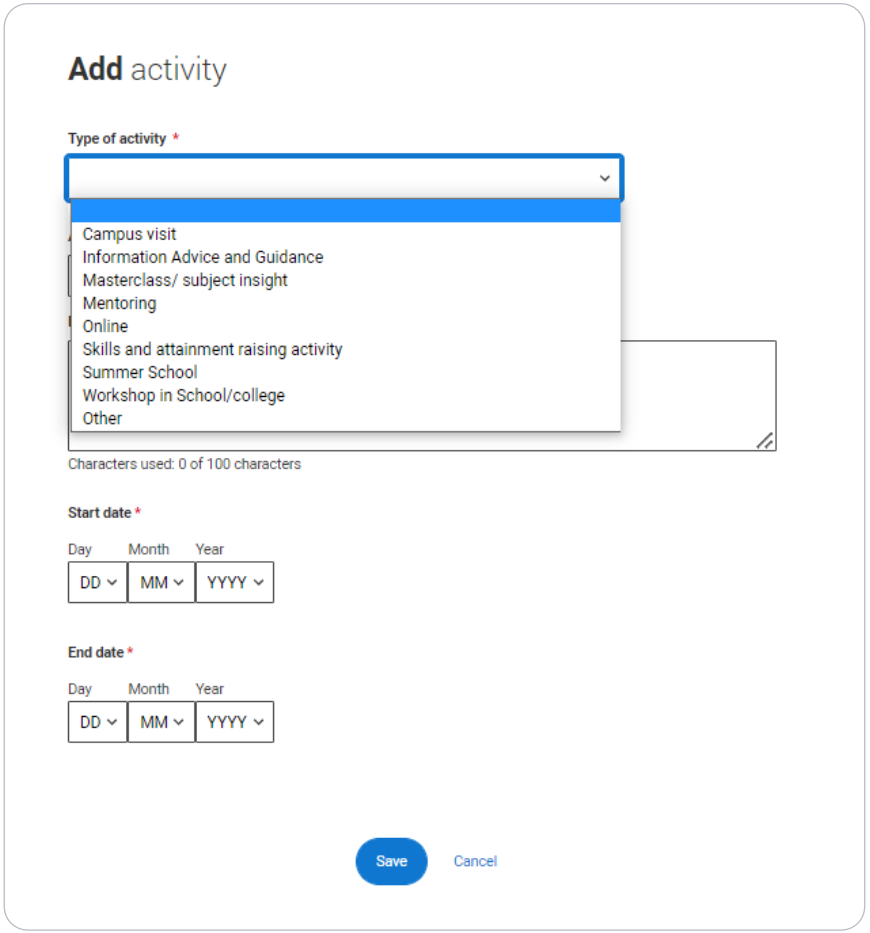


If this section is relevant to you, you need to include:

- 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 you attended is not listed, please select ‘Other’.

Remember you can use your personal statement to include more details about the activities you took part in, the skills you learned, and how this prepared you for higher education.



Personal statement.

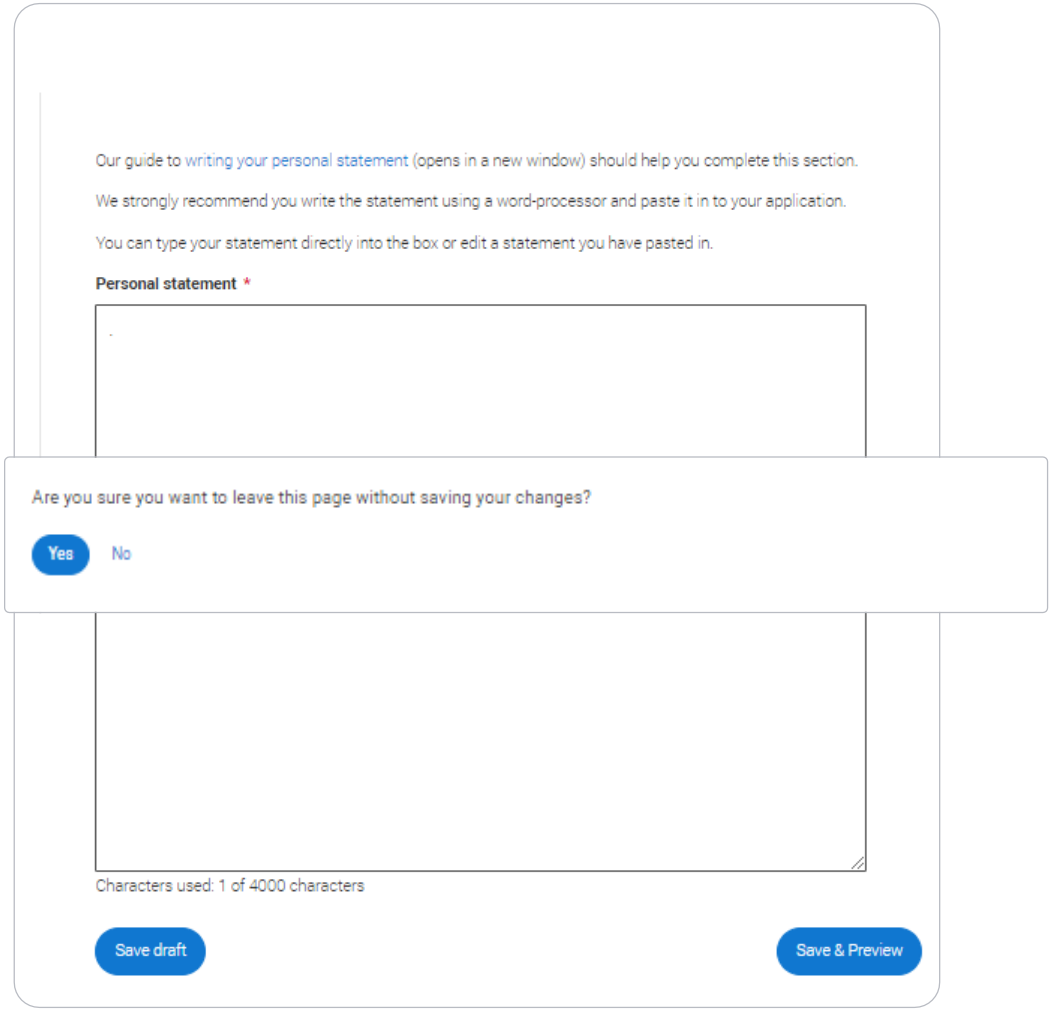
You can save and edit this section as many times as you need to.

Write your personal statement on Unifrog then print out copies for your Senior Tutor and Form Tutor and act on their feedback.

When your personal statement is ready, copy and paste it into the personal statement section.

If you try to navigate away without saving your work, UCAS will remind you with a pop-up warning.

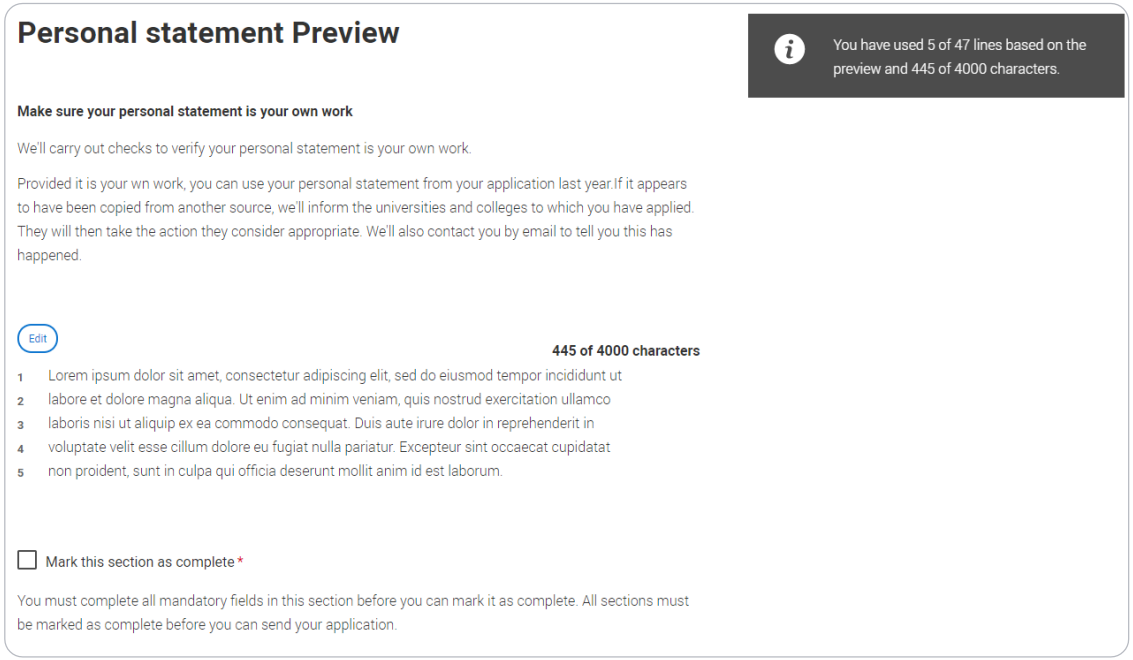
For **personal statement** advice head to ucas.com.



You can only mark **this section as complete** on the **Preview** screen.

Remember UCAS will carry out checks to verify your personal statement is your own work.

If it appears to have been copied from one or more other sources, UCAS will inform the universities and colleges to which you have applied.



