UCAS
MADE EASY

UCAS APPLY: STEP-BY-STEP GUIDE

REGISTER FOR AN ACCOUNT

1 Go to the registration section of the UCAS website at www.ucas.com/apply

2 Click on the 'Register and apply for [your year of entry]' button

3 Select the 'Register' button below the option to 'Log in'

4 Read the terms and conditions and tick the box at the bottom of the page to agree to them

5 Enter your title, gender, name, date of birth and postal address across the next few pages

6 After you have entered your phone number and email address, decide how you would prefer UCAS to contact you

7 Create a password with a combination of upper case and lower case letters and numbers, and memorise it or write it down somewhere safe

8 Select four security questions and memorable answers, which will be required if you forget your password

9 You will now have a UCAS username. Make sure to write it down somewhere safe as UCAS usernames are not easy to retrieve

LOG IN AND APPLY

1 Go to the same webpage as above and log in using your UCAS username and password

2 If you are currently in education, you can register through your school or college using its unique 'buzzword'

3 If you are not currently registered on any courses, select the option to register as an individual

4 A Personal ID number is automatically generated for each applicant, which will be required if you need to call the UCAS Contact Centre

5 Proceed to fill in all the sections and double-check them before sending your application

6 The codes needed to apply for UCW courses are in our prospectus and on our website

For help and advice with UCAS, contact the UCW Admissions Officer at enquiries@ucw.ac.uk or call 01934 411 409

UCW

UNIVERSITY CENTRE **WESTON**

Weston College **Group**