

Step-by-Step Guide

UCAS Application

FILLING IN YOUR
UCAS APPLICATION

Sections to Fill

- Register
- Login
- Personal Details
- Choices
- Education
- Employment
- Personal Statement
- Reference
- View All details
- Pay/Send

Register

1

Student sign in

Please select an education scheme.

Undergraduate

Applying for university and college degree courses

Undergraduate

Applying for university and college degree courses

2

2020 entry

Use Track to check the progress of your submitted application.

click

Apply

Track

Hub

2021 entry

Organise it. Design it. Make it yours.

Get yourself ready for 2021, register and sign in for the UCAS Hub...[Read more](#)

Sign in

Register

1. Go to <https://www.ucas.com/students>,
2. Click "apply" under 2020 entry.
3. Click "register" at the bottom.

2020
apply

3

Register and log in

What is Apply?

Help

English

Key

Help

Home > Register and log in

Log in

If you have already registered, please enter your username and password below to log in. You must enter your username in lower case and your password in the same case you used to register.

Username

Password

[Forgotten login?](#)

log in

Register

If you have not registered for 2020 entry, please click the 'register' button to use this service. You only need to register once. If you apply more than once in a cycle your application fee will not be refunded.

register

click

Register

Home > Register

Progress

Please enter a password and choose 4 unique security questions together with their appropriate answers. Please do not choose answers which might cause offence.

Compulsory fields are marked with an asterisk (*).

Your password must:

- be at least eight characters long
- have at least one lowercase letter (a—z) and one uppercase letter (A—Z)
- contain at least one number (0—9)
- use at least one special character, such as: % \$ £ & @ * ! ?

Our [guidance](#) will help you choose a secure password.

Please make a note of your password now, as it will not be displayed at a later stage.

Password* ?

Confirm password* ?

It is important that you can remember the answers to your security questions and that they cannot be easily guessed by others. If you lose or forget your password you will be asked one or more of these security questions in order to identify you.

Security question 1* ?

Your answer* ?

Security question 2* ?

Your answer* ?

Security question 3* ?

Your answer* ?

Security question 4* ?

Your answer* ?

[previous](#) [next](#)



UCAS

Contact us | [Help](#) | Print page



What is Apply?
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Key
? Help

Home > Register

Progress

Your username is : kwang38

Please make a note of your username now, as it will not be displayed at a later stage.

Keep your username and password safe as you will need both each time you access your application.

Your registration has been successful. If you wish you may now enter the Apply service or come back another time. If necessary, you can change any of your registration details once you have entered Apply.

[log in now](#) [go to UCAS homepage](#)



UCAS

Contact us | [Help](#) | Print page



What is Apply?
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Key
? Help

Initial UCAS questions

These questions must all be answered before you can proceed with a UCAS application.*

Do you live outside the United Kingdom? Yes No ?

[previous](#) [next](#)



1. Create your password and set up the security questions.
2. Write down your password, answers to your security questions and your username.
3. Click “yes” to mention you live outside of UK.

Login and Personal Details

UCAS Contact us | [Help](#) | [Print page](#)

2020
apply
Welcome
<Log out

Welcome

- Personal details
- Choices
- Education
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- Statement
- Reference
- View all details
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- Help
- Options/Opsiynau

Key

- Completed
- In progress
- Not started
- Help

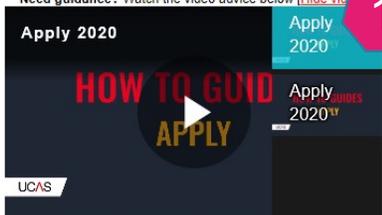
Welcome

Welcome Kevin,

Your Personal ID is: **152-119-8768**

Please make a note of this number and keep it handy. You will need to quote this number if you call our Customer Contact Centre.

Need guidance? Watch the video advice below [\[Hide video\]](#)



Apply 2020

Apply 2020

Apply 2020

(Unable to view videos here? You can watch them at www.ucas.com/connect/videos instead)

Verify your email address

Your email address needs to be verified as valid before you send your application to us.

