



UNIVERSITY APPLICATION CHECKLIST FOR 2022 ENTRY

Looking for an easy step-by-step guide to your university UCAS application? Use our handy five-step university application checklist to guide you through the next few months without a hitch.





CONTENTS

1	Research your options	2
2	Register with UCAS	4
3	Fill in your UCAS Form	5
4	Review you application	8
5	And finally... submit before the deadline	9
6	Need some extra help?	10





1 RESEARCH YOUR OPTIONS

Before you apply to university, there are lots of important things to decide. Check off the following areas once you've found out as much as you can about them at virtual or on-campus Open Days, online accommodation tours, university guides and prospectuses, and by searching online.

- **University reputation**

Find out how your chosen universities sit in official rankings and ask your parents or teachers what they know about each institution. Has it won any awards for any particular subjects or aspects of student life?

- **What do current students say?**

Ask friends or family who attended your chosen universities, or ask a current student via a university online chat and messaging system.

- **Subject facilities**

Are there any distinctive features about your chosen subject at your chosen universities? Are there work placement options, volunteering opportunities, or links with local businesses? If you're interested in the possibility of studying abroad later in your degree, research this too.

- **Accommodation**

Have you looked at all the possible living options for your new home from home? Is accommodation guaranteed if you apply? How far are the residences from campus? Explore accommodation via virtual and on-campus Open Days and online tours. Don't forget to work out your budget for rent and living costs!



- **Teaching staff**

Have you spoken to any lecturers or tutors to find out more about the course?

- **The city**

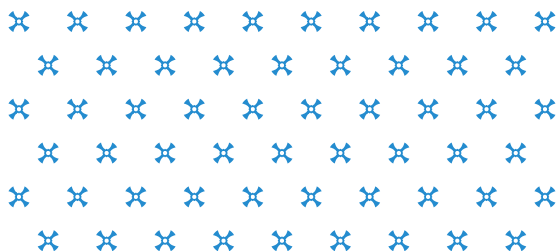
Explore what the city or town has to offer. Is the university in the city centre or at a distance? Does the city or town have a real community feel? Does it have the sport and leisure facilities that you want?

- **Travel**

Is the university easy to travel to and from using public transport? Is there a train station nearby? Bus connections? An airport? **Check out how easy it is to travel to and from Newcastle.**

- **Careers**

Do you have any career goals? Does your subject choice lead to your dream job? Are work placement or study abroad opportunities available as part of your degree? Do your university choices provide career guidance and support during and after your degree?



2 REGISTER WITH UCAS

If you're applying to a university in the UK, you need to register with the **Universities and Colleges Admissions Service (UCAS)** where you'll be guided to create your own **UCAS Hub** – your personal space to prepare and submit your application. The Hub is also where you'll track your university application and any offers you receive.

To get started, visit ucas.com and select 'Sign in' from the drop-down menu. Choose the tile for 2022 entry and follow the link to 'Create account'. Register by completing the short form, entering your name, email address and creating a password.

Your email address is your UCAS ID, it's also how you'll receive important updates about your application, so make sure it's always up to date.

Make a note of your password, too – you're going to need it every time you sign in to your UCAS Hub.

UCAS password:

Next, confirm you want to start your studies in 2022 and select 'Undergraduate' level of study.

After you've answered some additional questions to complete your registration, you'll be taken to your UCAS Hub dashboard.

To start your application, select the 'Your Application' tile on your Hub homepage. It's also worth noting down your Personal ID number in case you need to get in touch with the UCAS Customer Experience Centre – your 10-digit number is in the top right-hand corner of the page.

Personal ID:

3 FILL IN YOUR UCAS FORM

Your UCAS application is made up of a number of sections you have to complete. You can complete them in any order.

Check off the sections as you go:

1 Application status

Follow the link to add your school or college buzzword. This shares your application with your teachers so they can support you with your application and attach your reference.

School

Don't worry if you don't have a buzzword because you're applying independently – there's a section to add your referee details later.

2 Your choices

Click 'Add choice' to enter the names and degree course details of the universities you want to apply to. You can add up to five choices. If you're applying to medicine, dentistry, veterinary medicine, or veterinary science, you can only apply to a maximum of four courses in any one of these subjects.

3 Personal details

Give your full name and date of birth.

4 Contact details

Provide a contact telephone number, check your email address is correct and add your postal address. You can also choose to give nominated access to your Hub account to a parent, teacher or agent, so they can help you manage your application.



5 Education

Add the details of your school or college, plus all your qualifications from secondary education – whether you have the results or you're still waiting for them.

6 Employment

Detail any paid full-time or part-time jobs here (you can add up to five jobs). Include unpaid and voluntary opportunities in your personal statement.

7 Nationality details

Select your country of birth from a drop-down list. If you're applying from outside the UK, choose your nationality. If you need a Student Visa you'll also be asked for your passport details.

8 Supporting information

This is where you can add details of any physical and/or mental health condition, long-term illness, or learning difference. Including this information now means your chosen universities can give you information on the support they offer.

9 English language skills

If English isn't your first language, add the details of your English proficiency tests and exams here.

10 Finance and funding

Choose how you expect to pay for your tuition fees from a drop-down list.



11 Diversity and inclusion

This tile only appears to UK applicants and includes questions about your ethnic origin, religion, national identity, and more. This is where you'd include information about any widening participation activities you've been involved in, or special circumstances, such as being in care.

12 Personal statement

The personal statement is a vital part of your UCAS application. It's your first opportunity to showcase your ambitions, skills, passion, and experience in your own words to university and college admissions staff.

Want to find out how to write an eye-catching personal statement? [Find out in our free eBook.](#)

13 Reference

This tile will only be visible if you're applying independently. Once you've added the details of your referee, UCAS will email them to ask for further information.

4 REVIEW YOUR APPLICATION

Give yourself plenty of time to complete your application.

The deadline for submitting your UCAS application is:

15 October 2021: if you're applying for medicine, dentistry, veterinary medicine, or veterinary science

26 January 2022: for most other courses.

However, some schools and colleges have their own deadlines, so make sure you find this out as soon as possible.

My school deadline:

Before you click submit, make sure you check each section of your application:

- Is it completed?
- Are there spelling mistakes?
- Have you checked grammar?
- Are there any unnecessary words?
- Have you asked a friend or family member to check it for you?





5 AND FINALLY... SUBMIT!

You can only submit your application once you've completed each section – you'll be able to check your progress in your 'Application status' tile.

You'll then get a final chance to review your application – so check it carefully again – before clicking 'Accept and proceed'. You'll also be asked to update your preferences so UCAS can keep in touch with you.

It's at this point that you can enter payment details. Your school or college will tell you whether to pay them or UCAS.

The cost will depend on your number of university choices. A single choice is £22; if you've made multiple choices it's £26.50.

For more help to fill in your application, click [HERE](#).

Track your application

You can check the progress of your application at any time by signing in to your UCAS Hub.

Universities will aim to get back to you as quickly as possible, but it can take a few weeks or even months if they need to check portfolios or conduct interviews.

Good luck with your application!



6 NEED SOME EXTRA HELP?

Contact us here.

Keen to find out what it's really like to be a student?
Ask a current student via our online chat and messaging system.

Want to find out more about life at Newcastle University?
View our Undergraduate Guide.

