



# HOW TO USE THE UCAS HUB TO APPLY TO UNIVERSITY

## WHAT THE UCAS APPLICATION SITE LOOKS LIKE (from the student side)

**\* Please note THIS IS A PDF VERSION OF THIS PRESENTATION IT IS ALSO AVAILABLE AS A NARRATED PRESENTATION ON THE HE SHAREPOINT AND WITHIN THE PROGRESSION EVENT SITE.**

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Higher Education  
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**STUDENTS USE THE UCAS APPLY SITE TO FILL OUT AN APPLICATION FORM FOR UNIVERSITY. THIS APPLICATION FORM IS LINKED TO COLLYERS SO THAT WE CAN SEE THE APPLICATION AND ADD PREDICTED GRADES AND REFERENCES TO THE FORM BEFORE SENDING IT TO UCAS.**

**STUDENTS MUST ENSURE THEY LINK THE FORM TO COLLEGE**

# Google 'UCAS Hub' and register as a 2022 applicant

(use a personal email when registering not your college one)

UCAS has many helpful links you should create a hub to collect the items you most use together

Once you have registered with UCAS the password will allow you to access the all the 2022 application features

UCAS

Undergraduate Postgraduate Alternatives Careers

What are my options?

## CREATE YOUR UCAS HUB TODAY

Organise it. Design it. Make it yours.

Bin the sticky notes. Delete your screenshots. Now you can organise everything in one place. Start by exploring your options, favouritising subjects, and using our handy tools.

### What is it?

With your very own UCAS Hub, you can plan your next step. The best bit – you can save your progress and carry on whenever you want.

We've created lots of handy tools to help you make choices and start your application:

- 1 The explore tool – where you can search subjects and discover courses.
- 2 The notepad – so you can keep all your thoughts about your next step in one place.
- 3 Apprenticeship finder – for the latest vacancies, locally and nationally.
- 4 The personal statement builder – to help you structure your writing and introduce yourself to universities.

Advertisements: University of Portsmouth, Best Begins, Defy expectations.

Further education Undergraduate Postgraduate Alternatives Careers

Sign in

Students  
Advisers / Agents  
Providers

## CHOOSE YOUR FUTURE

Explore your options, apply to university, and more

All results Courses Uni & colleges Apprenticeships Advice Events

Search for courses, uni & colleges and information

### Create your UCAS Hub

Explore your options, favourite your interests, and discover your next steps. Get started with your UCAS Hub.

### Unsure about a course, provider, or student life?

Talk to students who are already studying... they know the provider, the courses, the accommodation, and what the city or town has to offer.

### Going to university?

Studying at a university, college, or conservatoire?

### Study at a conservatoire

Pursue a career in the performing arts.

### Apprenticeships

Apprenticeships are a great way to gain the skills and experience needed to get into many careers. Find out how an apprenticeship could be the perfect route.

### GET UPDATES FROM UCAS

Learn more >



[Sign in](#)[Register](#)

