



UCAS

Walk-through Guide 2024

***JOB
SHOP***



Contents Page

03

Creating an
Account

13

Contact &
Residency Details

22

Nationality
Details

25

Finance &
Funding

29

Extra
Activities

32

Adding Your
Choices

07

Starting a New
Application

15

Your
Education

23

Supporting
Information

26

Diversity &
Inclusion

30

More About
You

34

Your Completed
Application

12

Personal
Details

20

Your

Employment

24

English

Language Skills

28

Personal
Statement

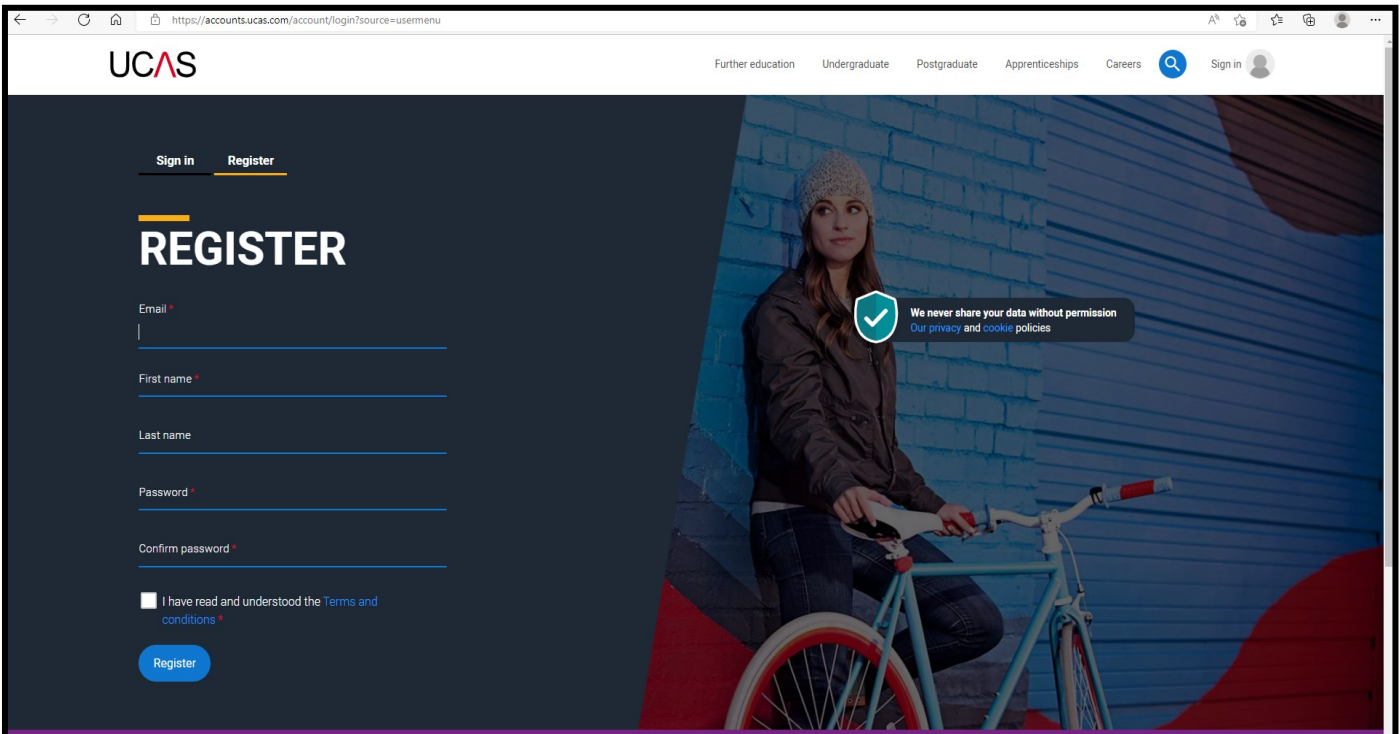
31

Adding Your
Choices

35

What Happens
Next?

Creating an Account



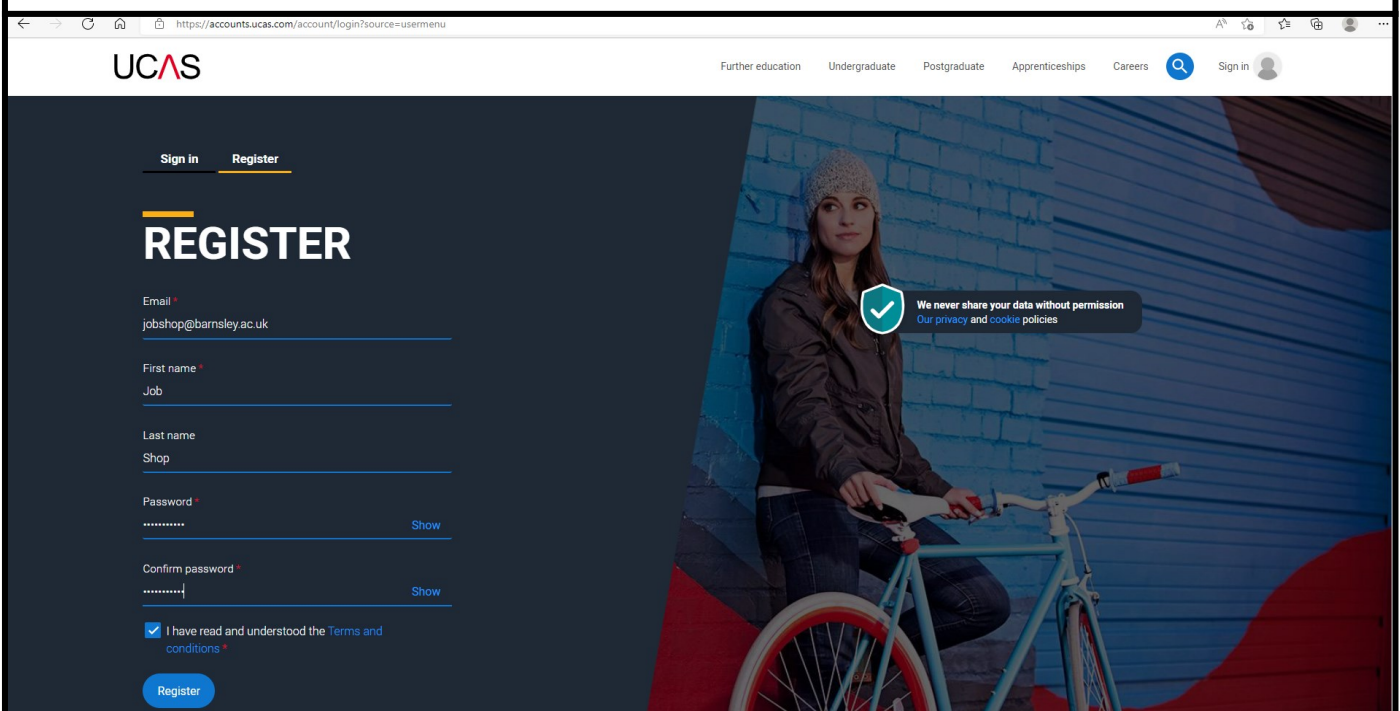
The screenshot shows the UCAS website's registration page. The browser address bar displays "https://accounts.ucas.com/account/login?source=usermenu". The page header includes the UCAS logo and navigation links for Further education, Undergraduate, Postgraduate, Apprenticeships, and Careers. A search icon and a "Sign in" link are also present. The main content area features a dark background with a woman on a bicycle. The "REGISTER" section includes the following form fields:

- Sign in** / **Register** (selected)
- REGISTER** (large heading)
- Email *** (empty)
- First name *** (empty)
- Last name** (empty)
- Password *** (empty)
- Confirm password *** (empty)
- I have read and understood the [Terms and conditions *](#)
- Register** (button)

A privacy notice is displayed: "We never share your data without permission. Our privacy and cookie policies" with a green checkmark icon.

Firstly, you will need to register for an account on UCAS. When you go on the UCAS website (ucas.com) you will see an option to either sign in or register. Fill in these details (remember to make your password something that you will remember!) We put our name as “Job Shop” for the purpose of creating this guide—so any time you see this throughout this guide, it’s because that’s the name we entered!

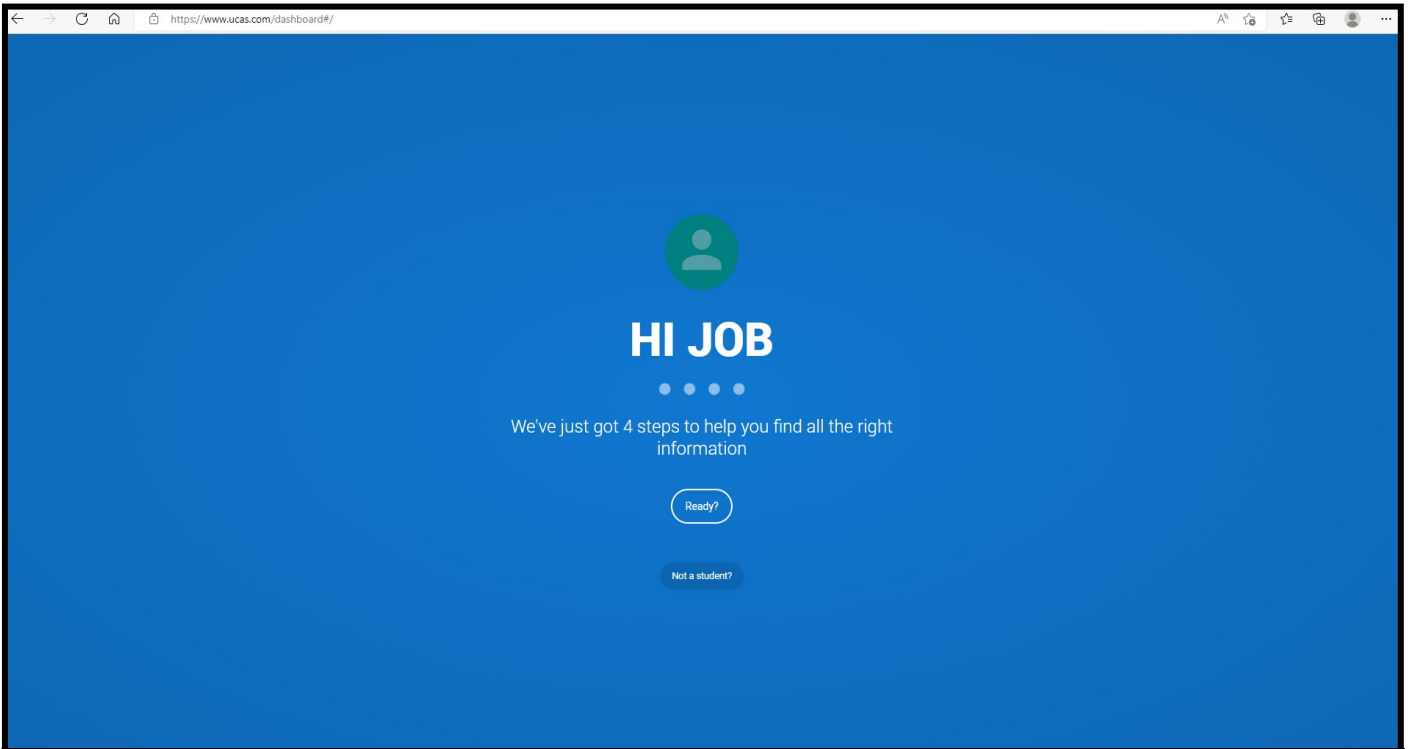
NOTE: Do not use your student email address—you may not have access to this when you finish your course, and universities will need to get hold of you, using this email, right up to you starting there.



