

How to complete your UCAS application

(in really easy steps with pictures!)

Application process

The process is quite simple; however, the application form requires information to be entered in a specific way. The following slides will give you a step by step guide to registering and completing the application.

Registering

In order to use apply to HE you will need to register with UCAS. You will need a valid email address and the college **'buzzword'** in order to register. Your tutor will be able to provide you with these (the buzzword is on this presentation). Along with personal information you will be required to complete four security questions. Once this is completed your UCAS username will be shown. You will use this every time you log in, **keep a safe record of it!**

Website

Go to www.ucas.ac.uk

Step 1

Click this

The screenshot shows the UCAS website interface. At the top, a dark navigation bar contains links for UCAS, Advisers, Providers, Corporate, Contact, and Feedback. Below this is the UCAS logo and tagline: "At the heart of connecting people to higher education". To the right of the logo are "Sign in" and "Register" buttons. A red search bar is positioned below the navigation, containing dropdown menus for "Events and key dates" and "Exhibitions", and a search input field with the text "Find exhibitions". A notification banner at the bottom of the search bar reads "UCAS Progress phone lines availability - 7 June - Read more". Below the search bar is a horizontal menu with tabs for "All stages", "Discover", "Apply", and "Track", along with a "Filters" button. The main content area features three panels: a "Search for courses" panel with a "Select a course type" dropdown, a "What are my options?" panel with a red signpost icon and text "What are your options after school, college, or sixth form? Find out here.", and an "Adblocking?" panel with text "Did you know we use all ad revenue to improve services for applicants?".

Step 2

Choose Undergraduate registration

The screenshot shows the UCAS website interface. At the top, there is a navigation bar with links for 'UCAS', 'Advisers', 'Providers', and 'Corporate'. To the right of this bar are links for 'Contact' and 'Feedback'. Below the navigation bar is the UCAS logo and tagline: 'At the heart of connecting people to higher education'. On the right side of the page, there are 'Sign in' and 'Register' buttons. A dropdown menu is open from the 'Register' button, listing various registration options: Undergraduate registration, Teacher Training registration, Conservatoires registration, Postgraduate registration, Progress registration, Advisers registration, and Provider registration. An arrow points from the 'Choose Undergraduate registration' text in the top right to the 'Undergraduate registration' option in the dropdown menu. Below the registration menu, there is a search bar for courses with a dropdown for 'Select a course type'. Further down, there are several content blocks, including one titled 'What are my options?' with a red arrow icon, and another titled 'Adblocking?' with a dark background and white text.

Step 3

The screenshot shows a web browser window with the URL <https://www.ucas.com/ucas/undergraduate/register>. The page content includes:

- Register for a UCAS Undergraduate course**

Click the register and apply link to start your UCAS Undergraduate application. You can only apply once in a cycle.

 - This route also includes MA/MSc courses in social work, nursing, medicine, LLB accelerated programmes, and Scottish teacher education courses.
 - Apply through [UCAS Conservatoires](#) for performance-based courses.
 - Apply through [UCAS Teacher Training](#) for postgraduate teacher training programmes.

Please note, registration for our search tool is separate to the registration for Apply.

> Register and apply for 2017 entry

> Register and apply for 2018 entry
- Teaching Excellence Framework**

i The Government has introduced the [Teaching Excellence Framework \(TEF\)](#) to give information about universities and colleges, intended to help you decide where to study.
- Parent registration**

An advertisement placeholder is visible on the right side of the page. A blue callout box with the text "Click here. 2018 entry" and a black arrow points to the "Register and apply for 2018 entry" button.

Step 4



What is Apply?
Help
Options/Opsiynau

Key

Help

[Home](#) > Register



Before you can apply you must first register. This is free and will take approximately fifteen minutes.

You will only need to do this once. If you have already registered but cannot remember your login details, please use the 'Forgotten login?' link on the [login screen](#) to access your details.

Registration is a process of entering your personal details, for example, name, date of birth, address.

If you are applying through a school, college, careers centre or any other organisation, you will be asked to use the [buzzword](#) provided by them, so please have this information to hand.

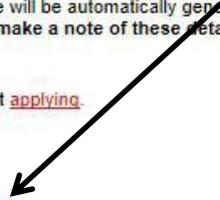
If you are not applying through a school, college, careers centre or any other organisation, you can apply as an individual.

Once you have completed the registration, a username will be automatically generated. You will be asked to create a password of your choosing. Please make a note of these details as you will need them to log back in to your application later.

