Getting ready to apply

Completing your application

Following up your application

Step 1
Choose your courses

Use Course Search on the UCAS website to select up to five courses you'd like to apply to

League tables in UK newspapers like *The Guardian* and *The Times* can help you choose your options. Look at course-specific and overall rankings, such as the National Student Survey.

Step 2
Check your deadlines

Application deadlines vary depending on your country and the course you are applying for. Use the UCAS website (www.ucas.com) to check when your application is due

Step 3
Prepare your information

You will need details of your qualifications and employment history, a reference and your own personal statement to complete your application

Start thinking about what you are going to put in your personal statement early. Include a unique selling point (something that will make you stand out).

Step 4
Register with UCAS

Fill in the registration form on the UCAS website to generate your username and password

Step 5
Fill in the online form

Use 'Apply' on the UCAS website to complete the six information sections

Get your friends and family to check your application. You can print it off so you can work on it by hand if you're not comfortable working online.

Step 6
Check your application

Read through your completed application form in 'View all'

Step 7
Pay for your application

It costs £11 to apply for a single course or £21 to apply for up to five courses

Step 8
Submit your application

Once UCAS has received your application, it will send you or your school an email to acknowledge it

UCAS handles the communications for you so you don't have to contact institutions directly.

Step 9
Track your progress

Use 'Track' on the UCAS website to find out whether your chosen institutions have offered you a place

The UCAS website is pretty straightforward – it should be easy to track your progress.

Step 10
Name your choices

If you have offers from several institutions, UCAS will ask you to name a Firm choice and an Insurance choice

Make sure you remember the deadline by which you have to reply to your offers.

Step 11
Send in your results

If your offer is conditional, you will need to let your chosen institutions know your exam results when you get them. For certain qualifications, UCAS will send the results on your behalf

Step 12
Accept your offer

As long as you get the results you need, your institution will make your offer unconditional and you will be able to take up your place