[Please click here to verify your email address](#)

Before starting your application, please read through the relevant information below regarding:

- completing your application
- applicants applying through a school, college or organisation
- applicants applying as an individual
- deadlines for submitting your application

Date of first entry to UK

(if not born in the UK*)

1 | September | 2020 | ?

4

Nationality* [see list](#) [?](#)

Dual nationality [see list](#) [?](#)

Area of permanent residence* [see list](#) [?](#)

Residential category* [see list](#) [?](#)

5

Reference numbers

If you do not have any of the following reference numbers, please leave the boxes blank.

Unique Learner Number (ULN) [?](#)

Test of English as a Foreign Language (TOEFL) Number [?](#)

International English Language Testing System (IELTS) TRF Number [?](#)

1. Record your **Personal ID**. This ID will be used everytime you communicate with UCAS or a UK university.
2. Select “**No**” if UK is not your permanent home.
3. Select your **country of birth** from the list.
4. Enter your **first entry of UK**. This is typically September 1 of your entering school year.
5. If you would like to submit any TOEFL or IELTS results, enter your **test ID number here**.

Personal Details

2

Student support

Fee code*

Student support arrangements (This field is only available if you select fee code '02 UK, Chl, IoM or EU student finance services')

Please answer the following questions about whether you and your family may have lived within the EU or EEA. The universities and colleges that you are applying to need this information to make a decision about the fees you may be charged and any scholarships, bursaries and financial support that may be available to you.

Have you ever lived or worked in the EU (excluding the UK), European Economic Area (EEA) or Switzerland?

Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK), EEA or Swiss national?

Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK), EEA or Swiss national? *

3

Student support

Fee code*

Student support arrangements (This field is only available if you select fee code '02 UK, Chl, IoM or EU student finance services')

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Have you ever lived or worked in the EU (excluding the UK), European Economic Area (EEA) or Switzerland?

Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK), EEA or Swiss national?

4

Disability/special needs

Universities and colleges welcome students with disabilities, and will try to meet your needs wherever possible. The information you give here will help them do this.

Category*

Please give details of any special needs

(500 characters left)

section completed

1. Fill in the **passport details section** and provide the correct information.
2. Select your **financial support methods**. Choose **01 Private Finance**.
3. **Answer** if you and your family have lived within EU or EEA.
4. Provide any **disability or special needs** if applicable.
5. Click "**section completed**" when you complete each section.

Choices

Welcome > Choice summary

Please make sure you have read the latest information about course fees on our [student finance](#) pages (opens in a new window).

Please add a choice. You can make a maximum of 5 choices.

Compulsory fields are marked with an asterisk (*).

Before leaving this section please click 'save' to avoid losing any information. When you have finished all the entries please click on 'section completed' and 'save'.

Need guidance? Watch the video advice below [\[Hide video\]](#).

1

(Unable to view videos here? You can watch them at www.ucas.com/connect/videos instead)

> add a choice

No details entered.

3

Search for **Courses**

🔍 Courses, subjects, and area

Study level: Undergraduate ▾

Entry year: 2020 - 2021 ▾

Postcode: e.g. GL52 3LZ

Go

Welcome > Choice summary > Choice details

To avoid losing information please click 'save' before leaving the page.

To find courses based on subject, provider and location, check entry requirements, and view course-specific fee information, please use [the UCAS search tool](#) (opens in a new window).

Compulsory fields are marked with an asterisk (*).

2

Institution code* [see list](#) [?](#)

Course code* [see list](#) [?](#)

Campus code* [see list](#) [?](#)

Start date* [see list](#) [?](#)

Further details [?](#)

Live at home while studying?* Yes No [?](#)

Point of entry [?](#)

[save](#) [cancel](#)

Viewing providers

770 courses from 152 providers

EXPAND ALL COLLAPSE ALL

The University of Edinburgh 4

4 courses

- Accounting and Business
Master of Arts (with Honours) - MA (Hons)
- Accounting and Finance
Master of Arts (with Honours) - MA (Hons)
- Economics and Accounting
Master of Arts (with Honours) - MA (Hons)

Show more courses

1. Click “add a choice”
2. Click “[UCAS search tool](#)” to find your school/program of choice.
3. Enter the name of the course, subject or area, and search courses provided by each university.
4. Find out the course you would like to add as a choice, and click the course (program).