Use our website to find more general information about [applying](#).

[Help](#) text is available throughout each section.

[previous](#) [next](#)



Step 5

If you don't tick the box
you cannot progress

Amended 16 March 2011

Compulsory fields are marked with an asterisk (*).

Please tick the box if you accept the 
terms and conditions*

[previous](#) [next](#)

Step 6

UCAS

Contact us | [Help](#) | Print page



- What is Apply?
- Help
- Options/Opsiynau

Key

? Help

Home > Register



Compulsory fields are marked with an asterisk (*).

Title* ?

Legal sex* ?

Please enter your name as it is stated on official documents, such as your passport certificate or driving licence.

First/given name(s)* ?

Surname/family name* ?

Date of birth* ?

[previous](#) [next](#)

You must use your official name, even if this is not the name you are known as in college. Use full names eg Matthew not Matt.

Step 7

UCAS

Contact us | [Help](#) | Print page



What is Apply?
Help
Options/Opsiynau

Key

Help

[Home](#) > Register



Where is your postal address?*

- UK
- Non UK/International
- British Forces Post Office (BFPO)

[previous](#) [next](#)

Step 8

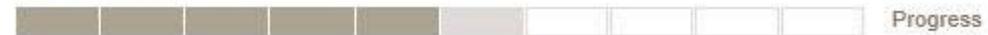


What is Apply?
Help
Options/Opsiynau

Key

? Help

[Home](#) > Register



Please enter your house number and postcode and click on 'next'.

Compulsory fields are marked with an asterisk (*).

House number or name (if known)

Postcode*

[previous](#) [next](#)

Step 9

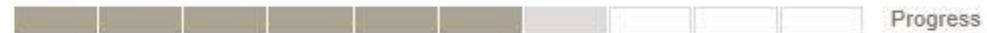


What is Apply?
Help
Options/Opsiyau

Key

[?](#) Help

[Home](#) > Register



You can amend the first line of the address if necessary. Click 'next' once the address is correct or 'previous' to search for a different address.

Compulsory fields are marked with an asterisk (*).

Postal address* [?](#)

Postcode*

[previous](#) [next](#)

Step 10

UCAS

Contact us | [Help](#) | Print page

2015 apply Register: Personal details

- What is Apply?
- Help
- Options/Opsiynau

Key

? Help

Home > Register



Compulsory fields are marked with an asterisk (*).

Postal address*	168 Gladstone Street ST. HELENS WA10 4NW
	<input type="button" value="change address"/> ?
Home telephone number	<input type="text" value="01744 669885"/> ?
Mobile number	<input type="text" value="077756112559"/> ?
Email address*	<input type="text" value="08samplef@sthelenslife.net"/> ?
Confirm email address*	<input type="text" value="08samplef@sthelenslife.net"/> x ?

Use an email address you can easily access, you all have college email addresses. If you have an unsuitable address make a new one

Step 11

We will keep in touch with you by email and/or post with updates on how your application is progressing (for example, this will include decisions from universities and colleges and Track updates), and with useful advice to support you as you prepare for university or college life (such as our newsletters). If you have provided a mobile telephone number, we may use this to send you text alerts to remind you of important dates.

If you do not secure a place at your chosen university or college

If you find yourself unplaced, we may also send you course information from universities and colleges within the UCAS scheme that you may not have applied to but who have relevant vacancies available for you to consider.

If you would prefer not to receive these updates simply un-tick this box.

Telling you about other products and services

To help fund UCAS' services and to keep application fees as low as possible, UCAS Media is our wholly owned subsidiary which works with a number of carefully selected organisations to facilitate promotional campaigns relevant to student life and beyond, that we think may be of interest to you. For example, these include things such as:

- careers information and placement opportunities from graduate employers who wish to send through UCAS Media selected promotional mailings
- student discounts and promotions from e.g. travel, banking, insurance, high street fashion and accommodation providers
- information from other education providers outside of the UCAS scheme - these can include information about A level retakes or part time courses
- information from professional associations aligned to certain courses or careers
- health and service information - these may include things like flu vaccinations.

You can choose how you would like to receive these promotional communications through any of the channels that you'd prefer us not to use:

- By email
- By post
- By text

Deselect if you do not want to receive marketing

Don't worry...

...if you change your mind

At any time after your application is submitted you can always change your preferences to receive promotional mailings in the Personal Details section in Track. You can also opt out and unsubscribe from any of the email or text communications you receive from UCAS/UCAS Media. All our postal mailings will also include a reminder of how to change your preferences in Track. For more information please take a look at our [Data Protection Statement](#) and [Terms and Conditions](#).