# REGISTER

Email \*

student1@temp.email

First name \*



Last name

Password \*

Confirm password \*

I have read and understood the [Terms and conditions](#) \*

Register



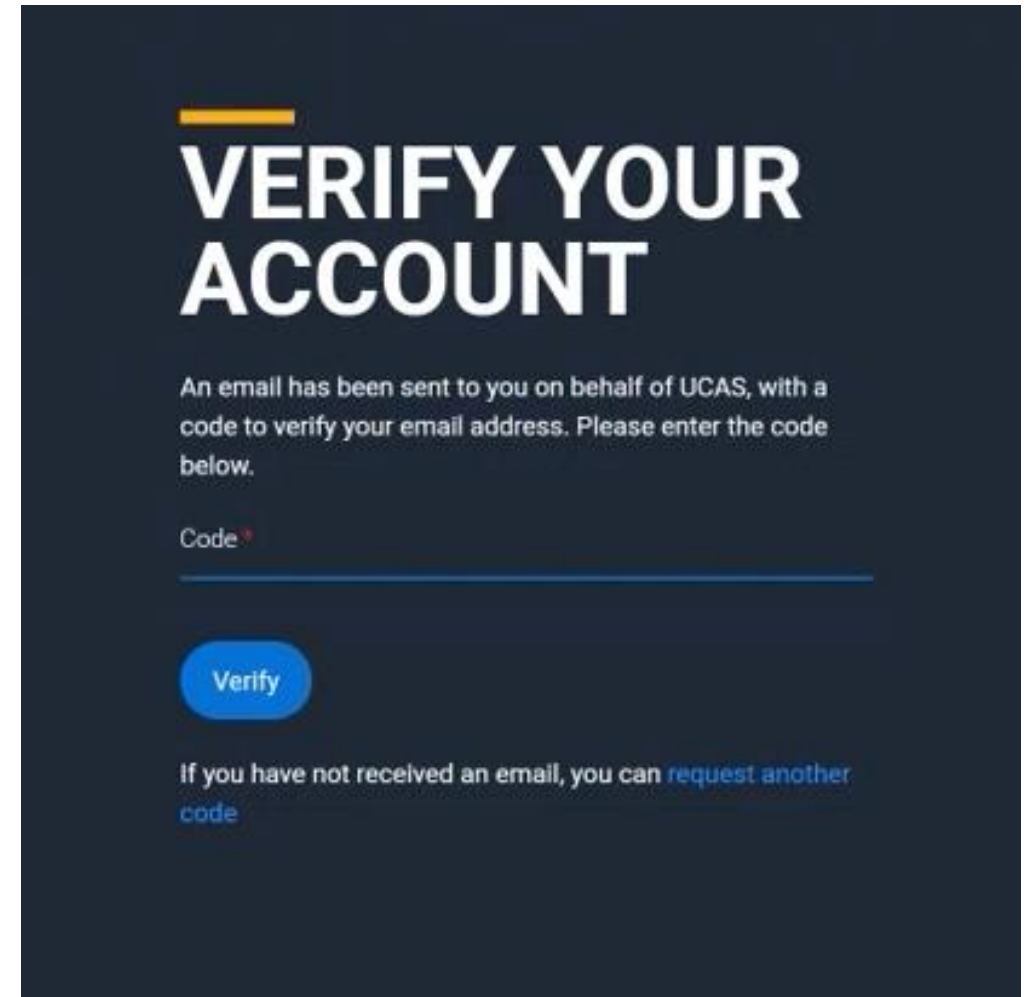
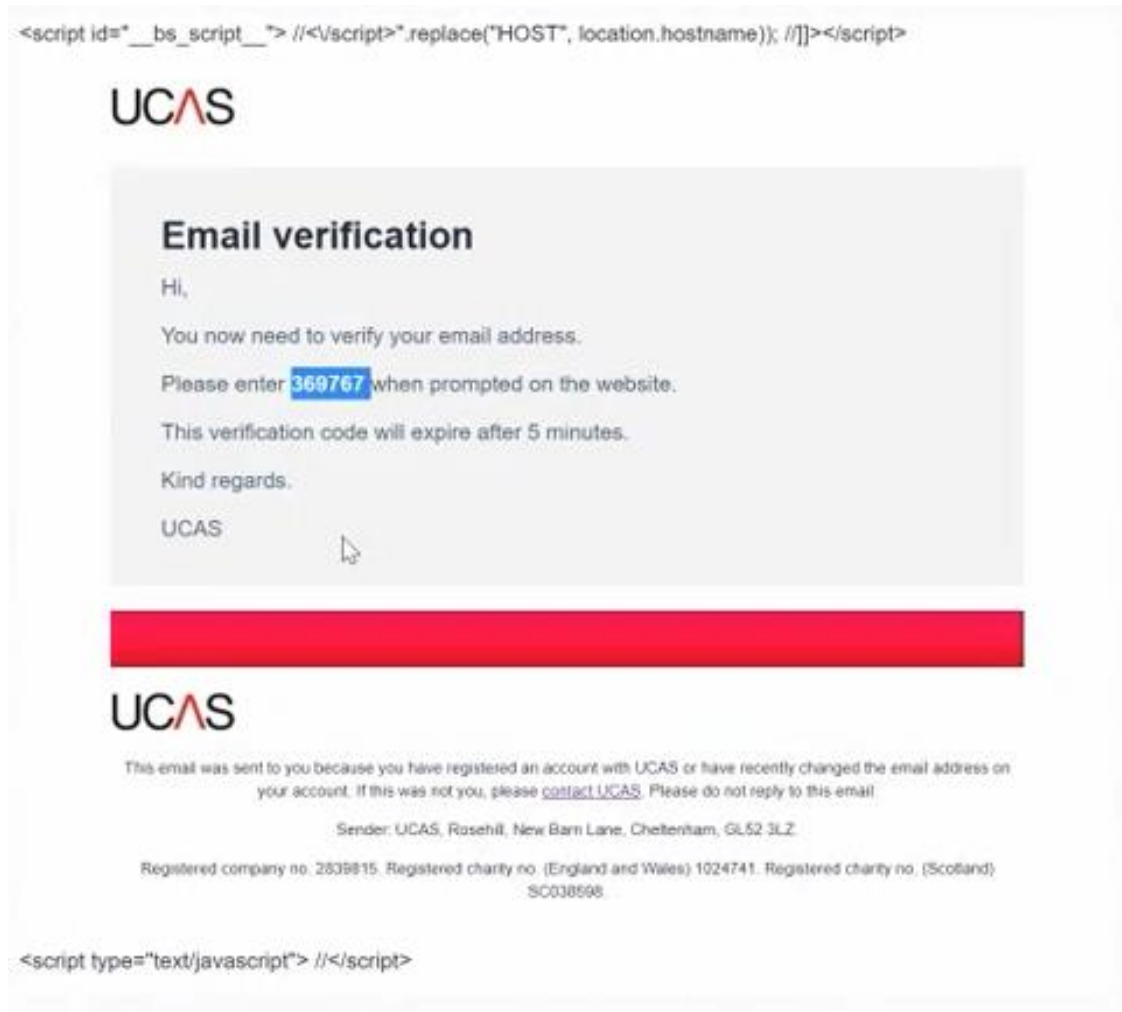
We never share your data without permission  
[Our privacy and cookie policies](#)

