

UCAS

STEP 2

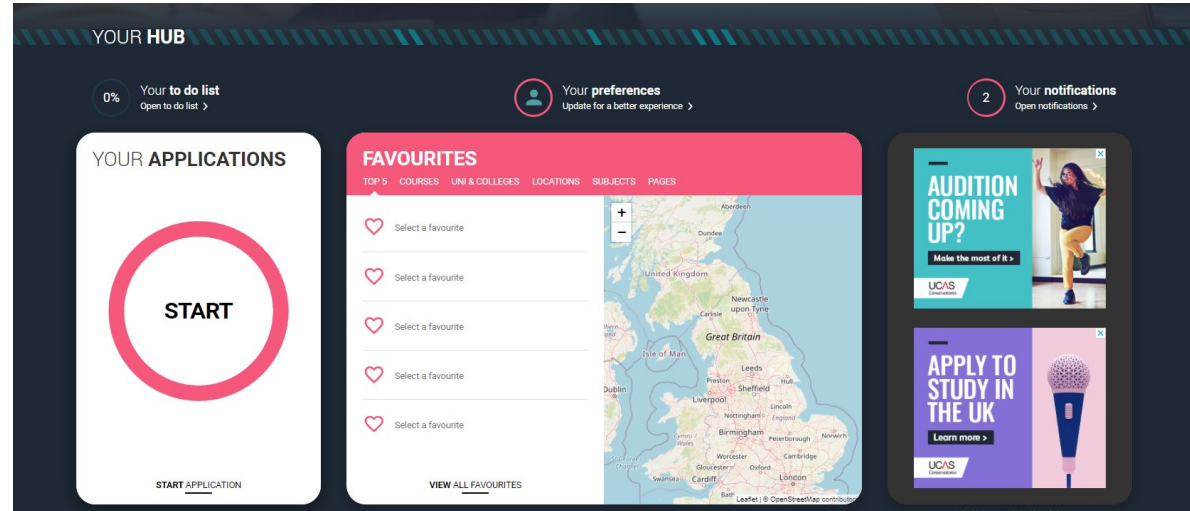
STARTING YOUR APPLICATION
&
APPLICATION OVERVIEW

Starting your application.

Starting your application

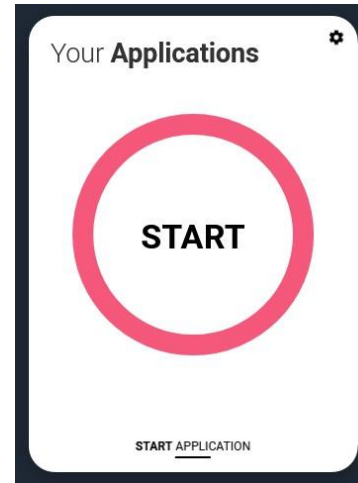
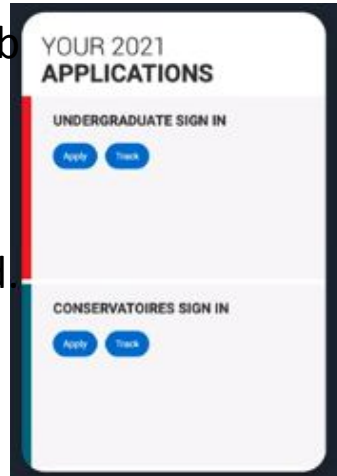
To start your UCAS application click on the **Your application** tile.

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?**

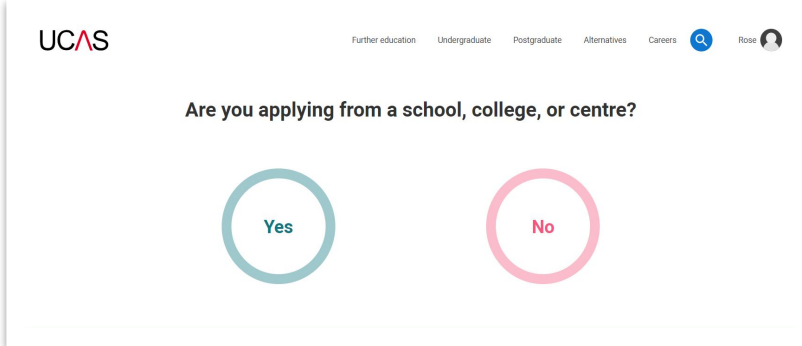
The image shows a composite of two screenshots from the UCAS Hub. The top screenshot displays the 'Manage my Hub personalisation' form, which includes the following fields and options:

- Are you considering going straight into employment? Yes No
- Are you considering a gap year? Yes No
- Where do you live?
- Your postcode (we will use this to show events near you)
- In which year do you want to start your studies?
- What level of study are you interested in?
- Would you like additional information on: Apprenticeships Conservatoires

At the bottom of the form are 'Save' and 'Cancel' buttons. The bottom screenshot shows the 'Preferences' menu in the UCAS Hub, with the 'Preferences' option highlighted in blue. The menu also includes options for 'Your Hub', 'Dashboard', 'Favourites', 'Profile', 'Notifications', 'Change password', 'Change email', and 'Sign out'.

