



UCAS APPLICATION WALK-THROUGH GUIDE

**YOUR STEP-BY-STEP GUIDE
TO COMPLETING YOUR
UCAS APPLICATION FORM**

UCAS

**JOB
SHOP**

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You do not have to complete your UCAS application form in order. Once you have registered for an account, you can fill out the sections of the form in almost any order that you choose (view all details and pay & send will always come last). If you would like to fill out sections in an order that is different to this guide, simply go to the page indicated in the contents list above and follow the walk-through for that section.



CREATING AN ACCOUNT

O3

The screenshot shows the UCAS website homepage. At the top, there are navigation links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', 'Careers', and 'Sign in'. Below these, a blue bar contains the text 'Coronavirus - latest updates'. The main heading 'Choose your future' is displayed prominently, followed by the subtext 'Explore your options, apply to university, and more'. A search bar with the placeholder 'Find courses, information, and more' is located below the heading. An illustration of three people interacting on a smartphone screen is shown. The URL 'https://www.ucas.com/students' is visible at the bottom left.

Go onto the UCAS website—www.ucas.com—click on “Sign in” then click on Students.

The screenshot shows the 'Student sign in' page. At the top, there is a link to 'https://www.ucas.com/students'. The main heading is 'Student sign in'. Below it, a message says 'Please select an education scheme.' Two options are listed: 'Undergraduate' (highlighted with a red box) and 'Conservatoires'. The 'Undergraduate' section includes the subtext 'Applying for university and college degree courses'. To the right, there are two advertisement boxes, each with the text 'Advertisement. [Why the ads?](#)'.

Click on “Undergraduate”

Student sign in

Please select an education scheme.

Undergraduate

Applying for university and college degree courses

2020 entry

Use Track to check the progress of your submitted application.

[Apply](#)[Track](#)[Hub](#)

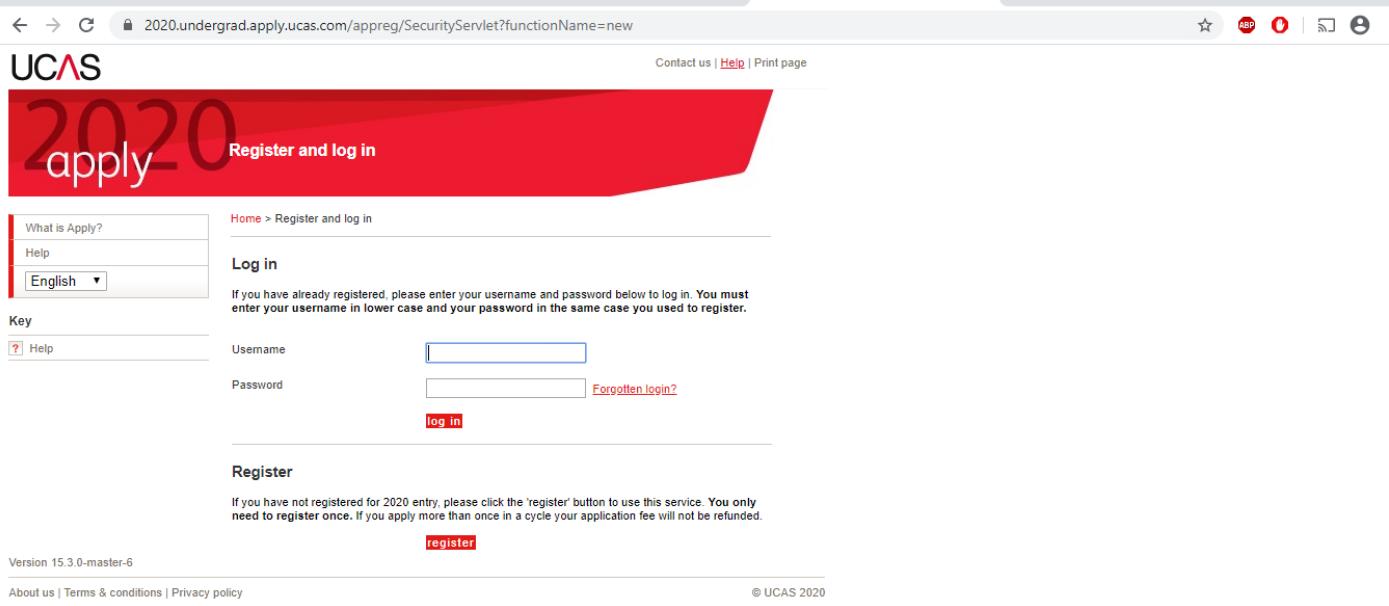
2021 entry

Organise it. Design it. Make it yours.

[Apply](#)[Track](#)[Hub](#)

Advertisement. [Why the ads?](#)

Click on “Apply” for the year you will be starting university (if you’re not making a deferred entry). For example, “Apply” under the 2021 entry if your current course is due to end in 2021. **Please note that this guide was created before the launch of Apply for 2021, so the dates throughout will say 2020—however the application form will look the same.**



2020 apply Register and log in

What is Apply? [Help](#) English ▾

Key [Help](#)

Home > Register and log in

Log in

If you have already registered, please enter your username and password below to log in. You must enter your username in lower case and your password in the same case you used to register.

Username Password [Forgotten login?](#)

log in

Register

If you have not registered for 2020 entry, please click the ‘register’ button to use this service. You only need to register once. If you apply more than once in a cycle your application fee will not be refunded.

register

Version 15.3.0-master-6 About us | Terms & conditions | Privacy policy © UCAS 2020

Click on the red “register” button at the bottom of the screen.

**Register: Welcome**

What is Apply?
Help
Options/Opsiyna

Key

[? Help](#)[Home](#) > Register

Progress

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 apply more than once in a cycle your application fee will not be refunded. 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.

This will allow your school, college, careers centre, or other organisation to access and see the progress of your application, and allows your referee to attach your reference.

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](#)

Read the information shown on this screen and then click the red "next" button.

**Register: Please read**

What is Apply?
Help
Options/Opsiyna

Key

[? Help](#)[Home](#) > Register

Progress

Terms and conditions for the use of Apply

These terms & conditions confirm your agreement to the general terms and conditions of the use of the UCAS [website](#), the [privacy policy](#), and for use of Apply (the "Product")

1. By using this Product you acknowledge that you accept all terms and conditions of this agreement ("Agreement"), which include:
 - those contained in this website's general [terms and conditions](#) for its use.
 - those contained in the [declaration](#) in respect of your application.
 - the terms and conditions for use of the Product as set out below.
2. Licence to use the Product
 - a. In consideration of you agreeing to abide by the terms of this Agreement, you are hereby granted a non-exclusive, non-transferable licence to use a single copy of the Product on your own personal computer in connection with your application to one or more higher education institutions (your "Application").
 - b. You may copy material (by printing off individual pages on to paper) for your personal non-commercial use only.
 - c. You must not:
 - i. translate, disassemble, decompile, modify or reverse engineer the Product in whole or in part or merge it with other software programs.
 - ii. adapt any modules of the Product for your own purposes.
 - iii. use the Product for any commercial purpose whatsoever.
 - d. You must not at any time publish or disclose to any unauthorised person any confidential information relating to the Product, or any passwords or user names provided to you by UCAS to enable the use of the Product or the website.
 3. Licence to use materials provided by you as part of your Application
 - a. You hereby grant to us a licence (including the right to sub-license) to use all data, text, information, or other materials which you provide to us in connection with your use of the Product and your Application ("Application Data"):
 - i. process, store and electronically reproduce the Application Data and display the Application Data on the Product.
 - ii. reproduce and distribute through any media now known, or hereafter developed, excerpts of the Application Data to higher education institutions chosen by you as part of your Application, and any other agreed third parties.
 4. Reliance on information
 - a. The institution and course data contained in the Product reflects the most current information known to UCAS. Institutions may add or cancel courses after this date. You should check each time you use the Product to see if there have been any changes made which may affect your Application.
 - b. University and course codes and other information contained in the Product are supplied to enable completion of your Application only and do not constitute any form of advice or recommendation relating to any particular course or institution.
 5. Termination

UCAS shall have the right to terminate your use of the Product immediately if you fail to comply with the terms and conditions of this Agreement.

Amended 16 March 2011

Compulsory fields are marked with an asterisk (*).

