



APPLICATION GUIDE 2024

Register with UCAS.

Register in the [UCAS Hub](#) and complete the registration questions – confirming the year you want to start your studies and that you're interested in 'Undergraduate' level of study.

You'll then be taken to your UCAS Hub dashboard, where you'll see a tile called 'Your application'. Simply click 'Start' to begin your application.

When completing your application – make sure you enter your first name and middle name(s) exactly as they're stated on official documents, such as your passport, birth certificate, or driving licence.

Once you have registered, completed the onboarding steps and created your Hub account, you can then add the buzzword 'Mermaid' once you start your application to link yourself to the school.

Complete your details

There are some key points to note:

1. **You must complete all mandatory questions, and you can't skip any sections.** These must all be complete before your application can be sent. But you don't have to do it all at once – sign in and save your progress at any time.
2. **Make sure your email address is always up-to-date** – so you don't miss important updates on your application. You can change your email address at any time, but only your primary email address will receive email communications from UCAS and your chosen universities and colleges.
3. **Residency status** – if you're from outside the UK and need clarification on this, [visit the UKCISA website](#) for detailed information.
4. **There are questions specifically for UK students** – these are about your ethnic origin and occupational background. These are mandatory questions used for monitoring purposes. This information will only be shared with universities and colleges after you have secured a place and will not influence any decision regarding your application.

5. **Personal circumstances** – such as your parental education, [if you've been in care](#), or involved in widening participation activities, so universities and colleges can form a more complete understanding of you as an individual. While this information is optional, it can help universities and colleges better understand your background, and provide support.
6. **Funding status** – UCAS do not manage student finance applications. [Find out more about funding and finance](#).
7. **You can give a parent, guardian, or adviser nominated access** – if you'd like them to be able to speak to UCAS on your behalf. UCAS be able to discuss your application with them, but for security reasons, we can't share your login details.

Add your education history

- **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. This helps unis and colleges to understand if you meet their entry requirements. However, sometimes a uni or college will make you an offer even if you don't meet the exact grades they're asking for. If you have any questions about entry requirements, speak to the uni/college before you apply.
- **If you're waiting for results**, [these are the exam results we're able to process](#) and forward on to unis and colleges. If any of your pending qualifications aren't on this list, you still need to add them to your application, but also remember you'll need to send the results on to your chosen universities and colleges when you get them.
- **If you are currently studying for a qualification or awaiting results**, it is important you make sure your referee adds your predicted grades to your application – some universities and colleges will not consider your application without them.
- **Including modules** – it's optional, so it's entirely up to you whether you mention them. However, some universities may state in their entry requirements that they'd like to see module results – in which case make sure you include them on the application.
- **Listing resits** - You need to make sure your original result has been listed first before you enter any details about a resit.
- It's really important you enter the right qualifications on your application – especially if you're taking a vocational qualification, such as a BTEC – as there are a number of different options to choose from in the application, depending on the size and type of qualification you're taking.

4. Complete your employment history

If you've had any paid jobs – full-time or part-time – here's where you can enter details for up to five of them. Include company names, addresses, job descriptions, and start/finish dates.

Any unpaid or voluntary work shouldn't be included here – mention that in your personal statement. If you've not had any paid work experience, just leave this section blank, and mark it as complete.

5. Select your course choices

You can choose up to five courses (all now or some later). There's no preference order and your universities/colleges won't see where else you've applied until after you reply to any offers you get.

6. Write a personal statement

This is the only part of the application where you can write in your own style – it's your chance to tell universities and colleges why you'd like to study with them, and what skills and experience you have. It's got to be at least 1,000 characters long – but you have up to 4,000 characters/47 lines – whichever comes first.

7. Submit your application

Once you've completed your application, you'll be shown your full application – make sure you review it and make any edits.

You'll then be asked to read and agree to the declaration – which allows us to process your info and send it to your chosen universities/colleges.

8. Get a reference, pay your application fee, and send your application to us

A reference is a written recommendation from a teacher, adviser or professional who knows you academically. Everyone needs a reference, unless you get permission from your chosen universities and colleges.

Your application cannot be submitted until your chosen referee has completed and added your reference to the application.

For 2025 entry, the application fee is £28.50 for up to five choices.

Free school meals application fee waiver: For the 2025 cycle, if you have been in receipt of free school meals at some point during the last six years (during your secondary education) up until the end of your final year, you will be eligible to have your application fee waived.