Linking to your school, college or centre

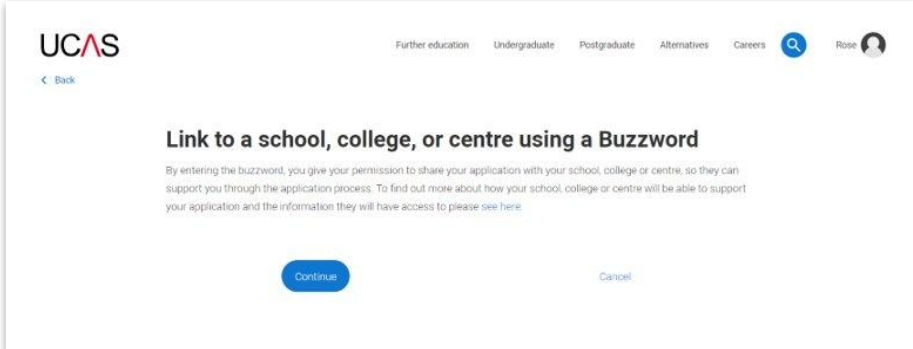
If you're applying with the help of your school, college or centre then select **Yes** and enter our **Buzzword**.



UCAS Further education Undergraduate Postgraduate Alternatives Careers 🔍 Rose 🧑

Are you applying from a school, college, or centre?

Yes No



UCAS Further education Undergraduate Postgraduate Alternatives Careers 🔍 Rose 🧑

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Link to a school, college, or centre using a Buzzword

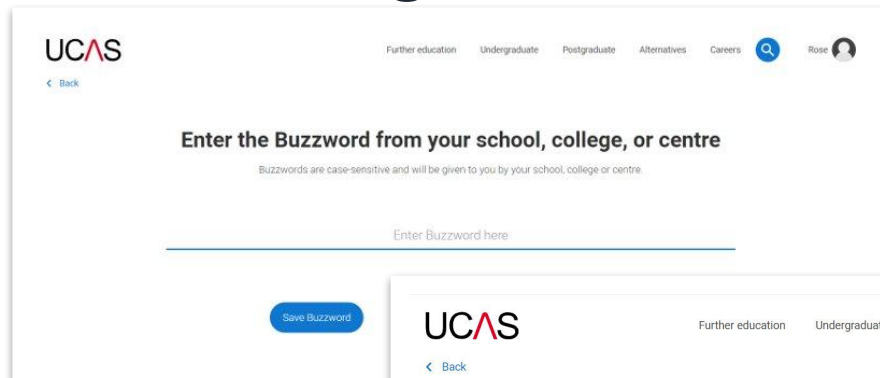
By entering the buzzword, you give your permission to share your application with your school, college or centre, so they can support you through the application process. To find out more about how your school, college or centre will be able to support your application and the information they will have access to please [see here](#).

Continue Cancel



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



UCAS

Further education Undergraduate Postgraduate Alternatives Careers  

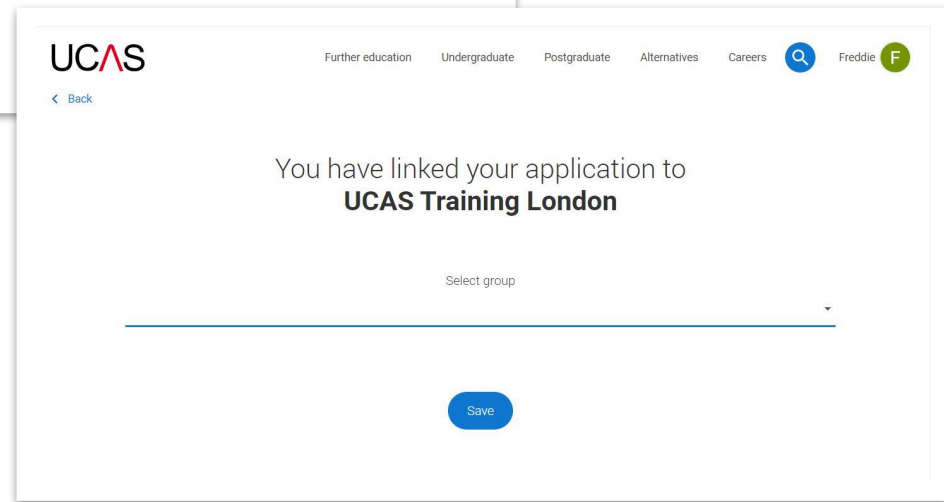
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Enter the Buzzword from your school, college, or centre



Buzzwords are case-sensitive and will be given to you by your school, college or centre.