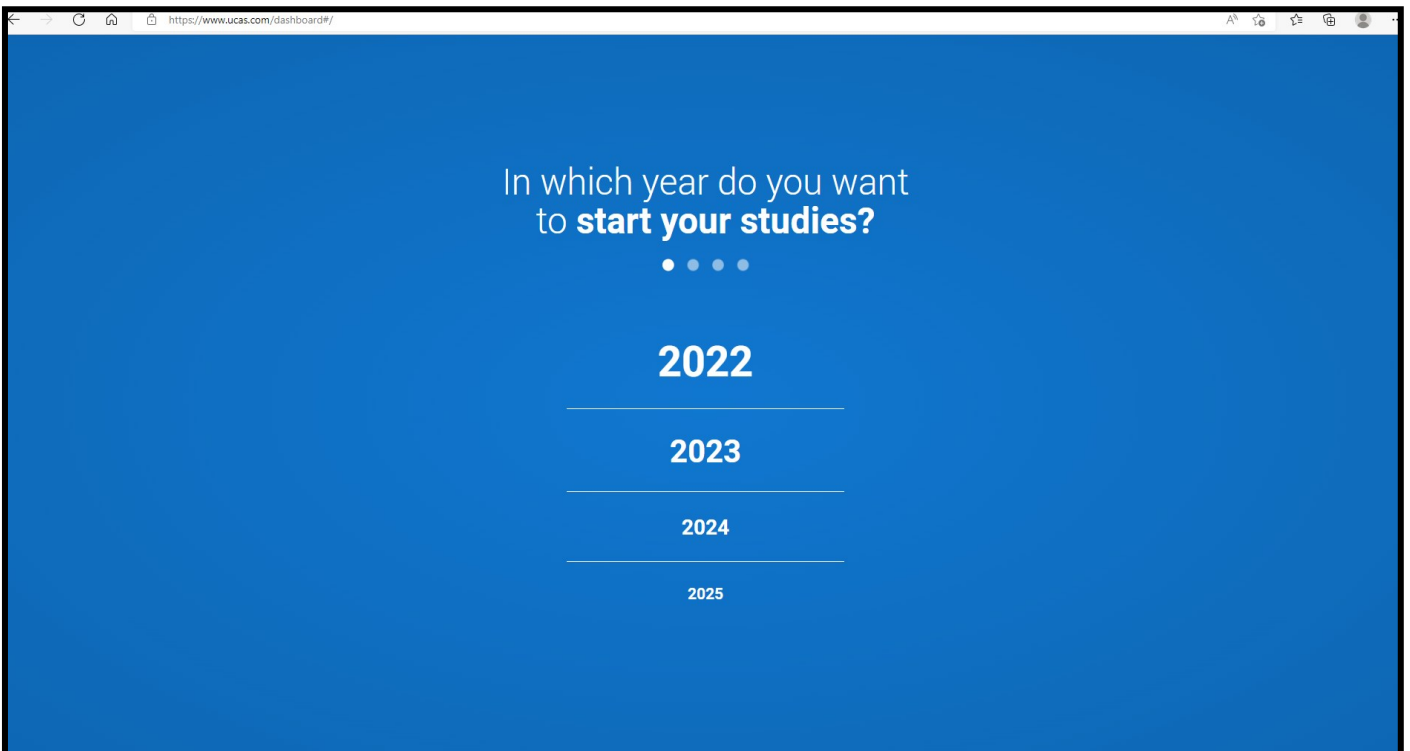
This screenshot shows the same UCAS registration page, but with the form fields filled out. The browser address bar remains the same. The form fields are now populated with the following information:

- Sign in** / **Register** (selected)
- REGISTER** (large heading)
- Email ***: jobshop@barnsley.ac.uk
- First name ***: Job
- Last name**: Shop
- Password ***: (with a "Show" link)
- Confirm password ***: (with a "Show" link)
- I have read and understood the [Terms and conditions *](#)
- Register** (button)

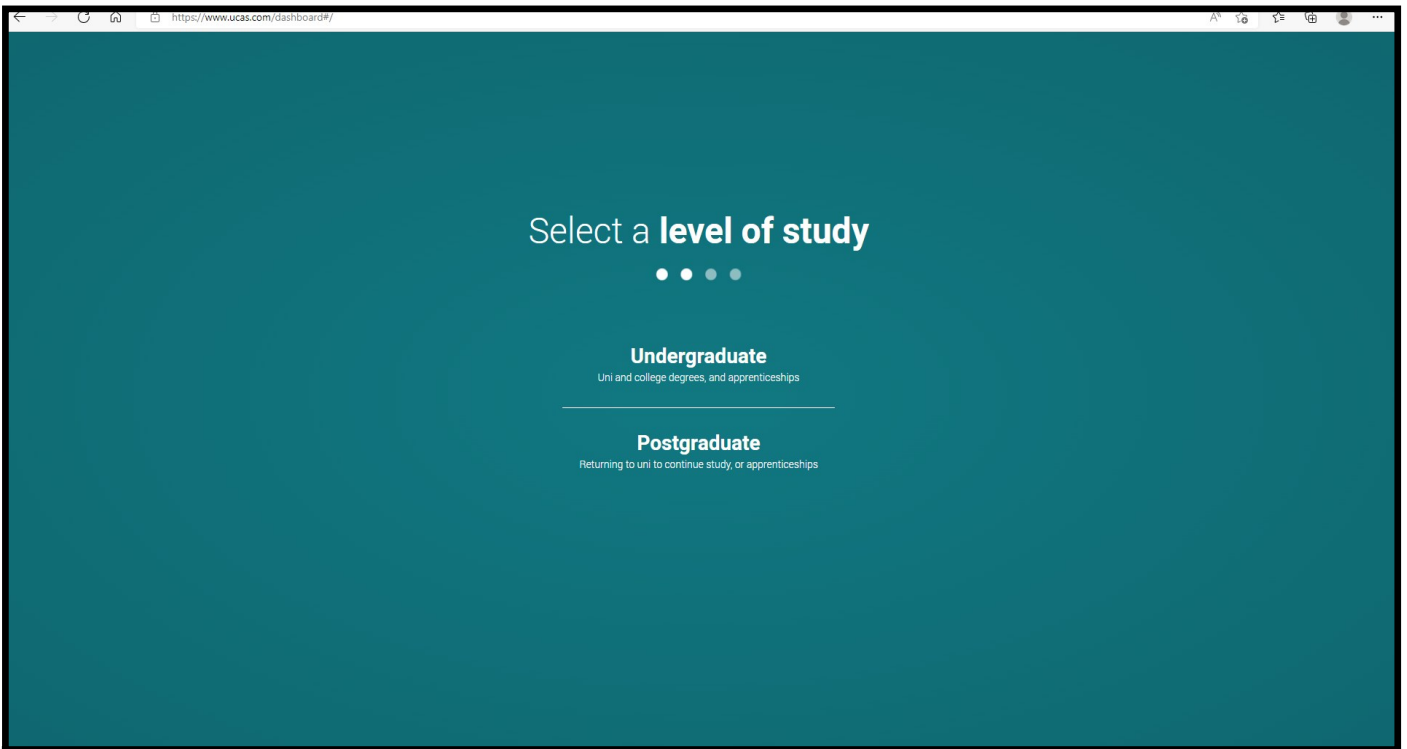
The privacy notice remains the same: "We never share your data without permission. Our privacy and cookie policies" with a green checkmark icon.



