



QUEEN ELIZABETH'S GRAMMAR SCHOOL  
ASHBOURNE, DERBYSHIRE

# Applying to University?

Our guide will help you to complete  
the UCAS forms.



Go to the UCAS website:  
www.ucas.com

- ⚠ UCAS Undergraduate Track is currently unavailable - Read more
- ⚠ If you received all your decisions by 7 May, you must reply by 4 June - Read more
- ⚠ UCAS Track will be unavailable from 5 to 7 June - Read more

Click 'Apply and Track'

# Not holding any offers? Extra is open – you might be able to add another choice

Find out more

## 1. Getting started

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- [What to study](#)
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## 2. Find a course

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## 3. Apply and Track

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- Students
- Parents
- Advisers
- HE staff
- About us
- Type your question here
- Search

Click the 'Register/Log in' button  
(your date will be different)



### Students

- When to apply
- Apply - guided tour
- How to apply
- Personal statement advice
- Technical issues
- What we do with your application
- FAQs

Home > Students > Apply

### Applicants

Are you hoping to apply for higher education courses in the UK?

#### Register / Log in to use Apply 2013

This service opens in a new window - please make sure that your browser settings are set to allow pop-up windows.

You are only allowed one application per application cycle; this includes a deferred application. If you send a second application, it will be cancelled and you will not receive a refund.

[Information for applicants to Welsh-funded nursing programmes and occupational therapy courses in North Wales and Operating Department Practice \(ODP\) courses across Wales for entry in September 2013.](#)

### Tutors, advisers and staff

Click on the link below to access the staff area of Apply.

#### Staff login 2013

Please remember to copy staff and groups when you register - they cannot be copied after registration.

You can access [advice and guides for advisers](#) in the advisers' section of this site.

#### > Most popular questions about completing your application

- [What are the UCAS deadlines for applying?](#)
- [Can I apply late?](#)
- [How should I end my personal statement?](#)
- [What happens if you receive my application after the deadline?](#)



⚠ UCAS Undergraduate Track is currently unavailable - Read more

⚠ If you received all your decisions by 7 May, you must reply by 4 June - Read more

⚠ UCAS Track will be unavailable from 5 to 7 June - Read more



Home > UCAS > Undergraduate > Apply and Track

When to apply

Filling in your application

Key dates

Writing a personal statement

How to get a reference

Track your application

Results

FAQs

## Apply and Track

This is where and how you apply for full-time undergraduate courses starting in 2019.

> Start an undergraduate application

> Log in to continue or track your application

Click the 'Start and undergraduate application' button

## How to fill in an application

**i** This is the first stage – completing and submitting your application by the relevant application deadline. There is an application fee of £12 for a single choice or £23 for more than one choice.

UCAS on Twitter



about 32 minutes ago



Click the 'Register and apply' button

Log in

Register

# Register with UCAS

There are different types of application that you can register for with UCAS – make sure you choose the right one.

If you have already registered go to the log in page to continue or track your application.

After GCSEs

**Undergraduate**

Conservatoires

Teacher Training

Postgraduate

Not sure

??

## Register for a UCAS undergraduate course

Click the register and apply link to start your application for 2015 entry.

- For operational reasons, this route also includes MA/MSc courses in social work, nursing, medicine, LLB accelerated programmes and Scottish teacher education courses.
- Apply through [UCAS Conservatoires](#) for undergraduate performing arts courses.
- You can start a 2016 entry undergraduate application now, ready to send to us from mid-September.

Register and apply for 2015 entry

Register and apply for 2016 entry

## Parent registration

Are you a parent helping your son or daughter apply? Sign up to receive our newsletters.

Register for newsletters



## Register and log in

- What is Apply?
  - Guided tour
  - Help
- English [v]

[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

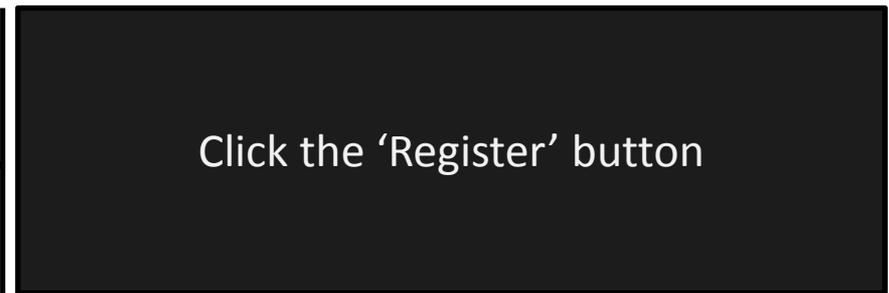
[Forgotten login?](#)