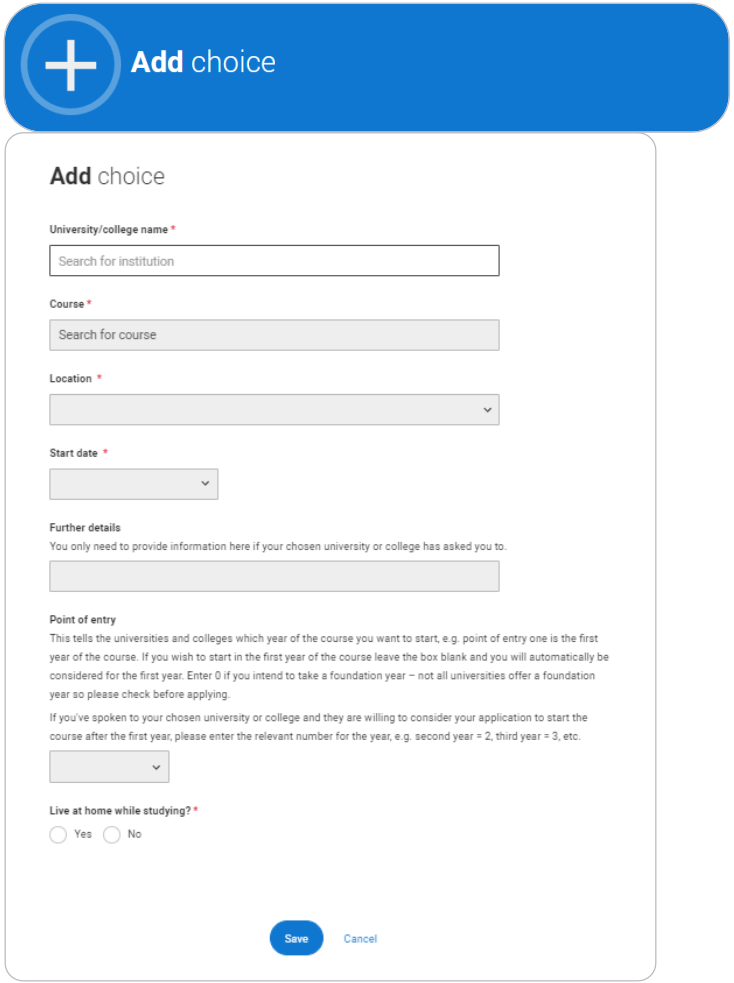
Adding a choice.

To add your choice 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.

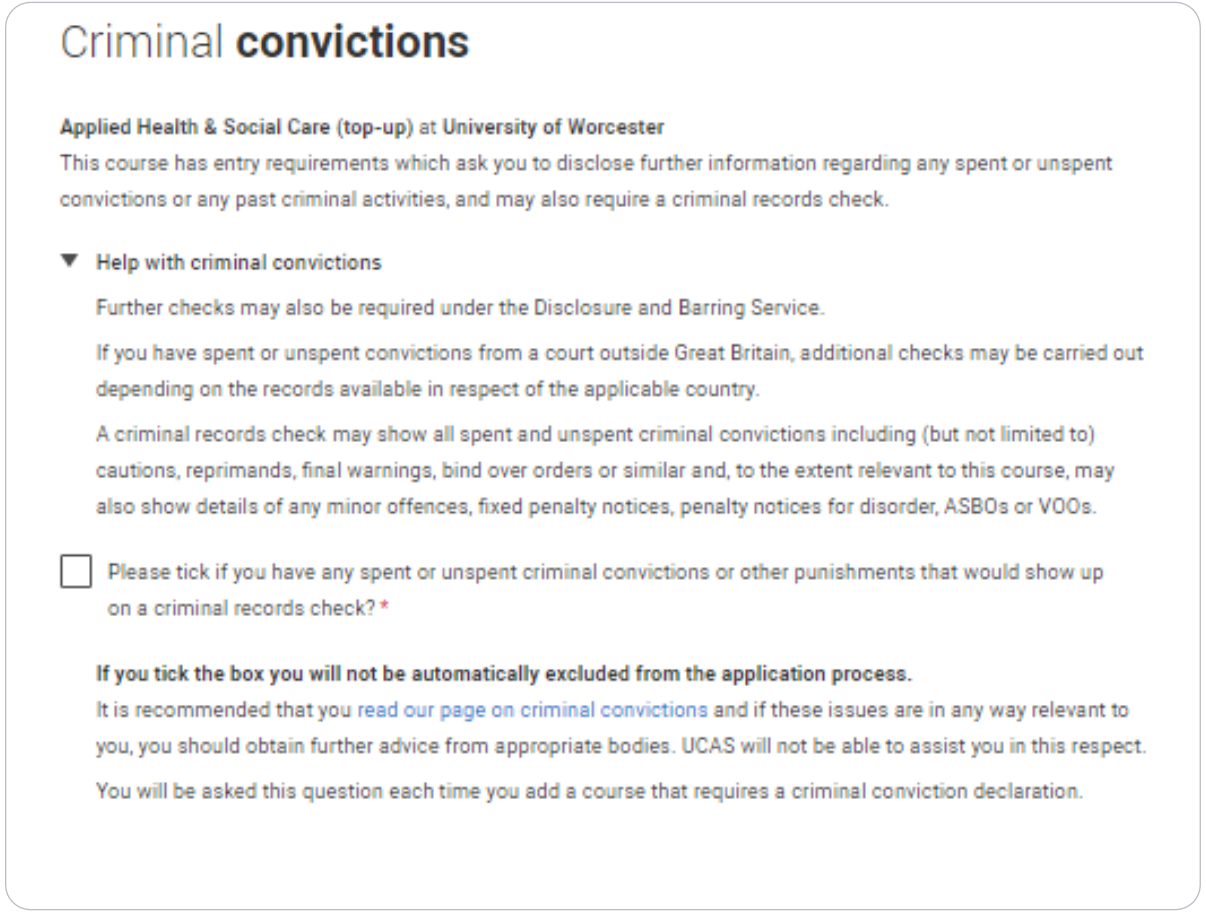
Locations and start dates are displayed according to the course details.

You don’t have to select a point of entry, but if you want to, it will usually be year 1 or foundation year (if available).



Some courses may require you to disclose your criminal conviction status.

UCAS will only show this question if the course choice requires it.



Criminal **convictions**

Applied Health & Social Care (top-up) at **University of Worcester**

This course has entry requirements which ask you to disclose further information regarding any spent or unspent convictions or any past criminal activities, and may also require a criminal records check.

▼ **Help with criminal convictions**

Further checks may also be required under the Disclosure and Barring Service.

If you have spent or unspent convictions from a court outside Great Britain, additional checks may be carried out depending on the records available in respect of the applicable country.

A criminal records check may show all spent and unspent criminal convictions including (but not limited to) cautions, reprimands, final warnings, bind over orders or similar and, to the extent relevant to this course, may also show details of any minor offences, fixed penalty notices, penalty notices for disorder, ASBOs or VOOs.

☐ Please tick if you have any spent or unspent criminal convictions or other punishments that would show up on a criminal records check? *

If you tick the box you will not be automatically excluded from the application process.

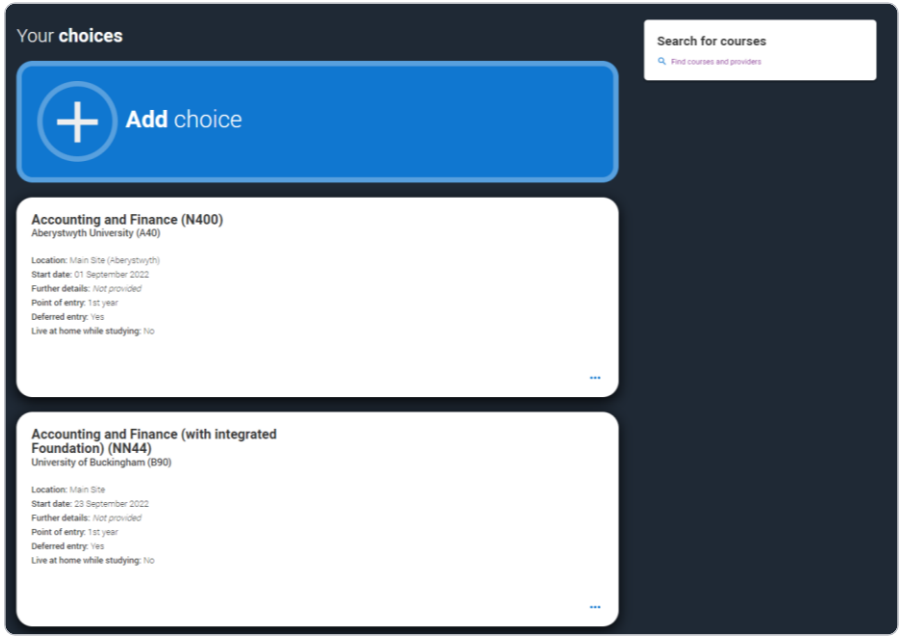
It is recommended that you read our page on criminal convictions and if these issues are in any way relevant to you, you should obtain further advice from appropriate bodies. UCAS will not be able to assist you in this respect.

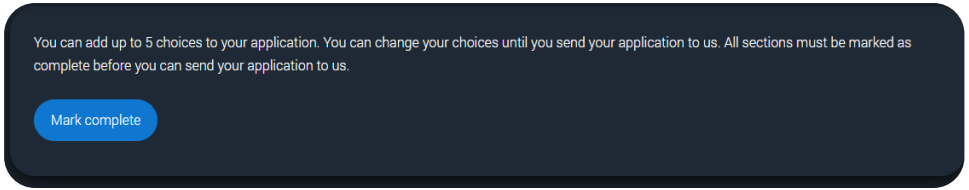
You will be asked this question each time you add a course that requires a criminal conviction declaration.