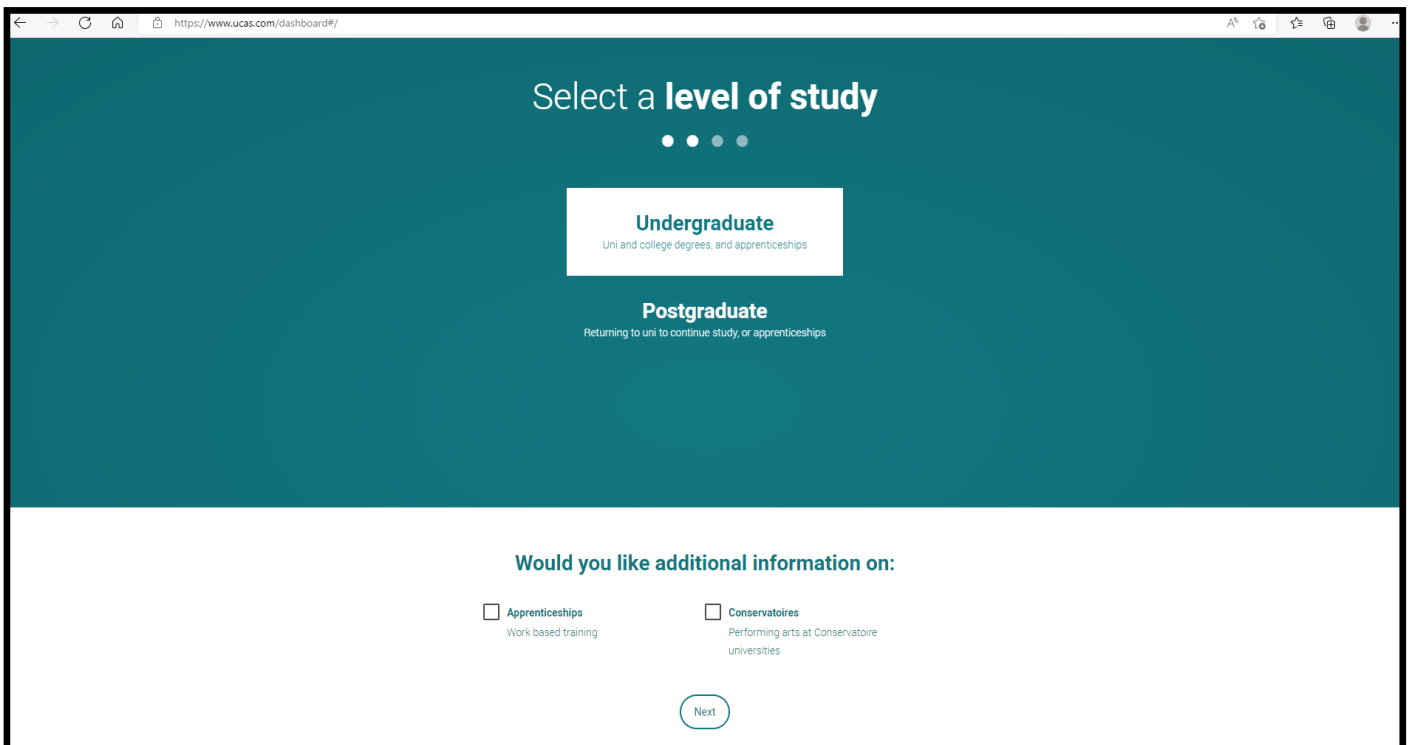
After clicking to register your account, you will then receive this page. Click "Ready" and continue registering your account using the steps below.



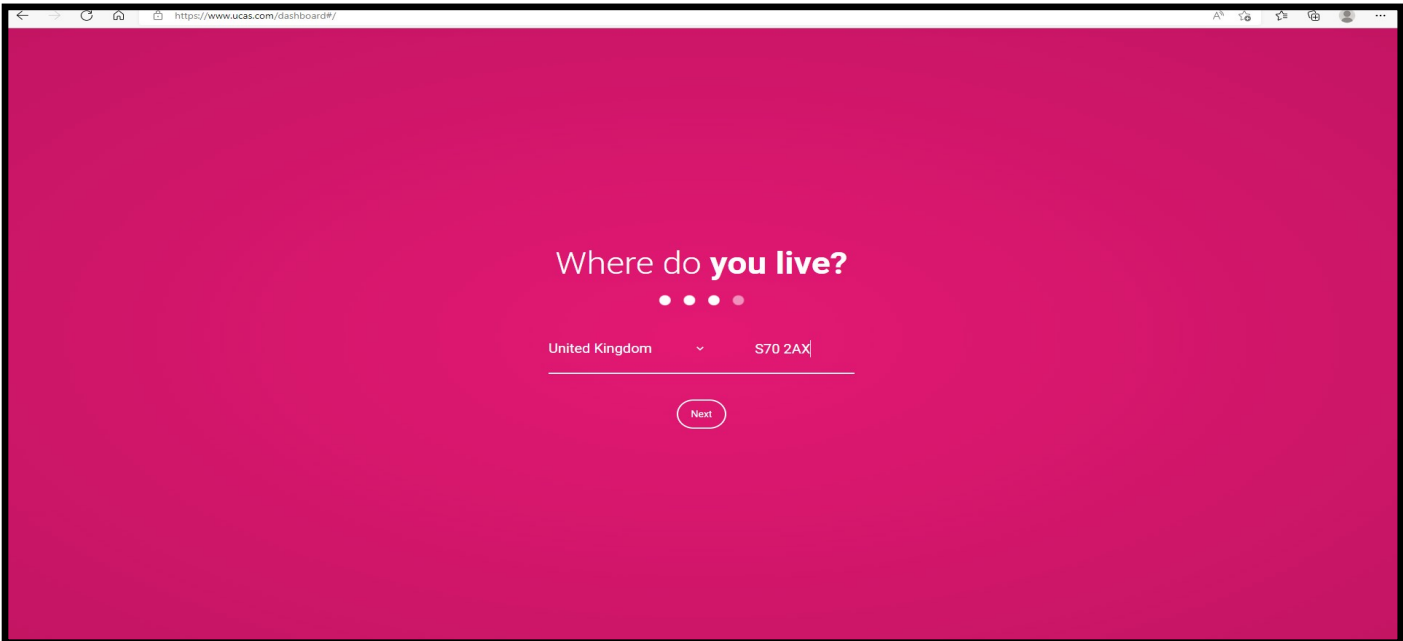
You will then need to select the year that you are planning on starting Higher Education. If you are planning on going straight to university after finishing at college, this will be "2024".



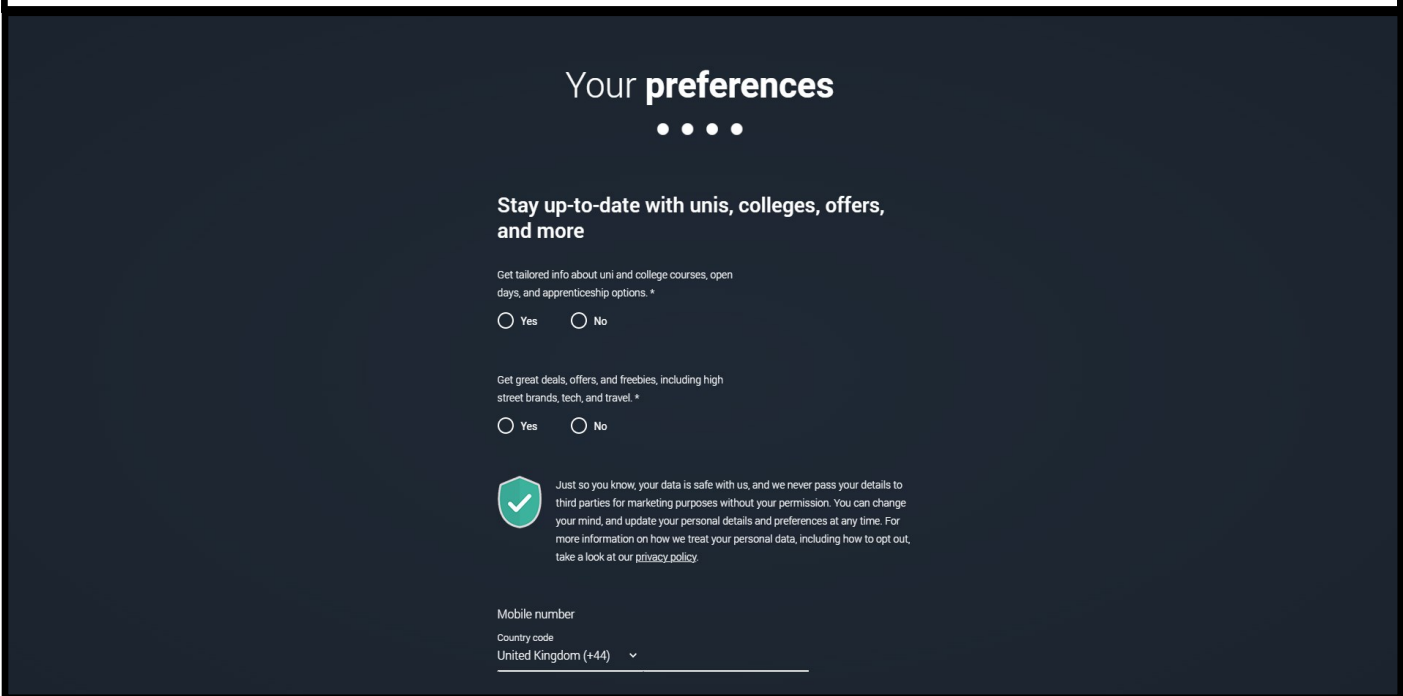
It will then ask for you to select your level of study. If you are currently studying on a Level 3 programme, this will be “Undergraduate”.



