

Applying through UCAS

If you're thinking of going to university, or other higher education institution in the UK, apply through **UCAS**, the Universities and Colleges Admissions Service.

Apply online, through the UCAS website [Apply](#)

The site has plenty of information and guidance on how to use the system, including a number of video guides that can be found on the [UCAS](#) website.

Apply 2023 and [UCAS Course Search](#) 2023 is live from May 2022.

Here are some important dates to watch out for, along with a brief outline of the application process.

For entry in 2023

Here is a handy list of main key dates for entry in 2023.

17 May 2022

UCAS Apply for undergraduate courses opens, so you can begin to make choices and start filling in your application.

6 September 2022

You can start submitting your applications.

15 October 2022

If you're applying for **Oxford** or **Cambridge universities** and most courses in **medicine, dentistry** or **veterinary medicine** apply to UCAS by 6.00pm on 15 October 2022.

25 January 2023

For the majority of courses apply to UCAS by 6.00pm on 25 January 2023. Always check course details for the correct closing date.

Applications received after 25 January 2023 may not be considered and some popular courses may not have vacancies after that date. Check with individual universities and colleges. Try to apply as early as possible.

23 February 2023

Extra 2023 opens - If all your decisions are in and you didn't get any offers, or you want to decline those you have, you can apply to more choices for **free** with Extra.

30 June 2023

Deadline for late applications before Clearing system begins. Applications received after this date are entered into Clearing.

5 July 2023

The Clearing system opens and you can search for and choose courses. Contact institutions to discuss your

application before you add your choices to Track.

21 September 2023

If you haven't already made an application to UCAS, this is the last date that you can submit one to go into Clearing.

17 October 2023

Clearing vacancy search system closes; you can still use Track to add Clearing choices but contact institutions to discuss course vacancies. It's also your last chance to add 2023 entry Clearing choices.

Using Apply

You can use **Apply** anywhere with internet access and you do not have to complete the form in one sitting. The following sections require to be completed.

Registration

Register to use the system – add some **personal details**, get a **username**, create a **password** and establish your **security questions**. Your school, college or centre will give you a **buzzword** before you register; this links your application to the school or college and allows staff to add your reference to it.

Personal details

This includes your name and address, recorded through the registration process. You complete the **funding and sponsorship** options, your **residential status**, indicate if you have any **special needs** or **disabilities** and any **criminal convictions** and then nominate someone to act for you if you will be away during the application period.

Additional information

Provide details about your ethnic origin, national identity any summer school/taster courses you attended, parental education and occupational background. Three new equality questions are now included which are used for statistical reports but it is not compulsory to provide this information.

Finance

Complete this section if you plan to apply for student finance and you would like a reminder about when to apply. If you agree, UCAS share this information with the student finance companies.

Choices

Insert up to five course choices or four of any one of medicine, dentistry, veterinary medicine or veterinary science courses – plus one other subject. Note that you can only apply for one course at **either** the University of Cambridge or the University of Oxford.

Education

Provide details of schools you have attended since you were 11, where you are now studying and what qualifications you have – do not send certificates. You will also need to know your Scottish Candidate Number.

Employment

Provide information on any full time or part time jobs you have had.

Personal statement

This is your chance to explain why you should get a place on the course – the UCAS website provides a lot of guidance on the content of this [UCAS Personal Statement Help](#) and there are examples in our 'UCAS applications - completing the personal statement' article.

View all details

You can access the complete form at any point during the application stage and make any amendments. If you're satisfied with it, **mark it as complete**.

Declaration

Provide confirmation that you've completed the form accurately and honestly and agree for UCAS to share the information with HE institutions and your school.

Pay/Send

The application fee for 2023 entry is £22.50 for a single course or £27 for more than one choice (and for applications sent after 30 June 2023). You will pay by credit/debit card or pay your school/college, they will inform you when to pay.

Reference

One of your teachers will add this to back up your application.

What happens next?

Your school or college sends off your application.

When UCAS receives your application, it sends you a welcome email that lists your choices. Use your personal ID (confirmed in the welcome email) and password (which you created when you registered) to view your application on **Track**, the system that allows you to track its progress.

UCAS gives each institution you have applied to access to your application form – they do not know where else you have applied.

Offers

Each institution then decides whether to offer you a place. They may ask you to gain certain exam results – a **conditional** offer.

Provided your application is in by 15 January in the year you wish to enter, the institutions you applied to will reply from March onwards and by early May at the latest.

When you have heard from all your institutions, choose two offers to hold until you get your exam results. Choose one as your first choice - **firm** acceptance, and a second as a back-up choice – **insurance** acceptance. If you accept an **unconditional** offer, you cannot hold any other offers.

Use **Track** to reply to offers. Make sure you meet the deadlines shown on the UCAS website.

Gap year

If you intend to take a gap year and start your course in 2024, check that the university or college will accept a 'deferred entry' application. Tick the **Defer** box in the Courses section of the application form. Remember you must still meet the entry requirements by the **start of September 2023**, as if you were starting your studies in 2023.

UCAS Extra

If you have no offers, you can apply for other courses through this service, which operates from 25 February until 4 July each year. You apply for one course at a time, through **Track**.

Clearing

When the exam results come out in August, if you still have no offers, or do not get the required exam results, apply for other courses through **Clearing**. The UCAS website lists Courses with vacancies.

You need a Clearing Number to apply – you will find it through **Track**. You can watch a video on 'No Offers? Use Clearing' on the [UCAS](#) site.

Look through the courses, find one that interests you and **contact the university or college yourself** (or have your nominated person do so) to ask if they will accept you.

The admissions tutor you speak to will tell you what to do next.

When your exam results come out try to be at home during August. You may have to reach decisions quickly about your future. It would be better if you spoke directly with admissions tutors rather than your nominated person. The Clearing vacancy search system closes on the 17 October. If you get a place through Clearing, UCAS will send you an official letter confirming it.