You can make a maximum of **five** choices, though some choice restrictions may apply. A maximum of **four** courses from medicine, dentistry, veterinary medicine or veterinary science and one additional course which has to be an alterative course to your other four choices, it has to be a non Medicine, Dentistry or Veterinary course, and you can only apply to either the University of Oxford OR the University of Cambridge not both.

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 / colleges can only see where else you've applied once they've made their offer and you've decided whether to accept them as your firm or insurance choice.

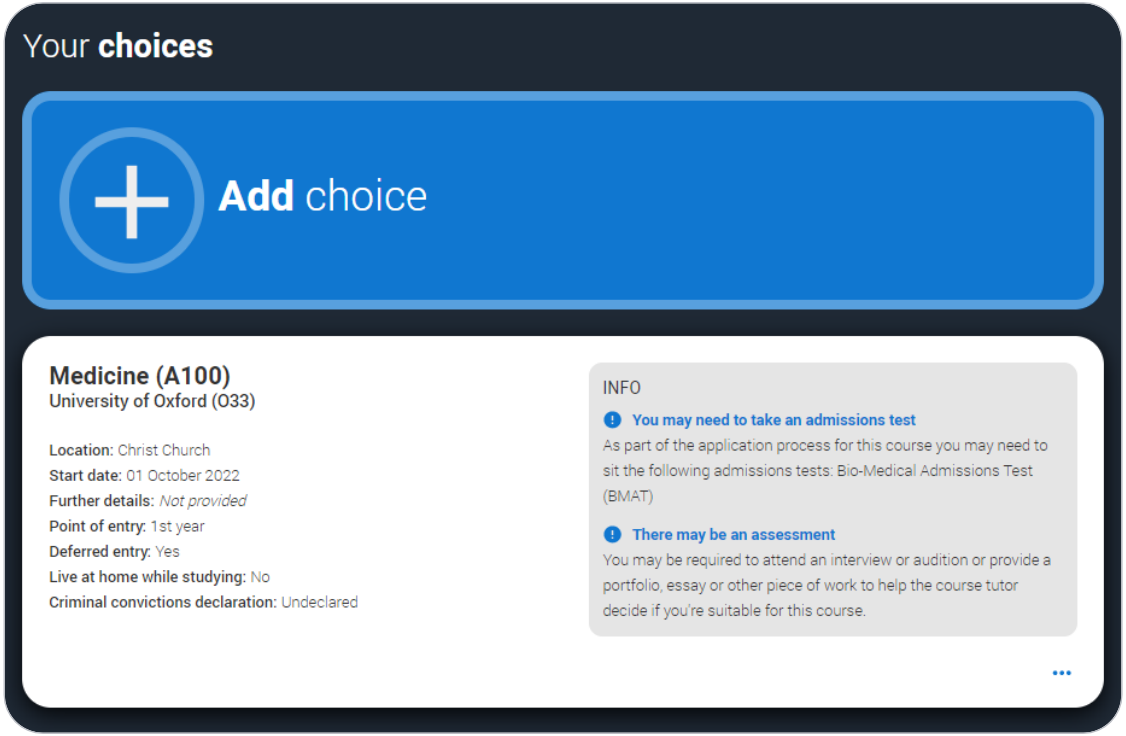




Some courses have extra admissions tests and assessments.

UCAS will show these in **blue text** on the choice card.

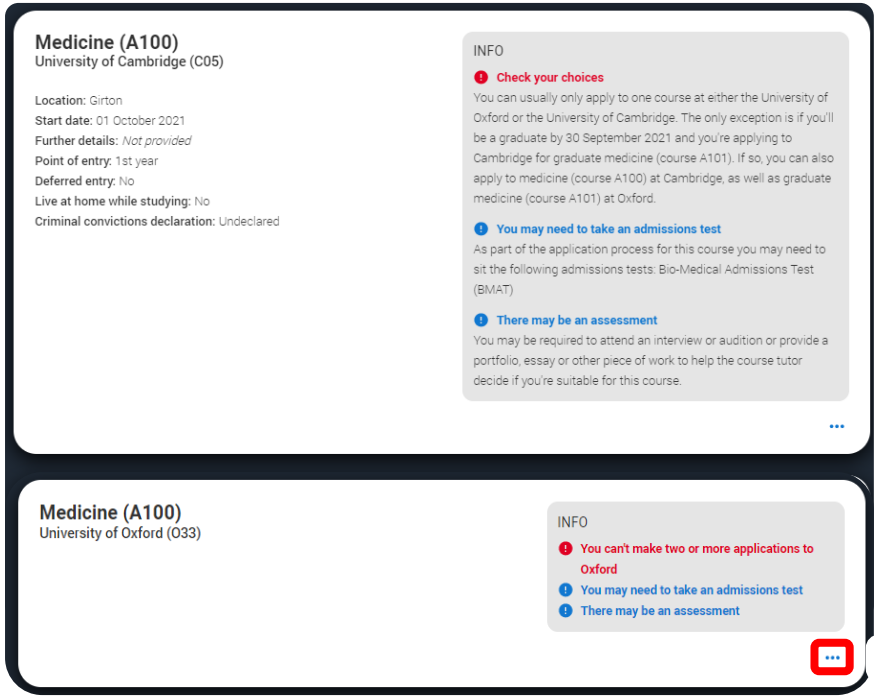
This should not be a surprise to you, as you should have seen details of this when researching the course.



Click anywhere on a choice card to expand it or collapse it.

Any choice combinations that are not permitted will be flagged with **red text** on the right of each relevant card.

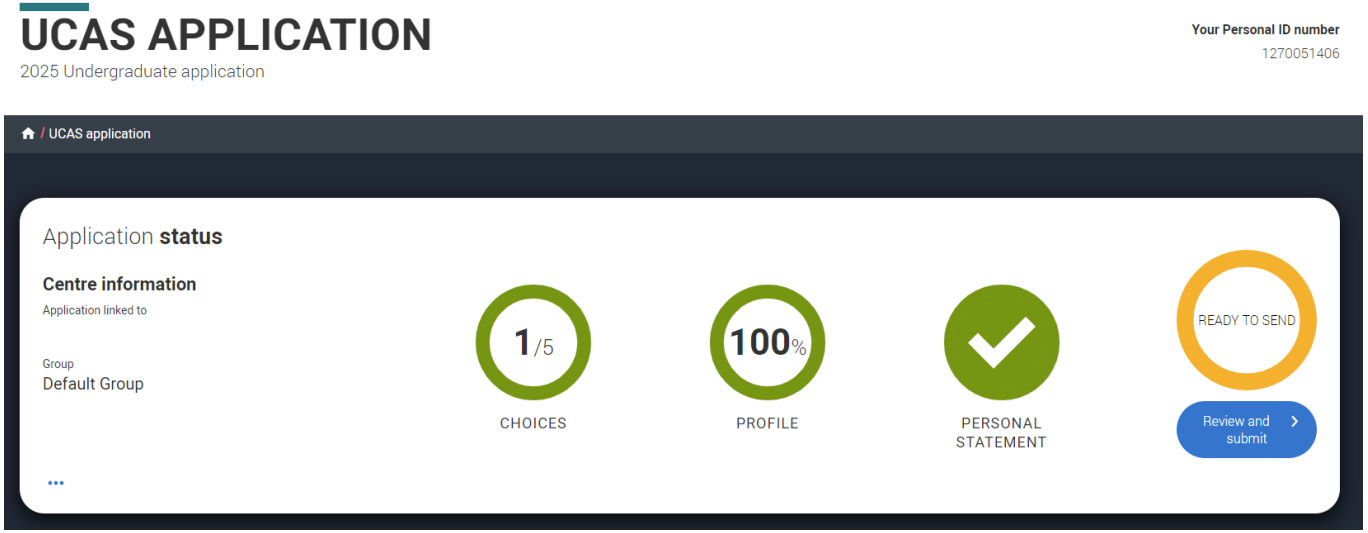
For example, these screens show error messages for students trying to apply to University of Cambridge **and** University of Oxford.



Submitting the application.

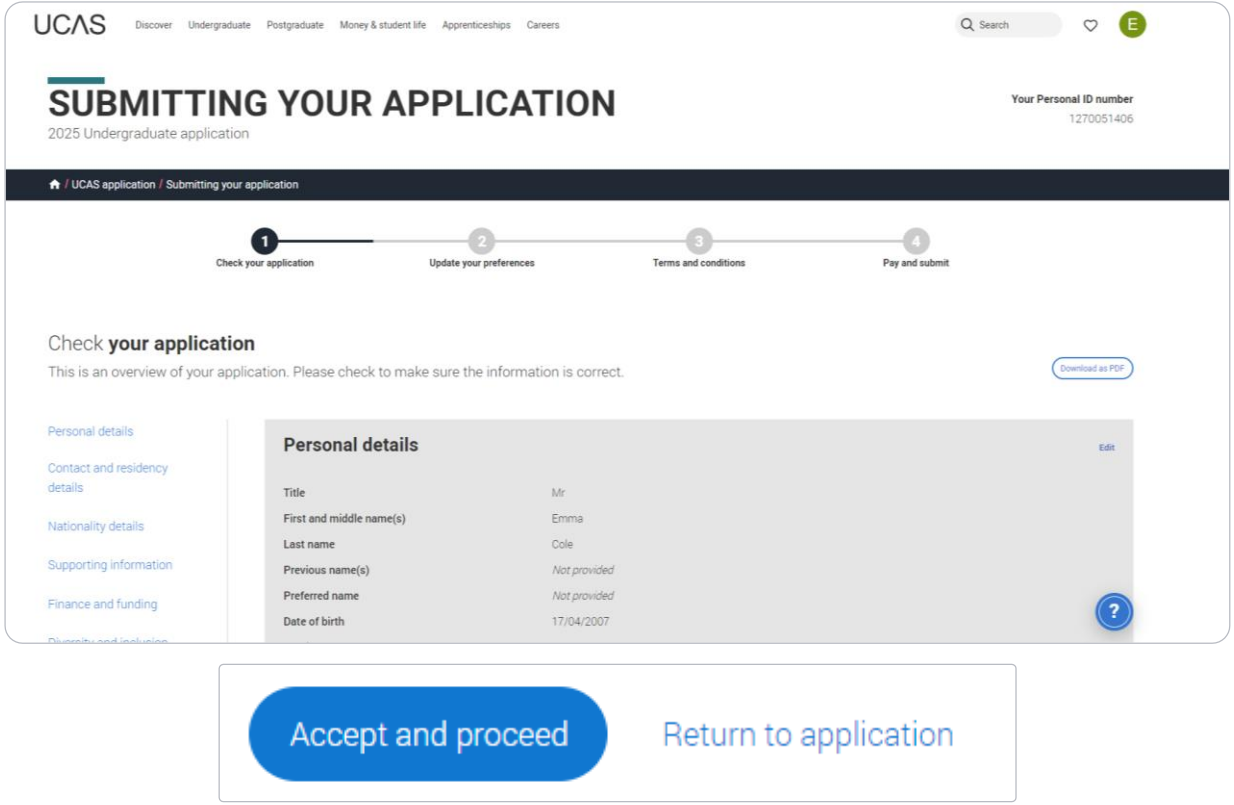
There are 4 steps to the submission process.