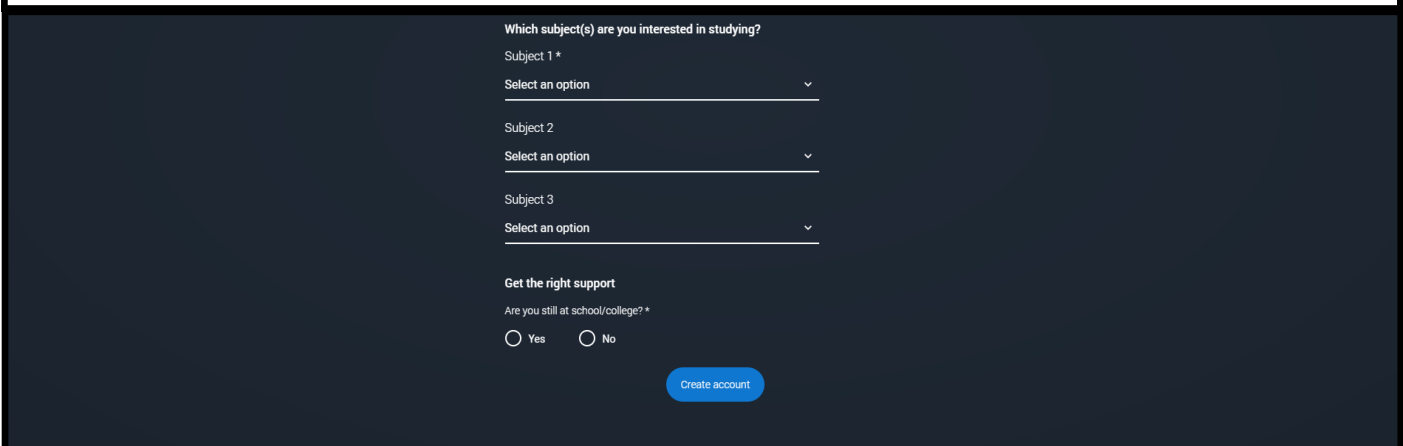
When you click on “Undergraduate” it will then ask if you would like any additional information about apprenticeships or conservatoires—if you would then you should tick the boxes, but if you don’t then you can leave them unticked. Then click “Next”.



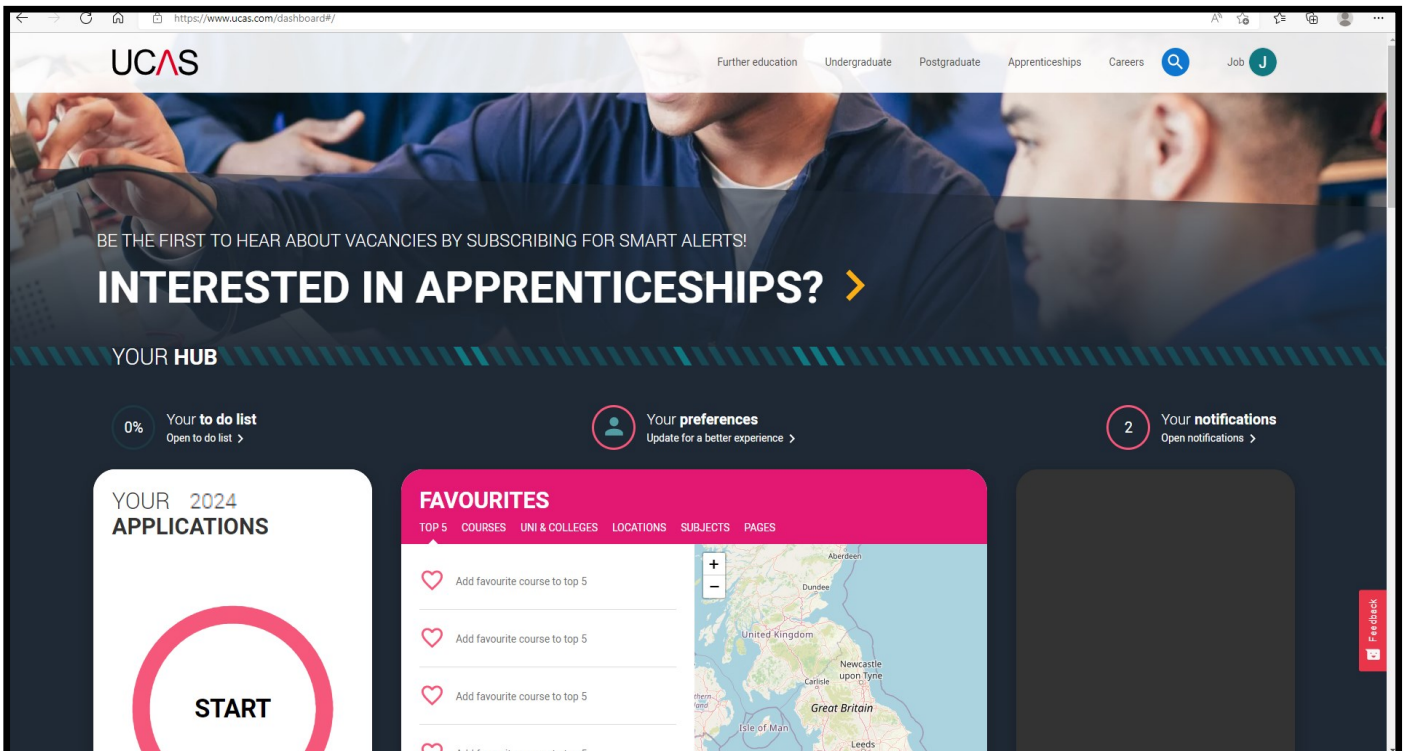
It will then ask for details about where you live—put these in and click “Next”.



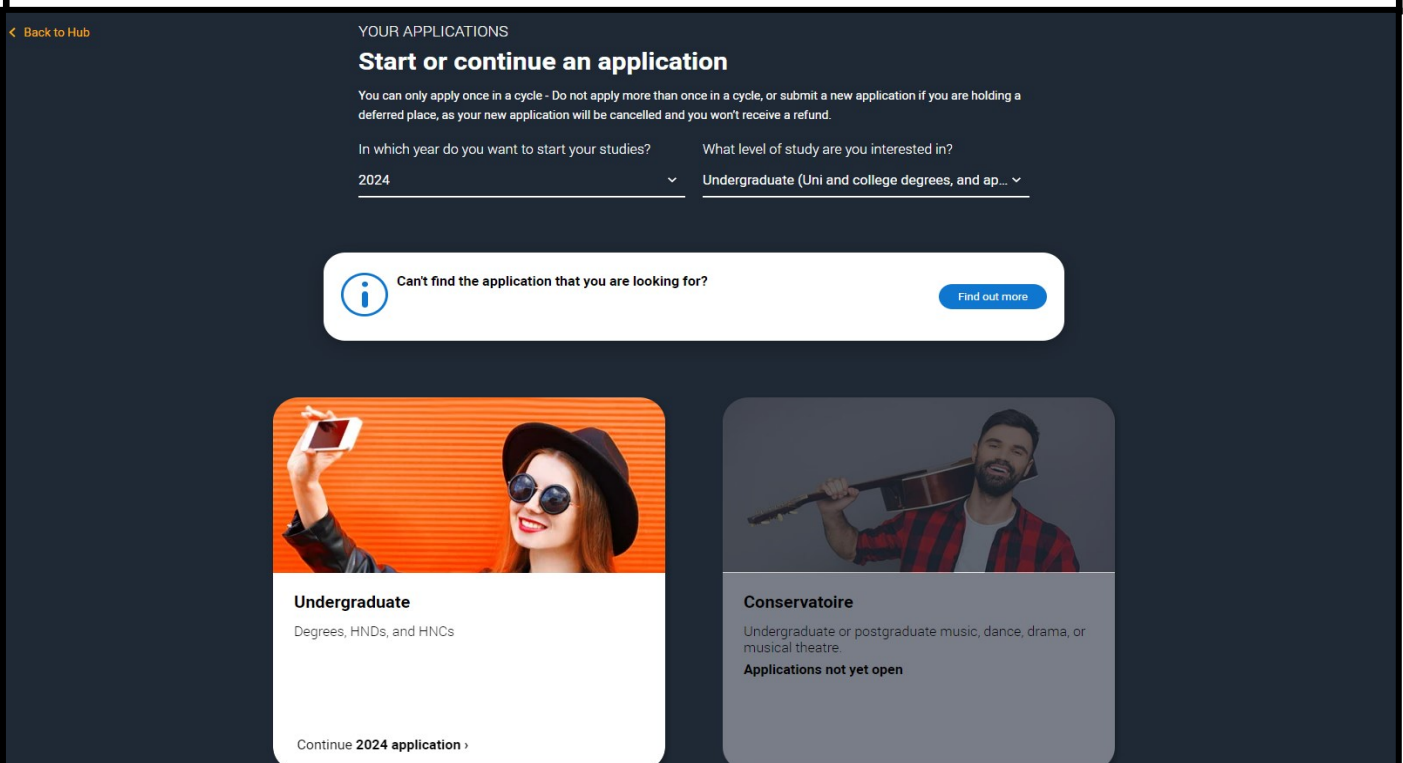
Fill out your preferences in this section—don’t worry too much about the subject interests bit as shown below—this is just so that they can send tailored information if you choose to receive it. When you’ve finished click “Create Account”.