Please tick the box if you accept the [? Help](#)
terms and conditions*

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

Read the information shown on this screen, tick the box to accept the terms and conditions and then click the red "next" button.

2020.undergrad.apply.ucas.com/appreg/SecurityServlet

Contact us | Help | Print page

UCAS

2020 apply Register: Initial details

What is Apply?

Help

Options/Opsiynau

Home > Register

Progress

Compulsory fields are marked with an asterisk (*).

Key

Title*

Gender*

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

First/given name(s)*

Surname/family name*

Date of birth*

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

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Fill in the details and click the red “next” button.

2020.undergrad.apply.ucas.com/appreg/SecurityServlet

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UCAS

2020 apply Register: Postal address

What is Apply?

Help

Options/Opsiynau

Home > Register

Progress

Where is your postal address?

UK

Non UK/International

British Forces Post Office (BFPO)

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

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If you live in the UK, select “UK” and then click the red “next” button.

2020.undergrad.apply.ucas.com/appreg/SecurityServlet

Contact us | Help | Print page

UCAS

2020 apply Register: Your postcode

What is Apply?

Help

Options/Opsiynau

Home > Register

Progress

Please enter your house number and postcode and click on ‘next’.

Compulsory fields are marked with an asterisk (*).

Key

House number or name (if known)

Postcode*

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

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Put in your house number, and then your postcode. Then click on the red “next” button.

[←](#) [→](#) [C](#) 2020.undergrad.apply.ucas.com/appreg/SecurityServlet Contact us | Help | Print page

UCAS

2020 apply

Register: Confirm address

Home > Register

Progress

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*

Help

Options/Opsiynau

Key

Help

Postal address*: [REDACTED]
[REDACTED]
[REDACTED]
BARNSTABLEY

Postcode*: [REDACTED]

previous next

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If the postcode finder finds your full address, you will be presented with a screen like this. Check that your details are correct, and then click on the red “next” button.

[←](#) [→](#) [C](#) 2020.undergrad.apply.ucas.com/appreg/SecurityServlet Contact us | Help | Print page

UCAS

2020 apply

Register: Invalid postcode

Home > Register

Progress

Postcode: S70 5AX

The postcode you entered has not been recognised.

Our list of postcodes is provided by the Royal Mail and is constantly updated by reference to them.
However the above postcode has not been recognised.

If this postcode is correct, please enter your full address and that same postcode in the boxes below before clicking 'next'. The system will then accept your address.

If the postcode above is incorrect, please click on the 'previous' button and re-enter the correct postcode.

It is important that we hold the correct postcode for you.

Compulsory fields are marked with an asterisk (*).

Postal address*

Help

Options/Opsiynau

Key

Help

Postal address*: Job Shop
[REDACTED]
Barnsley College
Church Street
[REDACTED]

Postcode*: S70 5AX

previous next

If your address couldn't be found—you will be presented with this page for you to type the details in manually. Type them in, and then click on the red “next” button.

← → C 2020.undergrad.apply.ucas.com/appreg/SecurityServlet

Contact us | Help | Print page

UCAS

2020 apply Register: Personal details

What is Apply? Home > Register Progress

Compulsory fields are marked with an asterisk (*).

Key

Postal address*: Job Shop
Barnsley College
Church Street
S70 5AX

change address ?

Home telephone number: 01226 216732 ?

Mobile number: ?

Email address*: jobshop@barnsley.ac.uk ?

Confirm email address*: jobshop@barnsley.ac.uk ?

Keep up-to date with your application

To make sure you've got everything you need for your journey to higher education, we'll ask you to tell us how you'd like to get your updates.

We'll keep you updated on the progress of your application — from deadline reminders to Track updates — by email and post.

We won't pass on your details...

We'll keep your data safe, and won't pass it on to third parties, but you can update your preferences at any time in the 'Your details' section of Track. For more information, take a look at our [privacy policy](#).

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

Fill in your contact details here. Make sure that these are phone numbers and email addresses that you actually use, as this is how UCAS will get in touch with you about your application, including offers from universities! If you don't have a home telephone that's fine, you can just put your mobile number in. Read the information and then click on the red "next" button.

← → C 2020.undergrad.apply.ucas.com/appreg/SecurityServlet

Contact us | Help | Print page

Register: Personal details

What is Apply? Home > Register

Compulsory fields are marked with an asterisk (*).

Postal address*: Job Shop
Barnsley College
Church Street
S70 5AX

change address ?

Home telephone number: 01226 216732

Mobile number: ?

Email address*: jobshop@barnsley.ac.uk

Confirm email address*: jobshop@barnsley.ac.uk

Everything you need to know

Get updates on everything - stay in the know

Your options Hear from uni, 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](#)

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

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You will then get this pop-up on your screen. Select which options you would like. We recommend selecting the "Relevant courses" one, as this means that if you don't hold any offers, UCAS will tell you about similar courses that have vacancies that you might be suitable for. This can make your life slightly easier if you find yourself in this situation. Then click the red "save" button.

← → C 2020.undergrad.apply.ucas.com/appreg/SecurityServlet

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

UCAS

2020 apply

Register: Security

[Home](#) > [Register](#)

Progress

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

Compulsory fields are marked with an asterisk (*).

Your password must:

- be at least eight characters long
- have at least one lowercase letter (a—z) and one uppercase letter (A—Z)
- contain at least one number (0—9)
- use at least one special character, such as: % \$ € & @ * ! ?

Our [guidance](#) will help you choose a secure password.

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](#)

Enter a password here that you will remember (write it down somewhere safe afterwards!) as you will need this whenever you want to log into your account to make any changes or finish an application. You will also have to select 4 security answers and questions—again, make sure that these are something you can remember as you will need to know these if you forget your password and have to reset it. Then click on the red “next” button.

← → C 2020.undergrad.apply.ucas.com/appreg/SecurityServlet

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

UCAS

2020 apply

Register: Success

[Home](#) > [Register](#)

Your username is : jshop1

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](#)

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You will then get to a page that shows you your unique UCAS username. Make sure that you make a note of this as you will not see this information again, and you need it to log in. Then click on the red “log in now” button to begin your application form, or select the red “go to UCAS homepage” button to go back to the homepage and start your application later.



INITIAL



QUESTIONS

2020.undergrad.apply.ucas.com/ucasapply/SecurityServlet?functionname=login&passkey=ad137142394a408c7c36e493ec02d6f7&uname=jshop1

UCAS

2020 apply

Initial UCAS questions: How are you applying?

<Log out

Initial UCAS questions

What is Apply? Help Options/Opsiynau

Key Help

How are you applying?*

Through my school/college ?

Through a careers organisation ?

Through another organisation ?

As an individual ?

next

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If you are currently studying at the college—select “Through my school / college” and then click on the red “next” button,

2020.undergrad.apply.ucas.com/ucasapply/PostRegistrationServlet?sessionid=005c0fb755d4bf60c3272fd8137?id=005c0fb755d4bf60c3272fd8137&ran=1bdr...

UCAS

2020 apply

Initial UCAS questions: How are you applying?

<Log out

Initial UCAS questions

What is Apply? Help Options/Opsiynau

Key Help

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* ?

Your buzzword should have been given to you by your tutor or careers adviser. This is very important, as it helps us establish which organisation you're applying from. It also enables your referee to attach your reference and send your application to us once all parts are complete. By entering your buzzword, you give your permission for your school, college, careers centre, or other organisation to access and view the progress of your application.

If you wish to withdraw your request to link to a centre, so you can add a reference from a different source, or if you no longer want them to see the progress of your application, please call our Customer Experience Centre on 0371 468 0 468.

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You will then be asked for a “buzzword”. The Buzzword for applications for 2021 will be Barnsley21—input this exactly as it is written, including the capital letter. This will link your application to college so that your tutors, and the Job Shop team, can see your application in order to help, and for your tutor to be able to attach a reference. Then click on the red “next” button.

2020.undergrad.apply.ucas.com/ucasapply/PostRegistrationServlet?id=005c0fb755d4bf60c3272fd8137&ran=yo88dxndtafo

UCAS

2020 apply

Initial UCAS questions: Which centre?

<Log out

Initial UCAS questions

What is Apply? Help Options/Opsiynau

Key Help

You are registering through...