Your profile must be complete and showing 'Ready to Send' before being able to review and submit your UCAS form in to school.

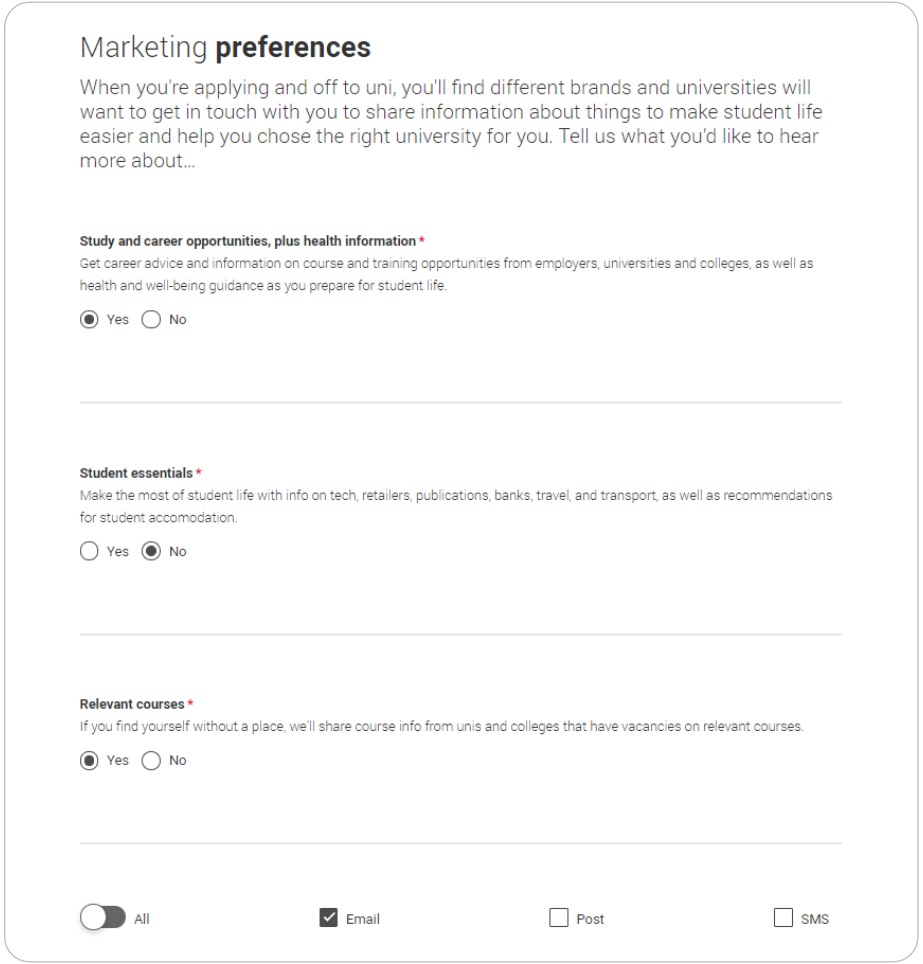


This shows the full application; you can download it as a pdf to help you check it.

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



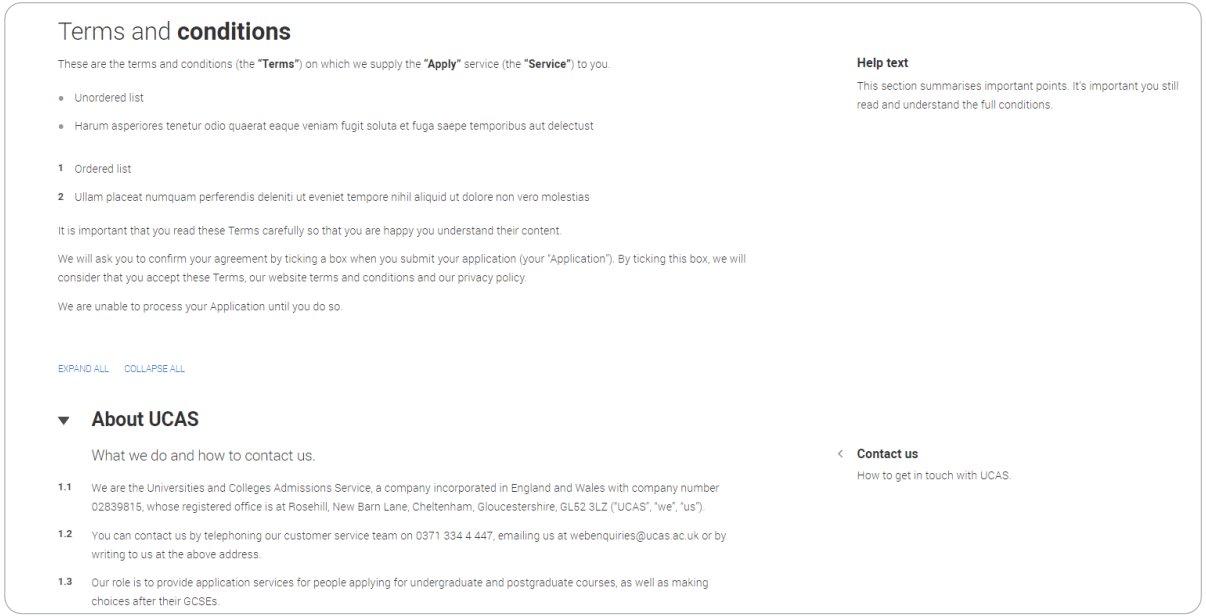
UCAS need you to check, and where necessary, update your preferences.



You must tick the box at the bottom of the page to confirm you have read and understood the terms and conditions.

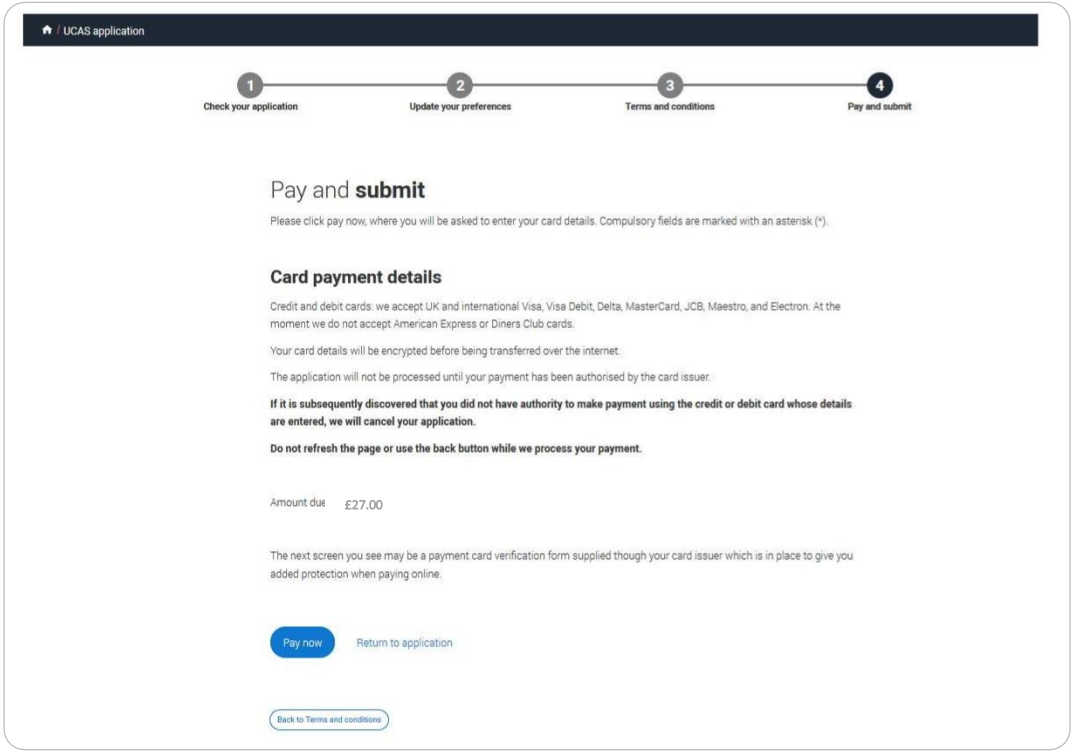
You can collapse these by clicking the ▼

Then click **Accept and proceed**, or you can Return to application, or Return to marketing preferences.