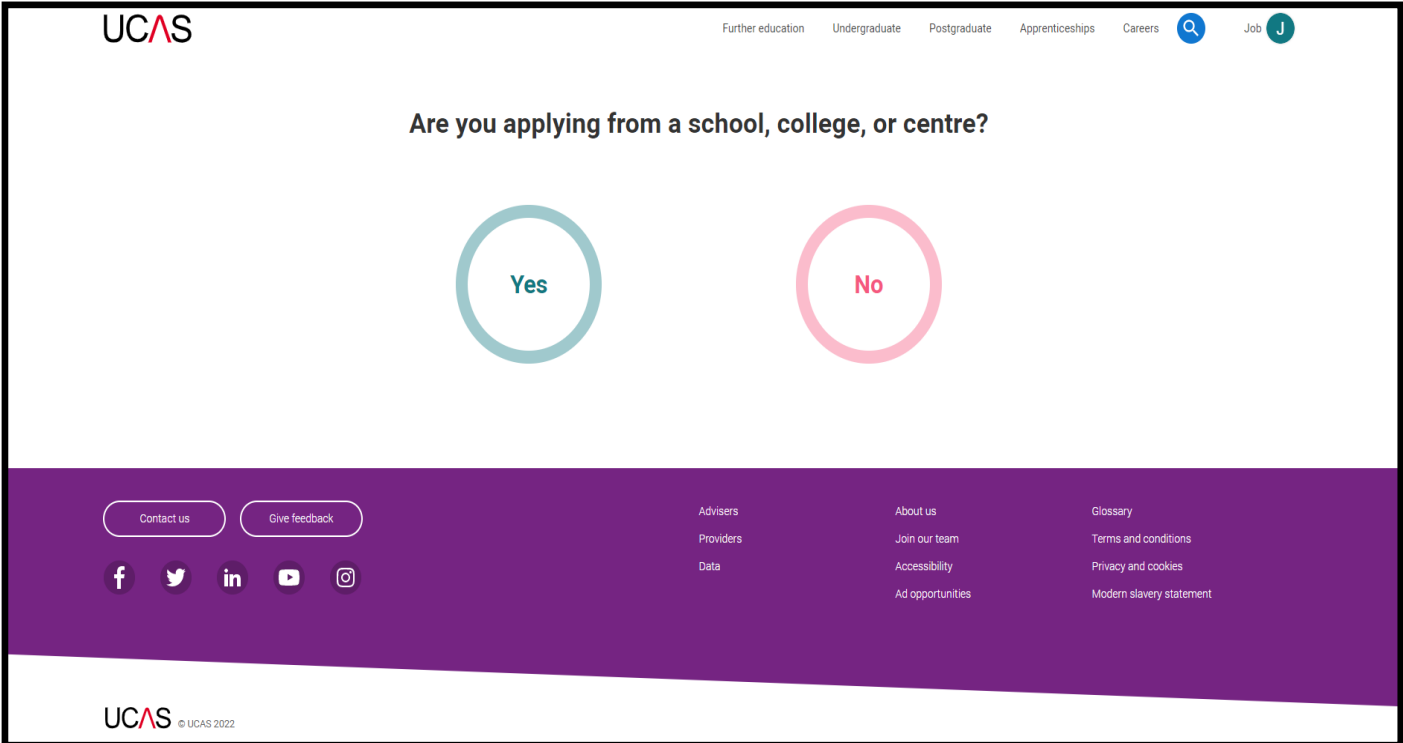
Starting a New Application



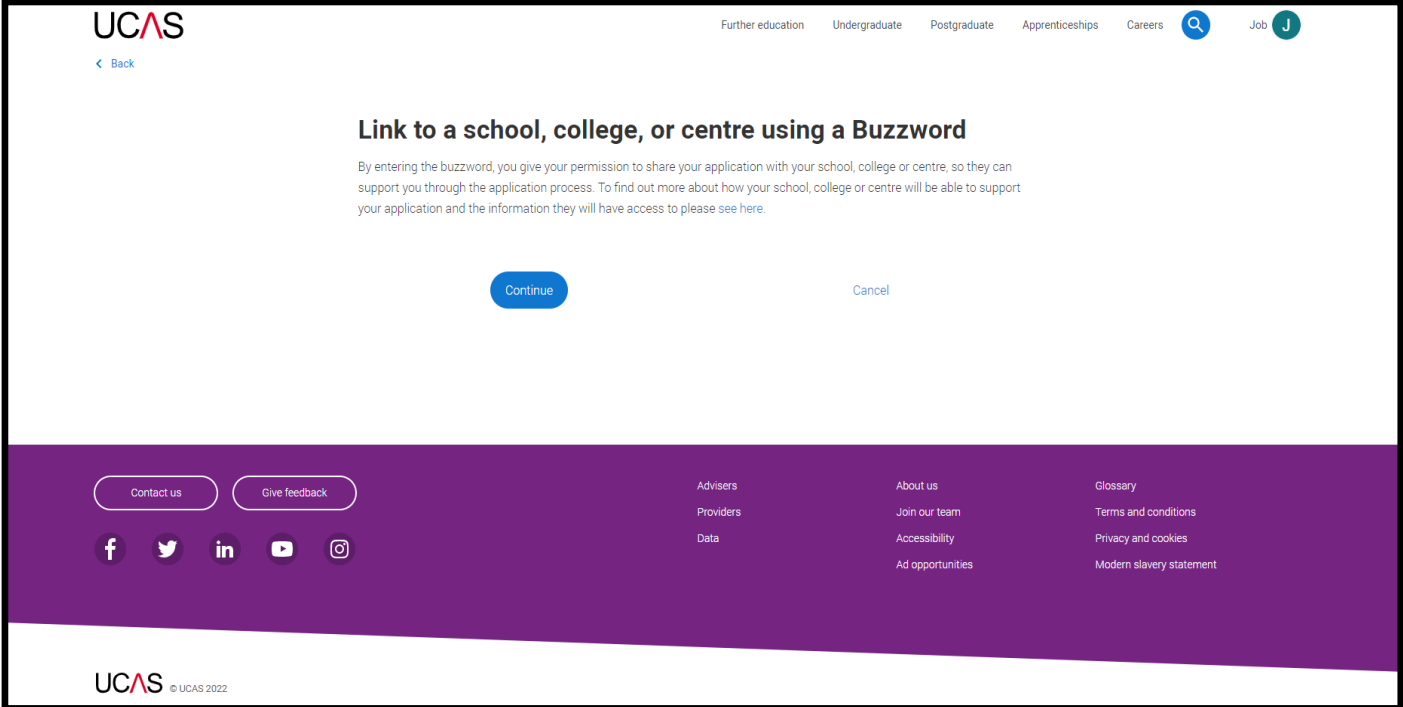
This is your Hub homepage. To start your application, click on the “START” button in the red circle in the box on the left side. Whenever you log into UCAS from now on, this is the page that you will have. To continue working on your application, you will also click on this box.



It will then ask you what type of application you would like to make. Unless you have already researched and know that you would like to apply to conservatoires, it is likely that you will be making an undergraduate application—so click this option.



When you're asked if your applying through a school, college or centre—click "Yes". This means that the college can see your application and support you with this.



It will then ask you to link your application to the college using a Buzzword. Click "Continue".

Put the college Buzzword in here. The college Buzzword this year is: Cactus
 If you have any problems when entering the Buzzword, please get in contact with the Job Shop.

It will then give you this page. If it says "Barnsley College Higher Education" then that is correct (this is what all of the college comes under on the UCAS system).

You have linked your application to
Barnsley College Higher Education

Select group

Business

Save

Contact us

Give feedback



[Advisers](#)

[Providers](#)

[Data](#)

[About us](#)

[Join our team](#)

[Accessibility](#)

[Ad opportunities](#)

[Glossary](#)

[Terms and conditions](#)

[Privacy and cookies](#)

[Modern slavery statement](#)

Now you need to select the group that you want your application to show in. Pick the group that either has your course title, or if there are multiple that do, click the one that also has your tutors name (we've used business as an example). If you can't find this on here, you can let your application go into the "Default" group, but this is not recommended as applications in here might not get noticed by tutors.

/ UCAS application

Application status

Centre information

Application linked to
Barnsley College Higher Education
Group:
Default Group

0/5

CHOICES

0%

PROFILE

NOT STARTED

PERSONAL
STATEMENT

0%

Review and
submit

Your choices



You can add up to 5 choices to your application. You can change your choices until you send your application to us. All sections must be marked as complete before you can send your application to us.

Mark complete

Search for courses

 Find courses and providers

Profile

Personal details >

Name, age, sex and gender

Start this section

Contact & residency
details >

Address, email, telephone and where you live

Start this section

Nationality details >

Homeplace and nationality

Start this section

Supporting
information >

Do other providers know how to support you during your studies?

Start this section

English language
skills >

Is English your first language?

Start this section

Finance & funding >

Tell us how you'll fund your study

Start this section

Experience

Education >

Qualifications and periods of study

Start this section

Employment >

Paid employment

Start this section

Your personal statement

Personal statement >

Why do you want to study this subject?



Once you have linked your application, you will get this page. This is where you fill out individual sections to complete your full application. To fill out or edit a section, just click on it.

Personal Details

Personal details

Contact and residency details

Nationality details

Supporting information

English language skills

Finance and funding

Education

Employment

Personal statement

Title *

Miss ▾

First and middle name(s) *

Make sure your name is as it appears on any official documents, such as your passport, birth certificate or driving licence.

Job

Last name *

Make sure your name is as it appears on any official documents, such as your passport, birth certificate or driving licence.

Shop

Previous name(s)

Tell us any other names you've been known by (for example maiden name), as it helps when we're matching educational records.

Preferred name

Let us know what we, and your chosen universities and colleges, should call you in our correspondence.

Date of birth *

Day Month Year

04 ▾ 06 ▾ 2005 ▾

Gender *

Select the gender you most identify with at this time. You can tell the university or college directly if you'd feel more comfortable identifying in another way, or if this changes.

Man Woman I use another term I prefer not to say

Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

Enter your personal details here. Mark the section as complete by ticking the box at the bottom, and then click on the blue "Save this section" button.

Contact and Residency Details

UCAS Further education Undergraduate Postgraduate Apprenticeships Careers Job

CONTACT & RESIDENCY DETAILS

2024 Undergraduate application Your Personal ID number 1621911100

UCAS application / Contact & residency details

[Return to application overview](#)

- Personal details
- Contact and residency details**
- Nationality details
- Supporting information
- English language skills
- Finance and funding
- Education
- Employment
- Personal statement

Contact details

Mobile telephone number

Other telephone number

Email address *
You can update your email address in your UCAS profile

Postal address

Address type *

Address line 1 *

Address line 2

Address line 3

Address line 4

Postcode *

Fill out your contact details—including your address. When you type in the information it asks for, it will display your full address (as shown here). It's important to get these right, and update UCAS if these details change, as this is how UCAS, universities and the Job Shop team may get in touch with you about your application.

Nominated access

Do you want someone else to be able to act, or speak on your behalf, about your application? e.g. A parent, teacher, other relative or guardian. If you are using an agent, you can choose to enter their details.

You're able to enter details of someone you're happy to help manage your application - this is called nominated access.

Yes No

Full name of nominee *

The first and last name of your nominee. They will be asked this information when speaking to UCAS on your behalf.

Parent Job Shop

Relationship to you *

How you know your nominee. They will be asked this information when speaking to UCAS on your behalf.

