Shrewsbury College

UCAS ENTRY 2027

GUIDE TO

UCAS APPLY ONLINE

FOR STUDENTS

UCAS ENTRY 2027

All students applying for higher eduction courses starting in September 2027 will need to register on the UCAS Hub to start their research and access their application.

Students will use their UCAS Hub sign in details for their entire application.

Students must make their application through the college – this enables us to check your application and provide a reference for you (choose '**Shrewsbury Colleges Group**' upon registration)

Most students find the system straightforward and easy to use. This booklet will hopefully help to make the application process smooth and problem-free. Please read it through and collect the information you will need before starting the application process (eg you will need all your exam results - GCSEs, A levels, CTECs, BTECs etc).

You will need access to your email as UCAS will send you an email verification code – you won't be able to complete your form without this code. When you have logged onto the system, you will be able to save your application and return to it if you need to.

STUDENT APPLICATION PROCESS

HOW TO REGISTER

Go to
https://www.ucas.com/

↓

Select ‘Sign in’

↓

Follow the on-screen instructions to register

↓

Use your personal email address (not your college one!)

↓

You will be asked to choose a Password, which must be at least 8 characters long and include 1 lower case and 1 upper case letter, 1 number and 1 special character. **(If you have a password that you use regularly for other sites, you may want to choose a new one for UCAS).**

↓

Check your email for your email verification code.

↓

Complete your preferences

↓

Select ‘**Shrewsbury Colleges Group**’ when registering in order for your application to be linked to the college

By linking your application you’re giving the college permission to view and track your application. It also means we will provide you with a reference, and send your application to UCAS on your behalf.

START YOUR APPLICATION

Once registered you can access the UCAS Hub dashboard
to start your application

↓

You'll see a tile called 'Your application'. Simply click 'Start' to begin your application.

↓

When completing your application – make sure you enter your first name and middle name(s) exactly as they're stated on official documents, such as your passport, birth certificate, or driving licence.

↓

Are you applying from a school, college or centre?

↓

Click yes

↓

Enter the buzzword **Shrews27**

↓

Click yes to link it to **Shrewsbury Colleges Group**

↓

Choose your group by selecting your Teacher from the drop down menu

↓

You are now ready to start completing your application form.

↓

Record your Personal ID Number (top right hand corner). You will need this number if you have to contact UCAS.

My UCAS ID: ……

COMPLETING YOUR APPLICATION FORM

- Work through each section listed. You don’t need to complete the application at once, you can log in and out at any time until you're finished.

- As you add information to each tile, the percentage complete dial should increase each time you mark a section as complete.

- Sections to be completed:
  - Personal details
  - Nationality details
  - Where you live
  - Contact details
  - Supporting information
  - Finance and funding
  - Diversity and inclusion
  - More about you
  - Education
  - Employment
  - Personal statement
  - Choices

- You must answer the questions marked with a red*.

- When you are happy that all the details are correct, please tick the ‘**section completed**’ box at the bottom of the screen and then click ‘**save**’.

- The list on the left of each section will show which sections are completed (with a tick), which are in progress (with a half-moon) and which have yet to be started (no icon).

- Click on the ? throughout for help text to provide advice about what to put.

- All sections must be marked as complete to send to UCAS.

Contact and residency details

- Your email will be used by both UCAS and your choices to update you. We would advise using a personal email address which can be updated in the Hub preferences.
- You'll only see the fields to add the nominated contact details if you answer Yes to the question.
- This means someone else can speak to us about your application.

Nationality

- Depending on the information you provide, you may see more questions.
- Your nationality is associated with the country that would issue you a passport for international travel. If you don't have a passport, it is usually the country in which you were born.
- This is not your ethnicity. Ethnicity refers to your cultural identity and ancestry. UK resident applicants are asked about ethnicity in the diversity and inclusion section.
- If you have dual nationality, please list both nationalities.
- The information you provide will help universities and colleges in determining your fee status and allow them to assist you with the visa application process, if required.