Barnsley College Higher Education
P O Box 266
Church Street
Barnsley
South Yorkshire

...Is this correct?* Yes No ?

previous next

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You will then get this page—check that the information is correct—so you know it's linking you to the correct place. **NOTE: All Barnsley College applications will say “Barnsley College Higher Education” and have the HE address—that's fine.** Select “yes” if the information is correct, and then click on the red “next” button.

2020.undergrad.apply.ucas.com/ucasapply/PostRegistrationServlet?id=005c0fbf755d4bf60c3272fd8137&ran=18xlrz53ea8n1

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

<Log out

2020 apply

Initial UCAS questions: Tutor group

What is Apply?

Help

Options/Opsiynau

Key

? Help

Initial UCAS questions

Please select your tutor group/application group. If you are unsure, please speak to your tutor or careers adviser or select the option 'don't know'.

Tutor/application group* ?

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

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You will then be presented with this screen, asking you to select your tutor group. These groups are set up according to the information given to the Job Shop team by your department. You select your group from the drop-down menu that appears when you click on the arrow next to the words "Please select..." You may find that there is only one tutor group shown for your department / subject—if so select that one. If there are multiple groups (for example in the Sixth Form), select the one that has the name of your tutor. If you select the wrong group, your tutor may not see your application, and so will not be able to check and approve it or add a reference—so it's important to make sure that you find the right group. If you don't know, you can select "Don't know" from the drop-down list, and then ask to be moved into the correct group later. Please make sure you have looked through the group carefully before selecting this, as again this may result in a tutor missing your application if you do not raise it with them straight away. If you do find yourself in the wrong group—email the Job Shop on jobshop@barnsley.ac.uk and we will move you into the correct group.

2020.undergrad.apply.ucas.com/ucasapply/PostRegistrationServlet?id=005c0fbf755d4bf60c3272fd8137&ran=opvfppb0xbf

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

<Log out

2020 apply

Welcome

Welcome

Personal details

Choices

Education

Employment

Statement

[View all details](#)

Pay/Send

Help

Options/Opsiynau

Key

Completed

In progress

Not started

? Help

Need guidance? Watch the video advice below [Hide video].

Apply 2020

HOW TO GET APPLY > **Apply GUIDES 2020**

UCAS

(Unable to view videos here? You can watch them at www.ucas.com/connect/videos 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](#)

You will then be taken to your UCAS homepage, which looks like this. This is the page that will appear each time you log into your UCAS Apply account. There are some key parts of this page to draw your attention to:

- Your personal ID at the top of the page—make sure that you make a note of this because you will need it any time you need to speak to UCAS.
- You will need to verify your email address—this is what the green writing is saying. Make sure you click on the red "please click here to verify my email address" button—and follow the steps to do this.
- The menu down the left hand side of the screen shows the parts of your application that need completing in order to send it. If a section has been started, the little box for that section will have 3 green dots in it. If you have finished a section and marked it as complete, it will have a green tick in it. You need to click on each section and work your way through them to complete your application form.



PERSONAL



DETAILS

2020 apply UCAS Personal details <Log out

Contact us | Help | Print page

Some of these details have been copied automatically from the information given when you first registered.

Compulsory fields are marked with an asterisk (*).

Before leaving this section please click 'save' to avoid losing any information. When you have finished all the entries please click on 'section completed' and 'save'.

Need guidance? Watch the video advice below [Hide video].

PERSONAL DETAILS SECTION 2020

HOW TO GET FILLING IN THE PERSONAL DETAILS SECTION

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

Personal

Title*

Gender*

First/given name(s)*

Surname/family name*

Preferred first name

Previous surname at 16th birthday

Postal address*
Job Shop
Barnsley College
Church Street
S70 5AX

Is your permanent home in the UK?* Yes No

Home address (if different from postal address)

Home telephone number

Mobile number
(Please do not include a dial-out code in your phone number (for example, +, or 00). Please enter the country calling code (e.g. 44 for UK phone numbers). For UK numbers, please remove the leading 0 before adding the country code. We might use your mobile number to send you SMS reminders.)

Email address*

Confirm email address*

Date of birth*

Country of birth*

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

Nationality*

Dual nationality

Area of permanent residence*

Residential category*

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

Passport details

(This section only applies if your permanent home is outside the EU)

Where relevant, UCAS collects applicants' passport information on behalf of universities and colleges, who need it for purposes of visa application and checks with the UK Visas and Immigration (UKVI). For further details about UK Visas and Immigration please visit the [UKVI website](#).

Do you require a student visa?

Have you previously studied in the UK?

The majority of the details in the top half of this page will already be filled with the information you gave when you registered for a UCAS Apply account.

You will need to enter your nationality and residency details here. You select these from the drop down lists. (click the white "see list" button next to each box to see the lists. Select the answer that is most appropriate. For the "area of permanent residence" box, select the town that you live in—e.g Barnsley, Wakefield, etc.

This section will remain greyed out unless you have selected that your permanent home is outside of the EU. If you live in the EU (or the UK), move onto the next bit, if you don't, you will need to submit the required information here.

Please check that the names you have provided at the top of this section match how they are stated on your passport.

Please enter the following details about your passport. If you have more than one passport, give the details of the passport you intend to use to enter the UK for the purpose of studying your course.

If you need a visa but don't yet have a valid passport, leave the sections below blank - we will ask you to provide the details once you have submitted your application and have received an offer of a place.

Passport number

Issue date Day Month Year

Expiry date Day Month Year

Place of issue

Student support

Fee code* 02 UK, Chi, IoM or EU student finance services

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

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?* No

Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK), EEA or Swiss national?* No

Keep up-to date with your application

We'll keep you updated on the progress of your application - from deadline reminders to Track updates - by email and post.

You told us when you registered what level of support you'd like to receive. Don't forget, you can change your mind at any time - simply hit the 'Update my preferences' button below, or go to the 'Your details' section of Track once you've submit your application.

Update your preferences

We won't pass on your details...

We'll keep your data safe, and won't pass it on to third parties. For more information, take a look at our [privacy policy](#).

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 Mother Job Shop

Relationship to you Mother

Disability/special needs

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

Category*

No disability

Please give details of any special needs

(500 characters left)

section completed

Note: It's important to fill out this "student support" section correctly. For most people, you will be applying for Student Finance to pay for your course—so you select fee code "02..." from the drop-down. Under "student support arrangements" you select the name of the place that you live / the council where you live—e.g. Barnsley.

You then need to fill in the other questions—for most people the answers to these will be "no". (Unless you know this to be otherwise!)

Make sure that you put someone down for your "nominated access" if you can—this is usually a parent / guardian. This is someone who can speak to UCAS on your behalf if you can't (for example if you are ill). Be aware that this person can get any information about your application that you could—so be very careful who you put down. This is really important and your application may be sent back to you when being checked if this information is missing.

Make sure you put down any disabilities or special needs that you have here. This allows universities to look into available bursaries for you, as well as to consider putting adequate support arrangements in place for you if you go there. This in no way damages your application—universities will not use this against you when making a decision—it is simply to make sure that they give you the full support available when studying somewhere. Select your disability or special need from the list (click on the white "see list" button next to the box). Pick the one that is most accurate. You can then write more details in the box underneath. If you have no disability or special needs, select "No disability".

Once you have completed all of this information, click on the "section completed" box, and then click on the red "save" button.

You can then click the next section you wish to complete on the menu on the left hand side of the screen. Please note that these do not have to be done in the order that they are shown.

ADDITIONAL INFORMATION

<https://2020.undergrad.apply.ucas.com/ucasapply/FurtherDetailsServlet?functionname=furtherdetails&id=005c0fb755d4bf60c3272fd8137&iran=jexk7p1bzfwu>

UCAS Contact us | Help | Print page

2020 apply Additional information

<Log out

This page is where UCAS collects data about students to compile into anonymous reports such as “percentage of UCAS applicants in 2021 whose parents went to university”. This information doesn't impact your application.

Select the options from the drop-down list that most accurately describe you. If you would prefer not to answer these questions you can select “I prefer not to say”.

Here you put in the information for any activities that you have done in preparation for university, such as summer schools. **This does not include open day visits!** If you haven't taken part in any preparation activities, just leave the “activities in preparation for higher education” sections blank, and move onto the next set of questions.

In this section, you select whether you have ever been in care “yes” or “no”. If you select “yes”, you will then have to select how long you have been in care. Again, this is to ensure that appropriate financial and support arrangements are made with the university. Note: if you're not sure what this means, the answer is probably “no”.