Parent

As you scroll further down the page, you will see this section about nominated access, We usually recommend that you put the details of someone that you trust in here (usually a parent or guardian)

Residency details

Is your home address the same as your postal address? *

Yes No

Please select your area of permanent residence *

Your area of permanent residence refers to the area in which you normally live.

Barnsley

Residential category *

Please choose the option that most closely applies to you.

UK Citizen - England

Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

[Back to Personal details](#)

[Next to Nationality details](#)

Under the nominated access section is the residency details section. For this, just answer the questions using the tick box and drop down boxes, to describe what best describes your residency details. This helps universities see if you are likely to need sponsorship or visas etc. to study in the UK or if you are a UK resident. Once you have completed this section, tick the box to mark it as complete and click on "Save this section".

Education

EDUCATION

2024 Undergraduate application

Your Personal ID number
1621911100

UCAS application / Education

[Return to application overview](#)

- ✓ Personal details
- ✓ Contact and residency details
- Nationality details
- Supporting information
- English language skills
- Finance and funding
- Diversity and inclusion
- More about you
- Education**
- Employment
- Extra activities
- Personal statement

+ Add place of education

Unique Learner Number (ULN)
The Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 13 involved in UK education or training. If you don't have one, or don't know yours, leave this blank.

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

Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

[Save this section](#)

[Back to More about you](#) [Next to Employment](#) [?](#)

This is the education section of the form—where you need to put in all the details of your current and past qualifications. You need to put in the details of any qualification you have ever sat—regardless of the grade that you achieved. If you're resitting English or Maths in college, make sure to include your original grades under your school, as well as under the college (with the result set to "pending").

Click on the big grey "Add place of education" button to add your school and college. You will need to add these separately, and then add the individual subjects for each of them.

Add place of education

Name of the school, college, or university *

BARNSELY COLLEGE, BARNSELY

Exam centre number

This may be automatically filled in based on your school, college, or university

36110

Start date *

Month Year

09

2022

End date *

Month Year

07

2024

Type of study *

Full time Part time Sandwich

Save

Cancel

When you click to add a place of education, the above window will pop up on your screen. Type in the name of your school or college, along with the dates you were there, (for your current course you should set the planned end date—usually July). Your type of study for school will be “full time” and for most Level 3 courses it is the same. If you’re not sure if your current course counts as full time or part time, you should ask your tutor.

Do you, or will you, have any qualifications from this centre? *

If you received any qualifications at this school, college or centre, or if you have any qualifications pending at this school, click yes.

All qualifications must be entered, even if you received an unsuccessful grade, if you are still waiting to take the final exams or if you are waiting for the results.

If you are resitting a qualification you need to enter it twice: once as a completed qualification with the grade achieved and once as a qualification with the result Pending.

Yes No

Save

Cancel

It asks if you already have, or will have, any qualifications from this place of study (as shown above) - for anywhere you have done any qualifications (including the college) the answer will be yes. Once you have filled this in, click the blue “Save” button.

- ✓ Personal details
- ✓ Contact and residency details
- ✓ Nationality details
- ✓ Supporting information

BARNSELY COLLEGE, BARNSELY

More

September 2022 - July 2024

Full time

Add qualification

When you've added your school or college, your education page will look like this. You'll have the ability to add another place of education, and add your qualifications to the place you've just inputted.

To add your qualifications—click on add qualification. If it asks if you want to proceed without saving your changes you can click yes, or click no and then save them using the save button at the bottom of the page. Do not mark the section as complete until you have completed everything .

- ✓ Personal details
- ✓ Contact and residency details
- Nationality details
- Supporting information
- English language skills
- Finance and funding
- Diversity and inclusion
- More about you
- Education**
- Employment
- Extra activities
- Personal statement

Add qualification

To add a qualification either choose from the qualification shortlist or search for your qualification.

Qualifications shortlist

- + AAT Level 3 Diploma in Accounting (OCF)
- + AAT NVQ Level 3 in Accounting
- + Access to HE Diploma (2009 to 2014)
- + BTEC 90-Credit Diploma (OCF)
- + BTEC Diploma (OCF)
- + BTEC Extended Diploma (OCF)
- + BTEC Level 4 HNC Diploma (OCF)
- + BTEC Level 5 HND Diploma (OCF)
- + Foundation Degree
- + Functional Skills
- + GCE Advanced Level (A-Level)
- + GCE Advanced Subsidiary
- + GCSE (Grade 9-1)
- + GCSE (Grade A*-G)
- + GCSE Short Course
- + GCSE Double Award (9-9 to 1-1)
- + GCSE Double Award (A*-A* to G-G)
- + Key Skills
- + NVQ Award (OCF)
- + NVQ Certificate (OCF)
- + NVQ Diploma (OCF)

Search for your qualifications

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 'other' to see the full qualifications list.

Search by name

Search for qualification by name



To add a qualification—either click on the box that has the right qualification in it—or if you can't see it, type it into the search box near the bottom of the page. It's important that you get your qualification information right, as some are worth more UCAS points than others—although they may look similar.

[Return to application overview](#)

- ✓ Personal details
- ✓ Contact and residency details
- ✓ Nationality details
- ✓ Supporting information
- ✓ English language skills
- ✓ Finance and funding
- ✓ Diversity and inclusion
- ✓ More about you
- Education**
- ✓ Employment
- ✓ Extra activities
- ✓ Personal statement

Add qualification

BTEC Extended Diploma (QCF)
If you don't find a match you can manually add one

Subject*
Type and select the subject you studied

Qualification date*
Month Year

Awarding organisation*

Level*

Grade*

Your qualifications

BARNLEY COLLEGE, BARNLEY
September 2022 - July 2024

No qualifications
There are no qualifications added for this school at the moment

Add the modules for this qualification

Module / Unit 1

Unit title

Qualification date
Month Year

QCF Credit value

Level

Grade

[Add another module](#)

[Save qualifications](#) [Save and add another](#) [Cancel](#) [?](#)

This is an example of the page that comes up when you click to enter your qualification. The information that it asks for will vary depending on what type of qualification you have clicked on. Make sure that you enter all of the information fully (if you're not sure about any of it—ask your tutor). When you've done inputting the information, click "Save qualifications" to save and go back to the education section—or click "Save and add another" to add another qualification of the same type (useful for inputting things like GCSEs—but not when adding a double award GCSE such as Double Science—which is a separate option).

- ✓ Personal details
- ✓ Contact and residency details
- ✓ Nationality details
- ✓ Supporting information
- ✓ English language skills
- ✓ Finance and funding
- ✓ Diversity and inclusion
- ✓ More about you
- Education
- ✓ Employment
- ✓ Extra activities
- ✓ Personal statement

BARNSELY COLLEGE, BARNSELY ... More

September 2022 - July 2024
Full time

Add qualification

BTEC Extended Diploma (QCF) in Business ... More

Subject	Level	Awarding organisation	Grade	Qualification date	Module(s)
Business	3	Pearson	Pending	July 2024	(1 module)

▼ Module(s)

Unit title	QCF Credit value	Level	Grade	Qualification date
Business Staff	15	3	Pending	July 2024

Netherwood Academy ... More

September 2016 - June 2021
Full time

Add qualification

GCSE: Double Award (9-9 to 1-1) in Combined sciences: Trilogy ... More

Title	Grade	Awarding organisation	Qualification date
Combined sciences: Trilogy	8-7	AQA	August 2021

+

Add place of education

BTEC Registration Number
You can find your BTEC registration number on your exam certificates or documents provided by your school or college.

i Make sure you add your BTEC registration number if you have a pending qualification so that we can match you to your results.

Unique Learner Number (ULN)
This is a 10-digit number connected to a UK student's Personal Learning Record. You can find this on a qualification certificate or results slip. If you don't have a ULN, or don't know yours, please leave this blank. Scottish domiciled students do not have a ULN.

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

Mark this section as complete *
 ?

This is an example of what your education page might look like once you have begun to add your qualifications. This will be slightly different for each person, and will obviously have more (and maybe different) qualifications than the one illustrated in this guide.

If you have inputted a BTEC qualification into your education, you may see that it asks you for a BTEC registration number. This should be on your certificate. You should also be able to find your Unique Learner Number (ULN) there.

It asks you for a highest level of education—this should be “Below honours degree level” unless you already have a degree.

Once you have put all of this information in, and put ALL of the qualifications you have ever sat in, then you can mark the section as complete and click the blue “Save this section” button.

Employment

UCAS

Further education Undergraduate Postgraduate Apprenticeships Careers Job

EMPLOYMENT
2024 Undergraduate application

Your Personal ID number
1621911100

UCAS application / Employment

[Return to application overview](#)

- ✓ Personal details
- ✓ Contact and residency details
 - Nationality details
 - Supporting information
 - English language skills
 - Finance and funding
 - Diversity and inclusion
 - More about you
- ✓ Education
 - Employment**
 - Extra activities
 - Personal statement

Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

You can add any PAID work that you have done in this section. Do not include any volunteering or work experience you have done in here—only work that you have been paid for (such as a part-time job). To add a new employment record—click on the grey “Add employment” button.

Add employment

Company/organisation name *
Barnsley College

Role title *
Careers Advisor

Company/organisation address *
Church Street, Barnsley, S70 2AX

Start date *
Month Year
01 2022

Finish date
Month Year
MM YYYY

Fill out the details that it asks for. Check your spelling—there’s no spell check in this section! Once you have put your details in, click on the blue “Save” button.

EMPLOYMENT

2024 Undergraduate application

Your Personal ID number
1621011100[Home](#) / [UCAS application](#) / [Employment](#)[Return to application overview](#)

- ✓ [Personal details](#)
- ✓ [Contact and residency details](#)
- [Nationality details](#)
- [Supporting information](#)
- [English language skills](#)
- [Finance and funding](#)
- [Diversity and inclusion](#)
- [More about you](#)
- ✓ [Education](#)
- 1** [Employment](#)
- [Extra activities](#)
- [Personal statement](#)

Barnsley College

Careers Advisor

Company/organisation address Church Street, Barnsley, S70 2AX

Start date 01/2022

Finish date

Was/is your position full time or part time? Part time

[... More](#)

Add employment

 Mark this section as complete*

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

[Save this section](#)[Back to Education](#)[Next to Extra activities](#)

Once you've added your employment—your page will look something like this. You can add multiple if you have had more than one job. Once you have added any employment that you have to add—click to mark the section as complete, and then click the blue "Save this section" button.