Where you live

- You must add three years of residency history between 1st September 2024 and 1st September 2027
- Your current address should be added first, followed by your previous addresses until September 2024.
- For each address say why you are living there; any reason can be selected, eg you may have two permanent homes.
- International applicants can add a non-UK address by using the address type drop down.
- Until the required duration of address history is reached, you'll see the 'Add previous address' option.
- Gaps in the address history will be flagged for you to fill in so that a full history is provided. Overlapping addresses are allowed.
- When you have aded enough addresses to cover the required duration, you will see a success message. You will then need to confirm your home address.
- You then need to select your area of permanent residence and residential category.

Supporting information

- All questions are mandatory (*), but you have the option of I don't know and Prefer not to say.

Finance and funding

- Usually UK, ChI, IoM or EU Student Finance Services
- Choose DH/Regional Health if you are applying to dental therapy or dental hygiene (level 5 and 6 courses); dietetics; midwifery; nursing (adult, child, mental health, learning disability, joint nursing and social work); occupational therapy; operating department practitioner (level 5 and 6 courses); orthoptics; orthotics and prosthetics; paramedics (DipHE and FD courses are not eligible for NHS LSF); physiotherapy; podiatry/chiropody; radiography (diagnostic and therapeutic); speech and language therapy
- If you are paying for university independently (e.g. no student finance) use Private Finance
- Student Support Arrangements – county you live in, eg Shropshire, Powys etc.

Diversity and inclusion

- You'll only see these questions if you have a UK home address.
- There are two mandatory fields(*), but you have the option to respond with I prefer not to say.
- This information is only shared with universities or colleges once you have secured a place, it does not influence any decision making. It's used to ensure applications are treated fairly.
- Growing up in care means you are entitled to a range of practical support; eg, during your application, financial assistance, year-round accommodation, or help with managing your health and wellbeing.
- There is a UCAS fee waiver in place for care leavers, do not pay for your UCAS application up front, please speak with Jodi White for further guidance.
- At this point you are able to upload evidence of being in care (this is optional). Adding these documents may assist universities and colleges in evaluating where they can support you. If you cannot add documents before you submit, you may be asked to send them directly to the universities and colleges.
- You can select 'I prefer not to say' for the parental education question.
- For the occupational background, you must type at least 3 letters into the response field, and then select an option from the menu that appears below it.
- If you prefer not to give this information, please enter 'I prefer not to say'.

More about you

- You can tell us about any circumstances that you might need support for during your studies.
- You might feel uncertain about sharing personal circumstances please feel reassured this information is confidential and will not negatively impact your application.
- We don't need you to give details – this information will be shared with those involved in making arrangements to support you at the university or college (e.g. the student support team, admissions staff), and they may get in touch to tell you more.

Education

- You must enter **all** your qualifications from secondary education onwards – whether you have result (even any that were ungraded) or you are still awaiting your exam results.
- First you need to add details of where you've studied, or are studying, then add qualifications.
- Start by clicking Add place of education. Type the name of where you studied. Once you find your centre, click on the name and the Exam centre number will automatically populate. If an exam centre number doesn't appear that's ok, it's because UCAS doesn't have it.
- You'll be asked for a Unique Learner Number (ULN) – this can be found on ProPortal under Further details

My ULN is: ……..

- Choose from qualifications shortlist or type qualification in the search box
- Qualification date – this refers to the date you receive the results NOT the date you sit the exams.
- If you haven't finished the qualification or had your result, then you must choose Pending.
- Some courses may state in their entry requirements that they would like to see module results – in which case make sure you include them on the application (check with your teacher for module title).
- International qualifications are listed by name and country, but don't worry if yours isn't there – just add it into the 'other' box.