[Contact us](#)[Give feedback](#)[Advisers](#)[Providers](#)[Data](#)[About us](#)[Join our team](#)[Accessibility](#)[Ad opportunities](#)[Glossary](#)[Terms and conditions](#)[Privacy and cookies](#)[Modern slavery statement](#)

When you register be sure to use your own personal email (not a college one) and be sure to record or remember your password.

This will let you access all the 2022 application processes.

As part of the registration process you will be sent an email with a code to verify your account. Two point verification will most likely remain as a feature of signing in to your account from this point as a security measure so you may receive emails or texts from UCAS as you work through the process.



You will want to choose undergraduate for majority of courses or conservatoires if you are applying for specialist music or dance courses

## STUDENT SIGN IN

Please select an education scheme.

### Clearing 2020

Track your application and see offers

### Undergraduate

Applying for university and college degree courses

### Conservatoires

Apply for performance-based courses at conservatoires

### Postgraduate

Returning to study

### Teacher training

Apply for postgraduate teacher training programmes in England and Wales

Clicking on undergraduate gives your three options

*Apply = your application process*

*Track = How to track your application progress and university offers and reply to universities to accept or decline offers*

*Hub = Access to your own information hub*

## Undergraduate

Applying for university and college degree courses

2022 entry

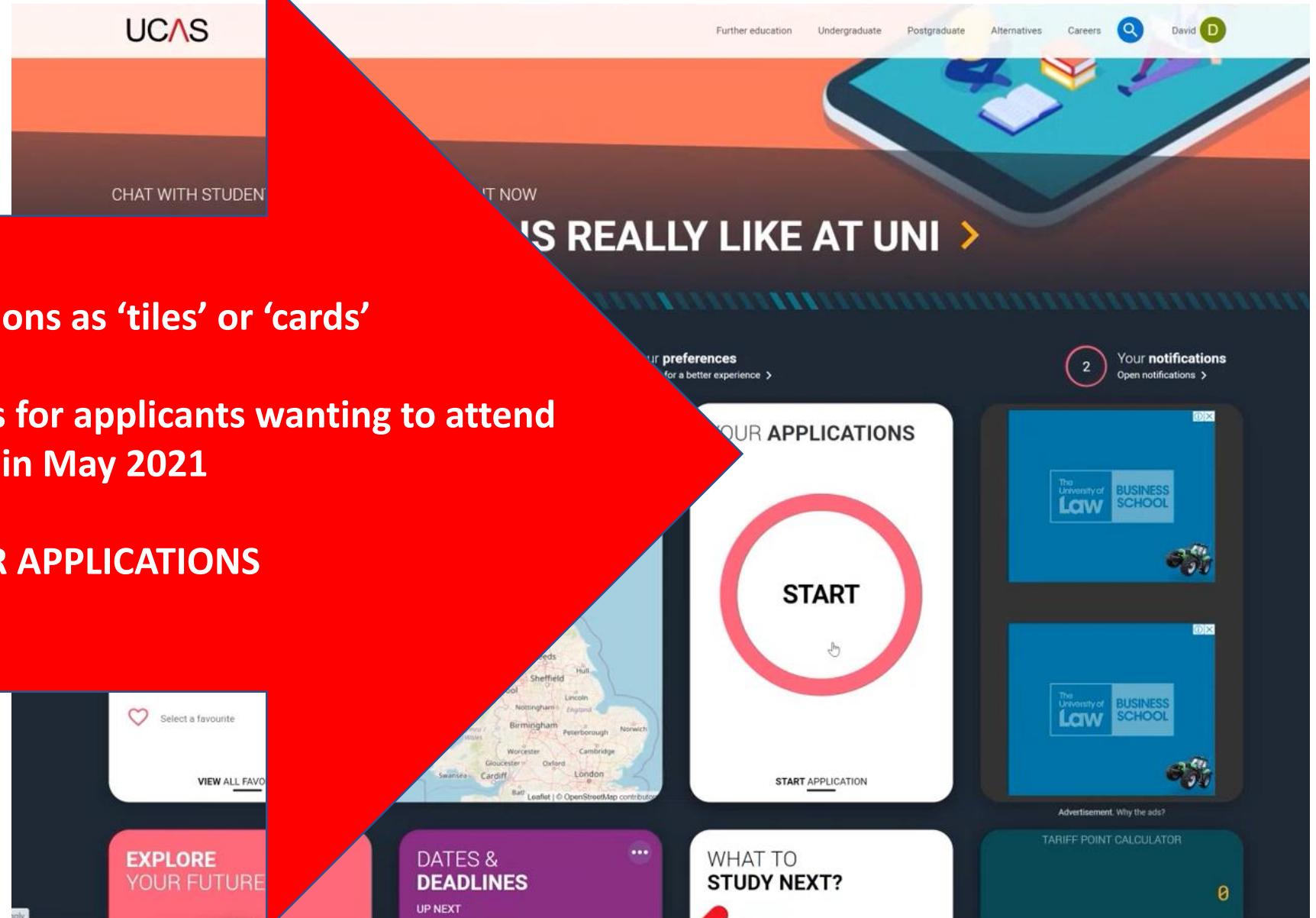
Get your UCAS Hub. Your place to discover your options and research your future.