...we won't share your details

If you choose to receive the above information, please be assured that we will not disclose or share your personal data with other companies for promotional mailing purposes. We comply strictly with all relevant legal requirements and regulations on data protection and privacy. All communications will be produced by, and sent from, or on behalf of, UCAS or UCAS Media Ltd.

[previous](#) [next](#)

Step 12

Home > Register

Progress

Please enter a password and choose 4 unique security questions together with their appropriate answers. Please do not choose passwords or answers which might cause offence.

Compulsory fields are marked with an asterisk (*).

Your password must:

- be 6 - 14 characters long
- have at least one lowercase letter (a-z) and one uppercase letter (A-Z)
- contain at least one number (0-9)

Your password must not:

- use any other characters, such as / % £ : Æ Ö Ć
- be the same as your username.

Please make a note of your password now, as it will not be displayed at a later stage.

Password* ?

Confirm password* ?

It is important that you can remember the answers to your security questions and that they cannot be easily guessed by others. If you lose or forget your password you will be asked one or more of these security questions in order to identify you.

Security question 1* ?

Your answer* ?

Security question 2* ?

Your answer* ?

Security question 3* ?

Your answer* ?

Security question 4* ?

Your answer* ?

[previous](#) [next](#)

Choose a password you will remember. It will not be shown again, write it down if you need to

Security questions are compulsory, make sure you can remember your answers

Step 13

Write your username down, you will need it every time you log in. College cannot access your usernames, it is your responsibility

What is Apply?
Help
Options/Opsiynau

Key

[?](#) Help

Home > Register

Progress

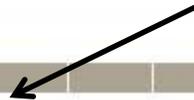
Your username is : fsample1

Please make a note of your username now, as it will not be displayed at a later stage.

Keep your username and password safe as you will need both each time you access your application.

Your registration has been successful. If you wish you may now enter the Apply service or come back another time. If necessary, you can change any of your registration details once you have entered Apply.

[log in now](#) [go to UCAS homepage](#)



Step 14

What is Apply?
Help
Options/Opsiynau

Key

? Help

Initial UCAS questions

How are you applying?*

- Through my school/college ?
- Through a careers organisation ?
- Through another organisation ?
- As an individual ?

next

Step 15

What is Apply?

Help

Options/Opsiynau

Key

? Help

Initial UCAS questions

You need to enter your buzzword on this page. If you do not know the buzzword, your tutor or careers adviser will give this to you. You will only need to enter your buzzword at this stage and then it will no longer be needed.

(Buzzwords are case sensitive and should be entered exactly as supplied.)

Buzzword*

Cowley18

? |

Your buzzword should have been given to you by your tutor or careers adviser. It is very important as it helps us establish which organisation you are applying from. It also allows your referee to attach your reference and to send your application to us once all parts of the application, including the reference, are complete.

[previous](#) [next](#)

Step 16

What is Apply?

Help

Options/Opsiynau

Key

? Help

Initial UCAS questions

You are registering through...

Cowley International College
Hard Lane

St Helens
Merseyside

...Is this correct?*

Yes No ?

[previous](#) [next](#)

Application Form

You have now successfully registered with UCAS, make sure you have given a copy of your username and password to your tutor.

Next Step

Start to complete the 6 areas of the application listed on the left.

All questions with a red asterisks are compulsory.

My Application

Sections to be completed. Click on Personal Details

UCAS Contact us | [Help](#) | Print page

2015 apply <Log out

Welcome

Welcome Fred,

Your Personal ID is: **113-566-7108**

Please make a note of this number and keep it handy. You will need to quote this number if you call our Customer Contact Centre.

Need guidance? Watch the video advice below [\[Hide video\]](#)

Using Apply 2015
03:47 | 2 comments | [Share](#) | [CC](#)

Apply 2015

UCAS

(Unable to view videos here? You can watch them at www.ucas.com/tv instead)

! Verify your email address
Your email address needs to be verified as valid before you send your application to us.
[Please click here to verify your email address](#)

Before starting your application, please read through the relevant information below regarding:

- [completing your application](#)
- [applicants applying through a school, college or organisation](#)
- [applicants applying as an individual](#)
- [deadlines for submitting your application](#)

Personal Details

ST. HELENS
WA10 4NW

[change my address](#) ?

Is your permanent home in the UK? Yes No ?

