

POST 18 – OPTIONS FOR THE END OF YEAR 13 UCAS



This booklet aims to provide those who are applying to university through the UCAS Application process with the information you will need to make a successful application for the courses and universities of your choice:

This booklet includes the following information;

1. Register with UCAS
2. Complete your details
3. Add your education history
4. Complete your employment history
5. Select your course choices
6. Write a personal statement
7. Submit your application
8. Get a reference, pay your application fee, and send your application

MEET THE TEAM



Mrs T Dingle
Director of Careers and Employability

In school every day 8:15 am – 5:15 pm

Contact via email tdingle@walsallacademy.com or telephone 01922 493910



Mrs N Rattenberry
Careers Co-ordinator

In school Tuesday, Wednesday and Thursday 8:15 am – 4.30 pm

Contact via email nrattenberry@walsallacademy.com or telephone 01922 493910



Mrs C Ward
Careers Co-ordinator

In school every day 9.00 am – 3.00 pm

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Mrs K Greene
Higher Education Support

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Mr B Wood
Higher Education Support

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STEP ONE - 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.

Add the **BUZZWORD**
This will be provided
to you by your school
and starts with
walcad--

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

STEP TWO - COMPLETE YOUR DETAILS

1. **You must complete all mandatory questions and you cannot skip sections.** Save your progress throughout.
2. **Make sure your email address is current and up to date** so that you do not miss valuable updates on your application.
3. **UCAS will ask for your residency status** – if you are from outside of the UK and need clarification on this please visit [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 for monitoring purposes. This information will only be shared with universities and colleges after you have secured a place and will not influence a decision regarding your application.
5. **UCAS will ask for information about personal circumstances** – such as your parental education, if you've been involved in care, or involved in widening participation activities, so universities and colleges can form a more complete understanding of you. Whilst this information is optional, it can help universities understand your background and provide you with better support.
6. **If you are applying with the support of a school and didn't enter the buzzword at registration then you can do this at any time from your application.** This will link your application to your school so they can track your progress and provide support including adding your reference and predicted grades.
7. **UCAS will ask how you plan to fund your studies** but they do not manage student finance applications. Find out more about this [here](#).
8. **You can give a parent/guardian nominated access.** This means they will be able to speak to UCAS on your behalf. UCAs will be able to share your application details with them but they will not be able to share your login details with them.

STEP THREE - ADD YOUR EDUCATION DETAILS

1. You must add all of 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 uni and colleges to understand if you meet their entry criteria. If you are unsure about entry criteria, speak to the uni/college before you apply.

2. If you are waiting for results - These will show as Pending. If any of your pending qualifications aren't on the list you will need to add them to your qualification. Your referee will add your predicted grades.

3. Including modules - this is optional.

It is very important that you list your qualifications correctly as there are a number of different options to choose from. If you are not sure, speak to someone in Careers or the Sixth Form Team.

STEP FOUR - COMPLETE YOUR EMPLOYMENT HISTORY

If you have had any paid work (full or part time) they should be listed here. Include any company names, addresses, job descriptions and start and finish dates

Any unpaid or voluntary work should not be listed here. Please use your personal statement to tell UCAS about these.

If you have not had any paid work, just leave this section blank and mark as complete

STEP FIVE - CHOOSE YOUR COURSES

You can choose up to five courses, now or leave until later. The universities will not be able to see who else you have chose or the courses you have applied for other than their own until you reply or get offers

Applying for medicine, dentistry, veterinary medicine or veterinary science?

For these subjects you can only apply to a maximum of four courses in any one of medicine, dentistry, veterinary medicine or veterinary science.

You can add choices with a different deadline later, but don't forget you can only have five choices in total.

Can I apply to both the University of Oxford and the University of Cambridge?

Usually you can only apply to one course at either the University of Oxford or the University of Cambridge.

STEP SIX - WRITE A PERSONAL STATEMENT

New guidance for 2025

We recommend you start in Microsoft Word (or something similar) and paste it into your application as the application doesn't have a spell check – while you're in your application, hit save regularly to avoid losing your work. As you would with any important piece of work read and re-read and preview it before you mark this section as complete.

NEED HELP?
Click here for hints and tips on writing your personal statement.

STEP SEVEN- 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.

STEP EIGHT- MAKE PAYMENT

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.

We wish you the best of
luck in your applications.

If you need any support
or advice, please
contact the Careers
Team at school.