Apply

Track

Hub and Hub Live events

> What's this?



The hub presents all your options as 'tiles' or 'cards'

The application process opens for applicants wanting to attend university in September 2022 in May 2021

Click on the tile labelled YOUR APPLICATIONS

# Undergraduate

Applying for university and college degree courses



HI DAVID



We've just got 4 steps to help you find all the right information

Ready?

Clicking on undergraduate takes you to your application form and asks you a number of questions about staying up to date with the application process. I would advise selecting 'All' when asked 'How would you like to hear from us?'

## 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

How would you like to hear from us? Tick the one(s) you'd prefer.

☒ All ☐ Email ☐ Post ☐ SMS



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

Subject 2

Select an option

Subject 3

Select an option

Create account



When asked if you are applying from a school, college or centre you

**MUST** click yes

1

### Link to a school, college, or centre using a Buzzword

By entering the buzzword, you give your permission to share your application with your school, college or centre, so they can support you through the application process. To find out more about how your school, college or centre will be able to your application and the information they will have access to please [see here](#).

Continue

Cancel

2

YOU WILL BE ASKED FOR A  
BUZZWORD IT IS

richardcollyer2022

Are you applying from a school, college, or centre?

Yes

No

3

Enter the Buzzword from your school, college, or centre

Your buzzword is for

THE COLLEGE OF RICHARD COLLYER, HORSHAM

82 HURST ROAD, HORSHAM, WEST SUSSEX RH12 2EJ

Is this correct?

Yes

No

You have linked your application to

THE COLLEGE OF RICHARD COLLYER, HORSHAM

82 HURST ROAD, HORSHAM, WEST SUSSEX RH12 2EJ

Select group

4

When you have completed this section it will ask you to 'select a group' if you cannot find your tutor from the drop down list then simply choose 'don't know'.

The form then offers sections of information that need to be completed. This section is asking for your five university choices. You will notice it has a search option to help you fill out the form correctly.

UCAS

Further education Undergraduate Postgraduate Alternatives Careers David

# UCAS APPLICATION

2020 Undergraduate application

Your Personal ID number  
1391048569

Home / UCAS application

## Application status

### Centre information

Application linked to  
THE COLLEGE OF RICHARD COLLYER, HORSHAM

Group  
Default Group

0/5 CHOICES 0% PROFILE NOT STARTED PERSONAL STATEMENT 0% Submit >

## Your choices

Search for courses  
Find courses and providers

+ Add choice

Confirm choices

## My profile

?

Click on  
each tile  
to fill out  
that  
section of  
the form.