Home address (if different from postal address)
[add/edit home address](#) ?

Home telephone number ?

Mobile number ?

Email address* ?

Confirm email address* ?

Date of birth* ?

Country of birth* [see list](#) ?

Date of first entry to UK (if not born in the UK*)
 ?

Nationality* [see list](#) ?

Dual nationality [see list](#) ?

Area of permanent residence* [see list](#) ?

Residential category* [see list](#) ?

Reference numbers

If you do not have any of the following reference numbers, please leave the boxes blank.

Unique Learner Number (ULN) ?

Test of English as a Foreign Language (TOEFL) Number ?

International English Language Testing System (IELTS) TRF Number ?

If a field has a 'see list' button you must select your answer from the list. Do not type answers.



Personal Details

Select fee code 02

Student support

Fee code* ?

Student support arrangements (This field is only available if you select fee code '02 UK, ChI, IoM or EU student finance services') ?

Select the local authority you live in

Please answer the following questions about whether you and your family may have lived within the EU or EEA. The universities and colleges that you are applying to need this information to make a decision about the fees you may be charged and any scholarships, bursaries and financial support that may be available to you.

Have you ever lived or worked in the EU (excluding the UK), European Economic Area (EEA) or Switzerland? * ?

Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK), EEA or Swiss national? * ?

Criminal convictions

Criminal convictions ? Please read the help text. You should tick the box only if you have a relevant criminal conviction that is not spent.

Personal Details

By post
 By text



Select how you wish to be contacted

Don't worry...

...if you change your mind

At any time after your application is submitted you can always change your preferences to receive promotional mailings in the Personal Details section in Track. You can also opt out and unsubscribe from any of the email or text communications you receive from UCAS/UCAS Media. All our postal mailings will also include a reminder of how to change your preferences in Track. For more information please take a look at our [Data Protection Statement](#) and [Terms and Conditions](#)

...we won't share your details

If you choose to receive the above information, please be assured that we will not disclose or share your personal data with other companies for promotional mailing purposes. We comply strictly with all relevant legal requirements and regulations on data protection and privacy. All communications will be produced by, and sent from, or on behalf of, UCAS or UCAS Media Ltd.

Nominated access

You can choose to nominate someone, eg parent/guardian/adviser, who can discuss your application with us and the universities if you are unavailable.

Full name of nominee ?

Relationship to you ?

Disability/special needs

Universities and colleges welcome students with disabilities, and will try to meet your needs wherever possible. Information you give here will help them do this.

No disability ?

Please give details of any special needs

?

section completed

You must tick this box at the end of each section. Then click on Additional Information on the left of the screen



Additional Information – this information is not seen by college or universities

Equality monitoring

Universities and colleges have a legal obligation to make sure applicants are not discriminated against or disadvantaged. This information will not influence any decision in respect of your application and will only be shared with the universities and colleges after you have secured a place or at the end of the application cycle.

Ethnic origin*

The next three questions are optional. If

Your answers will be treated in the strict

What is your religion or belief?

What is your sexual orientation?

Is your gender identity different to the sex you were assumed to be at birth?

National identity*

Dual national identity

Please select...

- White
- Gypsy, Traveller or Irish Traveller
- Black - Caribbean
- Black - African
- Black - Other background
- Asian - Indian
- Asian - Pakistani
- Asian - Bangladeshi
- Asian - Chinese
- Asian - Other background
- Mixed - White & Black Caribbean
- Mixed - White & Black African
- Mixed - White & Asian
- Mixed - Other background
- Arab
- Other Ethnic Background
- I Prefer not to Say



answer them.

Additional Information

Equality monitoring

Universities and colleges have a legal obligation to make sure applicants are not discriminated against or disadvantaged. This information will not influence any decision in respect of your application and will only be shared with the universities and colleges after you have secured a place or at the end of the application cycle.

Ethnic origin* ?

The next three questions are optional. If you have any concerns you do not have to answer them.

Your answers will be treated in the strictest confidence.

What is your religion or belief? ?

What is your sexual orientation? ?

Is your gender identity different to the sex you were assumed to be at birth? ?

National identity* ?

Dual national identity ?

- Please select...
- Bisexual
- Gay man
- Gay woman/lesbian
- Heterosexual
- Other
- I prefer not to say

Additional Information

Equality monitoring

Universities and colleges have a legal obligation to make sure applicants are not discriminated against or disadvantaged. This information will not influence any decision in respect of your application and will only be shared with the universities and colleges after you have secured a place or at the end of the application cycle.