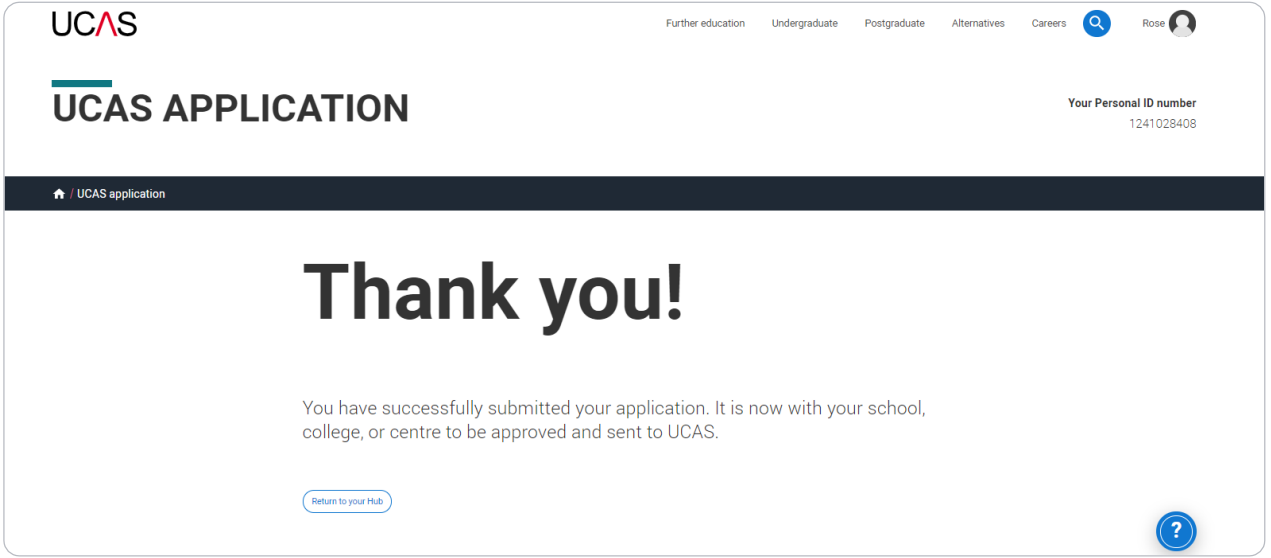
Pay and Submit.

You will see this screen. Click **Pay now** and you will be asked to enter your card details.



You will see this screen when your form has been submitted into school.

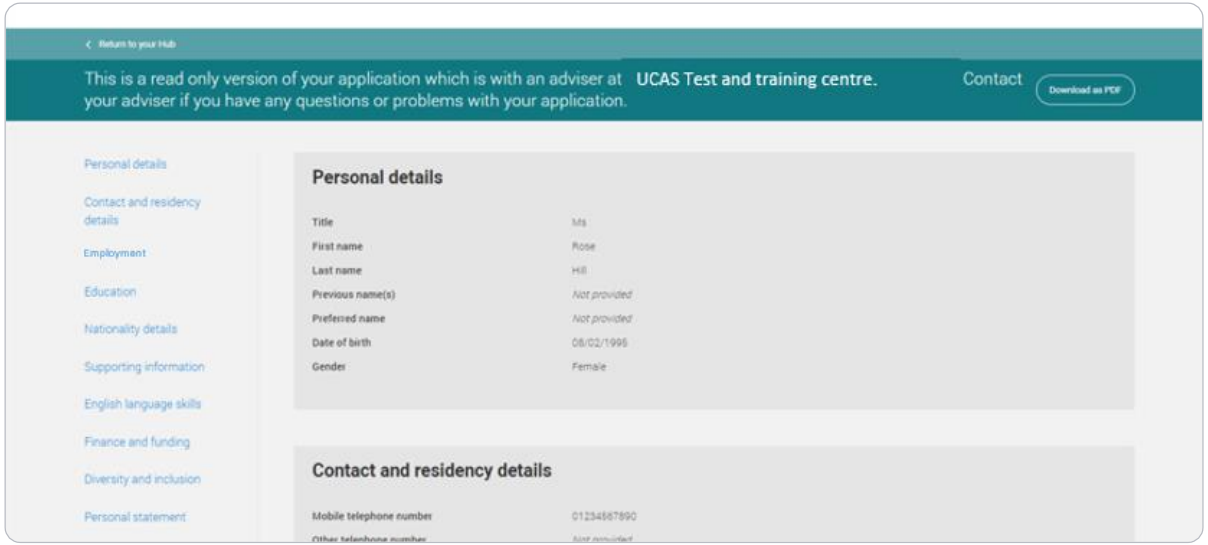
When you've paid and submitted your application, it will go to the UCAS Administrator in the careers office to check.



Your reference will then be requested from your Senior Tutor and they will check through your application.

Your UCAS form will be sent back to you if there are any changes you need to make.

When you have made the changes you need to review and submit the form back in to school.



When your UCAS form is ready to be sent you will sign an authorisation form and then the Careers office will submit your application to UCAS.

Tracking your application.

The banner at the top of your UCAS Hub will update as the status of your application changes. Click on it to go to your application.

Submitted to your school or college

Your application has been sent to your school or college and is being checked by your adviser. Once they have approved it your application will be sent to UCAS.

Waiting for decisions

Universities or colleges are considering your application.
Providers have until dd-mm-yyyy to respond to your choices.

Your application has been returned by your adviser

Your adviser has returned your application, go to your application to see what amendments they are recommending for you.

Waiting for confirmation

You're waiting for confirmation of your choices. If you meet the offer conditions, the university/college will confirm your place. Send them your results if requested.

All decisions received

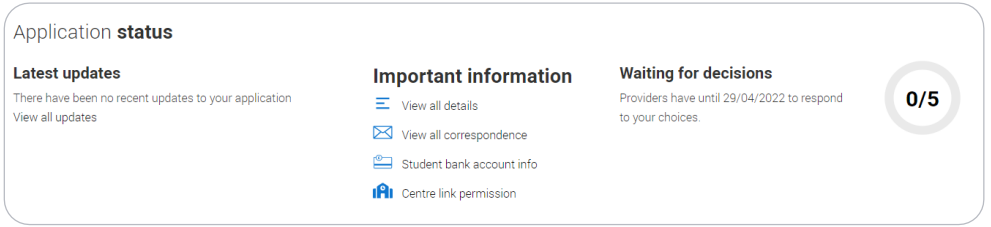
You've received a decision from all of your choices. You can now reply to your offers at any time.
Reply by dd-mm-yyyy

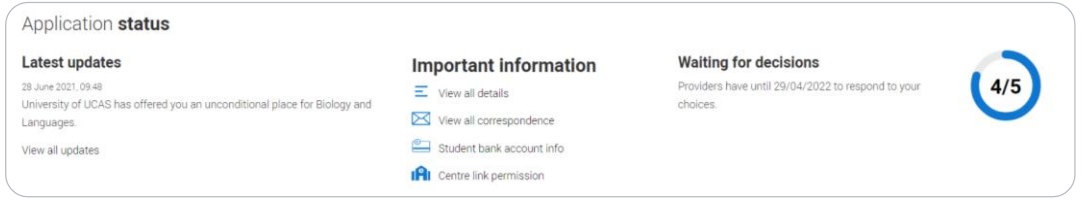
UCAS

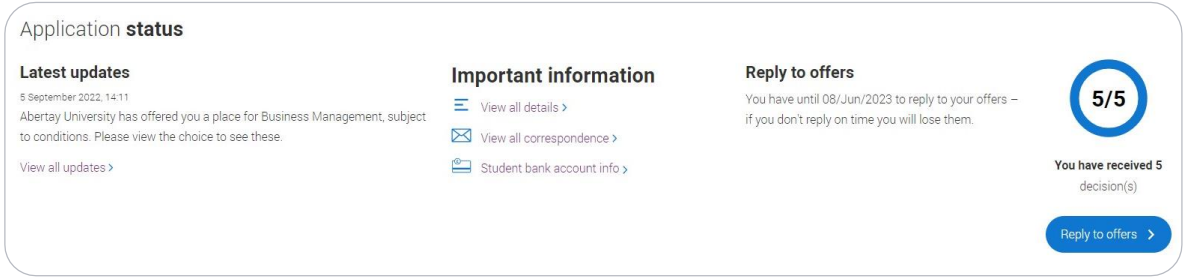
You'll be taken to your application status, which displays the key information relevant to your application.

It will update to reflect your status and clearly state any actions you need to take, particularly when you will need to **reply to any offers**.

Make sure you keep the deadline times in mind and don't miss any.