**log in**

### Register

If you have not registered for 2013 entry, please click the 'register' button to use this service. **You only need to register once.**

**register**



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

Read the information and click 'next'

- What is Apply?
- Guided tour
- Help
- Options/Opsynau

Key

- ? Help

Home > Register

Progress

Before you can apply you must first register. This is free and will take approximately fifteen minutes.

You will only need to do this once. If you have already registered but cannot remember your login details, please use the 'Forgotten login?' link on the [login screen](#) to access your details.

Registration is a process of entering your personal details, for example, name, date of birth, address.

If you are applying through a school, college, careers centre or any other organisation, you will be asked to use the [buzzword](#) provided by them, so please have this information to hand.

If you are not applying through a school, college, careers centre or any other organisation, you can apply as an individual.

Once you have completed the registration, a username will be automatically generated. You will be asked to create a password of your choosing. **Please make a note of these details as you will need them to log back in to your application later.**

Use our website to find more general information about [applying](#).

[Help](#) text is available throughout each section. For general information about each section of Apply, please take our [guided tour](#).

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2013 apply

Register: Please read

What is Apply?

Guided tour

Help

Options/Opsiynau

[Home](#) > Register

Progress

### Terms and conditions for the use of Apply

These terms & conditions confirm your agreement to the general terms and conditions of the use of the UCAS [website](#), the [privacy policy](#) and for use of Apply (the "Product").

1. By using this Product you acknowledge that you accept all terms and conditions of this agreement

Read the terms and conditions, if you agree to them, tick the box and press 'next'; if not, you may struggle to apply...

UCAS shall have the right to terminate your use of the Product immediately if you fail to comply with the terms and conditions of this Agreement.

Amended 16 March 2011

Compulsory fields are marked with an asterisk (\*).

Please tick the box if you accept the terms and conditions\*  ?

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2013 apply

## Register: Initial details

What is Apply?

Guided tour

Help

Options/Opsiynau

Home > Register



Compulsory fields are marked with an asterisk (\*).

Title\*  ?

Gender\*  ?

First/given name(s)\*  ?

Surname/family name\*  ?

Date of birth\*    ?

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### Key

? Help

Complete the boxes marked with an asterisk '\*'. If you are unsure what a box refers to, click the '?' button next to the box. Click 'next' once the boxes are complete.

2013 apply

## Register: Postal address

What is Apply?

Guided tour

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Options/Opsiynau

[Home](#) > Register

 Progress

Where is your postal address?\*

UK  

Non UK/International  

British Forces Post Office (BFPO)  

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### Key

 Help

Click the appropriate box for your postal address.



2013 apply

### Register: Your postcode

You only need your house number and postcode, the system will (most likely) find your address from this. If not, the next page in the process allows you to enter the address manually.

- What is Apply?
- Guided tour
- Help
- Options/Opsiynau

Home > Register

[Progress bar with 8 segments, 5th segment highlighted] Progress

Please enter your house number and postcode and click on 'next'.

Compulsory fields are marked with an asterisk (\*).

House number or name (if known)  ?

Postcode\*  ?

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

Key  
? Help



2013 apply

### Confirm address

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

Welcome > Personal details

You can amend the first line of the address if necessary. Click 'next' once the address is correct or 'previous' to search for a different address.

Compulsory fields are marked with an asterisk (\*).

Postal address\*  ?  
  
  
Postcode\*

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Check the address is correct and click 'next' if it is. This should be your home postal address.

#### Key

- Completed
- In progress
- Not started
- Help

2013  
apply

## Register: Personal details

[Home](#) > Register

Compulsory fields are marked with an asterisk (\*).

Postal address\*  
Queen Elizabeth's Grammar School  
The Green Road  
ASHBOURNE  
DE6 1EP[change address](#) ?

Home telephone number

Mobile number

Email address

Confirm email address

## Commercial mailings:

The UCAS group of companies work with a range of companies to bring you discounts, offers, career information, graduate placements and news about products particularly of interest to students.