## My profile

Search for courses  
Find courses and providers

### Personal details

Name, age, title and gender

Start this section

### Contact and residency details

Address, email, telephone and where you live

Start this section

### Work experience

Employment, paid, unpaid, or volunteer work

Start this section

### Education

Qualifications and periods of study

Start this section

### 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 and funding

Tell us how you'll fund your study

Start this section

## Your personal statement

### Personal statement

Why do you want to study this subject?

As each section opens it will have a set of questions asking for relevant information. The righthand menu records your progress and you can use this menu to navigate to other sections. Just remember to save any new information you add before you exit the section.

Some sections will ask you additional questions depending upon the answers you enter onto the form so always work from top to bottom of the form.

UCAS

Contact and residency details updated successfully

Careers David

## CONTACT AND RESIDENCY DETAILS

2020 Undergraduate application

Your Personal ID number  
1391048569

UCAS application / Contact and residency details

- Personal details
- Contact and residency details**
- Work experience
- Education
- Nationality details
- Supporting information
- English language skills
- Finance and funding
- Diversity and inclusion
- Personal statement

### Contact details

**Mobile telephone number**

465465465465465

**Other telephone number**

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

student1@temp.email

**Postal address**

**Address type \***  
UK address

**Address line 1 \***  
1 Mill Lane

**Address line 2**  
Brockworth

**Address line 3**  
Gloucester

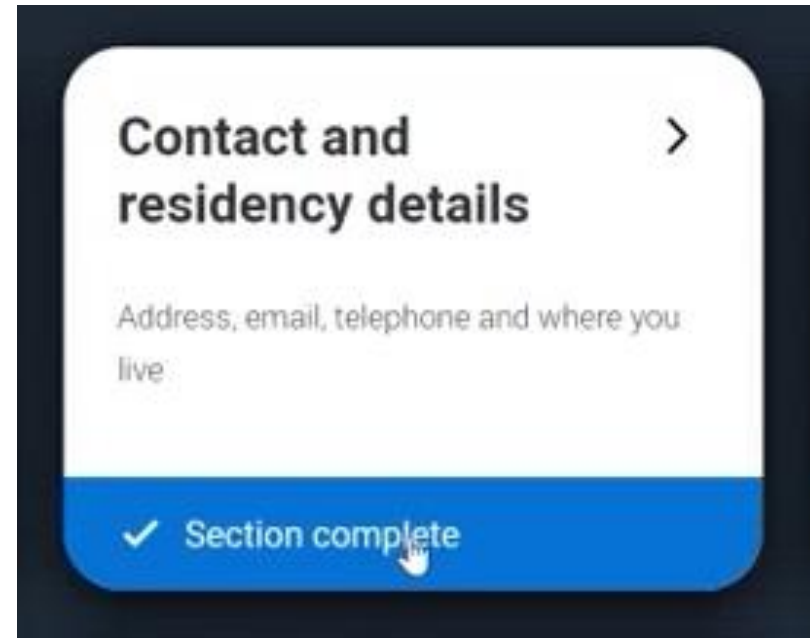
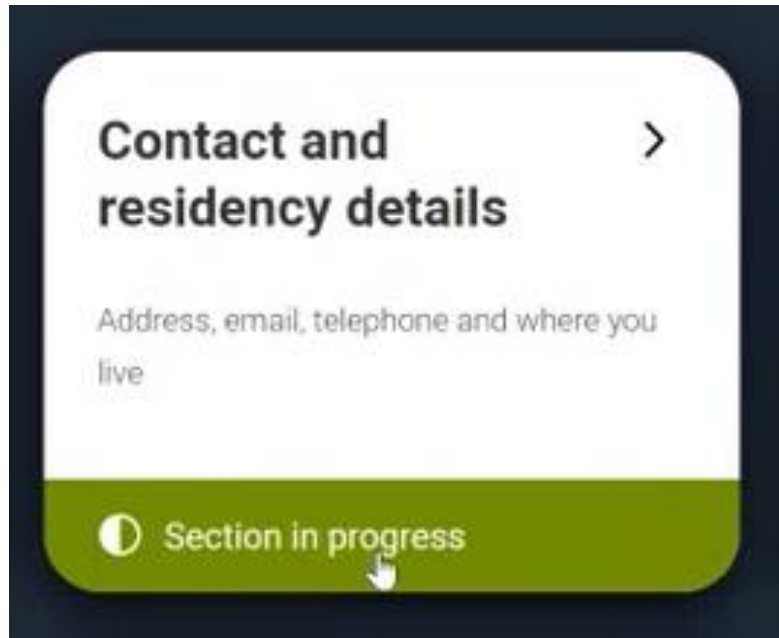
**Address line 4**  
Gloucestershire

**Postcode \***  
GL3 4QQ

?



