UCAS

STEP 2

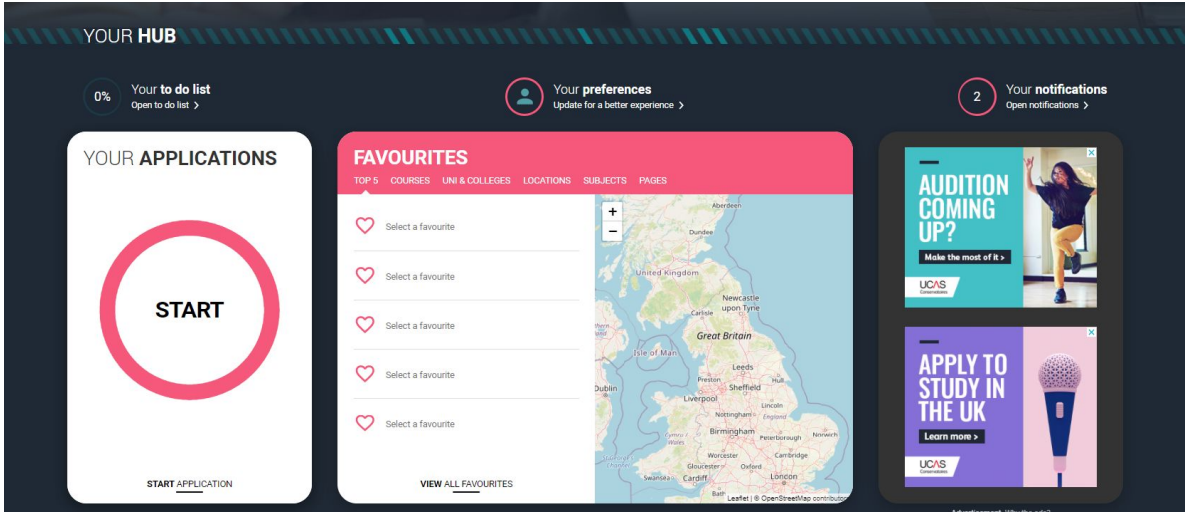
STARTING YOUR APPLICATION
&
APPLICATION OVERVIEW

Starting your application.

Starting your application

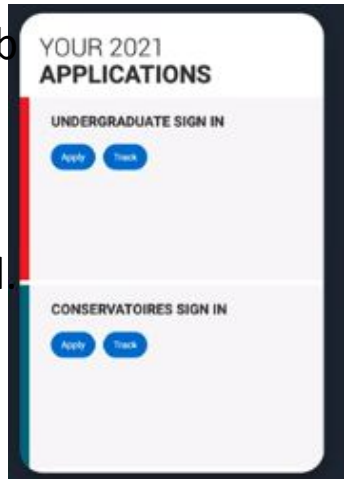
To start your UCAS application click on the **Your application** tile.

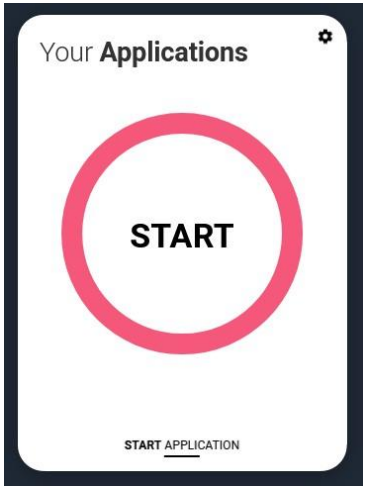
This will be visible from 18 May 2021 for students applying to study in 2022.



Make sure you have the correct year

If you already have a Hub account and have said you are interested in courses for the 2021 cycle, you'll see this card.