Enter Buzzword here

Save Buzzword



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< Back

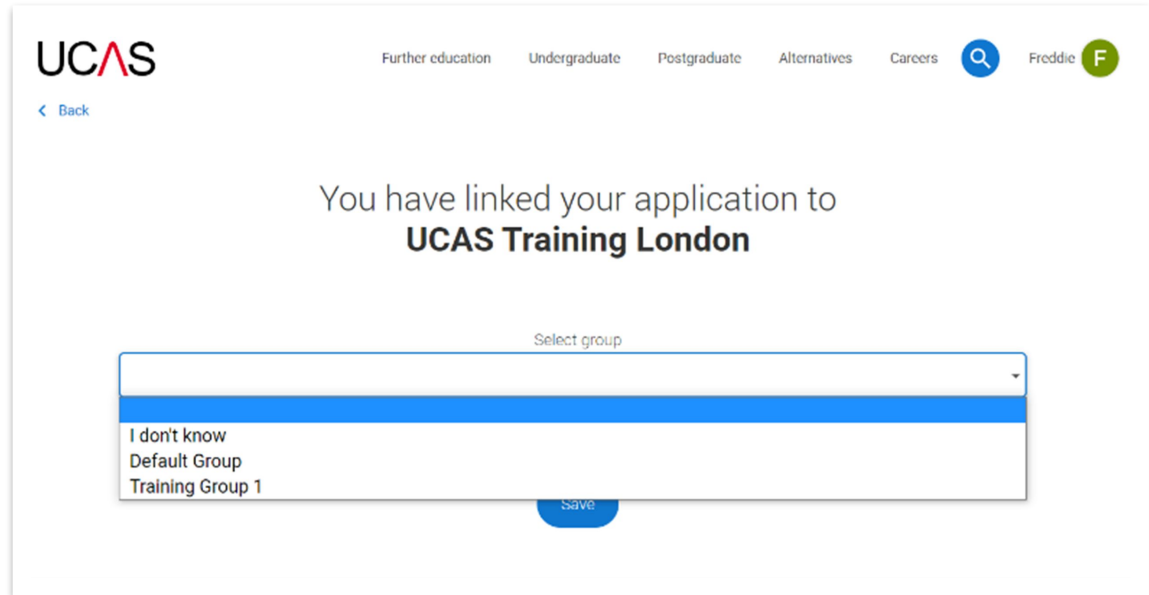
You have linked your application to
UCAS Training London

Select group

Save

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.



The screenshot shows the UCAS user interface. At the top, there is a navigation bar with the UCAS logo on the left and links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', 'Careers', a search icon, and a user profile icon labeled 'Freddie F'. Below the navigation bar, there is a '< Back' link. The main content area displays the message: 'You have linked your application to **UCAS Training London**'. Below this message is a dropdown menu with the placeholder text 'Select group'. The dropdown menu is open, showing three options: 'I don't know', 'Default Group', and 'Training Group 1'. The 'I don't know' option is currently selected and highlighted in blue. Below the dropdown menu is a blue 'Save' button.

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.

The screenshot shows the UCAS application homepage. At the top, there is a navigation bar with links for Further education, Undergraduate, Postgraduate, Alternatives, Careers, and Freddie. The main heading is 'UCAS APPLICATION' with the subtitle '2021 Undergraduate application'. On the right, it displays 'Your Personal ID number 1444722400'. The main content area is titled '/ UCAS application' and features an 'Application status' section. Under 'Centre information', it shows 'Application linked to UCAS Training London' and 'Group Training Group 1'. There are four progress indicators: CHOICES (0/5), PROFILE (0%), PERSONAL STATEMENT (NOT STARTED), and a Submit button (0%).

Section	Progress
CHOICES	0/5
PROFILE	0%
PERSONAL STATEMENT	NOT STARTED
Submit	0%

The screenshot shows the UCAS application homepage with progress updated. The 'Application status' section is the same as above. The progress indicators are now: CHOICES (2/5), PROFILE (44%), PERSONAL STATEMENT (IN PROGRESS), and the Submit button (36%).

Section	Progress
CHOICES	2/5
PROFILE	44%
PERSONAL STATEMENT	IN PROGRESS
Submit	36%

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 *).