You need to put in your parental education, and the job title of your highest earning parent—again this has no impact on your application—so don't worry too much if you can't find an exact match—go with what sounds the nearest. To select the job title, click on the white “find” button next to the box and type it in.

Leave this option as “no” unless you can speak Welsh!

Once you have filled in all of this information—click the “section completed” box, and the click on the red “save” button.

I would like correspondence from Welsh universities, colleges and UCAS to be in Welsh

Personal details

Additional information

Student finance

Choices

Education

Employment

Statement

View all details

Pay/Send

Help

Options/Opsiynau

Key

- Completed
- In progress
- Not started
- Help

Compulsory fields are marked with an asterisk (*).

Before leaving this section please click ‘save’ to avoid losing any information. When you have finished all the entries please click on ‘section completed’ and ‘save’.

Need guidance? Watch the video advice below [Hide video].

Apply 2020 **HOW TO GUIDE** **APPLY** **Apply GUIDES** **2020**

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

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?

Do you identify as transgender?

National identity*

Dual national identity

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?

No

If you have answered “Yes” to the question above, please indicate the total length of time you have been in care*.

Parental education

Do any of your parents, step-parents or guardians have any higher education qualifications, such as a degree, diploma or certificate of higher education?

If you are under 21, please give the job title of your parent, step-parent or guardian who earns the most. If she or he is retired or unemployed, give their most recent job title. If you are 21 or over, please give your own job title. Click “find...” and enter the job title.

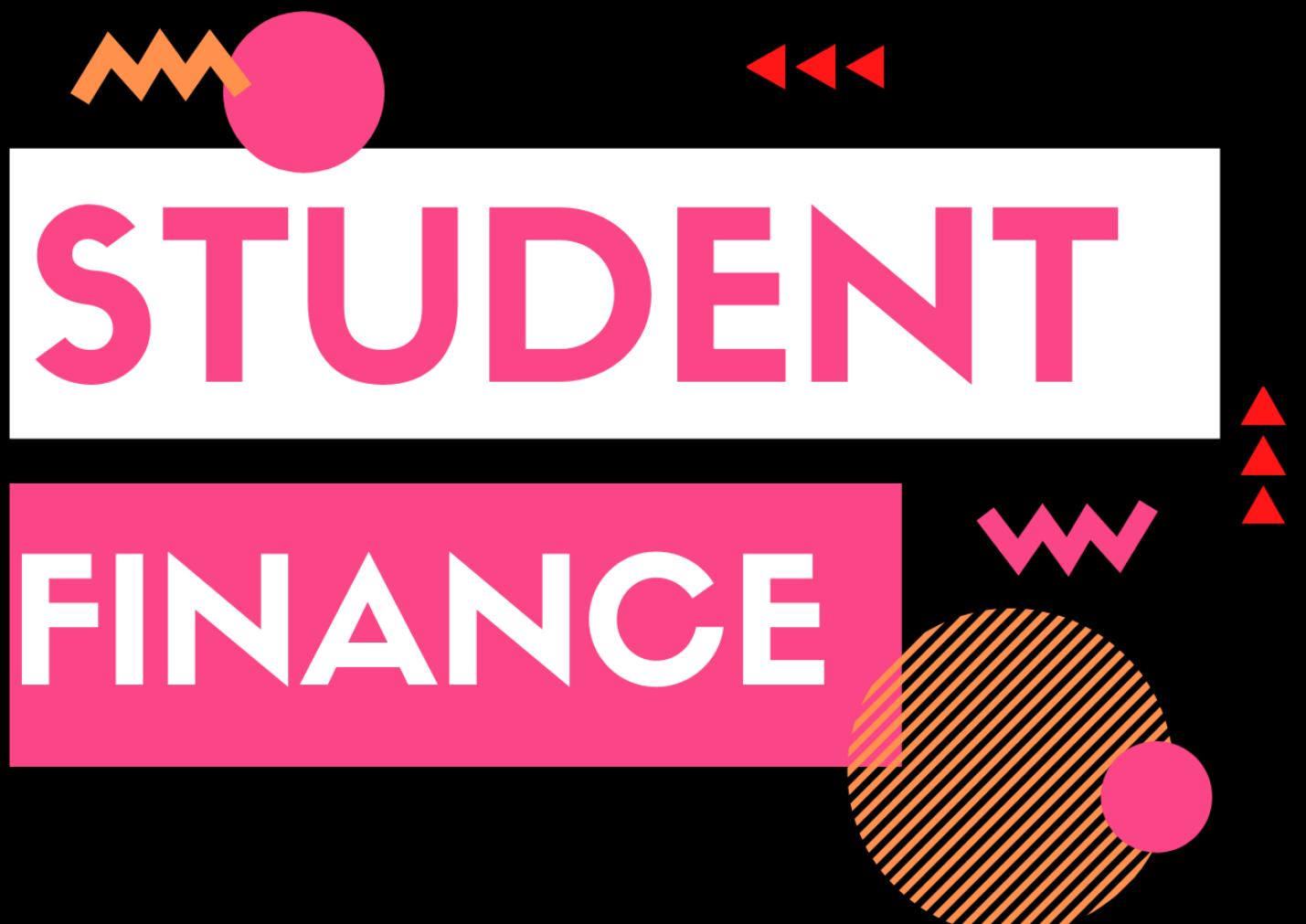
Yes No

Occupational background*

I would like correspondence from Welsh universities, colleges and UCAS to be in Welsh

section completed

save **cancel**



STUDENT FINANCE

2020 apply

[Log out](#)

Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input checked="" type="checkbox"/>
Student finance	<input 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	

Welcome > Student finance

Student finance

Student finance explained

While at university or college you will have two main costs - tuition fees and living costs.

Most students will not have to pay anything up front. Depending on your circumstances, your course and where you study, you could get a range of financial support. The main types of grants are tuition fee and maintenance loans (which have to be paid back), grants and maintenance grants.



There is also extra support for those with special circumstances, for example, if you have children or adult dependants, a disability, mental-health condition, or specific learning difficulty

Repayments are based on future earnings and not on what you borrow. You only repay once you start earning.

Repayments are based on future earnings and
have left university and earn over a threshold

Applying is easy and you do not have to have a confirmed place - simply use your first choice of course and change it online at a later date if you need to.

of course and change it online at a later date if you need to.

Key

- Completed
 - In progress
 - Not started
 - Help

I have read these details

save **cancel**

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Read the information about student finance. Tick the box at the bottom that says "I have read these details" and then click on the red "save" button.

CHOICES

2020.undergrad.apply.ucas.com/ucasapply/ChoicesServlet?functionname=choicessummary&id=088944df63921d043989428d1bc5&ran=dgzgrfw7v47h

Contact us | Help | Print page

UCAS

2020 apply Choices

<Log out

Welcome > Choice summary

Please make sure you have read the latest information about course fees on our [student finance](#) pages (Opens in a new window).

Please add a choice. You can make a maximum of 5 choices.

Compulsory fields are marked with an asterisk (*).

Before leaving this section please click 'save' to avoid losing any information. When you have finished all the entries please click on 'section completed' and 'save'.

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

Choices section 2020

HOW TO GUIDE
FILLING IN THE CHOICES SECTION

(Unable to view videos here? You can watch them at [www.ucas.com/connect/videos](#) instead)

Key

- Completed
- In progress
- Not started
- Help

> add a choice

No details entered.

This is the page where you add your course choices. You can add up to 5 choices. For more information about choosing a course—contact the Job Shop, or look at the “Researching HE Choices” guide.

To input a choice. Click on the grey “add a choice” button near the bottom of the screen.

2020.undergrad.apply.ucas.com/ucasapply/ChoicesServlet?functionname=choicedetails&mode=add&choiceid=0&id=088944df63921d043989428d1bc5&ran=dgzgrfw7v47h

Contact us | Help | Print page

UCAS

2020 apply Choices

<Log out

Welcome > Choice summary > Choice details

To avoid losing information please click 'save' before leaving the page.

To find courses based on subject, provider and location, check entry requirements, and view course-specific fee information, please use [the UCAS search tool](#) (opens in a new window).

Compulsory fields are marked with an asterisk (*).