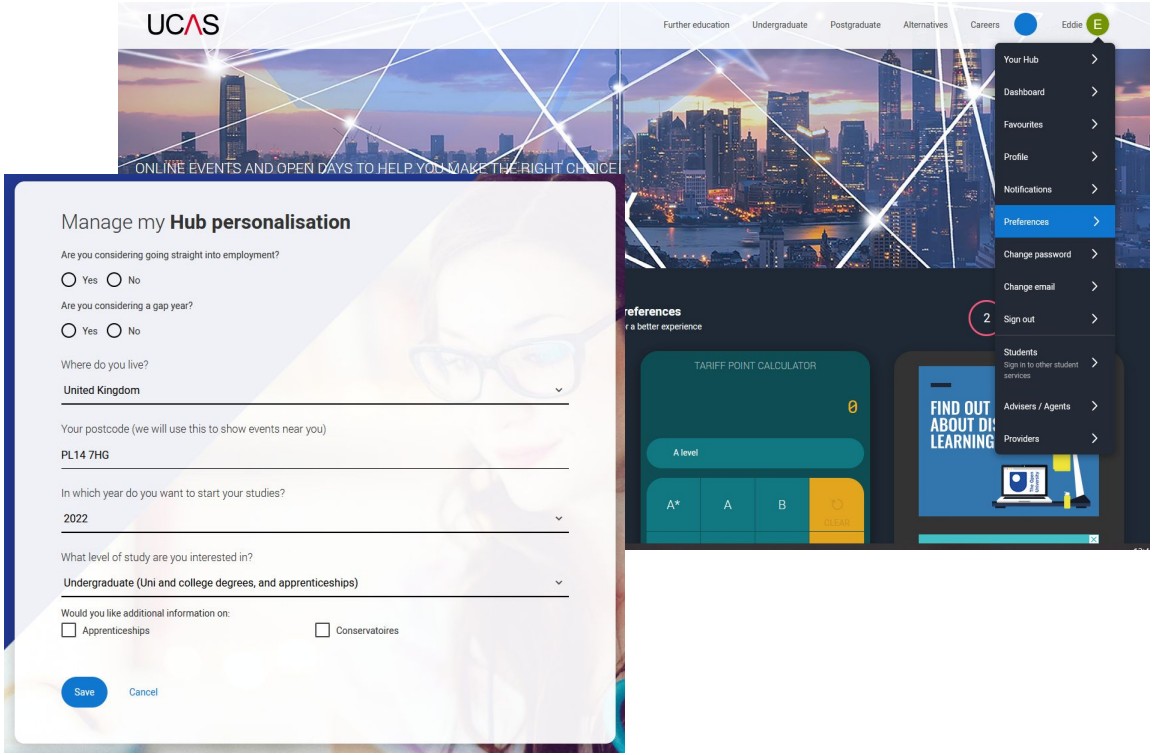


To start your 2022 UCAS application click on the **Your application** tile with the red circle.

Update your preferences

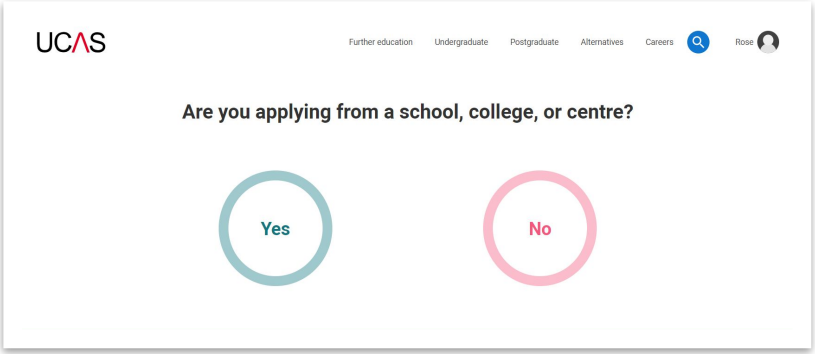
If you need to change the application cycle to show the **Your application** tile for 2022, click on Preferences from the main menu.