Choices

Application codes

1

You will need these codes when you add a choice to your application.

Course code MN14
Institution code E56
Campus name Central area campus
Campus code -

This course may be available at alternative locations, please check if other course options are available

2

Welcome > Choice summary > Choice details

To avoid losing information please click 'save' before leaving the page.

To find courses based on subject, provider and location, check entry requirements, and view course-specific fee information, please use [the UCAS search tool](#) (opens in a new window).

Compulsory fields are marked with an asterisk (*).

Institution code* [see list](#) [?](#)
Course code* [see list](#) [?](#)
Campus code* [see list](#) [?](#)
Start date* [see list](#) [?](#)
Further details [?](#)
Live at home while studying?* Yes No [?](#)

Point of entry

[?](#)
[save](#) [cancel](#)

> add a choice

3

The University of Edinburgh (E56) [> edit](#)
Law and Accountancy (MN14)
Campus: Central area campus (-) Live at home while studying?N [> remove](#)
Start date: September 2020 Deferred entry? N
Point of entry:

section completed

[save](#)

1. On the course page, you will find the “Application codes” section.
2. Add the course information from “Application codes”. Leave the “point of entry” box blank and click “save”.
3. You will see your choice. You can click “add a choice” to add another choice. Each student can have up to 5 choices.
4. Click “section completed” when all programs are added.

Education

1

Welcome > Education

Compulsory fields are marked with an asterisk (*).

Click on the 'add new school/college/centre' to add the centres you have attended. Enter details of qualifications that you have achieved or are in the process of achieving at that school/college/centre. Click on 'section completed' and 'save' when you have finished.

Need guidance? Watch the video advice below [\[Hide video\]](#).



(Unable to view videos here? You can watch them at www.ucas.com/connect/videos instead)

You can add up to 10 schools/colleges/centres.

[> add new school/college/centre](#)

No schools/colleges/centres entered.

2

Welcome > Education > Where have you studied?

Compulsory fields are marked with an asterisk (*).
Before leaving this page click 'save' to avoid losing any of your information.

School/college/centre name* [find...](#) [?](#)

Exam centre number [?](#)

When did you start...* [?](#)

...and finish?* [?](#)

Attendance* full-time part-time sandwich [?](#)

Did you / will you receive any qualifications at this centre?* [?](#)

[save](#) [cancel](#)

UCAS

Print page | Close window

Search:

3

School/college/centre name

[Rosedale Academy, 7030 Woodbine Avenue, Suite #800, Markham](#)

[Rosedale College, Wood End Green Road, Hayes, Middlesex, UB3 2SE](#)

[Click here to enter my school or centre details manually](#)

4

Welcome > Education > Where have you studied?

Compulsory fields are marked with an asterisk (*).
Before leaving this page click 'save' to avoid losing any of your information.

School/college/centre name* [find...](#) [?](#)

Exam centre number [?](#)

When did you start...* [?](#)

...and finish?* [?](#)

Attendance* full-time part-time sandwich [?](#)

Did you / will you receive any qualifications at this centre?* [?](#)

[save](#) [cancel](#)

1. Click “add new school”
2. Click “find” and search “Rosedale”
3. Click “Rosedale Academy”
4. Enter your start date and end date, attendance type and select yes as you are going to earn OSSD at Rosedale Academy. Remember to save.

Education

1

> add new school/college/centre

Warning: as you have entered a finish date which is in the future, these details must be for the school or college you are currently attending.

Rosedale Academy (09/2019 - 06/2020, FT)

> edit
> remove

> add qualifications

Welcome > Education > Choose qualification

Please search for the qualification title, eg 'A level' and not the subject, eg 'chemistry'.

Overseas qualifications will be listed alphabetically under the name of the country they were taken in.