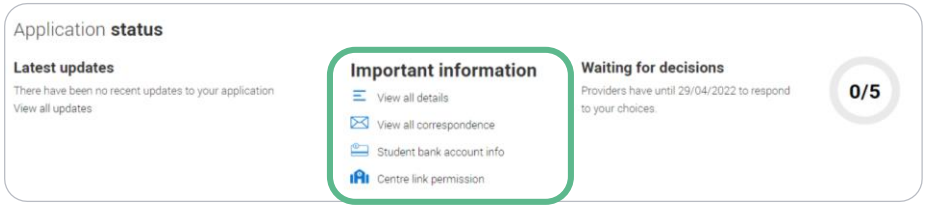


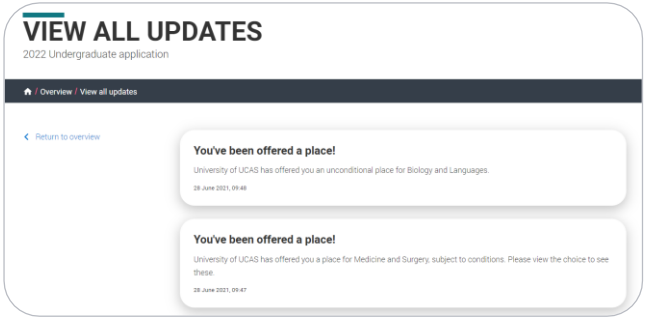


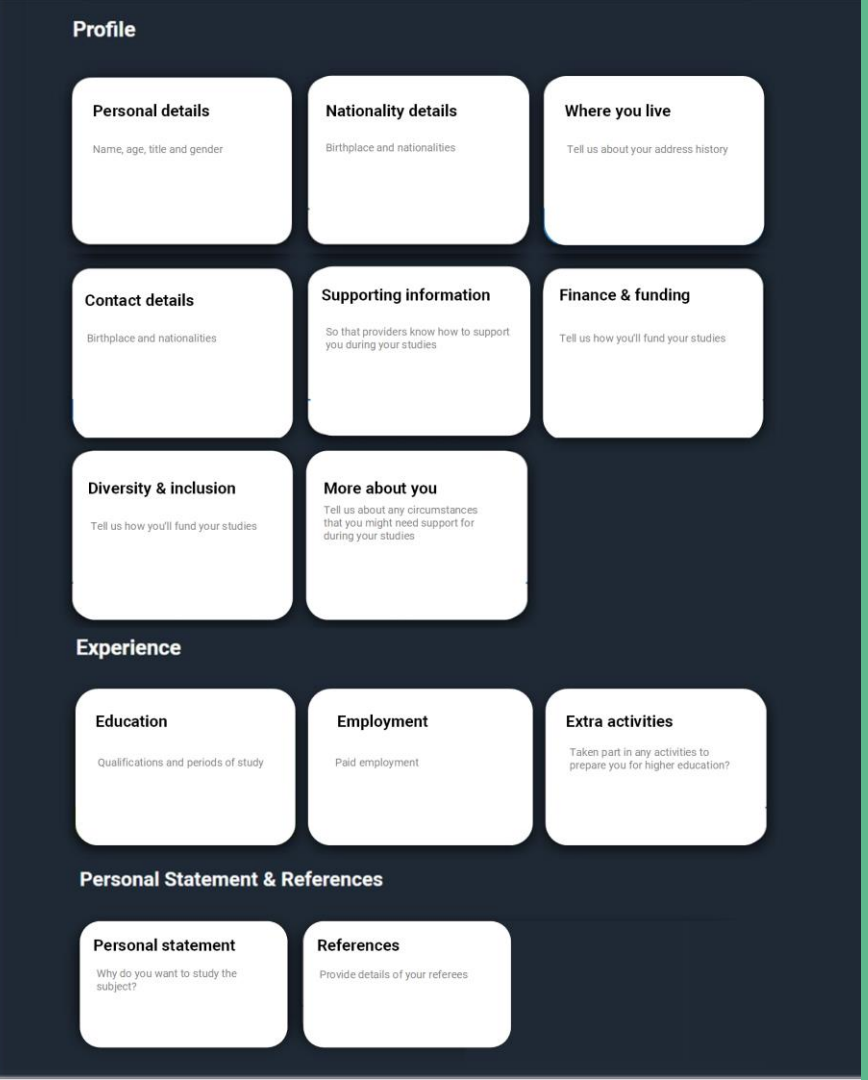


UCAS

- **Latest updates** – displays offer and decision notifications, click view all updates for full history.
- **Student bank account info** – you'll need this to open a student bank account (when eligible).
- **View all correspondence** – all correspondence is grouped by choice.



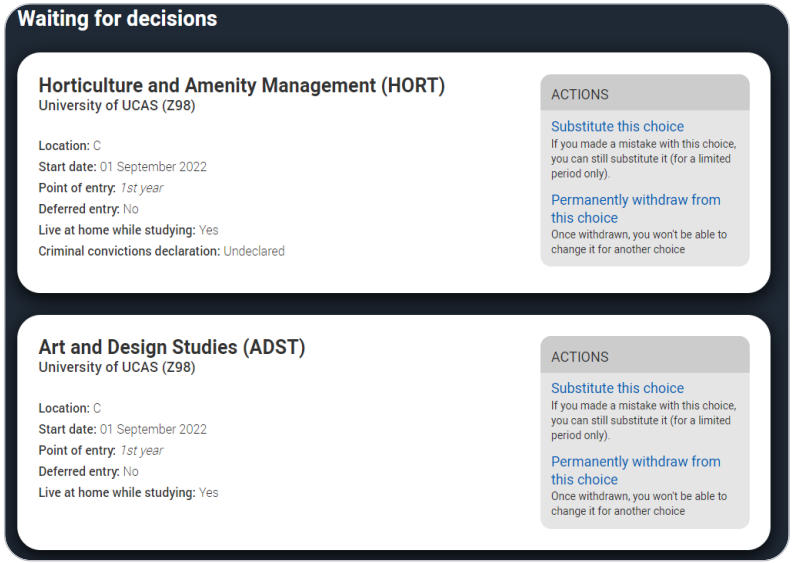


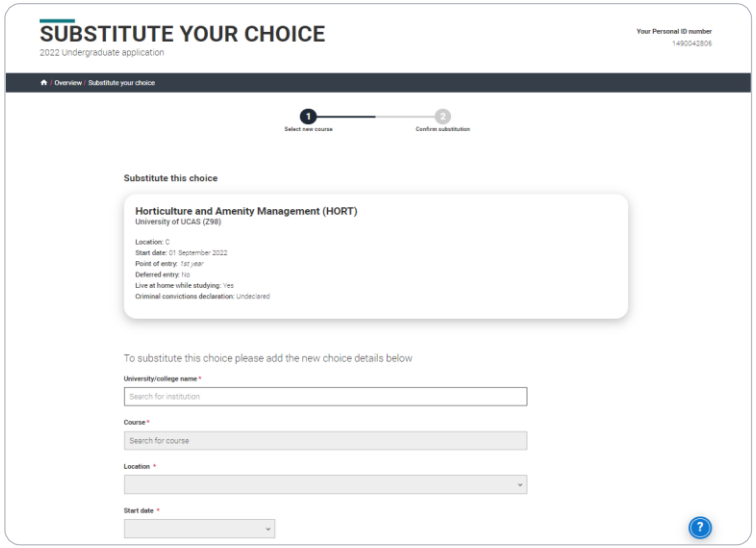


UCAS

Your application details are displayed below your choices.

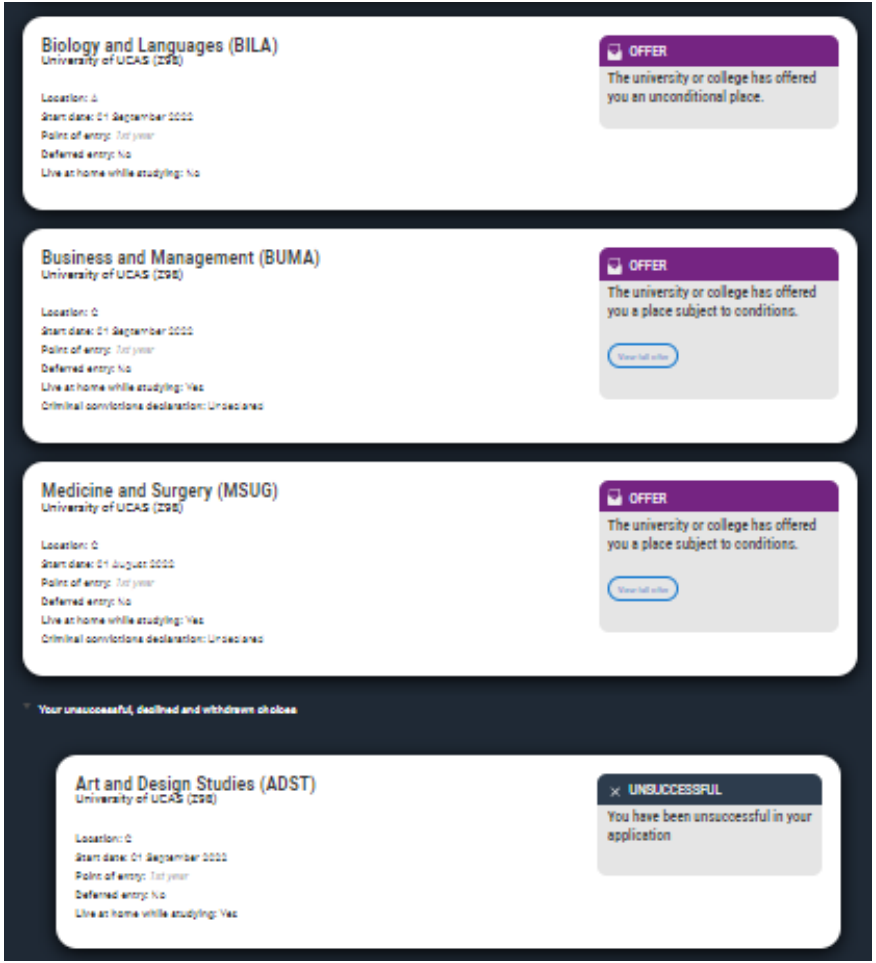
All are read-only with the exception of ’Contact’ details. Here you can edit your phone numbers and postal address.