Institution code*	B13	see list	?
Course code*	DN32	see list	?
Campus code*	-	see list	?
Start date*	September 2021	see list	?
Further details	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="checkbox"/> ? <input type="button" value="save"/> <input type="button" value="cancel"/>		
Live at home while studying?*	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="checkbox"/> ? <input type="button" value="save"/> <input type="button" value="cancel"/>		
Point of entry			

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For “start date” click on the white “see list” button at the side of the box. Unless you have chosen to defer university for a year (i.e. not start in the following September) then select the option that comes up under “current entry start dates”

You will then come to this page which allows you to enter the details of the university and course you wish to apply to.

For “institution code” click on the white “see list” button at the side of the box. A pop-up will appear—start typing the name of the university you want to apply to and click on it when it comes up.

For “course code” click on the white “see list” button at the side of the box. A pop-up will appear—start typing the name of the course you want to apply to and click on it when it comes up.

For “campus code” click on the white “see list” button at the side of the box. A pop-up will appear—click on the correct campus when it comes up.

Select whether you plan to live at home if you study here. You will most likely be starting your course in the first year, so leave the “point of entry” box blank. Then click the red “save” button.

2020.undergrad.apply.ucas.com/ucasapply/ChoicesServlet?id=088944df63921d043989428d1bc5&ran=ihp5y6l8g97

UCAS

2020 Choices

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

<Log out

Welcome > Choice summary

Please make sure you have read the latest information about course fees on our [student finance](#) pages (opens in a new window).

You've chosen 1 course(s) so far. You can still choose up to 4 other course(s).

Compulsory fields are marked with an asterisk (*).

Before leaving this section please click 'save' to avoid losing any information. When you have finished all the entries please click on 'section completed' and 'save'.

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

Choices section 2020

HOW TO GUIDE
FILLING IN THE CHOICES SECTION

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

Key

- Completed
- In progress
- Not started
- Help

> add a choice

Barnsley College Higher Education (B13)

[> edit](#)

Animal Management (DN32)

Campus: Barnsley College Higher Education Church Street Campus (-)	Live at home while studying?	N	> remove
Start date: September 2020	Deferred entry?	N	
Point of entry:			

If you apply for this course you may be invited to attend an interview or audition or provide a portfolio, essay or other piece of work.

section completed

save

Note: If you have selected a course that requires you to have a DBS check (such as Nursing) you will get a pop-up before displaying this page that asks you if you have any criminal convictions. Only tick the box if you DO have criminal convictions. Then click the red "next" button. This is not required for all courses.

You will then see a summary page that shows you the choices you have put in so far. Check that the information is correct, and that you haven't accidentally selected that you would like to defer entry. Put in as many choices as you would like (up to 5) and then click the "section complete" box. Then click the red "save" button. You do not have to input all of your choices in one go, you can click save and then come back to add more—just don't mark it as complete until you've put the information in for all of your choices.



24

2020.undergrad.apply.ucas.com/ucasapply/EducationServlet?sessionid=a65c1b848c632bdd1317a4305efb&functionname=educationsummary&id=a65c1b848c6...

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

2020 apply

Education

<Log out

Welcome

- Personal details
- Additional information
- Student finance
- Choices
- Education
- Employment
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- View all details
- Pay/Send
- Help
- Options/Opsiynau

Key

- Completed
- In progress
- Not started
- Help

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.

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

Education section

HOW TO GET FILLING IN THE EDUCATION SECTION

UCAS

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

This is the page that you are presented with when you click on the "Education" section in the left-hand menu. **NOTE:** For this section it will be really useful to have any award certificates that you have, with you. This section asks for lots of details that need to be correct in order for universities to be able to consider your application.

2020.undergrad.apply.ucas.com/ucasapply/EducationServlet?functionname=educationcentre&mode=add&edeld=0&id=a65c1b848c632bdd1317a4305efb&ran...

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

2020 apply

Education

<Log out

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*	<input type="text" value="BARNESLEY COLLEGE, BARNESLEY"/>	find... ?
Exam centre number	<input type="text" value="36110"/>	?
When did you start...*	<input type="text" value="September"/> <input type="text" value="2018"/>	?
...and finish?*	<input type="text" value="July"/> <input type="text" value="2020"/>	?
Attendance*	<input checked="" type="radio"/> full-time <input type="radio"/> part-time <input type="radio"/> sandwich ?	
Did you / will you receive any qualifications at this centre?*	<input type="radio"/> Yes ?	
save cancel		

Select whether you were doing a full-time, part-time or sandwich course here (most will be full time!)

Then select whether you did, or will, receive any qualifications here—the answer will be yes for Barnsley College.

Click on the white "find" button. A pop-up box will appear. Type in Barnsley College, and click on it when it comes up. This will then automatically find the exam centre number.

Use the drop-down boxes to put in the date that you started college, and the date that your current course finishes. (Courses usually start in September and finish in July) **NOTE:** This is when you started and finished COLLEGE not your current course—so if you've done 3 years in college instead of 2—you need to put the date you first started college, right through to the date you expect to finish.

After you have completed these sections, click on the red "save" button. It will come up with a warning about qualifications being in the future, just click on the red "save" button again—confirming that this is your current place of study.

2020 apply UCAS Education

Contact us | Help | Print page

<Log out

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'.

Need guidance? Watch the video advice below [Hide video].

Education section

HOW TO GO... > FILLING IN THE EDUCATION SECTION

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

BARNESLEY COLLEGE, BARNESLEY (36110, 09/2018 - 07/2020, FT)

> edit > remove

> add qualifications

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

section completed

save

Click on the grey "add qualifications" button under your college heading.

After putting in your current place of study, you will then come to this page again. You will see that there are lots of warnings about missing information—which is fine at this point as this is what we're filling in next.

2020 apply UCAS Education

Contact us | Help | Print page

<Log out

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: e.g. Baccalaureate

Or select from the popular qualifications listed below

Popular qualifications

AAT Level 3 Diploma in Accounting (QCF)
 AAT NVQ level 3 in Accounting
 AAT BTEC Level 3 Diploma in Accounting
 Access to HE Diploma (2009 to 2014)
 BTEC 90-Credit Diploma (QCF)
 BTEC Diploma (QCF)
 BTEC Extended Diploma (QCF)
 BTEC HNC
 BTEC HND
 BTEC Level 4 HNC Diploma (QCF)
 BTEC Level 5 HND Diploma (QCF)
 Foundation Degree
 GCSE Advanced Level
 GCSE Advanced Subsidiary
 GCSE (Grade 9-1)
 GCSE (Grade A*-G)
 GCSE Short Course
 GCSE Double Award (A*-A* to G-G)
 NVQ Award (QCF)
 NVQ Certificate (QCF)
 NVQ Diploma (QCF)
 Pearson BTEC Level 3 National Extended Cert (360) (First teaching Sept 2016)
 Subsidiary Diploma (QCF)
 UAL Level 3 Diploma in Fashion Business and Retail
 UAL Level 3 Diploma in Music Performance and Production
 UAL Level 3 Extended Diploma in Fashion Business and Retail
 UAL Level 3 Extended Diploma in Music Performance and Production

You will then be presented with this list of qualifications. If you see the one you are currently doing on this list, click on it. If you don't, start to type it into the search box and then click on it when you find it. If it never finds the course, check that it is definitely correct—and then input it yourself. Ask a tutor for advice before doing this—as other students on your course might have found it.

[2020.undergrad.apply.ucas.com/ucasapply/EducationServlet?functionname=qualification&mode=add&from=fromEducationQualShortList&edid=1&qualId=0...](#)

Contact us | Help | Print page

UCAS 2020 apply Education

<Log out

Welcome > Education > Enter UAL Level 3 Extended Diploma in Music Performance and Production

UAL Level 3 Extended Diploma in Music Performance and Production

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

Qualification date*	July 2020	?
Awarding organisation*	UAL (other)	?
Grade*	Pending (other)	?
Module / unit 1	Subject Please select...	(other)
Qualification date	Month Year	?
Grade		?

[add another module](#)

[> back to summary](#)

SAVE

Put your qualification date in—this will be the same as your college end date previously entered.

Put the awarding organisation in. If you are unsure—ask your tutor.

For your current course—enter the grade as “pending” because you don’t have it yet.

Put all of your module details in above. Some people in different colleges will study different modules of the same course—so it can be useful for universities to know which units you’re studying. You can click the white “add another module” button to add as many modules / units as you are studying. Include those from both years of study. If you are inputting units that you already have a grade for—you can put the grade in there too—only if this is the official grade for that unit and will not change. After inputting all of this information—make sure that you click the red “save” button at the bottom.