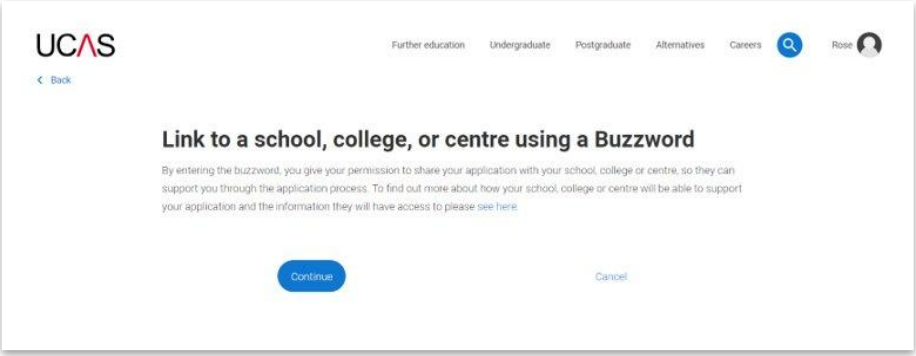
Then select 2022 in answer to the question **In which year do you want to start your studies?**



Linking to your school, college or centre

If you're applying with the help of your school, college or centre then select **Yes** and enter our **Buzzword.**

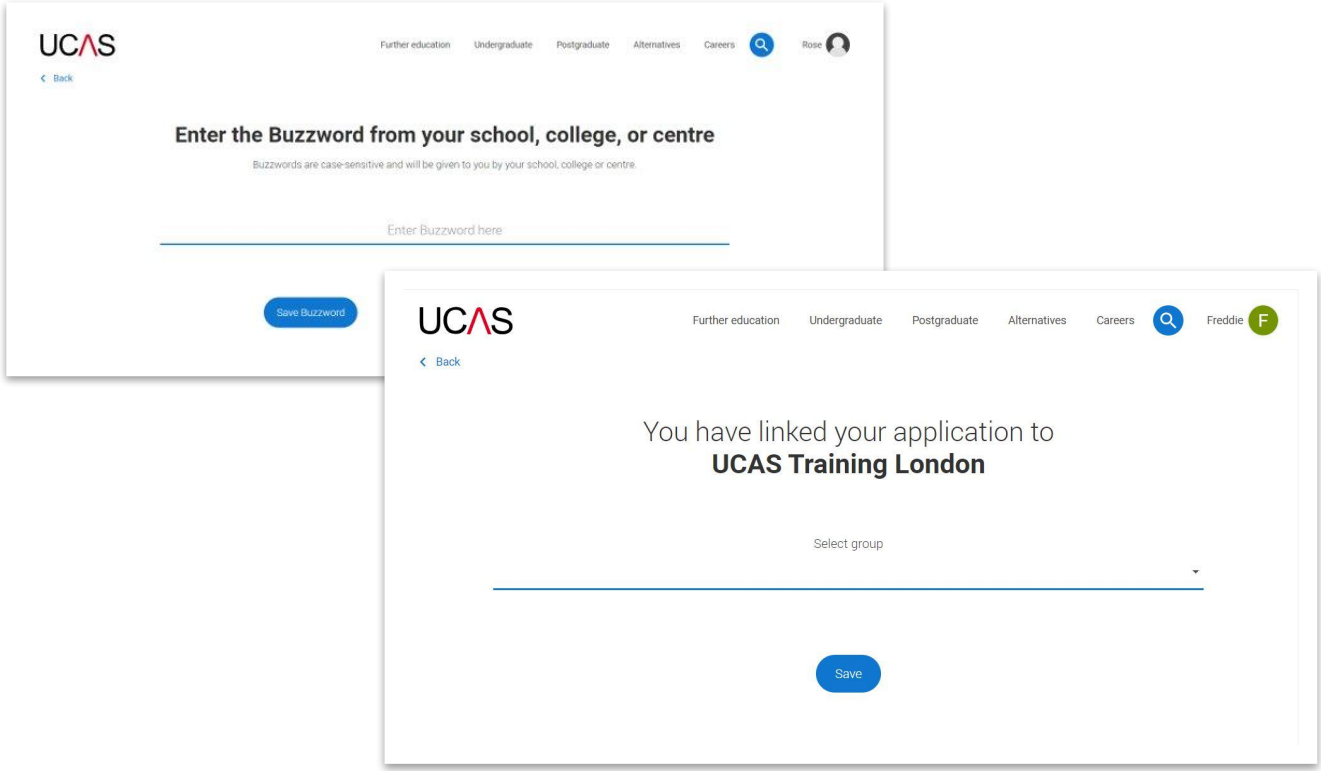




Linking to your school, college or centre

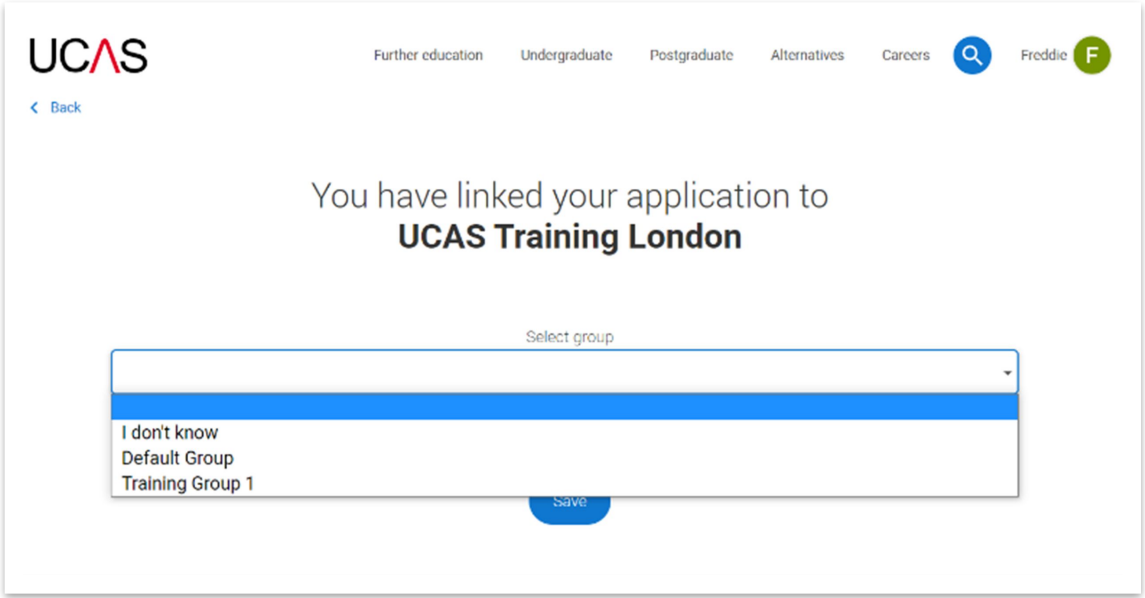
Enter the buzzword, and **confirm** the details are correct.

This will **link your application** to your school or college, so they can track your progress and provide support, including adding your reference



Linking to your school, college or centre

Once your application has been linked, you can then select a **group** (if this has been set up by your school or college) for your application.