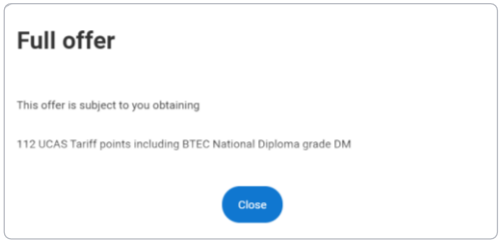
You can substitute a choice within 14 days of your application being sent to UCAS. Select the option from the actions box and complete the short substitution form.

If you want to change the course, but still apply to the same university or college, speak to them directly before you do anything.



The details of your offers will be shown including any conditions.

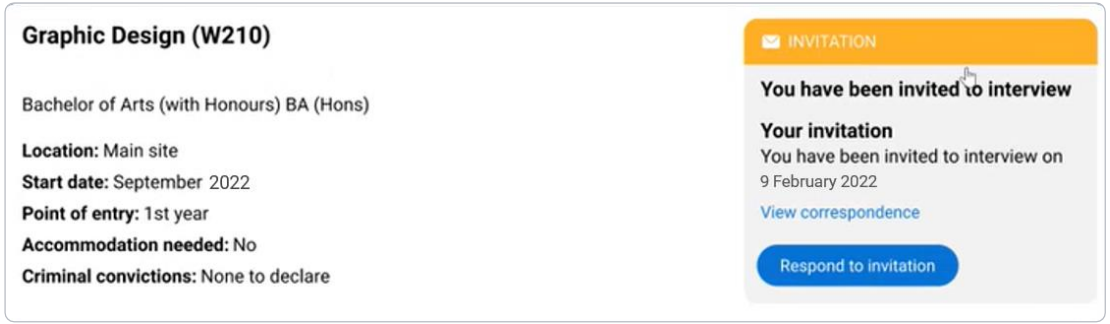
The full text of the offer can be seen by clicking 'View full offer'.

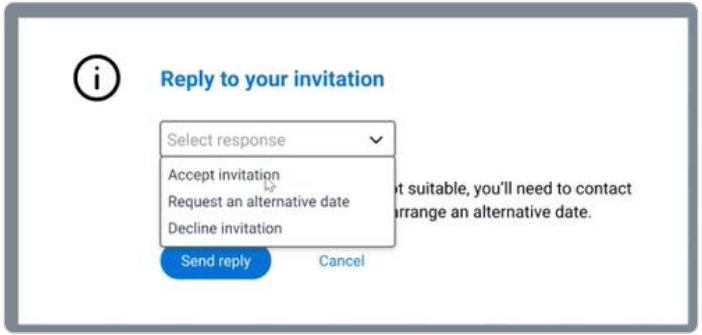


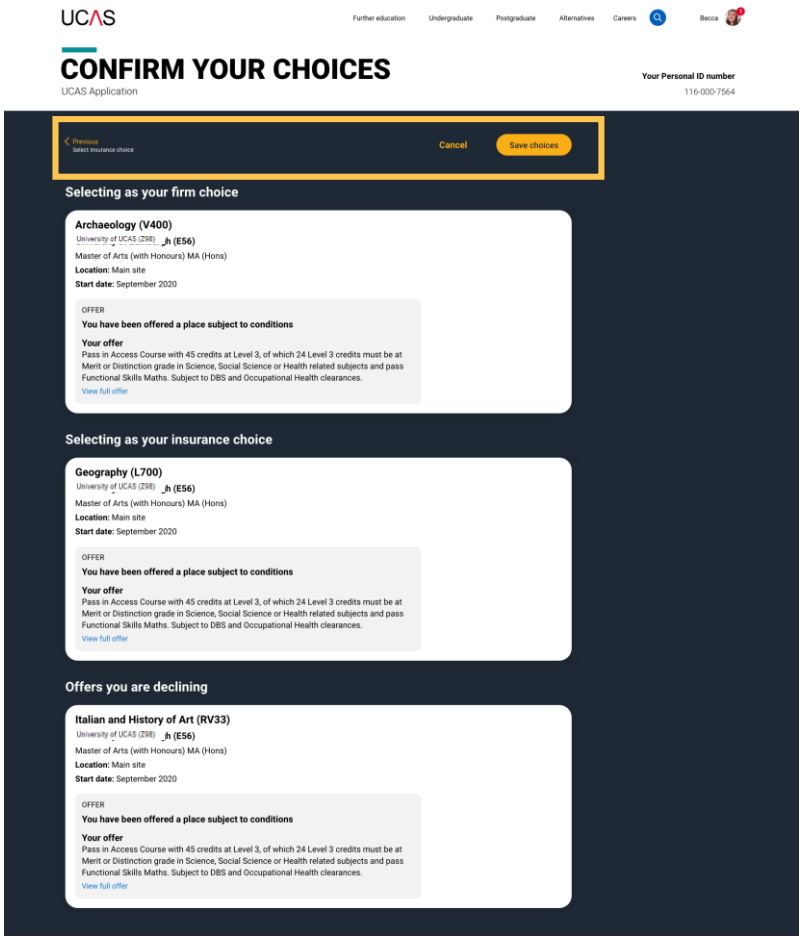
Your inactive choices (withdrawn, declined, unsuccessful) are in an accordion section below the active choices.

If a university or college has notified UCAS of an interview the invitation details will be shown alongside a button to enable you to respond.

There are three options you can select from to respond to the invitation.







Once all decisions have been received, you can reply and confirm your choices.

If you choose a conditional offer as your firm choice, you have the option to add an optional insurance choice.

If you choose an unconditional offer as your firm choice, you cannot have an insurance choice.

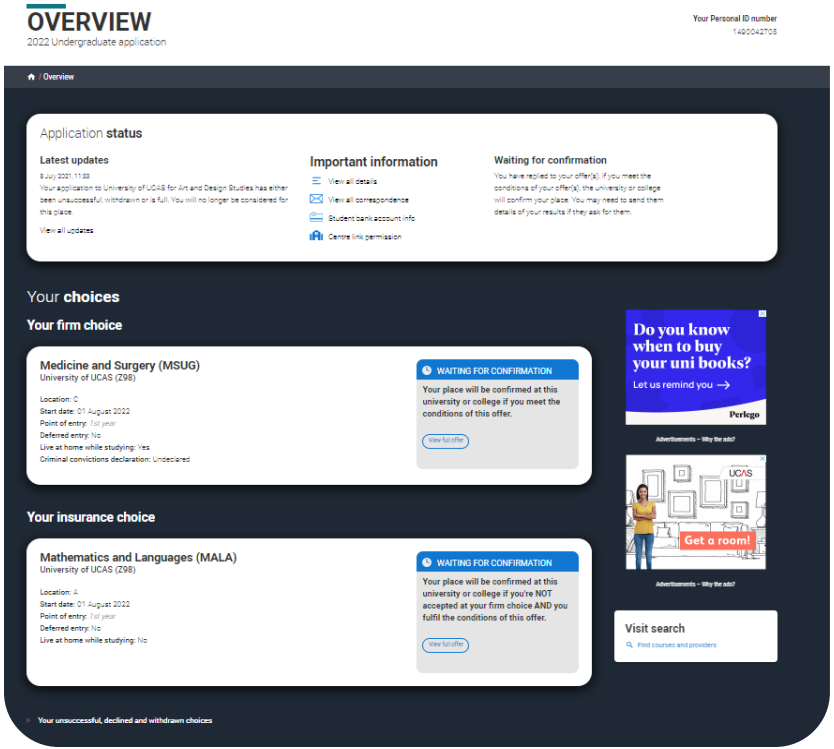
All other offers will be declined offers and will be displayed underneath the Firm choice.

You must remember to ‘Save’ your choices.

The application status updates to show you have replied to your offer(s) and that you are waiting for the university or college to confirm your place when your results are available.

You are able to view the full text at any time by clicking ‘View full offer’.

Your application status on the Hub will also update.



Waiting for confirmation

You’re waiting for confirmation of your choices. If you meet the offer conditions, the university/college will confirm your place. Send them your results if requested.

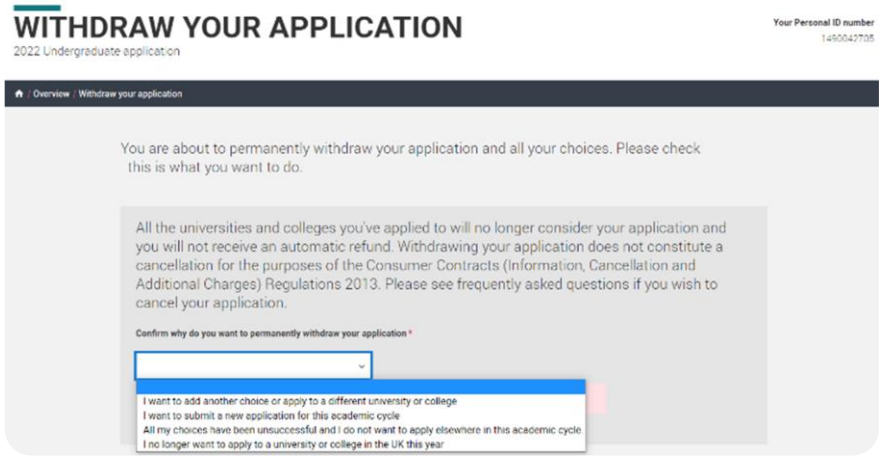
UCAS

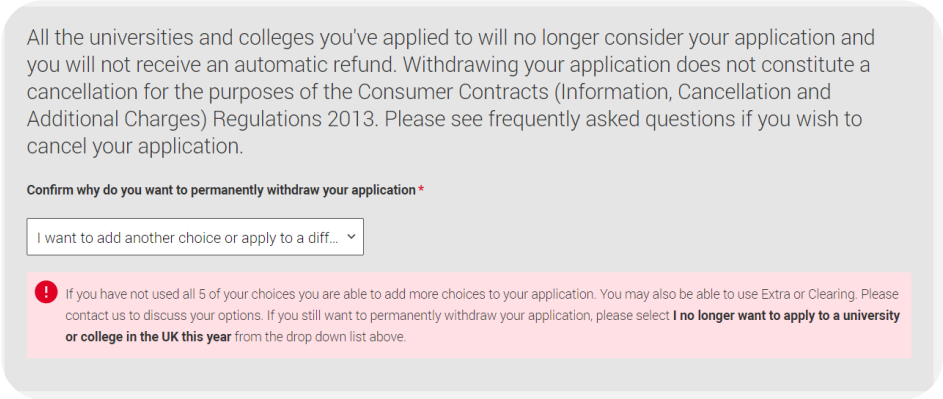
There is a link to ’**Withdraw the whole application’**.