Exam Boards

Subjects		**Subjects**	
Art & Design (Fine Art)	AQA	Media Studies	OCR
Art & Design (Graphics)	AQA	Music	Eduqas/WJEC
Art & Design (Photography)	Eduqas/WJEC	PE	AQA
Art & Design (Textiles)	AQA	Religious Studies	OCR
Biology	OCR	Physics	AQA
Business Studies	AQA	Politics	Edexcel
Chemistry	OCR	Psychology	Edexcel
Classical Civilisation	OCR	Sociology	AQA
Computer Science/Computing	OCR	Spanish	Eduqas/WJEC
Criminology (Level 3 Applied Diploma)	Eduqas/WJEC	Statistics	Edexcel
Criminology (Level 3 Applied Certificate)	Eduqas/WJEC		
Design & Tech (Product)	OCR	**GCSE Subjects**	
Drama and Theatre Studies	Eduqas/WJEC	English Language	AQA
Economics	AQA	Maths	Edexcel
Electronics	Eduqas/WJEC	**Cambridge Technicals / AAQs**	
English Combined	AQA	Cambridge Advanced National Certificate in Health and Social Care	OCR
English Language	AQA	Cambridge Advanced National Extended Certificate in Health and Social Care	OCR
English Literature	OCR	OCR Level 3 Cambridge Technical Certificate in Business	OCR
Film Studies	OCR	OCR Level 3 Cambridge Technical Extended Certificate in Business	OCR
French	Edexcel	Cambridge Advanced National Certificate in Applied Science	OCR
Further Maths	Edexcel	Cambridge Advanced National Extended Certificate in Applied Science	OCR
Geography	Edexcel	**Other**	
Geology	Eduqas/WJEC	Extended Project	AQA
German	Eduqas/WJEC	Functional Skills English FS L1/2	Edexcel
History	Edexcel	Functional Skills Maths FS L1/2	Edexcel
Law	AQA		
Mathematics	Edexcel		

Employment

- If you add more than one employment it will appear in chronological order with the most recent at the top.
- Only enter paid work here, so not everyone will have something to enter.
- Any work experience or volunteering should be covered in your personal statement.
- If you leave this section blank remember to mark it as complete.

Extra activities

- Please add any activity you have taken part in to prepare for higher education.
- These include national or regional schemes, university-run programmes, summer schools, taster courses, and booster courses.
- Open days are not relevant to this question.
- If you haven't attended any such activity, please leave this sections blank.

Personal statement

This is a key part of your application form and you can expect to some time drafting this. It is not unusual for students to produce 4-5 drafts before the final version.

UCAS have produced a handy 4-minute video to get you started: How to write your personal statement

You should include:

- Why you have chosen the course(s).
- The reasons why that subject area interests you.
- Aspects of your current studies related to your chosen course.
- Why you think you would be a good student.
- Details of jobs, placements, work experience or voluntary work.
- Hobbies, interests and social activities.
- Non-accredited qualifications, any other achievements; positions of responsibility
- Attributes that make you interesting and unique
- Career and/or gap year plans.

The UCAS personal statement builder tool in the UCAS Hub is a great way to develop this section of your application: Introducing the personal statement builder | UCAS

UCAS recommends that you:

- Type your statement in a Word document and then paste it into Apply.
- Click 'Save' and then 'Preview'.
- Check formatting after you have pasted it in.
- If you are happy with it, tick 'Section completed'.
- You have a total of 4,000 characters including spaces across the three questions. You must write a minimum of 350 characters in each box.

If you would like to see some subject examples of personal statements, UCAS have provided some here: personal statement guides | UCAS

Remember UCAS carry out checks to verify your personal statement is your own work. If it appears to have been copied from another source, UCAS will inform the universities and colleges to which you have applied. They will then take the action they consider appropriate. UCAS will also contact you by email to tell you this has happened. This can be an embarrassing start to your university studies.

We strongly encourage you to read the UCAS guidance on using AI in your personal statement: A guide to using AI and ChatGPT with your personal statement | UCAS While AI has its uses, nothing is as good as your authentic voice in your personal statement.

