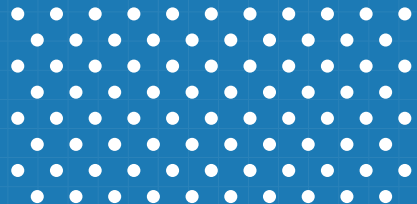
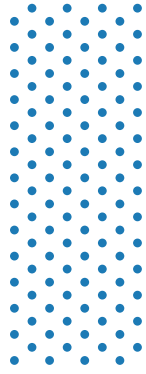




UNIVERSITY APPLICATION CHECKLIST FOR 2021 ENTRY

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.





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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 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 the institution. Has it won any awards for any particular subjects or aspects of student life?

- **What do current students say?**

Ask friends or family that 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? Work placements 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 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

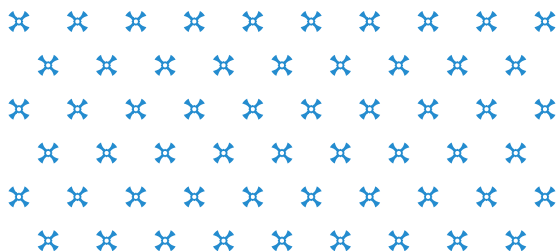
Explore what the city or town has to offer. Is the university in the city centre or at a distance? Does the city or town have a real community feel? Does it have the sport and leisure facilities that you want?

• Travel

Is the university easy to travel to and from with public transport? Is there a train station nearby? Bus connections? An airport? **[Check out the discounts available for traveling to and from Newcastle.](#)**

• Careers

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



2 REGISTER WITH UCAS

If you're applying to a university in the UK, you need to register with UCAS

This is the Universities and Colleges Admissions Service, and the easiest and official application route for the majority of full-time undergraduate courses.

Applications open in September the year before you want to start university.

When you register, you'll be asked for some personal details; your name, date of birth, address, telephone number, email address. You'll then create a password and answer some security questions.

Enter your **school Buzzword**, so your teacher can find your application later and add in your reference.

School Buzzword:

Remember to make a note of your username, password, and UCAS ID number, as you'll need these a lot in ***the next few months***.

Username:

Password:

UCAS ID:

3 FILL IN YOUR UCAS FORM

Your UCAS application is made up of 9 sections, and you can complete them in any order.

Check off the sections as you go:

1 Personal Details

This is where you include your name, address, date of birth, details about your nationality and UK residence status, and more.

2 Additional Information

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

3 Student Finance (UK and EU Applicants only)

This page might appear if certain questions are answered in the 'personal details' sections.

4 University and Course choices

You can choose up to five courses. 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.

Applying to Oxford or Cambridge? You can only apply to one course at either university in this application.





5 Education history

You must enter all your qualifications from secondary education – whether you have the results or if you're still awaiting exams and results. If any of your pending qualifications aren't listed on ucas.com, you still need to add them to your application, but remember you'll need to send the results to your chosen universities when you get them.

6 Employment history

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

7 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.](#)

8 Reference

This is where you'll enter the details of your reference. Once you've filled in this section, UCAS will email your reference to ask for further information.

9 Pay and send

This section asks you to confirm that everything you've included is true, and it's at this point that you can enter payment details. Your school will tell you whether to pay them or UCAS, and when to do it.

4 REVIEW YOUR APPLICATION

Start your application early enough so that you have lots of time to review what you're written.

The deadline for submitting your UCAS application is 15 January, but if you're applying to medicine or dentistry, the deadline is much earlier – 15 October.

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

My school deadline:

This is your only chance to get things right. Before you click submit, make sure you check each section for:

- 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!

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.

You can check the progress of your application as often as you like via [UCAS Track](#).

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.](#)

