

UCAS APPLICATION PROCESS

CHECKLIST

Personal Details, Contact and Residency

Make sure your name is capitalised and spelt correctly.

Use a personal email address, not your college one.

For postal address check your County.

1



Finance and Funding

2

For Student Finance, if you are getting a student loan select UK, Chl, IoM, EU student finance services. Most people choose this one.

Diversity and Inclusion

Answer Care Support Information questions, you may be eligible for support of funding.

3

4

Education

Add all your qualifications, including GCSEs. Ensure dates are correct.

Some Degrees require you to add the modules from you Level 3 qualification, check this in the entry requirements on the university's website.

Education

Add BTEC registration number for Level 3 qualification – ask your tutor for this. Highest level of qualification is below Hons degree.

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6

Employment

Full address for organisation, including postcode.

Use capitals correctly for names, job role, addresses (road, town, postcode)

Personal Statement

Paragraph 1 - Why do you want to study this course? What interests you about it?

Paragraphs 2 and 3 - Academic achievements.

Have you completed any relevant courses?

Access to Bristol etc

[Personal Statement Support](#)

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Personal Statement

Paragraph 4 - What skills do you have that are relevant to the course? How can you evidence these?

Paragraph 5 - Conclusion, plans for the future.

You have up to 4000 characters and 47 lines, be sure to use all of these to sell yourself to the universities.

8

Choices and reference

Have you checked that you meet the entry requirements for your chosen courses?

Ask your tutor to write your reference for you, this is important for your application

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Reference and Complete!!

Once your tutor has completed your reference you are finished! Well done! You can submit your UCAS application, and a member of the Careers Team will be in touch.