Ethnic origin* ?

The next three questions are optional. If you have any concerns you do not have to answer them.

Your answers will be treated in the strictest confidence.

What is your religion or belief? ?

What is your sexual orientation? ?

Is your gender identity different to the sex you were assumed to be at birth? ?

National identity* ?

Dual national identity ?

You must select a national identity.



Additional Information

Activities in preparation for higher education: 1

For example: summer schools, Saturday university, campus days, summer academies, taster courses and booster courses. If you have not taken any such course, please leave these sections blank.

Start date

Duration (days)

School year

Location

Sponsor

Activities in preparation for higher education: 2

Start date

Duration (days)

School year

Location

Sponsor

Have you been in care?

Duration in care

Parental education

Occupational background*

I would like correspondence from Welsh universities, colleges and UCAS to be in Welsh Yes No

section completed

Please select an answer

Select the occupation which best matches that of the parent/step parent in your home who earns the most money. This does not affect your application to student finance

Choices

Do not complete choices yet. You must only enter your 5 choices once you have firmly decided on your chosen universities and course. This section can be completed later.

Education

Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input checked="" type="checkbox"/>
Student finance	<input checked="" type="checkbox"/>
Choices	<input type="checkbox"/>
Education	<input type="checkbox"/>
Employment	<input type="checkbox"/>
Statement	<input type="checkbox"/>
View all details	<input type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiynau	

Key

<input checked="" type="checkbox"/>	Completed
<input type="checkbox"/>	In progress
<input type="checkbox"/>	Not started
<input type="checkbox"/>	Help

Welcome > Education

Compulsory fields are marked with an asterisk (*).

Click on the 'add new school/college/centre' to add the centres you have attended. Enter details of qualifications that you have achieved or are in the process of achieving at that school/college/centre. Click on 'section completed' and 'save' when you have finished.



(Unable to view videos here? You can watch them at www.ucas.com/tv instead)

You can add up to 10 schools/colleges/centres.

> add new school/college/centre

No schools/colleges/centres entered.

Please state the highest level of qualification you expect to have before you start your course*

Please select... [dropdown] [?]

section completed

save

Education

If you came from another school enter it here. You will need to add Cowley as a second school

Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input checked="" type="checkbox"/>
Student finance	<input checked="" type="checkbox"/>
Choices	<input type="checkbox"/>
Education	<input type="checkbox"/>
Employment	<input type="checkbox"/>
Statement	<input type="checkbox"/>
View all details	<input type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiynau	

Key

<input checked="" type="checkbox"/>	Completed
<input type="checkbox"/>	In progress
<input type="checkbox"/>	Not started
<input type="checkbox"/>	Help

Welcome > Education > Where have you studied?

Compulsory fields are marked with an asterisk (*).
Before leaving this page click 'save' to avoid losing any of your information.

School/college/centre name*

Exam centre number

When did you start...*

...and finish?*

Attendance* full-time part-time sandwich

Did you / will you receive any qualifications at this centre?*

Enter the dates that you finished/ will finish

Education

Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input checked="" type="checkbox"/>
Student finance	<input checked="" type="checkbox"/>
Choices	<input type="checkbox"/>
Education	<input type="checkbox"/>
Employment	<input type="checkbox"/>
Statement	<input type="checkbox"/>
View all details	<input type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiynau	

Key

<input checked="" type="checkbox"/>	Completed
<input type="checkbox"/>	In progress
<input type="checkbox"/>	Not started
<input type="checkbox"/>	Help

Welcome > Education

Compulsory fields are marked with an asterisk (*).

We need to know any qualifications you have taken or are currently taking. When you have entered all of your centres and qualifications, click on 'section completed' and 'save'.



(Unable to view videos here? You can watch them at www.ucas.com/tv instead.)

! Please select the highest level of qualification you expect to have before you start your course.

You've added details for 1 school/college/centre(s) so far. You can still add details for 9 more.

> add new school/college/centre

Warning: as you have entered a finish date which is in the future, these details must be for the school or college you are currently attending.

Cowley International College (34529, 09/2008 - 07/2015, FT) > edit > remove

> add qualifications

Please state the highest level of qualification you expect to have before you start your course*

! Please select the highest level of qualification you expect to have before you start your course.