If you don't have any employment history to add, you can just mark this section as complete and save it without adding anything.

Nationality Details

UCAS

Further education Undergraduate Postgraduate Apprenticeships Careers Job

NATIONALITY DETAILS

2024 Undergraduate application

Your Personal ID number
1621911100

[/ UCAS application / Nationality details](#)

[Return to application overview](#)

- ✓ Personal details
- ✓ Contact and residency details
- Nationality details**
- Supporting information
- English language skills
- Finance and funding
- Diversity and inclusion
- More about you
- ✓ Education
- ✓ Employment
- Extra activities
- Personal statement

What is your country of birth? *
For the purpose of this question the UK includes the Channel Islands and the Isle of Man.

United Kingdom

What is your nationality? *
If you're applying from outside the UK choose your nationality as it appears in your passport. If you have dual nationality and you need a visa to enter the UK, enter your first nationality as it is shown on the passport you intend to use when travelling to the UK for your course.

UK national

Dual nationality
If you have dual nationality, select your first nationality in the previous field and your second nationality here.

Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

[Save this section](#)

[Back to Contact and residency details](#) [Next to Supporting information](#)

Enter your nationality details. Then mark the section as complete and click on the blue "Save this section" button.

Supporting Information

The screenshot shows the UCAS application interface. At the top left is the UCAS logo. The top right navigation bar includes links for Further education, Undergraduate, Postgraduate, Apprenticeships, Careers, and Job. The main header area displays 'SUPPORTING INFORMATION' and '2024 Undergraduate application' on the left, and 'Your Personal ID number 1621911100' on the right. A breadcrumb trail below the header reads '/ UCAS application / Supporting information'. A left-hand sidebar lists various application sections: Personal details, Contact and residency details, Nationality details (highlighted in blue), English language skills, Finance and funding, Diversity and inclusion, More about you, Education, Employment, Extra activities, and Personal statement. The main content area contains two dropdown menus, both set to 'No'. The first question is 'Have you ever lived or worked in the EU (excluding the UK), European Economic Area (EEA) or Switzerland? *'. The second question is 'Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK), EEA or Swiss national? *'. Below these is a checkbox labeled 'Mark this section as complete *' which is checked. A note states: 'You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.' A blue 'Save this section' button is positioned below the note. At the bottom of the main content area are two buttons: 'Back to Nationality details' and 'Next to English language skills'. A help icon (question mark in a circle) is located in the bottom right corner of the page.

In this section, it asks if you or your family have ever lived or worked in the EU—this doesn't include the UK, so only put "Yes" if you or your family have ever lived or worked elsewhere in the EU.

English Language Skills

UCAS Further education Undergraduate Postgraduate Apprenticeships Careers Job

ENGLISH LANGUAGE SKILLS
2024 Undergraduate application

Your Personal ID number
1621911100

UCAS application / English language skills

[Return to application overview](#)

- Personal details
- Contact and residency details
- Nationality details
- Supporting information
- English language skills**
- Finance and funding
- Diversity and inclusion
- More about you
- Education
- Employment
- Extra activities
- Personal statement

English proficiency tests and exams are taken by students who don't speak English as their first language. Is English your first language?
This question is to find out whether you have taken an IELTS or TOEFL English proficiency test. The answer to this question is not passed on to your choices.

- If you click yes, you won't be asked any additional questions and can mark this section as complete.
- If you click no, and have taken English proficiency tests, you can add your certificate numbers and we'll pass them on to your chosen universities and colleges when you submit your application.
- If you click no and haven't completed any tests, for example because Welsh is your first language, you can leave the remaining fields blank and then mark this section as complete.

Yes No

Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

[Save this section](#)

[Back to Supporting information](#) [Next to Finance and funding](#)

For this one, you just need to select whether English is your first language or not. If your answer is yes, just select "Yes", mark the box as complete and then click the "Save this section" button.

If English is not your first language, select "no". You will then be asked if you have a TOEFL or IELTS number to provide (as seen below). If you do, input these here. Then click to mark the box as complete and click the blue "Save this section" button.

ENGLISH LANGUAGE SKILLS
2024 Undergraduate application

Your Personal ID number
1621911100

UCAS application / English language skills

[Return to application overview](#)

- Personal details
- Contact and residency details
- Nationality details
- Supporting information
- English language skills**
- Finance and funding
- Diversity and inclusion
- More about you
- Education
- Employment
- Extra activities
- Personal statement

English proficiency tests and exams are taken by students who don't speak English as their first language. Is English your first language?
This question is to find out whether you have taken an IELTS or TOEFL English proficiency test. The answer to this question is not passed on to your choices.

- If you click yes, you won't be asked any additional questions and can mark this section as complete.
- If you click no, and have taken English proficiency tests, you can add your certificate numbers and we'll pass them on to your chosen universities and colleges when you submit your application.
- If you click no and haven't completed any tests, for example because Welsh is your first language, you can leave the remaining fields blank and then mark this section as complete.

Yes No

Can you provide any of these certificate numbers?

Test of English as a Foreign Language (TOEFL) Number

International English Language Testing System (IELTS) TRF Number

Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

[Save this section](#)

[Back to Supporting information](#) [Next to Finance and funding](#)

Finance and Funding

The screenshot shows the UCAS application interface for the 'Finance & Funding' section. The top navigation bar includes 'UCAS' and links for 'Further education', 'Undergraduate', 'Postgraduate', 'Apprenticeships', 'Careers', and 'Job'. The user's 'Personal ID number' is 1621911100. The breadcrumb trail is 'UCAS application / Finance & funding'. A sidebar on the left lists various application sections, with 'Finance and funding' highlighted in blue. The main content area is titled 'What will be your main source of funding for your studies?' and includes instructions, a dropdown menu for funding services (currently showing 'UK, ChI, IoM or EU student finance services'), and a 'Student support arrangements' section with a dropdown menu (currently showing 'Barnsley'). A 'Mark this section as complete' checkbox is checked. At the bottom, there are buttons for 'Save this section', 'Back to English language skills', and 'Next to Diversity and inclusion'. A help icon is visible in the bottom right corner.

It's important to fill out this 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.

Diversity and Inclusion

DIVERSITY AND INCLUSION

2024 Undergraduate application

🏠 / UCAS application / Diversity and inclusion

[Return to application overview](#)

- ✓ Personal details
- ✓ Contact and residency details
- ✓ Nationality details
- ✓ Supporting information
- ✓ English language skills
- ✓ Finance and funding
- [Diversity and inclusion](#)**
- [More about you](#)

Equality monitoring

Ethnic origin *

White

What is your religion or belief?

No religion or belief

What is your sexual orientation?

Other

Do you identify as transgender?

No

Fill out these parts—they're just gathering data to see what backgrounds students applying for university have. Select the options that you feel best represent you.

✓ Personal details

✓ Contact and residency details

✓ Nationality details

✓ Supporting information

✓ English language skills

✓ Finance and funding

Diversity and inclusion

[More about you](#)

✓ Education

✓ Employment

[Extra activities](#)

[Personal statement](#)

Care support information

Have you been in care?

Select yes if you've ever lived in public care or as a looked-after child, including:

- with foster carers under local authority care
- in a residential children's home
- being 'looked after at home' under a supervision order
- living with friends or relatives in kinship care

Note: This does not refer to time spent in boarding schools, working in a care or healthcare setting, or if you are a carer yourself. Please note that eligibility for support may differ between higher education providers – we strongly recommend contacting the student support team in advance of making an application

For more information about answering this question read our [FAQs](#).

Yes No

Parental education

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

Yes

Occupational background*

Please give the job title of your parent, step-parent, or guardian who earns the most, if you are under 21. If she or he is retired or unemployed, give their most recent job title. If you prefer not to give this information, please enter 'I prefer not to say'. If you are 21 or over, please give your own job title. If you can't find a match for the job title you want to enter, please choose the one closest to it.

Careers Advisory Officer

Mark this section as complete*

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

[Back to Finance and funding](#)

[Next to More about you](#)

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.

Personal Statement

The screenshot shows the UCAS Personal Statement page. At the top, the UCAS logo is on the left, and navigation links for Further education, Undergraduate, Postgraduate, Apprenticeships, Careers, and Job are on the right. The main heading is 'PERSONAL STATEMENT' with the sub-heading '2024 Undergraduate application'. A 'Your Personal ID number' of 1621911100 is displayed in the top right. A breadcrumb trail shows 'UCAS application / Personal statement'. A left-hand menu lists various sections with checkmarks, including 'Personal details', 'Contact and residency details', 'Nationality details', 'Supporting information', 'English language skills', 'Finance and funding', 'Diversity and inclusion', 'Education', and 'Employment'. The 'Personal statement' section is highlighted. The main content area contains instructions: '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-processor and paste it in to your application. You can type your statement directly into the box or edit a statement you have pasted in.' Below this is a text box with the placeholder text 'PUT A REALLY GOOD PERSONAL STATEMENT IN HERE'. A character count at the bottom of the box shows 'Characters used: 44 of 4000 characters'. A 'Save draft' button is at the bottom left, and a 'Save & Preview' button is at the bottom right. A dark grey information box on the right states 'You have used 0 of 47 lines based on the preview and 0 of 4000 characters.'

Copy and paste your personal statement into the box on this page. We always recommend writing your statement on Word and pasting it in here, instead of writing it in here straight away, because there is no spell check feature on this page. For support with creating your personal statement, please contact your tutor or the Job Shop team. Once you have done this, click on the "Save & Preview" button.

