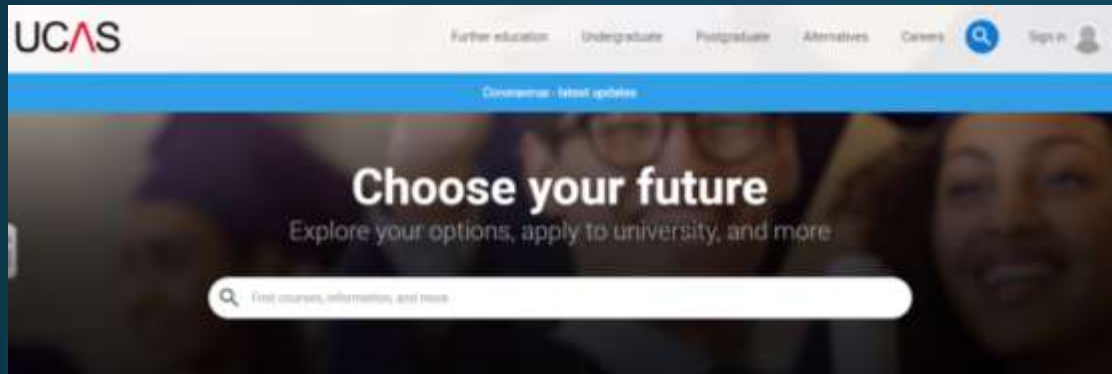


Right First Time

UCAS 2022 Application

Register with UCAS 2022



- To begin the application process for university, you will need to **register an account and link this to our college.**
- The registration process is **free** and can be started today if you wish. **ALL Y13 students will be asked to register for 2022**

Register with UCAS 2022

UCAS: - This is the centralised organisation that handles all applications for entry into higher education.

They act as a clearing house, processing all submissions from students and staff, forwarding applications to institutions and then dealing with the offers, acceptances and clearing processes that follow.

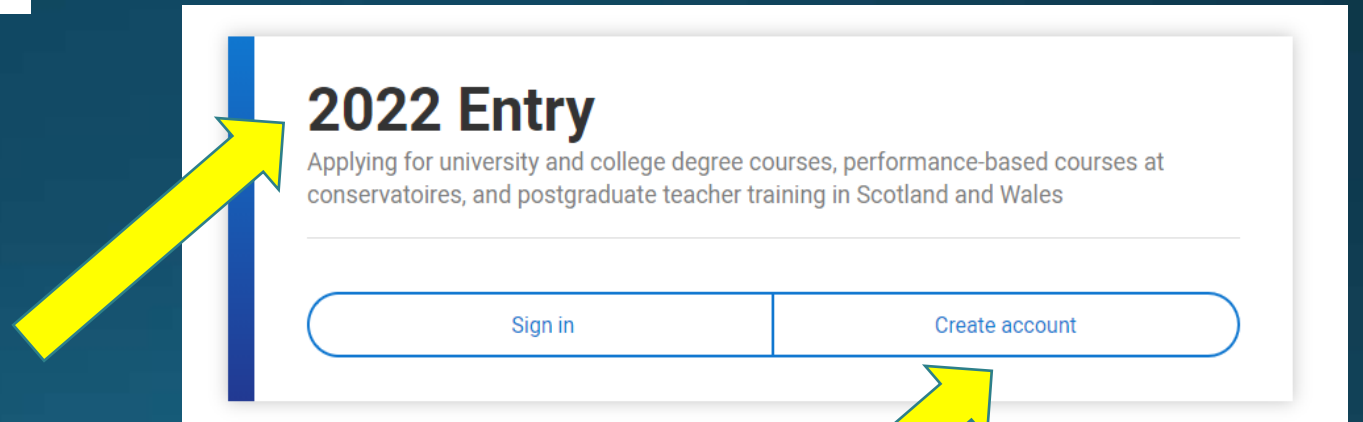
You must go through UCAS to make any higher education application.

How to REGISTER with UCAS

- 1. Go to **Ucas.com**

- 2. Click on icon  Select Sign in > Students

- 3. Select Undergraduate



- **!! 4. IMPORTANT - Select 2022 entry !!**
- **5. Select Create Account**

Proceed to REGISTER

- Enter your email address
- **IMPORTANT** : Use a **personal email address** that you are most likely to use on a regular basis. Please use a sensible account name. Remember that the universities will see and use this information. **Do not use your school account.**
- Enter **First name (only)** and **Surname**
- Ensure that you correctly capitalise your name : e.g **L**uke **S**kywalker
- Complete the password. **It is sensible to RECORD/SAVE your password at this point.** College have no record and cannot change this for you.
- Tick the box 'Terms & Conditions'

Verify your Account

- Go to your **email address** and find your **code**
- Check your Junk if it is not in your Inbox
- Copy this across and **verify your account**

Details

- Select year of study – **2022**
- Select level of study – **Undergraduate**
- Where do you live – Correct **postcode** for your home address
- Select your preferences – Including preferred contact details. Ensure you enter your **mobile number**.
- Select at least one subject that you wish to study at university. If unsure, enter your current subject/s.
- Enter 'Toot Hill' to the search – **Select school**
- Select '**Create Account**'

UCAS Hub

- Select 'Start New Application'
 - Undergraduate
- Apply from school, college & centre = **YES**
- Enter the **Buzzword = Avocet2022**
- Select Tutor Group – **SF ??**



Application Details

UCAS

Further education Undergraduate Postgraduate Apprenticeships Careers

Richard R

UCAS APPLICATION

2022 Undergraduate application

Your Personal ID number

Home / UCAS application

Application status

Centre information

Application linked to Toot Hill School

Group: Default Group

CHOICES: 0/5

PROFILE: 0%

PERSONAL STATEMENT: NOT STARTED

Review and submit

?

Record your Personal ID Number

Your application is now ready to begin

Application Details

- **Education** - Do NOT attempt to complete this section – Further guidance will be given

- **Select Personal Details**

- Complete (including preferred name)
- Check as completed
- Save section

- **Select Contact and Residency Details**

- Nominated access is optional. Do **NOT** select your mentor.
- Check as completed
- Save section

The screenshot shows a 'My profile' page with six sections arranged in a 2x3 grid. The 'Personal details' section is highlighted with a green bar at the bottom and a checkmark icon, indicating it is completed. A yellow arrow points from the 'Select Personal Details' text to this section. The 'Contact and residency details' section is also highlighted with a yellow arrow pointing from the 'Select Contact and Residency Details' text. The 'Education' section is crossed out with a large blue 'X', indicating it should not be completed. The other sections ('Employment', 'Nationality details', and 'Supporting information') are currently unstarted, each with a 'Start this section' button at the bottom.

My profile

Personal details >
Name, age, title and gender
✓ Section complete

Contact and residency details >
Address, email, telephone and where you live
Start this section

Education >
Qualification
Start this section

Employment >
Employment, paid, unpaid, or volunteer work
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

Personal & Contact Details

- Congratulations
- You should now have successfully registered and completed the first section of your UCAS application
- Further instruction and guidance will be given to complete the remaining sections