



APPLYING TO UNIVERSITY – A SIMPLIFIED GUIDE!

A full parental guide can be found on the UCAS website (www.ucas.com). These notes aim to simplify some of this information in a quick guide for you.

WHAT IS UCAS?

- Universities and Colleges Admissions Service
- A centralised application processing service
- An on-line system and application form

MAKING AN APPLICATION

- Over 50,000 courses to choose from
- Only have 5 choices available on your form
- UCAS process over 2 million undergraduate applications a year
- Lots of competition – it's important to have a strong application form.

THE APPLICATION PROCESS

- All university application are done online at www.ucas.ac.uk/students/apply then click Register (top right)
- Applications are processed through school by using a buzzword – this year it is :- **kawasaki26**
- Applications are checked and references added by your child's Form Tutor and finalised by the Achievement Leader
- The 2026 UCAS application costs £28.95 and has to be paid by debit or credit card online

UCAS KEY DATES 2025/26

- | | |
|--------------------|--|
| • September | Form processing begins. |
| • 6 October 2025 | Deadline for receipt of Oxbridge, Cambridge, Medicine, Dentistry and Veterinary Science to school |
| • 25 November 2025 | Deadline for all applications to school |
| • 13 August 2026 | Results day |



THE UCAS APPLICATION FORM

- Each student is required to fill out the following areas.
 - Personal details
 - Course and University choices
 - Qualifications
 - Employment
 - Personal Statement
- The reference is initially written by each student's Form Tutor. They will introduce the student, using information from subject teachers and comment on their contribution to life both in and out of school.
- The whole application is then checked by Miss J Williamson (Achievement Leader for Year 12 and Year 13) who is assigned as the referee; it then becomes the school's responsibility to send the completed form to UCAS.

WHAT HAPPENS NEXT

- UCAS acknowledges receipt of the submitted form
- You can track your application process online (using UCAS Track facility)
- Possible invitation to an interview (not required for all courses)
- Decisions/offers made via UCAS Track

TYPES OF OFFER

- You can either get a conditional offer, an unconditional offer, an alternative course offer or unsuccessful.
- After all decisions have been made, one offer should be accepted as 'firm', and a second offer should be accepted as 'insurance'. The insurance choice should be **lower** than the 'firm' choice.
- The offer is made in either grades or points for example BBB or 120 points.



Extended Project Qualification	AS level	A level	New Tariff points	BTEC Diploma	BTEC Subsidiary Diploma	BTEC Certificate
			168			
			160			
			152			
			144			
			128			
			112	D*D*		
			104	D*D		
			96	DD		
			80	DM		
			64	MM		
		A*	56		D*	
		A	48	MP	D	
		B	40			
		C	32	PP	M	
A*			28			D*
A		D	24			D
B	A		20			
C	B	E	16		P	M
D	C		12			
	D		10			
E			8			P
	E		6			

UCAS EXTRA

- If all '5' choices have been used and no offers have been made additional choices can be made through 'Extra' on the UCAS website.
- 'Extra' operates from mid-March to the end of June.
- All offers and acceptances can be made through and seen on 'Track'

UCAS CLEARING

If students do better than expected on results day, they can apply to universities with higher grade requirements through UCAS Clearing (previously Adjustment)

RESULTS DAY

- Thursday 13 August 2026
- Ideally students need to be available in person to collect their results
- Clearing is available for students who do not attain the grades needed for firm or insurance choice
- All applications through Clearing are made on 'Track'



STUDENT FINANCE

Application for funding is accessed through the student finance website –

www.gov.uk/student-finance-register-login and www.direct.gov.uk/studentfinance might help provide some answers.

There is a wide range of funding now available for students. Many universities offer bursaries to support students on particular courses alongside the more standard grants and bursaries available. If, as a school, we receive any additional information we will forward this onto students and parents.