The screenshot shows the UCAS Personal Statement page in preview mode. The breadcrumb trail is 'UCAS application / Personal statement'. The left-hand menu is the same as in the previous screenshot. The main content area is titled 'Personal statement Preview'. It includes a warning: '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.' Below this is an 'Edit' button and a character count of '44 of 4000 characters'. A checkbox is checked, labeled 'Mark this section as complete *'. Below this is a note: 'You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.' A 'Save this section' button is at the bottom. A dark grey information box on the right states 'You have used 1 of 47 lines based on the preview and 44 of 4000 characters.'

Check that you're happy with your statement and that it fits within the UCAS criteria, then click to mark the section as complete and click on the blue "Save this section" button.

Extra Activities

UCAS application / Extra activities

[Return to application overview](#)

- ✓ Personal details
- ✓ Contact and residency details
- ✓ Nationality details
- ✓ Supporting information
- ✓ English language skills
- ✓ Finance and funding
- ✓ Diversity and inclusion
- [More about you](#)
- ✓ Education
- ✓ Employment
- Extra activities**
- ✓ Personal statement

Extra activities

Have you attended an activity to prepare you for higher education?

Please select any activity you have taken part in to prepare for higher education. For example: national or regional schemes, university-run programmes, summer schools, campus days, taster courses, and booster courses. You can also use your personal statement to include more details about the activities you took part in, the skills you learned, and how this prepared you for higher education.

Note: Open days are not relevant to this question.

If you haven't attended any such activity, please leave this sections blank.

If this section is relevant to you, please provide the following details:

[+](#)
Add activity

Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

[Save this section](#)

[Back to Employment](#) [Next to Personal statement](#) [?](#)

For this section of your application, you can select any activity that you have taken part in to prepare for higher education e.g. campus days, university-run programmes, taster courses etc. Open days are NOT relevant to this question. If you haven't attended any such activity you can leave these sections blank, but still mark this section as complete!

If this section is relevant to you click on the grey "Add activity" button and answer the questions using the drop-down boxes.

Once you have completed this section tick the "Mark this section as complete" box and press the blue "Save this section" button .

More about you

🏠 / UCAS application / More about you

[Return to application overview](#)

- ✓ Personal details
- ✓ Contact and residency details
- ✓ Nationality details
- ✓ Supporting information
- ✓ English language skills
- ✓ Finance and funding
- ✓ Diversity and inclusion
- More about you**
- ✓ Education
- ✓ Employment
- ✓ Extra activities
- ✓ Personal statement

Here, you can tell us about any circumstances that you might need support for during your studies. You might feel uncertain about sharing your personal circumstances but we want to reassure you that this information is confidential and will not negatively impact your application.

We don't need you to give details – this information will be shared with those involved in making arrangements to support you at the university or college (e.g. the student support team, admissions staff), and they may get in touch to tell you more.

Note: Not all universities and colleges offer the same support, so contact them directly to discuss your requirements and questions before you apply.

These questions are optional. Use the ? icon to get more help with answering the question and visit the FAQs pages if you need more information.

Every year, over 60,000 students with a physical and/or mental health condition, long-term illness, or learning difference apply through UCAS to study at a university or college in the UK, and access a range of support available to help with their studies, day-to-day activities, travel, or lifestyle. Would you consider yourself as living with any of the following: *

None

Would you consider yourself estranged from your parents (i.e. you're not in contact with and supported by your parents)?

Yes No

Do you have any caring responsibilities?

Yes No

Are you a parent or do you have parenting responsibilities?

Yes No

Do you have official refugee status or limited leave to remain, or are you seeking asylum?

No The UK government has granted me refugee status or humanitarian protection in the UK

I have limited or discretionary leave to remain in the UK I'm currently seeking asylum in the UK

Do you have a parent or carer who currently serves in the UK Armed Forces, or who has done so in the past?

Yes No

Have you ever served in the UK Armed Forces?

Yes No

Are you currently receiving free school meals, or have you been in receipt of free school meals during your secondary education?

Yes No Don't know

Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

Save this section

[Back to Diversity and inclusion](#) [Next to Education](#)

In this section of your application, it is a chance for you to tell them about any circumstances that you might need support for during your studies. This information is confidential and it WON'T affect your application. Not all universities or colleges offer the same support, so make sure you contact them directly to discuss your requirements and questions before you apply.

Answer these questions by ticking "yes" or "no" and by using the drop-down boxes. Once you have completed this section tick the box to "Mark this section as complete" and click the blue "Save this section" button.

Adding your choices

The screenshot displays the UCAS Application 2024 Undergraduate application dashboard. At the top, the UCAS logo is on the left, and navigation links for Further education, Undergraduate, Postgraduate, Apprenticeships, Careers, and Job are on the right. The user's Personal ID number, 1621011100, is shown in the top right corner.

The main content area is titled "Application status" and includes "Centre information" (Application linked to Barnsley College Higher Education, Group: Default Group). Below this are four progress indicators: "CHOICES" (0/5), "PROFILE" (100%), "PERSONAL STATEMENT" (with a checkmark), and a "92%" progress indicator with a "Review and submit" button.

The "Your choices" section features a large blue "Add choice" button and a "Search for courses" box with the text "Find courses and providers". Below this is a note: "You can add up to 6 choices to your application. You can change your choices until you send your application to us. All sections must be marked as complete before you can send your application to us." with a "Mark complete" button.

The "Profile" section contains six sub-sections, each with a "Section complete" indicator: "Personal details" (Name, age, title and gender), "Contact & residency details" (Address, email, telephone and where you live), "Nationality details" (Birthplace and nationalities), "Supporting information", "English language skills", and "Finance & funding" (Tell us how you'll fund your study). A help icon (?) is located in the bottom right of the profile section.

When you go back onto your application overview you will see that you have a separate section to add your choices. When you click on the giant blue "Add choice" button, it will open a pop up window to allow you to fill in the details of your choice. You add these one at a time.

Add choice

University/college name *

University of York

Course *

Accounting, Business Finance & Management with a Year in Industry

Course code: NN4F

Location *

Course campus location

Main Site

Start date *

If you are selecting a deferred start date, please confirm this with the university or college before you apply

01 October 2024

Further details

You only need to provide information here if your chosen university or college has asked you to.

Point of entry

This tells the universities and colleges which year of the course you want to start. If you don't select a year, you will be considered for the first year of the course.

If you've spoken to your chosen university or college and they are willing to consider your application to start the course after the first year, please enter the year you wish to start, e.g. 2nd year.

Live at home while studying? *

Yes No

Save Cancel

This is the page that you will see when you click to add a choice. Fill in the information that it asks for, which can be found on the UCAS course search. Your options that you can input will vary depending on the university and course that you select from the drop down options (after you start typing it in). Please make sure that you make your choices carefully, and don't accidentally click to apply for a top-up, Masters or deferred entry (unless that is what you are trying to apply for). You will most likely be starting on the first year of a course (unless it includes a foundation year) in which case you can leave the "point of entry" box blank.

Criminal convictions

Master of Nursing Child at University of York

This course has entry requirements which ask you to disclose further information regarding any spent or unspent convictions or any past criminal activities, and may also require a criminal records check.

Help with criminal convictions

Further checks may also be required under the Disclosure and Barring Service.

If you have spent or unspent convictions from a court outside Great Britain, additional checks may be carried out depending on the records available in respect of the applicable country.

A criminal records check may show all spent and unspent criminal convictions including (but not limited to) cautions, reprimands, final warnings, bind over orders or similar and, to the extent relevant to this course, may also show details of any minor offences, fixed penalty notices, penalty notices for disorder, ASBOs or VOOs.

Please tick if you have any spent or unspent criminal convictions or other punishments that would show up on a criminal records check? *

If you tick the box you will not be automatically excluded from the application process.

It is recommended that you read our page on criminal convictions and if these issues are in any way relevant to you, you should obtain further advice from appropriate bodies. UCAS will not be able to assist you in this respect.

You will be asked this question each time you add a course that requires a criminal conviction declaration.

Save Cancel

If you choose a subject, such as nursing, which requires you to have a DBS check (and so declare any criminal convictions) you will then get this screen of questions. If your course doesn't require this, this screen will not appear. Only tick the box if you do have any criminal convictions or punishments that would show on a record.

Your choices

Search for courses

[Find courses and providers](#)



Add choice

Accounting, Business Finance & Management with a Year in Industry (NN4F)

University of York (Y50)

Location: Main Site

Start date: 01 October 2024

Further details: *Not provided*

Point of entry: 1st year

Deferred entry: No

Live at home while studying: No



You can add up to 5 choices to your application. You can change your choices until you send your application to us. All sections must be marked as complete before you can send your application to us.

Mark complete

Once you've added your choices, you'll see that they look like this on your application overview.

Once you have finished adding your choices, click on the blue "Mark complete" button under your choices—this shows that this section is complete.

Your Completed Application

UCAS APPLICATION

2024 Undergraduate application

Your Personal ID number
1741014266

↑ / UCAS application

Application status

Centre information
Application linked to
Barnsley College Higher Education
Group
Business

1/5
CHOICES

100%
PROFILE

✓
PERSONAL
STATEMENT

READY TO SEND
Review and submit >

You will know your application is complete when your application status looks like this.

Once you've reached this stage, and you're sure you're happy with your application, you will then be able to click on the "Review and Submit" button - to check through it again and pay for it to be sent to UCAS.

What Happens Next?

After you have submitted your application, there are a few things that will happen:

- Your tutor (or someone in your department) will check over it—they will tell you if there are any changes to be made. If there are changes to be made, they will return the application to you so that you can edit it. If there are no changes to be made, they will approve your application.
- Your tutor (or someone in your department) will then add your reference and predicted grade to your application.
- Another tutor in your department will then approve this reference.
- Once your application and reference have been approved by your department, it will then become available for the Job Shop team to check over.
 - If there are no changes to be made, the Job Shop team will send your application to UCAS.
 - If there are changes to be made, they will return your application to you, with an email explaining what needs changing. If your application is returned to you, you will need to make the changes, then resend your application (you won't be charged twice!) and then your department will need to approve it again.

This will then be checked again by the Job Shop team before being sent to UCAS.