The tiles also show your progress in filling out the form so that you can check on your progress as you move through the process of application.



Each section has easy to follow instructions.

In the education section for example, it will ask you to add your.....

GCSE and L2 subjects and grades  
GCE subjects with grades marked as 'pending'

Level 3 subjects with grades marked as 'pending'

Additional qualifications such as LAMDA

Musical instrument grades

Duke of Edinburgh

# QUALIFICATION

2020 Undergraduate application

🏠 / UCAS application / Education / Qualification

✓ Personal details

✓ Contact and residency details

✓ Work experience

📅 Education

Nationality details

Supporting information

✓ English language skills

Finance and funding

Diversity and inclusion

Personal statement

## Add qualification

To add a qualification either choose from the popular qualifications or search for your qualification.

### Popular qualifications

+ Access to HE Diploma (2009 onwards)

+ Advanced Highers

+ BTEC Diploma

+ BTEC Extended Diploma (QCF)

+ GCE Advanced Level

+ GCE Advanced Subsidiary (first award 2001)

+ GCSE

+ Scottish Highers

+ Scottish National Certificate (2007 onwards)

+ Welsh Baccalaureate Advanced Diploma

### Search for your qualifications

Please search for the qualification title, eg 'A level' and not the subject, eg 'chemistry'.

Overseas qualifications will be listed alphabetically under the name of the country they were taken in.

**The Higher Education Sharepoint has additional information to help you fill out your form correctly.**

**Be sure to check out helpful lists such as**

**‘The Subjects you are taking. What they are called and what exam board they are’.**

**Or check out one of the many guides to writing your personal statement.**

**You will also find additional presentations and information on such topics as**

**The UCAS Hub**

**Choosing a university**

**Student finance**

**University life**

**Application deadlines**



HELP IS ALSO AVAILABLE BY CLICKING ON THIS SYMBOL AT THE BOTTOM RIGHT OF THE PAGE



### Need some help?

Questions from this page that you might need help with:

- [Help for title](#)
- [Help for first name](#)
- [Help for last name](#)
- [Help for previous name](#)
- [Help for preferred name](#)
- [Help for gender](#)

Need some more general help with your application?

[Guide to completing your UCAS application](#)

This allows you to access instructional videos made especially for each section of the form.

The screenshot shows the UCAS website header with navigation links: Further education, Undergraduate, Postgraduate, Alternatives, Careers, and a search icon. A yellow banner below the header states: "The deadline for undergraduate applications and conservatoire dance and drama applications is 18:00 (UK time) on 29 January 2021". The main content area is titled "FILLING IN YOUR UCAS UNDERGRADUATE APPLICATION" with a breadcrumb "Undergraduate / Applying to university" and a dropdown "Explore this section". Below this, text explains: "You make your application in our online system, Apply. You don't need to do it all at once – you can save your progress and sign back in anytime." A large video player is featured with the title "HOW TO GUIDES APPLY" and the UCAS logo. The video player has a play button and a progress bar. Below the video player, text reads: "You can only apply once in a cycle. Please don't apply more than once in a cycle, as you can't re-apply for further applications. If you've needed in previous cycles and want to apply again..."





As we move into the applications time frame you will have tutorial sessions and workshops that address various sections of the form. Such as completing your personal statement. These presentations and instructions are also available on the Higher Education Sharepoint

Your Tutor and Head of House will check that you have filled out the sections correctly. Your Tutor will check through your personal statement and you can seek advice from Teachers and Library staff but ultimately you must embrace the responsibility of filling out the form personally. It is a choice about your future and you need to be comfortable that you have filled this out to the best of your ability and made the right choices for you.

The screenshot shows the UCAS application interface for the Personal Statement section. At the top, the UCAS logo is on the left, and navigation links for 'Further education', 'Undergraduate', and 'Postgraduate' are on the right. Below the logo, the heading 'PERSONAL STATEMENT' is displayed, followed by '2020 Undergraduate application'. A dark blue breadcrumb bar shows the path: 'Home / UCAS application / Personal statement'. On the left side, a vertical list of application sections is shown, each with a green checkmark: 'Personal details', 'Contact and residency details', 'Work experience', 'Education', 'Nationality details', 'Supporting information', 'English language skills', 'Finance and funding', 'Diversity and inclusion', and 'Personal statement' (which is highlighted in green). The main content area on the right contains instructions: 'Our guide to writing your personal statement (opens in a new window) should help you complete this section. We strongly recommend you write the statement using a word processor and paste it in to Apply. You can type your statement directly into the box or edit a statement you have pasted in.' Below this is a text box titled 'Personal statement \*' containing a sample paragraph about a student's interest in medicine. At the bottom of the text box, it says 'Characters used: 3532 of 4000 characters'. At the very bottom of the page, there are two buttons: 'Save draft' and 'Save & Preview'.