Choices

- Students can add up to 5 choices, unless they're applying to study medicine, veterinary, medicine/science, dentistry – then it's 4 choices
- Students **can't** apply to BOTH Oxford and Cambridge
- Providers can't see other choices when you apply

Do check your UCAS tariff when making your course choices:
Calculate your UCAS Tariff points | UCAS
If there is a significant gap between your current academic performance and your intended courses, we recommend speaking with your tutor and teachers or the college Careers team.

My courses	**UCAS tariff points**
TOTAL	

Some universities make contextual offers based on the school or college you attend. For example, Bristol produces an annual list of 'aspiring state schools and colleges' which Shrewsbury College has been on for a number of years: Contextual offers | Study at Bristol | University of Bristol The college also has a partnership with Keele University where students can benefit from tailored admissions offers and guaranteed interviews for selected courses. We are also a Pathways to Birmingham partner school meaning students can access a suite of programmes and support throughout the university programme as well as being a Gold Advantage Partner with University of Wolverhampton. As part of the partnership, eligible applicants from Shrewsbury College may benefit from an 8 UCAS tariff point reduction, alongside additional opportunities such as contextual interviews and potential progression to unconditional offers.

- Applying costs £34.50

In receipt of Free School Meals?	**Bursary Student?**	**Care Leaver**	**Need other financial support?**
Tick Yes to access the FSM fee waiver. It is your responsibility to provide evidence of this. We have data-sharing arrangements in place with some	If you are a bursary student please tick YES to access the fee waiver. **Do not pay by card as there is no refund facility.**	You must answer YES to the care experience question in the diversity and inclusion section of the application. You must upload supporting information.	If you are not a bursary student, but need financial support with the fee, then please email Karen Hayward on karenh@shrewsbury.ac.uk

schools and local authorities **Do not pay by card as there is no refund facility**	The careers team will liaise with Student Services.	You will receive an email with instructions to contact UCAS to apply the waiver. **Do not pay by card as there is no refund facility.**	

Admissions Tests

- Some of the more competitive university courses will require you to take an admissions test as part of the application process (ESAT, LNAT, TARA, TMUA, UCAT). This should not be a surprise to you, as you should have seen details when researching the course.
- These tests are taken online at an assessment centre (like driving theory tests) and can only be taken once in any application year. You will need to create your account and book the test yourself since we cannot do that for you. All communications are direct between you and the testing organisation – they will not communicate with the college.
- There is a fee to register/book these tests of approximately £75 to £80. If you are in receipt of bursary then you can declare that at the time of registration and the fee will be waived. For other students, the college will provide a refund of your fee after you've taken the test – you will need to complete a claim form and attach both your receipt of payment and your test outcome, so please make sure that you save these details. Payments will be refunded to your bank account.
- The other type of additional tests, STEP II and STEP III, are specific to maths courses, are taken during your A level exams and the results will form part of the offer conditions. These tests are booked and entered by college and there are strict entry deadlines - please contact Chris Sears for advice before submitting your UCAS form if you are considering a route that mentions compulsory or optional STEP papers as part of the requirements.

Submitting the application

- The application must be complete (showing 100%) before pressing submit.
- This shows the full application and you can download it as a pdf (in the top right) to help you check it.
- At the bottom of the application, click Accept and proceed (or return to application if you want to make more changes).
- You then need to update your preferences.

- You must tick the box at the bottom of the page to confirm you have read and understood the terms and conditions.
- Then click Accept and proceed, or you can Return to application, or Return to marketing preferences.

Pay and submit

- You will need to pay by card
- click Pay now and you will be asked to enter your card details.
- When you've paid and submitted your application, it will go to your tutor to check.
- The college Careers Team will submit the application to UCAS.

WARNING

Do not click 'pay and submit' until your Teacher has checked your application and has given you the go-ahead to do so.

Take a print-out of your application to your Teacher who will check everything is in order.

Once you have paid for your application online, your Teacher will log your application and write the reference. The application will then be passed to the UCAS Co-ordinator for processing.

