UCAS APPLY 2019

Application process

Register and login (for students) – Notes & guidance

Woodbridge UCAS co-ordinator is

Mrs Copley

How to register

Students must register by Friday 22nd June 2018

To register ……………Go to www.ucas.com/apply

- Click on Undergraduate
- click on 2019 entry 'Apply'
- click on '**register**'
- Read instructions carefully
- **select 'Next'**
- Read and accept the terms and conditions of the UCAS application
- Select 'Next'
- Complete all sections to register – where there is a '?' mark next to a field click on it to ensure you understand the question or statement.

  *It is the expectation of UCAS and Universities that you enter an 'appropriate' email address! If you have an inappropriate email address ie sexybabe@gmail.com then you must set up a new email address.

- Please read all the GDPR sharing information and tick or untick as appropriate to you
- Password – Enter an easy to remember password and make a separate record somewhere safe ie on your mobile phone. Choose easy to remember answers to the security questions and keep a separate record
- If you have been successful then the system will generate a username - **YOU MUST RECORD THIS SEPARATELY as well as save it somewhere safe ie on your mobile phone.** You will need your username and password each time you log on to the online system

Please now click 'log in now' to continue

- How are you applying? You must select "**through my school or college". Click on next**
- The buzzword is **2019Woodbridgehigh**– our school details should appear
- Select **'yes'** to proceed and 'next'
- You will then be asked to select your tutor group or application group (please ignore Don't know)
- A welcome page should be displayed giving you your **personal ID**. Please take the time to read the 'Welcome' letter and the relevant information as it gives important information

about your application **PLEASE MAKE A SEPARATE RECORD OF YOUR PERSONAL ID SOMEWHERE SAFE ie IN YOUR MOBILE PHONE.**

- A statement will appear written in green type asking you to verify your email address. **DO IT NOW** BY CLICKING ON – "Please click here to verify your email address"

- Read the instructions and then go to your email inbox to read the email sent to you from UCAS. You will be given a 'verification' code which you must copy and paste into the box provided on the UCAS form

- Click on 'verify email'

- Click here to return to Welcome page

On the left hand side of the screen a list will show you the sections of your application which require completion. As you complete each section a red tick will appear in the box next to the section (refer to the 'key').

You may now proceed with your application or you may 'log out'

Please note:-

1. you must always remember to log out by clicking on 'Log out'. This will ensure you do not lose any data and to stop your data being corrupted!

2. **Please complete the following sections by the end of this summer Term:-**
   Personal details
   Education
   Employment

3. **Please continue to work on your personal statement in UNIFROG**

4. **Please continue to attend 'enrichment' sessions at school**

5. **Please see Mrs Copley for help with your application**

6. Please aim to complete your application including your personal statement by end of September.

7. **Pay & send** is the last task. When you click on pay & send you will be asked to pay £24 by debit or credit card (this payment is to ucas for their services). The application will be sent to Mrs Copley, UCAS co-ordinator for Woodbridge.
   Mrs Copley will check each completed application in order of the date / time she receives it. Mrs Copley will return the application to you if there are any mistakes. When your application is correct Mrs Copley will add your school reference (from Unifrog) and predicted grades (from the school data records). Your application will be approved and sent to UCAS.

8. UCAS will send you a welcome letter – please read it carefully