UCAS

Further education Undergraduate Postgraduate

## PERSONAL STATEMENT

2020 Undergraduate application

Home / UCAS application / Personal statement

- ✓ Personal details
- ✓ Contact and residency details
- ✓ Work experience
- ✓ Education
- ✓ Nationality details
- ✓ Supporting information
- ✓ English language skills
- ✓ Finance and funding
- ✓ Diversity and inclusion
- ✓ **Personal statement**

Our guide to writing your personal statement (opens in a new window) should help you complete this section. We strongly recommend you write the statement using a word processor and paste it in to Apply. You can type your statement directly into the box or edit a statement you have pasted in.

**Personal statement \***

My initial interest in medicine stemmed from my excitement of Human Biology. Each time I reflect upon the sheer complexity and seemingly impossible intricacy of the human body, I feel awestruck. It seems incomprehensible that during each cell division, a 30-book set of Encyclopaedia Britannica's worth of information is copied. What's equally fascinating is how doctors are able to fix the complexities of the human body. This is why being part of this profession is my ambition. Furthermore, with the future ever advancing the quality of treatment, success within medicine should be even more common and rewarding. An example of this was during my time shadowing a consultant Haematologist, who revealed that he is now able to successfully treat more patients than ever before. Whilst I am aware that the profession sometimes has drawbacks, such as mortality, which is something I have encountered during my experience, I believe I have the resilience to deal with both of these.

Spending work experience at my local hospital, I was fortunate enough to see many different departments, and it was mesmerising to witness the true depth of knowledge within medicine. Shadowing a consultant of Chemical Pathology, an already highly specialised sub-department, made me realise that the journey of a doctor was a life long process of self improvement. Being able to specialise in the future, and make a field of medicine my own is an exciting prospect, and even though I may be taking exams until my mid thirties, very few professions can be as consistently stimulating as medicine.

Characters used: 3532 of 4000 characters

Save draft Save & Preview

# UCAS APPLICATION

2020 Undergraduate application

Your Personal ID number

1391048569

[Home](#) / UCAS application

## Application status

### Centre information

Application linked to

THE COLLEGE OF RICHARD COLLYER, HORSHAM

Group

MAR



CHOICES



PROFILE



PERSONAL STATEMENT

[Submit >](#)

The form can be returned to the student for correction after submission

When you have completed the form then you can click to submit and pay for the application. The form comes to college for the final stages of completion.

Your tutor will check and approve the form and may at this stage return the form to you to make any corrections or fix any omissions. Students should pay close attention to emails during this process to ensure the form is correctly filled out



