

UCAS made easy.



WESTON
COLLEGE

Breeze through your application.



UCAS Apply: step-by-step guide

Register for an account

- 1 Go to the UCAS website – www.ucas.com/apply
- 2 Choose the correct type of application from the four options available and click 'Apply or track'
- 3 Click the year you wish to begin studying
- 4 Click the red 'register' button, below the 'log in details'
- 5 Click 'next' and then tick the box to agree to the terms and conditions
- 6 Enter your title, gender, first name(s), surname and date of birth and whether you have a UK or international postal address
- 7 Answer whether you've applied before or have a UCAS card
- 8 Enter your address and contact details and select how you would like to be contacted
- 9 Create a password – this must be a combination of letters and numbers and is case sensitive. Write it down somewhere safe
- 10 Choose a number of security questions and answer them. Write these answers down
- 11 You will be given a UCAS username – you will not see your username again and this information is difficult to retrieve: write it down!

Log in and apply

- 12 Choose 'Log in' option
- 13 It will ask you how you are registering. Either choose:
 - a) Through your school or college, if you are in education (you will need the 'buzzword' for your institution)
 - b) As an individual, if you are not enrolled in any courses
- 14 Work through the different sections on the left, i.e. Personal Details, Choices etc. Check our prospectus for the relevant course codes when you get to your choices.

Remember:

Include all your qualifications in the appropriate section. You will need details of every subject you took, when you sat the exam, your grades and exam boards.

If you are working, remember to include your current job and any other relevant experience you have gained.

You can save sections and come back to the application at a later date.

Once sections are finished, mark them off as complete.

If you need any help, please email he.unit@weston.ac.uk or contact our Admissions Officer on 01934 411 409.