

UCAS application: step-by-step guide

All applications to UK universities (except for some Foundation courses and a few universities that accept direct applications) must be made via UCAS. UCAS stands for the Universities and Colleges Admissions Service. It is the government agency that processes university applications in the UK.

Deadlines:

30 September	FIS deadline for students to complete UCAS application, pay and send to referee (Oxford/Cambridge/Medicine/Vet Science/Dentistry)
15 October	Official UCAS deadline (Oxford/Cambridge/Medicine/Vet Science/Dentistry)
15 November	FIS deadline for student to complete regular UCAS application, pay and send to referee (Intl. Stream)
30 November	FIS deadline for student to complete regular UCAS application, pay and send to referee (French Stream)
15 January	Official UCAS deadline

<p>1: Register</p>	<p>Register for 2019 entry: https://2019.undergrad.apply.ucas.com/appreg/SecurityServlet?functionName=new</p> <p>Complete basic personal details, set security questions and make a password. Note down the username that UCAS will create.</p> <p>Use capital letters as appropriate – e.g. for addresses. Don't be lazy!</p> <p>When asked "How are you applying?", select "Through my school/college". Then enter the FIS buzzword (for applications from Sept 2018, it is bonjour2018). The buzzword links your application to FIS so that the Guidance Dept can complete their side of the application (reference and predicted grades) and can check that everything is ok.</p> <p>UCAS will generate a 10-digit Personal ID. Note it down; you will need to for logging in next time, and you must also include it in the subject line of any emails you send to universities.</p>
<p>2: Personal Details</p>	<p>*at every stage of the application, you can click on the red question mark icon for help</p> <p><i>Postal address</i> - where mail is sent (i.e. your address in HK).</p> <p><i>Home address</i> – Usually the same HK address. Can enter EU/UK address if your family own property there and consider it the main home.</p> <p><i>Email address</i> - best to use personal address as FIS address may not be valid if communication needed after leaving FIS.</p> <p><i>Permanent home in UK</i> – can select yes if have a home in the UK.</p> <p><i>Date of entry to UK</i> – leave blank if born in UK. If not, put 1 Sept 2019 (indication of future date when you would enter the UK for university study).</p> <p><i>Area of permanent residence</i> – usually HK. If you consider your permanent home to be in the EU (e.g. France), you can select this country.</p> <p><i>Residential category</i> – Normally "Other" if you haven't lived in the UK or EU for the past 3 years. Click on the red question mark, scroll down and follow the flow chart to be sure.</p> <p><i>IELTS TRF number</i> – enter this if you have already taken IELTS.</p> <p><i>Student support</i> – Fee code "Private Finance". This means that your parents agree to pay for the degree themselves (as opposed to applying for UK government loans).</p> <p><i>Sales information</i> – reduce ticks for less spam!</p> <p><i>Nominated access</i> – optional. You can enter details of a family member who would be able to access your UCAS account in the event that you could not (e.g. if you are travelling and have no internet).</p>

<p>3. Choices</p>	<p><i>5 maximum – usually the same, or very similar, degrees at 5 different universities. You can in fact apply for more than one degree at one university, but if they are too different in nature remember that it will be hard to focus your personal statement.</i></p> <p><i>Medicine/Vet Science/Dentistry – you can make only 4 choices. Often the 5th is Biomedical Science, Medical Science, Biochemistry or similar.</i></p> <p>Enter Institution code, Course Code, and Campus Code (click the “See List” button). Many universities have only 1 campus, so for most it will be “Main Site”.</p> <p><i>Start date</i> – make sure you enter the right year. If you are going to take a gap year, adapt the date.</p> <p><i>Point of entry</i> – leave blank if you are applying to enter the 1st year of the degree (likely to be all of you).</p>
<p>4. Education</p>	<p>Enter all the secondary schools you've attended (i.e. from Year 7/6ème), making sure you get the dates correct. Click on "Find" and "Search" to produce your school or college and the exam centre numbers. Many schools will not appear. No problem – just enter the name and the country manually.</p> <p>If you took exams, make sure you say "yes" when asked if you have taken qualifications. You can leave the exam centre number blank if you don't know it.</p> <ul style="list-style-type: none"> • Add IGCSEs (with date (June + year) and grade) if you took any. English IGCSE: make sure you enter the correct syllabus (check your certificate). For English Language, make sure you choose “First Language” or “Foreign Language” as appropriate. • French Stream: add “France-Brevet des Collèges” – June + the year you did it. Most UK universities will not include it in the admissions process, as they don't consider it an equivalent of the IGCSE. But for some highly selective degrees, it may be a consideration. Just enter the main examined subjects and scores (don't enter a huge list of contrôles continus). Don't include an overall numerical score by calculating an average, as there isn't one ! You can however enter a « mention » - e.g. « Très bien ». • Add IB Diploma or French Baccalaureate (June + year you will take the exams). If you are an OIB student, choose this option (see details below). • French Bac: enter your “Epreuves Anticipées” first, with the scores and dates (June + year). Use the subject names in blue below (enter English only). Do not enter an average score, as there isn't one. • For exams still to be taken (IB/Bac), leave the result box blank, or choose "Pending" if that option appears. • IB: Enter your 3 HLs and 3 SLs. Then choose the subject area of your Extended Essay and select “Extended Essay”. Then choose “Theory of Knowledge”. So you should end up with 8 entries in total: 6 main subjects, plus EE and TOK. <p>At the bottom of the Education section, you will see the question “Please state the highest level of qualification you expect to have before you start your course.” Select “Below honours degree level qualifications”.</p> <p>French Bac students: entering Bac subjects You need to enter your Epreuves Anticipées du Bac AND your current Bac subjects. Make sure that you enter the correct exam dates (it will be a date in the past for the Epreuves Anticipées, and in the future for your current subjects). List the Epreuves Anticipées + TPE at the top, with the qualification date from last summer, and your current Bac subjects underneath, with the qualification date this summer (future date).</p> <p>Do not enter your Spé subject separately (you should only list the Bac subjects that will have their own examination mark).</p> <p>OIB students:</p> <ol style="list-style-type: none"> 1. “Add Qualifications”...OIB 2. Qualification date June 2019 3. “Module/Unit 1”...Written French...date June 2018...then add other subjects as below (June 2019 date for current terminale subjects) <p>French Bac students: translations of French subjects Some of the French names used for subjects may not be understood by English admissions officers. Therefore it is best to write English translations. Write just the English – do not include the French (apart from the abbreviations TPE/SVT). Use the translations below. Also remember to include any extra options, for instance European Section or Oriental Section.</p> <p>Epreuves Anticipées du Bac Français Ecrit / Written French</p>