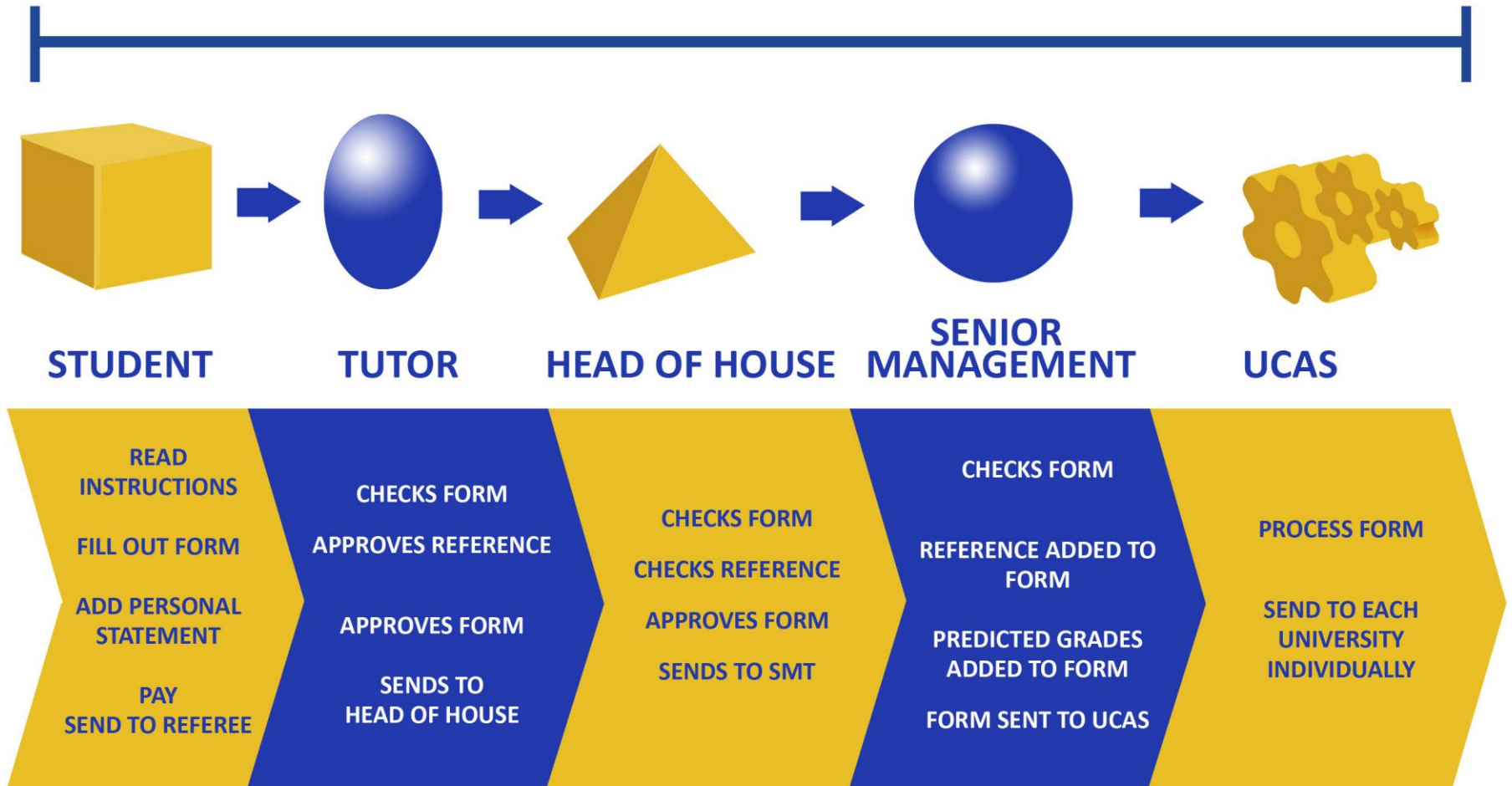
Please update the personal statement as we agreed



## WORKING TO DEADLINES

Students , Tutors, Heads of House, Senior Management, the Director of Progression and the Oxbridge Coordinator, and UCAS processing team, will all be working to ensure that the process goes smoothly but it is wise for students to work to college deadlines to ensure forms are processed in a timely fashion.

## STEPS INVOLVED IN PROCESSING A STUDENTS UCAS FORM



THIS PROCESS TAKES APPROXIMATELY TWO COLLEGE WEEKS TO COMPLETE IF THE STUDENT HANDS THE FORM IN ON DEADLINE AND CORRECTLY FILLED OUT. CORRECTIONS AND ALTERATIONS WILL ADD TO THIS TIME LINE

# Deadlines for 2022 entry

**18 May 2021** UCAS Undergraduate Apply opens for 2022 entry.

**7 September 2021** Applicants can pay and send their applications to UCAS, and unis and colleges can start making decisions on applications.

**15 October 2021 (College deadline for completed forms 27<sup>th</sup> September)** Applications for Oxford, Cambridge and most courses in medicine, dentistry, and veterinary medicine/science should arrive at UCAS by 18:00 (UK time). The reference needs to be completed before the application can be sent to UCAS.

**15 January 2022 (College deadlines for completed forms 22<sup>nd</sup> October)** Applications for the majority of undergraduate courses should arrive at UCAS by 18:00 (UK time) on the equal consideration date (check course details in our search tool for the correct deadline). The reference needs to be completed before the application can be sent to UCAS.

**25 February 2022** Extra starts for eligible applicants.

**30 June 2022** If an application is sent to UCAS by 18:00 (UK time) on this day, they send it to the chosen universities or colleges. Applications received after this date will automatically be entered into Clearing.



# BE SURE TO VISIT THE HIGHER EDUCATION SHAREPOINT FOR ADDITIONAL INFORMATION



If you have any further questions or concerns, then please do not hesitate to contact me.

**Ian McAlister**

**Director of Progression Higher Education**

**[im@collyers.ac.uk](mailto:im@collyers.ac.uk)**

***ONE OF A SERIES OF INFORMATION PRESENTATIONS FOR HIGHER EDUCATION PROGRESSION - MORE ARE AVAILABLE***

UCAS and Higher Education