In addition, if you find yourself without a place, we may send tailored information from universities and colleges that have spaces available at certain times of the year.

Your preferences below do not affect us contacting you in connection with your UCAS application. They only relate to communications from other companies and tailored information from universities and colleges.

For more information take a look at our [data protection statement](#) and [terms and conditions](#).

I want to receive sales information by email  and/or by text message to my mobile phone

I do not want to receive sales information by post

Once your application is submitted, you can change your preferences at any time in the Personal Details section in Track. All monies raised from commercial mailings are used to improve our services to applicants.

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This section outlines how UCAS can get in touch with you. For most students, providing their e-mail address and mobile number is key because they can receive offers and information from their University choices via e-mail and text. Feel free to read the UCAS terms and conditions and data protection statement. Click 'next' when this section is complete.



### Register: Security

- What is Apply?
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- Help
- Options/Opsiyau

Home > Register



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

Compulsory fields are marked with an asterisk (\*).

#### Your password must:

- be 6 - 14 characters long
- have at least one lowercase letter (a-z) and one uppercase letter (A-Z)
- contain at least one number (0-9)

#### Your password must not:

- use any other characters, such as / % £ : Æ Œ Ò Ć
- be the same as your username.

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\*  ?

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You must create a password to enable you to log back in to UCAS. You will be researching Universities and courses so will need to log back in in order to apply. Make sure you read the instructions on setting up a password

Complete your 4 security questions so UCAS can retrieve your password if you mentally mislay it. Click 'next' when this is complete.



## Register: Success

Once this is complete you will be given a username which you must write down as it is not displayed later. Once this is done, click 'log in now' and follow the instructions.

- What is Apply?
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Home > Register



Your username is : hsmythe1

**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](#)

### Key

[?](#) Help



2013 apply

### Initial UCAS questions: How are you applying?

- What is Apply?
- Guided tour
- Help
- Options/Opsiynau

#### Key

[?] Help

#### Initial UCAS questions

#### How are you applying?\*

- Through my school/college  [?]
- Through a careers organisation  [?]
- Through another organisation  [?]
- As an individual  [?]

**next**

Once you have logged back in to UCAS, you will be asked how you are applying. Make sure you click 'Through my school/college'.

2013 apply

< [Log out](#)

## Initial UCAS questions: How are you applying?

### Initial UCAS questions

You need to enter your buzzword on this page. If you do not know the buzzword, your tutor or careers adviser will give this to you. You will only need to enter your buzzword at this stage and then it will no longer be needed.

(Buzzwords are case sensitive and should be entered exactly as supplied.)

Buzzword\*  ?

Your buzzword should have been given to you by your tutor or careers adviser. It is very important as it helps us establish which organisation you are applying from. It also allows your referee to attach your reference and to send your application to us once all parts of the application, including the reference, are complete.

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### Key

? Help

The 'Buzzword' identifies where you are applying from. This year (2016), our Buzzword is allsummerlong.

2013 apply <Log out

Initial UCAS questions: Which centre?

- What is Apply?
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- Options/Opsiynau

Key

- Help

Initial UCAS questions

You are registering through...

Queen Elizabeths Grammar School, Ashbourne  
The Green Road

Ashbourne  
Derbyshire

...Is this correct?\*

Yes  No  ?

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

Once you have put the buzzword in and clicked next, you will be asked if the school you are applying from is correct. If it is like the example above, click 'yes' and 'next'.

2013 apply

## Initial UCAS questions: Tutor group

< [Log out](#)

What is Apply?

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### Initial UCAS questions

Please select your tutor group/application group. If you are unsure, please speak to your tutor or careers adviser or select the option 'don't know'.

Tutor/application group\*

Please select...



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

### Key

? Help

Use the drop down menu to select your form group and select 'next'.

## Welcome

Personal details Choices Education Employment Statement View all details Pay/Send 

Help

Options/Opsiynau

## Welcome

Welcome Huntingdon,

Your Personal ID is: **110-601-6346**.

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

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.](#)

You will then be given a Personal ID number and you will be registered, your application can begin.

## Key

 Completed In progress Not started Help

The next step is to complete the 'Education', 'Employment', 'Choices', and 'Statement' sections. You do not need to do this straight away.