NOTE: Make sure that you have put the exact qualification in. There is a big difference between a diploma and an extended diploma, for example, and this could be the difference between you being offered a university place or not!

[2020.undergrad.apply.ucas.com/ucasapply/EducationServlet?functionname=educationsummary&id=aa7ed1810ff97b64c8b1e4c8002f&ran=fob50gidaoxe](#)

Contact us | Help | Print page

UCAS 2020 apply Education

<Log out

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'.

Need guidance? Watch the video advice below [Hide video].

Education section

HOW TO GET FILLING IN THE EDUCATION SECTION

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

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](#)

BARNESLEY COLLEGE, BARNESLEY (36110, 09/2018 - 07/2020, FT)
 UAL Level 3 Extended Diploma in Music Performance and Production
 UAL Level 3 Extended Diploma in Music Perform 07/2020 UAL

[> edit](#) [> remove](#)

[> add qualifications](#)

Please state the highest level of qualification you expect to have before you start your course* [Please select...](#)

section completed

SAVE

If you've put all of the information in about your studies at Barnsley College, you need to put the information in for the school where you did your GCSEs.

Click on the grey “add new school / college / centre” to do this. (AS SHOWN ON NEXT PAGE)

You then come back to this screen.

If you have studied any more subjects in college—click on the grey “add qualifications” button under Barnsley College again. This includes any results of GCSE Maths and English or Functions Skills that you might have done. Follow the instructions as previously mentioned to add these qualifications in. Do this before moving on to add your previous school, as mentioned above.

[←](#) [→](#) [C](#) 2020.undergrad.apply.ucas.com/ucasapply/EducationServlet?functionname=educationcentre&mode=add&edelid=0&id=aa7ed1810ff97b64c8b1e4c8002f&ran=... [☆](#) [ABP](#) [T](#) [S](#) [E](#) [N](#) [?](#)

UCAS

2020 apply Education

Welcome > Education > Where have you studied?

Welcome
 Personal details
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 Options/Opsiyna

Key
 Completed
 In progress
 Not started
 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?*
save **cancel**

Search for school... - Google Chrome
2020.undergrad.apply.ucas.com/ucasapply/PopUpServlet?functionname=schoolSearch&field=document.Form1...

UCAS
 Print page | Close window
 Search:
 No matches found.
[Click here to enter my school or centre details manually.](#)

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You now need to input the information about your previous school—where you sat your GCSEs. You do this in the same way as we did for Barnsley College in the steps before. You might find that as schools have merged into academies, that UCAS doesn't find them through the search and you have to add them manually (as shown above). Follow the instructions on screen to do this. It might be that you do not know the exam centre number—you can ask other people who went to your school, it should be on your exam certificates, or you could try contacting your school to enquire. This might not be a problem for everyone, but it is a fairly common problem affecting certain schools. (Please note that the exam centre number doesn't have a red * next to it, which means it will allow you move on through the application without adding that information.)

[←](#) [→](#) [C](#) 2020.undergrad.apply.ucas.com/ucasapply/EducationServlet?functionname=educationcentre&mode=add&edelid=0&id=aa7ed1810ff97b64c8b1e4c8002f&ran=... [☆](#) [ABP](#) [T](#) [S](#) [E](#) [N](#) [?](#)

UCAS

2020 apply Education

Welcome > Education > Where have you studied?

Welcome
 Personal details
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 View all details
 Pay/Send
 Help
 Options/Opsiyna

Key
 Completed
 In progress
 Not started
 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* [find...](#) [?](#)
 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?* [?](#)
save **cancel**

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Again, this is what the page will look like once you have put the information in. Click the red “save” button.

[←](#) [→](#) [C](#) [2020.undergrad.apply.ucas.com/ucasapply/EducationServlet?id=aa7ed1810ff97b64c8b1e4c8002f&ran=1t7d7zgmjeav](#)

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

<Log out

2020 apply Education

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'.

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

Education section **Education section**

HOW TO GET FILLING IN EDUCATION SECTION

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

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

You've added details for 2 school/college/centre(s) so far. You can still add details for 8 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.

BARNESLEY COLLEGE, BARNESLEY (36110, 09/2018 - 07/2020, FT) [> edit](#) [> remove](#)
 UAL Level 3 Extended Diploma in Music Performance and Production
[UAL Level 3 Extended Diploma in Music Perform](#) 07/2020 UAL

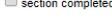
> add qualifications

Warning: Centre number has not been entered. If the search facility does not have a centre number you can leave it blank. The warning message will remain.

Horizon Community College (09/2013 - 07/2018, FT) [> edit](#) [> remove](#)

> add qualifications 

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

section completed 

Now you need to add your GCSE / level 2 qualifications. Click on the grey "add qualifications" under the name of your previous school.

You will then notice that you return to this page, summarising the information that you have put in so far.

[←](#) [→](#) [C](#) [2020.undergrad.apply.ucas.com/ucasapply/EducationServlet?functionname=qualification&mode=add&edeld=2&from=fromEducationSummary&id=aa7ed181...](#)

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

<Log out

2020 apply Education

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: e.g. Baccalaureate

Or select from the popular qualifications listed below

Popular qualifications

AAT Level 3 Diploma in Accounting (QCF)
 AAT NVO level 3 in Accounting
 AQA Baccalaureate
 Access to HE Diploma (2009 to 2014)
 BTEC 90-Credit Diploma (QCF)
 BTEC Diploma (QCF)
 BTEC Extended Diploma (QCF)
 BTEC HND
 BTEC HND
 BTEC Level 4 HNC Diploma (QCF)
 BTEC Level 5 HND Diploma (QCF)
 Foundation Degree
 GCE Advanced Level
 GCE Advanced Subsidiary
 GCSE (Grade 9-1)
 GCSE (Grade A*-G)
 GCSE Short Course
 GCSE Double Award (A*-A* to G-G)
 NVQ Award (QCF)
 NVQ Certificate (QCF)
 NVQ Diploma (QCF)
 Pearson BTEC Level 3 National Extended Cert (360) (First teaching Sept 2016)
 Postgraduate Certificate in Education (UK)

This page has several options for "GCSE" depending on whether the qualification you have was graded A*-G or 9-1. They also have an option for "GCSE Double Award" for if your qualification shows as "A-A" for example. Make sure that you select the right one! It might be that not all of your subjects used the same system, that's fine because they are all entered individually. 

You will then again be taken to this page, allowing you to click on, or search for, the qualifications that you have.

2020 apply Education

Contact us | Help | Print page

[<Log out](#)

Welcome > Education > Enter GCSE (Grade: 9-1)

GCSE (Grade: 9-1)

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

Title*	English Language (other)	?
Qualification date*	July 2018	?
Awarding organisation*	AQA (other)	?
Grade*	6 (other)	?
Module / unit 1	Spoken Endorsement (other)	?
Subject	Spoken Endorsement (other)	?
Qualification date	July 2018	?
Grade	Distinction (other)	?

[add another module](#)

[> back to summary](#)

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

Select one of the subjects that you studied from the drop down list. If you can't find the subject you studied, you might have selected the wrong type of GCSE. Make sure that you select the subject title that matches EXACTLY as others will have different content and might be viewed differently by a university.

The qualification date will most likely be the same as your school end date, unless you gained the qualification in year 9 or 10.

Put in the name of the awarding organisation (this should be on your certificate).

Put the grade that you achieved in.

If you have information about particular units that were graded—such as the “spoken endorsement” part of the English Language GCSE—then input this information too—here.

Once you have inputted this information you have two options. You can:

- Click the red “save” button—which will take you back to that central education page, where you can add the rest of your qualifications using the same method as we’ve just been through.

OR

- You can click on the red “save and add similar” button if you need to add more qualifications that follow the same format as that which you have just filled out. For example, if the one you have just done is a “GCSE (9-1)” and you have other qualifications that match that, which you need to enter, you can simply select this option and you can add another. This is the quickest way of doing this for any that are the same.

2020.undergrad.apply.ucas.com/ucasapply/EducationServlet?id=aa7ed1810ff97b64c8b1e4c8002f&ran=1gbb8998skcgw

Contact us | Help | Print page

UCAS

2020 apply Education

<Log out

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'.

Need guidance? Watch the video advice below [Hide video].