Search: Ontario

2

Canada-Ontario-LLC
Canada-Ontario-Secondary School Diploma
Secondary School Diploma-Canada-Ontario

Or select from the popular qualifications listed below

Popular qualifications

[Access to HE Diploma \(2014 onwards\)](#)
[BTEC Diploma](#)
[BTEC Extended Diploma \(QCF\)](#)
[GCE Advanced Level](#)
[GCE Advanced Subsidiary](#)
[GCSE \(Grade: A*-G\)](#)
[National 5](#)
[SQA Advanced Highers](#)
[SQA Scottish Highers](#)
[Welsh Baccalaureate Advanced Skills Challenge Certificate](#)

4

> Education > Enter Canada-Ontario-Secondary School Diploma

Canada-Ontario-Secondary School Diploma

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

Qualification date* June 2020 ?

Result* Pending (other)

Module / unit 1*

Subject* Grade 12 Advanced Functions MHF4U ?

Qualification date* November 2019 ?

Result 95 ?

Module / unit 2

Subject Grade 12 English ENG4U ?

Qualification date June 2020 ?

Result

add another module

> back to summary

save delete

> add qualifications

4

Please state the highest level of qualification you expect to have before you start your course* Below honours degree level qualifications ?

section completed

save

1. Click "add qualifications".
2. Search Ontario and select Canada-OSSD.
3. Add your OSSD course details by clicking "Add Module".
4. For **Result**, please select Pending. Add ALL OSSD courses you have taken and will take (Grade 12, and 11 if available) in the **Module** section. Enter the full **Course Name**, **Grade Level** and **Course Code** in the **Subject** box. Enter the **course completion date** for the **Qualification date**. Add the **final mark** in the **Result** box. If the course is in progress, **leave the result box blank**.
5. Remember to choose the **highest level of qualification**.

Employment

- Welcome
- Personal details
- Choices
- Education
- Employment**
- Statement
- Reference
- View all details
- Pay/Send
- Help
- Options/Opsiyau

Welcome > Employment summary

Please give the names and addresses of your most recent employers. If you have not had any paid work experience, you can leave this section blank, but you will need to mark it as complete.

Need guidance? Watch the video advice below [\[Hide video\]](#).



(Unable to view videos here? You can watch them at www.ucas.com/connect/videos instead)



You can add details of up to 5 employers.

[> add an employer](#)

No details entered.

section completed

Welcome > Employment summary > Employment details

Please enter your employment details below.

Compulsory fields are marked with an asterisk (*). Before leaving this page, click 'save' to avoid losing any of your information.

Employer name* ?

Employer address* ?

Job description* ?

When did you start?* Month Year ?

When did you finish? Month Year ?

Type of work* full-time part-time ?



[save](#) [cancel](#)

1. If you have any **paid work experience**, provide the details by clicking “**add an employer**”. If not leave this section blank.
2. Add **the detail information** about your paid work experience.

Personal Statement

Welcome	
Personal details	...
Choices	...
Education	...
Employment	<input type="checkbox"/>
Statement	<input type="checkbox"/>
Reference	<input type="checkbox"/>
View all details	<input type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiynau	

Key

- Completed
- In progress
- Not started
- Help

Welcome > Personal statement

Our [guide to writing your personal statement](#) (opens in a new window) should help you complete this section.

We strongly recommend you write the statement using a word-processing package and paste it in to Apply.

You can type your statement directly into the box or edit a statement you have pasted in.



(Unable to view videos here? You can watch them at www.ucas.com/connect/videos instead)

Personal statement

Make sure your personal statement is your own work.

We'll carry out checks to verify your personal statement is your own work. Provided it is your own work, you can use your personal statement from your application last year. If it appears to have been copied from another source, we'll inform the universities and colleges to which you have applied. They will then take the action they consider appropriate. We'll also contact you by email to tell you this has happened.

Click 'save' within 35 minutes so that your work is not lost.

You have used 0 of 47 lines based on the preview and 0 of 4000 characters.

Your completed statement must be between 1,000 and 4,000 characters (maximum 47 lines) including spaces

1. Read **the instructions** first. Complete the **Personal Statement section**.
2. If you have any questions about writing the personal statement, please check [the guide](#).
3. We strongly recommend that you write the personal statement in a separate file and edit your writing there, before adding it to your UCAS application.
4. There will be only one personal statement for all your course choices. Don't provide specific program or school names.
5. If you submit the application, you cannot make any changes on your personal statement.