Below honours degree level qualifications

section completed

You will need to enter all Level 2/GCSE qualifications plus subject studied in 6th Form. AS and A2 must be entered as separate qualifications if you have taken AS exams

Select below honours degree level

Education 11-16

Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input checked="" type="checkbox"/>
Student finance	<input checked="" type="checkbox"/>
Choices	<input type="checkbox"/>
Education	<input type="checkbox"/>
Employment	<input type="checkbox"/>
Statement	<input type="checkbox"/>
View all details	<input type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiynau	

Key

- Completed
- In progress
- Not started
- Help

Welcome > Education > Choose qualification

Please search for the qualification title, eg 'A level' and not the subject, eg 'chemistry'.

Overseas qualifications will be listed alphabetically under the name of the country they were taken in.

Search:

Or select from the popular qualifications listed below

Popular qualifications

- [BTEC Certificate \(QCF\)](#)
- [BTEC Diploma \(QCF\)](#)
- [BTEC First Certificate](#)
- [BTEC First Diploma](#)
- [BTEC National Diploma in Children's Care, Learning and Development](#)
- [BTEC Subsidiary Diploma \(QCF\)](#)
- [GCE Advanced Level](#)
- [GCE Advanced Subsidiary \(first award 2001\)](#)
- [GCSE](#)
- [GCSE Short Course](#)
- [International Baccalaureate - Creativity, Action, Service](#)
- [International Baccalaureate - Extended Essay](#)
- [International Baccalaureate - Theory of Knowledge](#)
- [International Baccalaureate Diploma](#)

Choose qualification you want to enter



Education 11-16

GCSE

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

Do not enter your Short Course GCSEs here – go back to the list and select 'GCSE Short Course'. As well as your GCSEs you must also enter any not yet completed qualifications essential to your application.

Subject*	English	▼	?		
	(other)				
	<input type="text"/>				
Qualification date*	August	▼	2013	▼	?
Awarding organisation*	Edexcel	▼	(other)	<input type="text"/>	?
Grade*	A*	▼	(other)	<input type="text"/>	?

[> back to summary](#)

[save](#) [save and add similar](#)

Grades are available on your results statements. A list of Exam boards is on the Common Drive in 'sixthform' folder

Education

→ BTEC Certificate (QCF)

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

Subject*	IT	?	
	(other)		
Qualification date*	August	2013	?
Awarding organisation*	Edexcel	(other)	?
Level*	2	?	
Grade*	Dist	(other)	?

Module / unit 1

Unit title		?	
Qualification date	Month	Year	?
QCF Credit value		?	
Level		?	
Grade		?	

[add another module](#)

[> back to summary](#)

[save](#) [save and add similar](#)

Make sure you have chosen the correct Btec title for the course. A guide is on common in the sixthform folder

Select Level 2 for 11-16 qualification

Select Level 3 for 6th Form qualification

Education 16-19

2015 apply Education <Log out

Welcome > Education > Enter GCE Advanced Subsidiary (first award 2001)

GCE Advanced Subsidiary (first award 2001)

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

For AS subjects please enter when you plan to 'certify' your AS. If you are in any doubt about this you should check with your school or college, or whoever is helping you with your application. Or you can contact our Customer Service Unit. Click on the 'contact us' link at the top of the page for our contact details. Entering unit details for AS levels is optional.

Subject* Sociology (other) [?]

Qualification date* August 2014 [?]

Awarding organisation* AQA (other) [?]

Grade* Pending (other) [?]

Module / unit 1

Please select... (other) [?]

Please select... (other) [?]

Please select... (other) [?]

Please select... (other) [?]

Key

- Completed
- In progress
- Not started
- Help

Results should be entered at pending. You can add AS grades in September. It is not necessary to enter modules unless you feel it will benefit your application

UCAS 2015 apply Education <Log out

Welcome > Education > Enter BTEC Subsidiary Diploma (QCF)

BTEC Subsidiary Diploma (QCF)

Please enter details below, using the 'other' boxes only where the the lists provided.

Subject* Creative Media Production (other) [?]

Qualification date* August 2015 [?]

Awarding organisation* Edexcel (other) [?]

Level* 3 (other) [?]

Grade* Pending (other) [?]

Module / unit 1

Unit title [?]

Qualification date Month Year [?]

QCF Credit value [?]

Level [?]

Grade [?]

add another module

> back to summary

save save and add similar

BTEC's are 2 year courses

You do not need to enter modules unless you feel it will benefit your application

Statement

You will be given guidance and advice on writing your statement. Guides are available on the Common drive in 'Sixthform'. Do not complete it at this time. Statements should be drafted in a Word document first.