Education section **Education section**

HOW TO GET FILLING IN THE EDUCATION SECTION

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

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

You've added details for 2 school/college/centre(s) so far. You can still add details for 8 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.

BARNESLEY COLLEGE, BARNESLEY (36110, 09/2018 - 07/2020, FT) [> edit](#) [> remove](#)

UAL Level 3 Extended Diploma in Music Performance and Production
UAL Level 3 Extended Diploma in Music Performance 07/2020 UAL

> add qualifications

Warning: Centre number has not been entered. If the search facility does not have a centre number you can leave it blank. The warning message will remain.

Horizon Community College (09/2013 - 07/2018, FT) [> edit](#) [> remove](#)

GCSE (Grade: 9-1)
English Language 6 07/2018 AQA (1 module)

> add GCSE (Grade: 9-1)

> add qualifications

Please state the highest level of qualification you expect to have before you start your course. **Below honours degree level qualifications** [?](#)

section completed [save](#)

Make sure that in this box you select "Below honours degree level qualifications" - unless you have already been to university and received a degree!

Once you have inputted your qualifications, and saved them, you will come back to this page. This will then show all of the information that you have inputted. If you need to add any more qualifications, do this following the previous steps.

There are a few things to make sure of at this point, before moving forward with the application:

1. You need to check that you have put in the information for any qualification that you have sat—regardless of the grade (including if you didn't pass!) When you submit your application to UCAS, you basically sign to say that you have disclosed all of the information—if you don't do this and the university find out, they can withdraw any offer that they have made you. Most universities will not penalise students who have failed some of their GCSEs, as they want to see the full learning journey, and if you can show that you overcame that and succeeded in your level 3—they will see this favourably.
2. Similar to point 1, but, make sure if you have re-sat any GCSEs in college, that you still add them to your school qualifications. You also need to make sure that your subjects that you are resitting are included under Barnsley College.
3. Not everyone's school journey goes in this linear way—you might have moved schools frequently for example. That's fine, just input the information for each school—and if you didn't receive any qualifications from there, you can put "no" for the part that asks if you have or will receive any qualifications from that centre. Again, it's important for the university to be able to see your entire learning journey—so don't try to hide anything from them.
4. You do not need to put your primary school in.

Once you have checked this section over and made sure you've added everything, you can tick the "section completed" box and then click on the red "save" button.



EMPLOYMENT

2020 apply Employment

Welcome > Employment summary

Please give the names and addresses of your most recent employers. If you have not had any paid work experience, you can leave this section blank, but you will need to mark it as complete.

Need guidance? Watch the video advice below [Hide video]

(Unable to view videos here? You can watch them at [www.ucas.com/connect/videos](#) instead)

You can add details of up to 5 employers.

> add an employer

No details entered.

section completed

save

If you do have, or have had, a paid job, click on the grey “add an employer”.

This is the section where you add any paid employment you have had. Please note that this does not include work experience or volunteering, only work which you have been paid for. (For example, a part-time job). If you haven't had any paid jobs, tick the “section completed” box and then the red “save” button and move on to complete the next section—ignoring the rest of this section.

Welcome > Employment summary > Employment details

Please enter your employment details below.

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

Employer name*	Everything Shop	?
Employer address*	2, Street Name, Barnsley, S70 6TK	?
Job description*	Customer Assistant	?
When did you start?*	October 2019	?
When did you finish?	January 2020	?
Type of work*	<input checked="" type="radio"/> full-time <input type="radio"/> part-time	?

save **cancel**

Put the details of your job in as requested. Make sure to check for spellings and capital letters. Select whether the work was full-time or part-time. Unless you are writing about a job that you had full-time prior to starting your current course, it will most likely be part-time.

Once you have inputted the information click the red “save” button.

← → C 2020.undergrad.apply.ucas.com/ucasapply/EmploymentServlet?id=b5388e860a76855bd527e35e2bae&tran=1uwxvoubfumdf

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

UCAS

2020 Employment

<Log out

Welcome > Employment summary

Please give the names and addresses of your most recent employers. If you have not had any paid work experience, you can leave this section blank, but you will need to mark it as complete.

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

Employment **Employment**

HOW TO GUIDE
FILLING IN THE
EMPLOYMENT SECTION

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

Key

- Completed
- In progress
- Not started
- Help

You have added details for 1 employer(s). You can still add up to 4 more.

> add an employer

Everything Shop

Address: 2, Street Name, Barnsley, S70 6TK [> edit](#)

Nature of work: Customer Assistant [> remove](#)

From October 2019 to January 2020, part-time

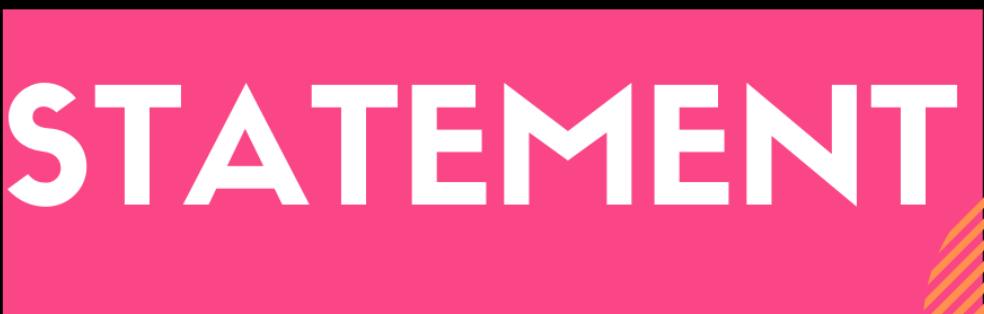
section completed

save

Check that the information here is right, and add any more jobs that you may have had, as shown before (you can add up to 5 paid jobs). Once you have done this, tick the “section completed” box and then click the red “save” button.



PERSONAL



STATEMENT





Personal statement

<Log out

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

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

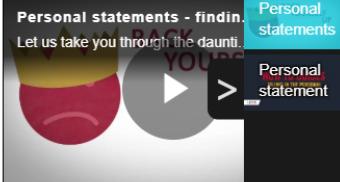
Welcome > Personal statement

Our [guide to writing your personal statement](#) (opens in a new window) should help you complete this section.

We strongly recommend you write the statement using a word-processing package and paste it in to Apply.

You can type your statement directly into the box or edit a statement you have pasted in.

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



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

Personal statement

Make sure your personal statement is your own work.

We'll carry out checks to verify your personal statement is your own work. Provided it is your own work, you can use your personal statement from your application last year. If it appears to have been copied from another source, we'll inform the universities and colleges to which you have applied. They will then take the action they consider appropriate. We'll also contact you by email to tell you this has happened.

Click 'save' within 35 minutes so that your work is not lost.

You have used 0 of 47 lines based on the preview and 0 of 4000 characters.

Your completed statement must be between 1,000 and 4,000 characters (maximum 47 lines) including spaces.

A really really good personal statement that has been drafted on Word and then copied and pasted into here. It has been checked for spelling, grammar and typing errors, and is the best reflection of me.

Please check the personal statement writing guide, or ask your tutor or the Job Shop for support with writing your personal statement.]

Before you can mark this section as complete you must click on 'preview'. The system will then tell you how many lines and characters are still available for your personal statement.

[save](#) [preview](#)

This is where you copy and paste the personal statement that you have written. We recommend writing this on something like Microsoft Word, and then copying and pasting it into here rather than trying to write it in here directly. This is because Word has spell-check features (although they do miss some!) and it can be easier to read.

For information on writing your personal statement, please speak to your tutor, or contact the Job Shop. You should also look at the personal statement writing guides that will be made available.

Once you have pasted your statement in, you need to click on the red "preview" button.

Welcome > Personal statement > preview

To make changes to this section click 'edit' below. Before leaving this section please click 'save' to avoid losing any information. When you have finished, please tick the 'section completed' box and click 'save'.

You have used 6 of 47 lines based on the preview and 340 of 4000 characters.

Your completed statement must be between 1,000 and 4,000 characters (maximum 47 lines) including spaces

Last saved date: 30 April 2020 14:06:55

- 1 A really really good personal statement that has been drafted on Word and then copied and pasted into here. It has been checked for spelling, grammar and typing errors, and is the best reflection of me.
- 2
- 3
- 4
- 5 Please check the personal statement writing guide, or ask your tutor or the Job Shop for support with writing your personal statement.
- 6

> edit

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

Key

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

Make sure your personal statement is your own work.

