

Applying through UCAS



UCAS Registration

IMPORTANT - PLEASE NOTE:

Your submission form can be found on page 6 or 7 in the UCAS Application Guidelines pack and should be filled in when registering and finalising your application on UCAS apply.

Completed submission forms should be handed directly to Ellen Linster or Dipa Shah-Saunders. If you **DO NOT** hand in your submission form, your application will not be sent off to UCAS.

Log into:

www.ucas.com/apply

Click on:

Undergraduate

Click on:

2021 entry - Apply

Select:

Register



Click on: **Next**



Accept the terms and conditions by ticking the box.

Click on: **Next**



Fill in your details.

Click on: **Next**



Select: UK

Click on: **Next**

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Register: Your postcode

Fill in your details.

Click on: **Next**

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Register: Confirm address

Double check details.

Click on: **Next**

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Register: Personal details

Fill in your details.

NB. Enter your personal email address **NOT** your woodhouse email.

Read the information and tick the relevant boxes.

Click on: **Next**

UCAS

Everything you need to know



Get updates on everything - stay in the know



Your options

Hear from unis, colleges, and employers about all your options — including courses relevant to you, open days, apprenticeship opportunities, and studying abroad.



Student essentials

Make the most of student life with info on tech, retailers, publications, banks, travel, and transport, as well as recommendations for student accommodation.



Relevant courses

If you find yourself without a place, we'll share course info from unis and colleges that have vacancies on relevant courses.

How we contact you



All channels



Email



Text/SMS



Post

save

Everything you need to know

Select: **Get updates on everything – stay in the know**

How we contact you

Select: **All channels**

Click on **SAVE**

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Register: Security

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

Answer the security questions and make sure you remember the answers.

Click on: **Next**

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Register: Success

Please make a note of your **USERNAME** on the submission sheet and **take a photo** of the screen.

Click on: **log in now**

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Initial UCAS questions: How are you applying?

How are you applying?*

Through my school/college

 ?

Through a careers organisation

 ?

Through another organisation

 ?

As an individual

 ?

next

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Initial UCAS questions: How are you applying?

BUZZWORD: **LESOTHO**

Click on: **Next**

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Initial UCAS questions: Which centre?

Tick **YES**

Click on: **Next**

UCAS

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Initial UCAS questions: Tutor group

! **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](#)

Click on drop down arrow and select **YOUR** tutor.

Click on: **Next**

Verify your email address.

You should have received an email from enquiries@ucas.ac.uk with a verification code.

Filling in your UCAS application

Below are the sections that **YOU** need to complete:

- **Personal details** (refer to UCAS Application Guideline 2021 booklet: Personal Details)
- **Additional information**
- **Student Finance:** tick the box
- **Choices:** make up to five choices:
(medicine, dentistry, veterinary science/medicine, there is a maximum of four choices)
(You can only apply for either Oxford or Cambridge – **NOT** both)
- **Education:** refer to UCAS Application Guideline 2021 booklet → Education
- **Employment:** work experience placements **NOT** considered
- **Statement:** make sure you share your personal statement with your tutor and get it okayed before clicking on Pay/Send. Use unifrog as a tool, to build up your statement and add work experience placements.
- **View all details:** tick box at the end of the document to confirm all the details are correct and *ONLY* then, print off your application from this section by clicking on 'Print Page' at the top of the screen.

Making sure your GCSE grades are correctly listed on Dashboard

All students are expected to double check their GCSE subject grade entry on Dashboard → Exam Results, to make sure that each and every subject listed has the correct exam grade listed against it. **CHECK THIS NOW** by logging into your Dashboard account.

If any of your GCSE grades are incorrectly listed, you are required to provide Dipa Shah-Saunders evidence in form of a certificate or statement of results, of the GCSE subject upgrade.

Email: **dshah@woodhouse.ac.uk**

Subject: **GCSE upgrade (add your full name and Woodhouse ID number)**

Failure in supplying the updated information will result in your UCAS application being delayed or not being processed.

Paying for your UCAS application

- Click on **Pay/Send**
- Click **Next**
- Make sure you tick **ALL 4** boxes:

Tick boxes if you agree:

- I have read and agree to be bound by the [declaration](#).
- I confirm that the information given on this application is true, complete and accurate and no information requested or other material information has been omitted.
- I understand that the personal data within my application will be used in the ways explained in the [declaration](#) and [privacy policy](#).
- I accept that, if I do not fully comply with these requirements, UCAS shall have the right to cancel my application and I shall have no claim against UCAS or any higher education institution or college in relation thereto.

- Click **'I agree'**
- Make your card payment

Additional help

Come and see:

Ellen Linster

Where: Hockman Building *(next to Sports Hall)*

Time: 9:00am – 12:00pm

Dipa Shah-Saunders

Where: Main Building *(1st floor)*

Time: 9:00am – 12:00pm