Reference

Reference

View all details

Pay/Send

Help

Options/Opstynau

Key

Completed

In progress

Not started

Help



(Unable to view videos here? You can watch them at www.ucas.com/connect/videos instead)

Referee details [Clear referee details](#)

Please ensure that you have contacted your referee and they have agreed to provide your reference online. If you have any pending qualifications please also discuss whether they can provide predicted grades.

If you are certain that no reference is needed on your application please read the following declaration and tick the checkbox:

I confirm that I have contacted every one of my choices to discuss the situation and that each of them has stated that I do not need to include a reference in my UCAS application

Full title and name of referee*

Post/occupation/relationship*

Organisation name*

Address*

Telephone number*

Fax number

This field is mandatory. Please take care when you enter your referee's email address. To avoid the risk of any emails from UCAS not reaching your referee, please email your referee to check that you have the correct email address before clicking the link below.

Email address*

Confirm email address*

Date(s) when applicant is unavailable for interview



UCAS Reference request (Personal ID: 152-119-8768)

enquiries@ucas.ac.uk <enquiries@ucas.ac.uk>
12:06 PM



To: Victoria Gong

Dear Ms. Leslie Chan

Mr Kevin Wang has nominated you to provide a reference for their UCAS application.

If you're happy to provide a reference for **Mr Kevin Wang**, please [sign in](#).

Your password to sign in is: **530a921ea3**

Need a hand completing your reference?

There are help pages throughout, but to get you started, here are three top tips to bear in mind. You must provide the reference via the link above. We do not accept any other formats.

1. Make sure you check with Mr Kevin Wang when you need to complete their reference by. Different courses have different deadlines, but all applications need a reference before they can be sent to us. If you don't complete your reference on time, their application will be late, and they may miss out on their chosen course.

2. You must complete the reference in one session, as we're unable to save incomplete references.

Predicted grades

I am unable to provide any predicted grades ?

Select / enter a predicted grade for each pending qualification.

Rosedale Academy (09/2019 - 06/2020, FT)

Canada-Ontario-Secondary School Diploma
Canada-Ontario-Secondary School Diploma

(Grade 12 English ENG4U)

?

?



Reference

Please enter the reference for the applicant here. Remember there is a limit of 4,000 characters (including spaces) or 47 lines (including blank lines), whichever is reached first. Please also remember that **bold**, *italics*, underlining cannot be used in the reference. See [Advice and guidance for independent referees](#) for further information.

Session will timeout in 34:55

Click on 'preview' to see how many lines and characters are still available. We recommend that you preview the reference before submitting. Once the reference has been completed click 'submit'.

1. Add the **referee's information** (If applying through Rosedale buzzword, Rosedale will submit your referees' information for you). Remember to add **dates** you are not available for interview if applicable.
2. Your referee will receive a email from UCAS and use the **link** provided to complete the reference.
3. The **predicted grades for OSSD course average score and incomplete courses** must be submitted by your reference.

View All Details

Welcome

Personal details

Student finance

Choices

Education

Employment

Statement

Reference

View all details

Pay/Send

Help

Options/Opsiy nau

[Welcome](#) > View all

Please review your application below to ensure that the details you have provided are both correct and reflect your preferences. Please confirm your preferences to receive further information from UCAS and UCAS Media about courses or products and services by ticking "Section completed" at the bottom of this screen.

If the details below are either incorrect, or do not reflect your preferences, please change your application.

Personal details > edit

Personal

Title	Mr
Gender	Male
First/given name(s)	Kevin
Surname/family name	Wang
Preferred first name	
Previous surname at 16th birthday	
Postal address	6 Grandview Street Makrham ON Canada
Is your permanent home in the UK?	No
Home address	
Home telephone number	
Mobile number	
Email address	kevinqi827@gmail.com
Date of birth	6 June 2002
Country of birth	Canada
Date of first entry to UK	1 September 2020
Nationality	Canadian
Dual nationality	
Area of permanent residence	Canada
Residential category	Other

Reference numbers

Unique Learner Number (ULN)	
Test of English as a Foreign Language (TOEFL) Number	
International English Language Testing System (IELTS) TRF Number	

Passport details

Do you require a student visa?	Yes
Have you previously studied in the UK on a student visa?	No
Passport number	
Issue date	
Expiry date	
Place of issue	

Date(s) when applicant is unavailable for interview

NOT COMPLETED

section completed

save

Carefully review all the details you entered and make sure you provided the correct information.

