

## Making UCAS applications

Applications for most full-time university or college places are made through UCAS. Make sure you know the relevant deadline as it varies for different courses and colleges.

### Registering your application

Applications to UCAS can only be made online at [www.ucas.com](http://www.ucas.com). To register an application through a school, college or careers organisation you will need the organisation's 'buzzword'. If you are applying as an individual you do not need one. After registering you will be given a username and password.

You can register in the summer before you plan to make your online application. The earliest you can submit a finished application is the September the year before you want to start your course, unless you are applying for deferred entry.

### Completing the UCAS application

There are seven sections on the application: personal details; additional information (for UK applicants only); choices; education; employment; personal statement and reference. In the choices section, you can list up to five courses.

The application has pop-up menus with an A to Z list of universities and higher education colleges, and also course codes, so you just have to click and select.

For full details on how to apply and deadlines, see the UCAS website.

### There are two routes into art and design

Route A and Route B. Applications for courses in Route A follow the same procedures as for non-art and design courses. Route B courses follow a different timetable and a different application process.

Some courses are listed as both Route A and Route B - the course is the same whichever route you apply through, but the university or college may prefer that you apply through one particular route. Route B course codes always begin or end with an 'E'.

### Route A courses

For Route A courses, you can list up to five choices in alphabetical order. UCAS will send your application to each of your choices at the same time.

### Route B courses

Route B allows extra time for applicants studying Art & Design courses to identify their specialisation and prepare their portfolio.

For Route B courses, you can list up to three choices in preference order - you will be asked to indicate your first, second and third choice. UCAS will send your application to your first choice, which will decide whether to invite you for an interview and then whether to make you an offer. If you decide to accept the offer, UCAS will cancel your other choices. If you turn down the offer, or you do not receive an offer, UCAS will send your application to your second choice, and so on.

### **A mixture of Route A and Route B courses**

Route A and Route B choices are entered on the same application. You can apply for a mixture, with up to a total of five choices. You cannot choose more than three Route B courses. If you choose five Route A courses, you cannot have any Route B courses.

The following examples show the combination of choices that are allowed:

3 Route B + up to 2 Route A

2 Route B + up to 3 Route A

1 Route B + up to 4 Route A

When you make your initial application, you will be asked if you want to apply for Route B courses later. If you answer 'YES', you will be able to add these choices later. You will also be able to change your personal statement so that it is specific to your Route B choices. Note that an amended personal statement will replace your original personal statement at all of your choices. If you enter your Route A and Route B choices on your initial application, you will not be able to amend your personal statement at a later date.

### **Personal Statements**

Your personal statement should cover why you are interested in the courses you've applied for, and what you hope to do after your studies. Check out either the Creative Way fact sheet 'Personal statements' for more information on writing a personal statement or look at the UCAS website.

### **Referees**

Once you've completed all sections of your application, click 'Send to referee' so the person who's acting as a referee can check your details and add their statement. If you're not at school or college and are applying independently, paste your referee's statement into the online application.

### **UCAS application fee and deadline**

It costs £15 to apply through UCAS, or £5 if you only apply for one course. Whichever course you're applying for, UCAS advises students to apply well before the deadline - check their website for deadlines.

### **Application number and password**

Once UCAS has processed your application, you will get an Application Number. You can use this, in combination with your username and password, to track the progress of your application.

### **Student Finance**

Once you've made your UCAS application, you can apply for financial help as soon as student finance applications open. You don't need to wait for an offer. See [www.creativeway.org.uk/funding](http://www.creativeway.org.uk/funding) for more information on financial support.

**Other useful websites:** [www.yougoco.uk](http://www.yougoco.uk), [www.unistats.co.uk](http://www.unistats.co.uk)