	<p>Français Oral / Oral French Sciences / Science T.P.E. / Extended Research Project (TPE)</p> <p>Current subjects</p> <p>Bac S</p> <p>Mathématiques / Mathematics Physique-Chimie / Physics-Chemistry Sciences de Vie et de la Terre / Life and Earth Sciences (SVT) Histoire-Géographie / History-Geography or History-Geography (OIB) Espagnol / Spanish Allemand / German Anglais / English or English (OIB) Chinois / Chinese Philosophie / Philosophy Education Physique et Sportive / P.E. Latin / Latin Arts Plastiques / Visual Arts Section Orientale / Oriental Section Section Européenne / European Section Data processing and the Science of Numbers (ISN)</p> <p>BAC ES</p> <p>Mathématiques / Mathematics Histoire-Géographie / History-Geography or History-Geography (OIB) Sciences Economiques et Sociales / Economics Espagnol / Spanish Allemand / German Anglais / English or English (OIB) Chinois / Chinese Philosophie / Philosophy Education Physique et Sportive / P.E. Latin / Latin Arts Plastiques / Visual Arts Section Orientale / Oriental Section Section Européenne / European Section Data processing and the Science of Numbers (ISN)</p> <p>BAC L</p> <p>Littérature / Literature Littérature en Langue Etrangère / Literature in Foreign Language (enter language in bracket) Histoire-Géographie / History-Geography or History-Geography (OIB) Espagnol / Spanish Allemand / German Anglais / English or English (OIB) Chinois / Chinese Philosophie /Philosophy Education Physique et Sportive / P.E. Latin / Latin Arts Plastiques / Visual Arts Section Orientale / Oriental Section Section Européenne / European Section</p>
5. Employment	This section is really for adults who have already had paid jobs. Most of you should leave this blank. If you have done a job (e.g. tutoring or restaurant work) over an extended period, you can enter this. But if you only did a week or so of work, leave it blank.
6. Statement	You will paste your personal statement here. Maximum 4,000 characters including spaces, or 47 lines – whichever comes first. It may not be possible to keep spaces between paragraphs. In this case, try not to fill the last line in each paragraph, so that it is clear to the reader that a new paragraph is starting.
7. View all details	Check everything carefully.

	*Make sure you tick the box “share the progress of your application with your school/advisor” on the final declaration page. If you don’t do this, your referee will not be able to see the progress of your application.
8. Pay/Send	<p>You will need to ask Mum or Dad to pay the UCAS fee, using a credit card (18 pounds for 1 university choice; 24 pounds for multiple choices up to max. 5).</p> <p>Don’t forget to tick the option “Share information with your school”, otherwise the guidance team won’t be able to see your offers and won’t be able to advise you on final choices.</p> <p>When you complete the “Pay/Send” section, this does not send to UCAS. It sends to referee (Mr. Hammond or Mrs. McCarthy), so that they can complete your reference. They will then do the final submission to UCAS.</p>

What happens next?

You will receive a welcome letter from UCAS. Your “Apply” account will change to “Track” (same logins). Check your email and log on to Track regularly to check for updates. Offers and messages from universities will appear in Track, but you will get an email telling you that there has been an update.

Once all universities have responded (with either a conditional offer or a rejection), UCAS will give you a date by which you will need to choose your Firm choice (This is the university you really want to go to. You can also choose an Insurance choice (logically, this should have easier conditions). Therefore you can only keep 2 offers.

Reply dates for 2019 entry:

Last decision received on or before...	Means your reply deadline is...
31 March 2019	1 May 2019
2 May 2019	6 June 2019
6 June 2019	20 June 2019
11 July 2019	18 July 2019

If, in the final IB/Bac, you get the results for your Firm, your offer will become unconditional, and you are expected to go to that university. If you miss the conditions for your Firm, wait to see if they will still accept you. Sometimes narrow misses are accepted, but this is unlikely for highly selective universities (e.g. Oxford, Cambridge, LSE, UCL, King’s College, Warwick). After the IB/Bac results come out, please do not ask teachers or counselling staff to submit “appeal letters” on your behalf. We know through direct consultation with universities that these do not work. For students who miss their offer conditions, universities will make their own decisions on whether to reject or accept based on the grades achieved and the original UCAS application, and will not be influenced by extra “begging letters”.

If you are not accepted by your Firm choice, but meet the grades for your Insurance choice, you are expected to go to that university. If you are not accepted by your Insurance, you will be entered automatically into Clearing. You can then look at a list of universities that still have vacancies, and can negotiate a place in person, by telephone call directly to that university’s admissions officers. Details: <https://wwwucas.com/ucas/undergraduate/apply-and-track/results/no-offers-use-clearing>