UCAS Application Submission Checklist

- ✓ You have checked the “**section completed**” box for all sections.
- ✓ Your **personal details** are all correct.
- ✓ Your **email address** has been verified.
- ✓ You have added all your course **choices**.
- ✓ You have entered all **Education history** including schools attended, qualifications earned or to be earned and courses completed or in progress.
- ✓ You have completed the **personal statement**.
- ✓ Your **reference** has been completed by your referee.

If all the above are done, you can save and will be able to go to the Pay/Send Step.

Pay/Send

1

Welcome	
Personal details	<input checked="" type="checkbox"/>
Student finance	<input checked="" type="checkbox"/>
Choices	<input checked="" type="checkbox"/>
Education	<input checked="" type="checkbox"/>
Employment	<input checked="" type="checkbox"/>
Statement	<input checked="" type="checkbox"/>
Reference	<input checked="" type="checkbox"/>
View all details	<input checked="" type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opstynau	

Key

- Completed
- In progress
- Not started
- Help

2

Verify your email address

Your email address needs to be verified as valid before you send your application to us.
Please click [here to verify your email address](#)

Tick boxes if you agree:

- I have read and agree to be bound by the [declaration](#).
- I confirm that the information given on this application is true, complete and accurate and no information requested or other material information has been omitted.
- I understand that the personal data within my application will be used in the ways explained in the [declaration](#) and [privacy policy](#).
- I accept that, if I do not fully comply with these requirements, UCAS shall have the right to cancel my application and I shall have no claim against UCAS or any higher education institution or college in relation thereto.

3

previous | agree

Welcome > Important reminders

Important reminders

Please check the following carefully before you pay and send your application to us:

Course fees

Going to university or college is one of the biggest investments you can make. Have you checked how much it is going to cost you?

You can find out about [student finance](#) and course fee information in the [UCAS search tool](#) for the courses you are applying for.

Choices

Check your choices. Have you checked the course specific entry requirements and minimum entry criteria in the UCAS search tool?

Within seven days of the date on your welcome email you can swap the choice in Track. After seven days, and up to 14 days, [call us](#) to swap the choice for you. Remember universities and colleges will already have your application and it is much better practice to submit a correct application from the start.

Qualifications and education history

Don't forget that all subjects for which you have received a result must be entered, including those you have failed. Similarly, if you are waiting to take the final examinations or you are waiting for the final results, they still need to be entered. It is also important that you declare your full education history, including the most recent school, college or university you have attended or are currently attending. Failure to declare this information could result in your application being cancelled.

next

4

Please check your choice details carefully, then enter your card details below. Compulsory fields are marked with an asterisk (*).

Choice summary

Choice 1: The University of Edinburgh (E56) Law and Accountancy (MN14)

Card payment details

Credit and debit cards: we accept UK and international Visa, Visa Debit, Delta, MasterCard, JCB, Maestro, and Electron. At the moment we do not accept American Express or Diners Club cards. Your card details will be encrypted before being transferred over the internet. The application will not be progressed until your payment has been authorised by the card issuer. If it is subsequently discovered that you did not have authority to make payment using the credit or debit card whose details are entered below then we will cancel your application.

Amount due 20.00 GBP

Card number*

Expiry date*

01 / 2019

Issue number (if applicable)

Security number*

Make payment

Powered by
DATA CASH A MASTERCARD COMPANY

The next screen you see may be a payment card verification form supplied through your card issuer which is in place to give you added protection when paying online.

1. Click “next” and go to the payment page.
2. Remember to **verify your email address** by entering the verification code sent to your email address. This must be done before making the payment.
3. Check **all the boxes** and click “agree”
4. Enter your **credit card information** and click “make payment”.
5. Save the confirmation email as your payment receipt.

For More Help

ROSEDALE
ACADEMY

APPLY NOW!

If you need any extra help, please check the UCAS
[How-to-Apply Guide Page](#).