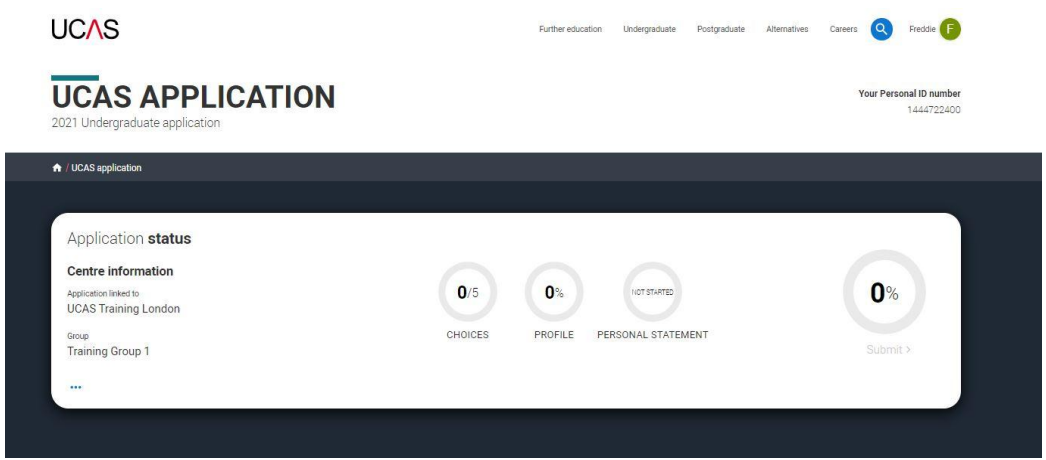
Application overview.

Application overview

Your homepage is where you'll see the sections that need completing.

You don’t need to complete the application at once, you can log in and out at any time until you're finished.

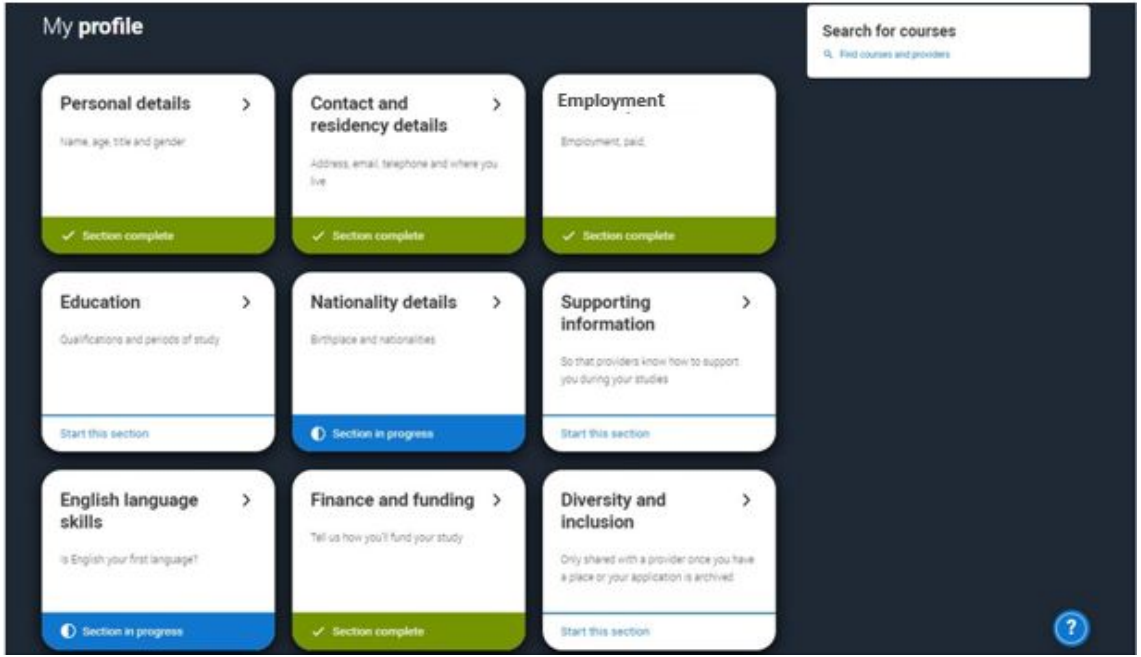
As you add information to each tile, the **percentage complete** dial should increase each time you mark a section as complete.



Application overview

The second section is your **profile -** information about you.

The tiles will give you an overview; if a section is complete, in progress, or you need to start it.

All sections must be marked as complete to send to UCAS.

You must complete all mandatory questions to mark a section as complete (they have a *).