If you **withdraw**, you **will not** be able to apply again during the academic year, and you will not be eligible for Clearing.

Do not use this if you wish to add another choice or apply somewhere else.

Follow the onscreen warnings or speak to your Senior Tutor or the Careers Office for advice to ensure you are taking the right action.



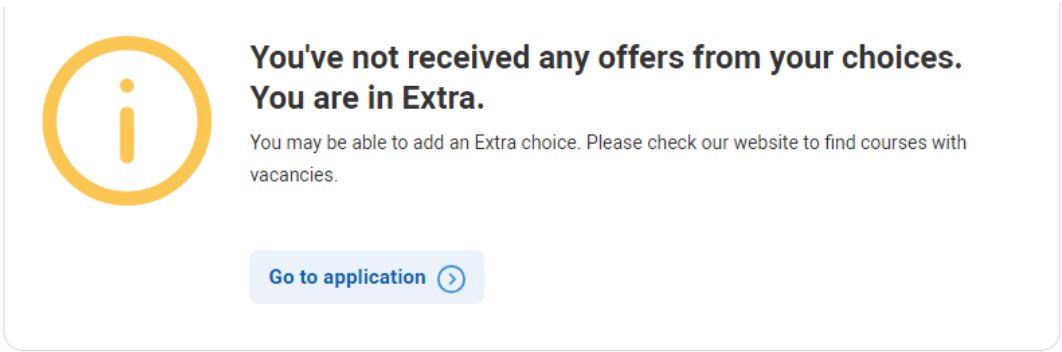


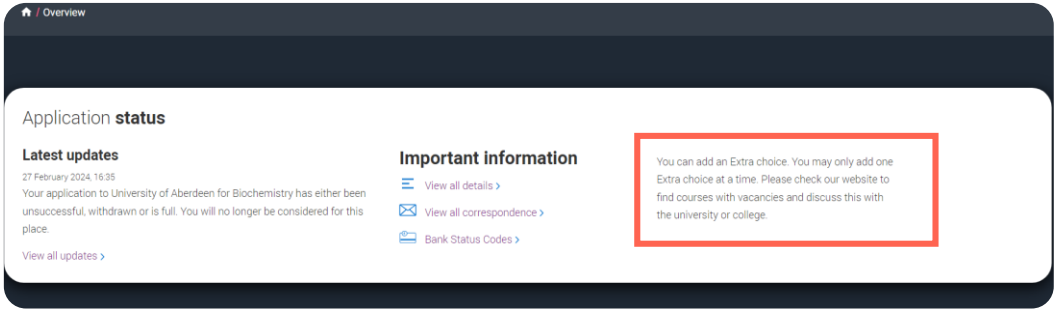
UCAS Extra.

If you've used all five choices, and you're not holding any offers, you can add another single choice using Extra from the end of February.

Extra is another chance for you to gain a place at university or college. If you're eligible, during this period you'll be able to apply to additional universities, one at a time.

Your status bar will tell you if you are eligible to add an Extra choice.

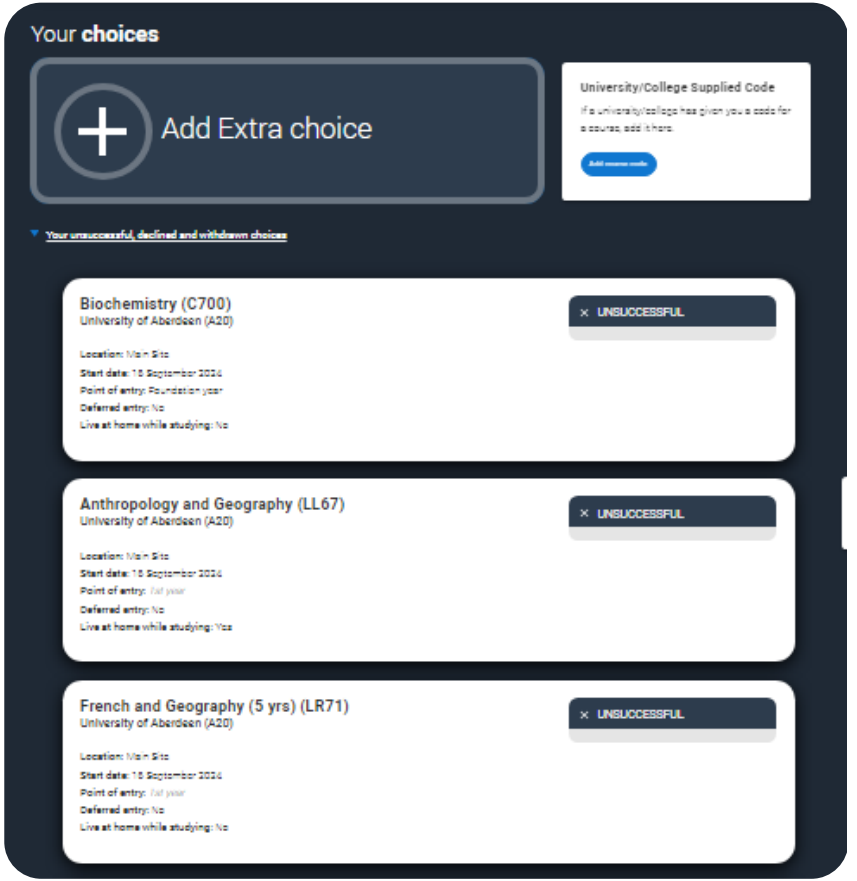
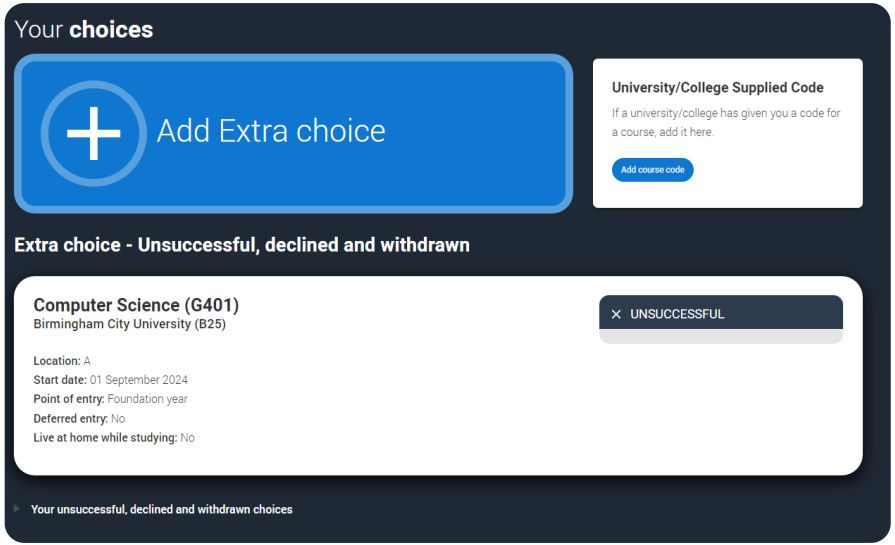
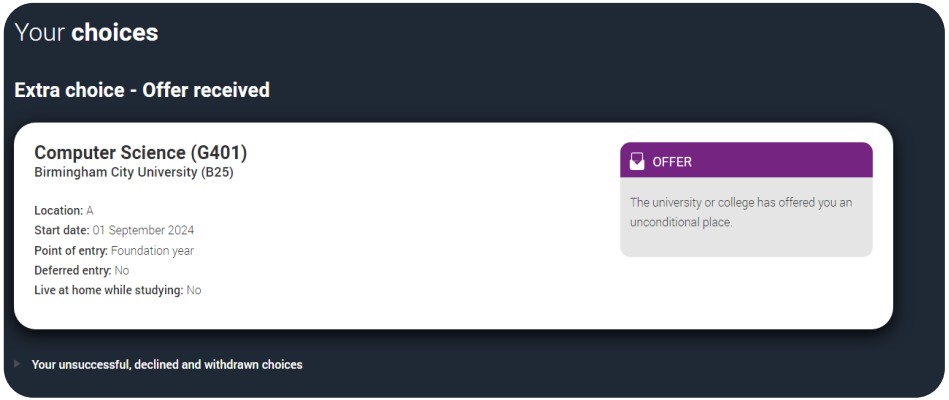




The Add choice button will change to ‘Add Extra choice’.

Your unsuccessful choices will be displayed below.

Before you add an Extra choice, speak to the university / college you want to apply to, and make sure the course still has vacancies and that they will consider your application.



If you don't get the offer you want in Extra, don't worry – you can still use **Clearing** to add another choice, from the beginning of July.