We'll carry out checks to verify your personal statement is your own work. Provided it is your own work, you can use your personal statement from your application last year. If it appears to have been copied from another source, we'll inform the universities and colleges to which you have applied. They will then take the action they consider appropriate. We'll also contact you by email to tell you this has happened.

section completed

save

You will then be taken to this page that shows you the personal statement that you have submitted—including how many characters it is and how long it is. Once you have checked it over again and made sure that you are happy with it, read the warning at the bottom of the page. Then tick the “section completed” box and then click the red “save” button.



VIEW ALL

DETAILS



<Log out

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

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

Welcome > View all

Please review your application below to ensure that the details you have provided are both correct and reflect your preferences. Please confirm your preferences to receive further information from UCAS and UCAS Media about courses or products and services by ticking "Section completed" at the bottom of this screen.

If the details below are either incorrect, or do not reflect your preferences, please change your application.

Personal details [> edit](#)

Personal

Title	Lady
Gender	Female
First/given name(s)	Job
Surname/family name	Shop
Preferred first name	
Previous surname at 16th birthday	
Postal address	Job Shop Barnsley College Church Street S70 5AX
Is your permanent home in the UK?	Yes
Home address	
Home telephone number	01226 216732
Mobile number	
Email address	jobshop@barnsley.ac.uk
Date of birth	11 February 2003
Country of birth	United Kingdom
Date of first entry to UK	
Nationality	UK national
Dual nationality	
Area of permanent residence	Bamsley
Residential category	UK Citizen - England

Reference numbers

Unique Learner Number (ULN)	
Test of English as a Foreign Language (TOEFL) Number	
International English Language Testing System (IELTS) TRF Number	
Number	

Student support

Fee code	02 UK, Chi, IoM or EU student finance services
Student support arrangements	Barnsley
Have you ever lived or worked in the EU (excluding the UK), European Economic Area (EEA) or Switzerland?	No
Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK), EEA or Swiss national?	No

Receiving further information about courses and/or products and services

I want to receive targeted course vacancy information if I am unplaced	Yes
I want to receive information about health, careers and study opportunities by email	No
I want to receive information about commercial products and services by email	No
I want to receive information about health, careers and study opportunities by text/SMS	No
I want to receive information about commercial products and services by text/SMS	No
I want to receive information about health, careers and study opportunities by post	No
I want to receive information about commercial products and services by post	No

Nominated access

Full name of nominee	Mother Job Shop
Relationship to you	Mother

Disability/special needs

Category	No disability
Please give details of any special needs	

Additional information [> edit](#)

Ethnic origin	White
What is your religion or belief?	No religion or belief
What is your sexual orientation?	I prefer not to say
Do you identify as transgender?	I prefer not to say
National identity	British
Dual national identity	

Activities in preparation for higher education: 1

Sponsor	
Start date	
Duration (days)	
School year	
Location	

Activities in preparation for higher education: 2

Sponsor	
Start date	
Duration (days)	
School year	
Location	

(Continued on next page)

Have you been in care?	No
Duration in care	
Parental education	Yes
Occupational background	Careers Adviser
Any like correspondence from Welsh universities, colleges and UCAS to be in Welsh	No

Student finance > edit

Bansley College Higher Education (B12)

Banarsi College Higher Education (BCE)

Animal Management (DN32)

Campus: Barnsley College Higher Education Church Street Campus (-)	Live at home w
Start date: September 2020	Deferred entry
	Point of entry:

If you apply for this course you may be invited to attend an interview or audition or provide a portfolio essay or other piece of work.

Education > edit

Warning: are you sure you have entered all your qualifications, including those yet to be taken?

BARNESLEY COLLEGE, BARNESLEY (36110, 09/2018 - 07/2020, FT)
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.

UAI | Level 3 Extended Diploma in Music Performance and Production

UAI | Level 3 Extended Diploma in Music Performance | 07/2020 | UAI

Horizon Community College (09/2013 - 07/2018, FT)

Warning:
Centre number has not been entered. If the search facility does not have a centre number you can leave it blank. The warning message will remain.

GCSE (Grade: 9-1)

<u>English Language</u>	6	07/2018	Distinction	07/2018	AQA
Spoken Endorsement					

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

Employment > edit

Everything_Shop

Personal statement [> edit](#)

A really really good personal statement that has been drafted on Word and then copied and pasted into here. It has been checked for spelling, grammar and typing errors, and is the best

Please check the personal statement writing guide, or ask your tutor or the Job Shop for support with writing your personal statement.

section completed

save

This page summarises everything you have written on your application form. Take this opportunity to read through it all and make sure that everything is correct—you've not missed anything out or made any mistakes. Once you are happy with it, tick the “section completed” box and click the red “save” button.

PAY &

The logo features a white rectangular box containing the text "PAY &". Above the box is a pink circle with an orange zigzag line through it. To the right of the box are three red chevron-like arrows pointing left. Below the box is a pink rectangle containing the word "SEND" in white capital letters. To the right of the rectangle is a large orange circle with black diagonal stripes, intersected by a pink zigzag line, with a pink circle at its bottom right.

SEND

[←](#) [→](#) [C](#) 2020.undergrad.apply.ucas.com/ucasapply/PaymentServlet?functionname=reminderMessages&id=b5388e860a76855bd527e35e2bae&ran=1uz8ljqp4uj3g [☆](#) [ABP](#) [O](#) | [Print page](#)

UCAS

2020 apply Important reminders

<Log out

Welcome [Welcome](#) > [Important reminders](#)

Important reminders

Please check the following carefully before you pay and send your application to us:

Course fees

Going to university or college is one of the biggest investments you can make. Have you checked how much it is going to cost you?

You can find out about [student finance](#) and course fee information in the [UCAS search tool](#) for the courses you are applying for.

Choices

Check your choices. Have you checked the course specific entry requirements and minimum entry criteria in the UCAS search tool?

Within seven days of the date on your welcome email you can swap the choice in Track. After seven days, and up to 14 days, [call us](#) to swap the choice for you. Remember universities and colleges will already have your application and it is much better practice to submit a correct application from the start.

Qualifications and education history

Don't forget that all subjects for which you have received a result must be entered, including those you have failed. Similarly, if you are waiting to take the final examinations or you are waiting for the final results, they still need to be entered. It is also important that you declare your full education history, including the most recent school, college or university you have attended or are currently attending. Failure to declare this information could result in your application being cancelled.

Key

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

[next](#)

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When you're happy with your application and you want to submit it—click on pay / send in the left hand menu, and then this is the page that you will be presented with. Read all of the information carefully, and then click the red “next” button.

[←](#) [→](#) [C](#) 2020.undergrad.apply.ucas.com/ucasapply/PaymentServlet?id=b5388e860a76855bd527e35e2bae&ran=1xux97lb5va7l [☆](#) [ABP](#) [O](#) | [Print page](#)

UCAS

2020 apply Declaration

<Log out

Welcome [Welcome](#) > [Declaration](#)

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.](#)
- [I agree to allow details of my application and its progress to be shared with my school/college/centre \(optional\).](#)

[previous](#) [I agree](#)

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Read the information carefully—tick the boxes to agree with the statements, and then click the red “I agree” button.

← → C 2020.undergrad.apply.ucas.com/ucasapply/PaymentServlet?id=b5388e860a76855bd527e35e2bae&ran=1gxttkny0w86w

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

UCAS

2020 apply How do you want to pay?

<Log out

Welcome > How do you want to pay?

The cost of your application will be £20. We accept each of the following credit or debit cards. If none of the accepted credit/debit cards are available then send payment to your school or college who will then be invoiced for your application.

[By credit or debit card](#)

[By cheque sent to the centre](#)

[previous](#)

Key

- Completed
- In progress
- Not started
- Help

MasterCard. **Verified by VISA** [learn more](#)

This is the payment page that allows for your application to be sent. Click on the red “by credit or debit card” near the top, unless you receive FULL learner support fund (ask Student Services if you are not sure). If you receive full LSF, you can select the red “by cheque sent to the centre”.

After you have gone through the process of your payment method, your application will then be submitted to the college to be checked over, before being sent to UCAS. It will be checked by a member of staff in your department, and then by the Job Shop team.

After this, it gets sent to UCAS and you wait for the universities to respond!