

UCAS apply

getting started

completing your application
UNIVERSITIES & COLLEGES ADMISSIONS
SERVICE FOR THE UK

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1. Registration

Go to www.ucas.com/apply or to the UCAS apply link on the school web site. In the section **UCAS Undergraduate Courses** click on **Apply or Track**. Select **Apply for 2018 courses**

- ◆ Select **register**; click **next**; **accept** the conditions and click **next**
- ◆ Enter your details as directed on each of the screens which follow
- ◆ **Security** – complete all of the details required and keep a note of your **password** and the answers to your security questions
- ◆ Make a note of your **user name** and click **log in now**
- ◆ Click **school/college**; type in the buzzword "*Jordanhill*" (case sensitive) then confirm Jordanhill School
- ◆ **Tutor Group** – select your referee from the drop-down list (check this with your Head of House).
- ◆ Make a note of your **Personal ID number** as you will need this later.
Verify your email address. Follow the instructions provided.

2. Logging on

You can log on to **apply** anywhere you have access to the web. From the **apply** web page enter your username and password.

If you have attempted to log on unsuccessfully several times or have shut down the browser rather than using **log out of apply**, your account may be locked. The coordinator can unlock your account for you, or you can try to log in again in an hour. After an hour of inactivity, **apply** will time out for security reasons.

If you forget your username or password, please contact **Mrs Thomson**. (Dr Thomson if she is unavailable).

3. Navigating

Navigate through the apply screens using the next and previous buttons on each screen, it is not possible to use the web browsers to navigate through apply. To access any section, click on the section name in the header. In each section follow the onscreen instructions to complete the information requested.

Online help

Help can be accessed by selecting **help** from any screen in **apply**. The help text displayed will relate directly to the task you are completing at the time and will help you to complete your application successfully. A number of help videos are embedded in **apply**.

4. Completing your application

To access any section click on the section name in the header of the **apply** main screen and follow the onscreen instructions. It is possible to leave a section partially completed and return to it later. The status of sections is shown in the main screen as **not started**, **in progress** or **complete**.

After completing a section you will need to select **section finished?** to change the status of the section to **completed**. Any inaccurate or compulsory data left out will be highlighted in red to indicate it needs completing.

<p>Choices Using the see list options enter the</p> <ul style="list-style-type: none"> • institution code • course code • campus code • start date • Living at home Yes/No <p>Click save</p>	<p>Personal details Complete all mandatory fields*</p> <p>Student support</p> <ul style="list-style-type: none"> ♦ 02 - <i>nearly all pupils choose this for fee details</i> ♦ Student AA Scotland <p>Disability/Special Needs Information see list</p>
<p>Education Enter school details – show all attended.</p> <p>Add all qualifications passed in S4 and S5 and pending in S6 (August 2016). It is not necessary to enter the results for component Units of a course, but you may wish to enter any free-standing Units passed. Qualifications that the majority of our pupils sit at Jordanhill School are available from a drop-down menu. The facility exists to enter additional qualifications not on this list, should you need to.</p>	<p>Employment Enter details of any employment past or present – this could include part-time jobs but not work experience or placements</p>

5. Checking the status of your application

At any stage you can **view all**, to preview or print a copy of your application to date, this is in a user-friendly format. All uncompleted sections will be highlighted in red. Once you have completed and sent your application to the staff section, you can still view all, even though no changes can be made.

6. Sending your application to your referee

Once all sections are complete you can select **send to referee**. Your referee will be your Head of House or a member of the senior management team. This does not mean that you have sent the application form to UCAS; you can still make changes but only if you ask your referee to unlock your application form for changes. Your referee will show you the reference and ask you to sign it off.

Each applicant needs to agree to the UCAS declaration when sending their application to their referee. The system will ask you for credit or debit card details to pay the UCAS fee. If this poses a problem, then please see Mrs Thomson.

7. Once your application is with the school

Once you have sent your application to your referee, information about the progress of your application will be displayed when you log on. The stages are:

- ♦ Application not checked
- ♦ Application checked
- ♦ Reference not yet started
- ♦ Reference in progress
- ♦ Reference awaiting approval
- ♦ Application sent to UCAS
- ♦ Your application number is nnnnnnn

8. Once the form is at UCAS

Once your application has been sent to UCAS, it will be processed overnight and normally an application number will be issued within one working day. This will be visible in the staff and applicant area of **apply**, indicating that the application is at UCAS and is being processed.

An AS2 letter of confirmation will be sent by post to your correspondence address, stating the application number and password for the applicant enquiry service on the UCAS website. You can use the **Track** service to find out what decisions universities or colleges have made about your application.