



UCAS APPLY 2021

Application process

Register and login for Students –

Notes & guidance

Woodbridge UCAS co-ordinator is

Mrs Copley

How to register

Students must register by Monday 8th June 2020

To registerGo to www.ucas.com

- Click on sign in icon and select 'student'
- Click on Undergraduate
- click on 2021 entry and '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' personal email address! If your email address is inappropriate ie sexybabe@gmail.com then you must set up a new email address.**

- Password – Enter an easy to remember password and record it somewhere safe. Choose easy to remember answers to the security questions and keep a separate record – you will be asked these questions if you have to call UCAS at any point
- If you have been successful then the system will generate a username - **YOU MUST RECORD THIS SEPARATELY AND IN A SAFE PLACE.** 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 **Woodbridge2021**– 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 MAKE A SEPARATE RECORD OF YOUR PERSONAL ID SOMEWHERE SAFE.** Please take the time to

read the 'Welcome' letter and the relevant information as it gives important information about your application.

- 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').

There is a short video about the application process which is worth watching.

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 19th June:-**
 - Personal details
 - Additional information
 - Education – please enter all qualifications you hold including Dance / Music / DoE (you should show me the originals). You must also add your current subjects being studied and leave them as pending with a date of August 2021
 - Student finance
 - Employment
3. **Please continue to work on your personal statement in UNIFROG**
4. **Please sign up for webinars which are on offer in [ucas.com](https://www.ucas.com) / Unifrog / <https://www.ukuniversitysearch.com/blog/post/webinar-wednesdays>**

5. **Choices** – you can select up to 5 Universities / courses. During July register with virtual open days for your choice of University. Use unibuddy onucas.com to link up with undergrads already at the University of your choice
6. Please email Mrs Copley if you need help with your application
7. **Please aim to complete your application including your choices and personal statement by 14th September for early entry and 16th October for all other students.**
8. **Pay & send** is the last task. When you click on pay & send you will be asked to pay £26 if you have selected between 2-5 choices or £20 for 1 choice, by debit or credit card (this payment is toucas for their services). **Please give permission for the school to have access to your offers and decisions. The default is to opt out but we would like you to opt in. We can help you through the whole process if you give permission.**
9. When you ‘pay & send’ the application will be sent to Mrs Copley, UCAS coordinator for Woodbridge and NOT UCAS.
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. She will also share with you your predicted grades. 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.
10. UCAS will send you a welcome letter – please read it carefully