Applications for courses requiring the early UCAS deadline (Oxford/Cambridge/Medicine/Dentistry/Veterinary Science) are also reviewed by the College Management team before processing by the UCAS Co-ordinator.

Tracking your application

Head to your UCAS Hub to track your application. The banner at the top will update as the status of your application changes. Click on it to go to your application.

- Submitted to your school or college
- Your application has been returned by your adviser
- Waiting for decisions
- Waiting for confirmation
- All decisions received

You will be taken to your application status, which displays the key information relevant to your application. Make sure you check the deadlines for replying to your offers.

TOP TIP: You can substitute a choice within 14 days of your application being sent to UCAS. Select the option from the actions box and complete the short substitution form. This applies even if you have received an 'unsuccessful' within 14 days.

If you want to change the course, but still apply to the same institution, speak to them directly before you do anything.

You'll receive one of three decisions from your choices:

- Unconditional offer
- Conditional offer
- Unsuccessful

Replies to your offers

Once you have decisions on all your choices, you can hold a maximum of two offers:

- one as a ‘firm’ acceptance – your first choice
- the other as an ‘insurance’ acceptance. This acts as a back-up if you do not get into your ‘firm’ choice
- If you choose an unconditional offer as your firm choice, you cannot have an insurance choice.
- You must then decline any remaining offers.

Once all your decisions and replies have been made, if you are not holding an offer, you may be able to use Extra or Clearing to find available places.

Other options

Extra (Feb – Jul)

- Used all five choices and had no offers.
- Add Extra choices for consideration one at a time in Track.

Clearing (Jul – Oct)

- Apply after 30 June, receive no offers, decline all offers, not met conditions.
- Find vacancies from early July, and add a Clearing choice to your application.

UCAS TARIFF POINTS

UCAS Tariff points are used by some universities and colleges to set their entry requirements and to make offers. Instead of asking for grades, a university might express the offer as a number of points. The UCAS website has a tariff calculator which is there to assist you in calculating a score for your qualifications.

EPQ	AS Level	A Level	T Level overall grade	Tariff points	BTEC Extended Diploma	BTEC Diploma	OCR Cambridge Extended Certificate	OCR Cambridge Certificate
		A*A*A*	D*	168	D*D*D*			
		A*A*A		160	D*D*D			
		A*AA		152	D*DD			
		AAA	D	144	DDD			
		AAB		136				
		ABB		128	DDM			
		BBB	M	120				
		BBC		112	DMM	D*D*		
		BCC		104		D*D		
		CCC	P (c or above on the core)	96	MMM	DD		
		CCD		88				
		CDD		80	MMP	DM		
		DDD	P (D or E on the core)	72				
				64	MPP	MM		
		A*		56			D*	
		A		48			D	
		B		40				
		C		32			M	
A*				28				D*
A		D		24				D
B	A			20				
C	B	E		16			P	M
D	C			12				
	D			10				
E				8				P
	E			6				

DATES TO REMEMBER

The official UCAS deadlines for applications are:

- **15 October 2026 at 6pm** for applications to Oxford, Cambridge, Medicine, Veterinary Science and Dentistry
- **13 January 2027 at 6pm** for all other applications

When you pay for your UCAS application, it is sent to the college for checking (not straight to UCAS!). The college carries out a rigorous checking process of each UCAS application, which takes time – do not leave your application till the last minute!

Please note that no UCAS applications will be sent between **Tuesday 15th December and Monday 5th January** to ensure students benefit from the 14-day substitution window. It is in your interests to submit your application by the internal deadline if you would like your UCAS form to be processed before the Christmas break.

<u>To allow for the checking process:</u>

Student deadlines for UCAS applications are:

Friday 25 September 2026 for
Oxford, Cambridge, Medicine, Veterinary Science and Dentistry applications

Friday 27 November 2026
All other applications*

Your form must be completed and handed in to your Teacher by these deadlines.

***apart from Music conservatoires**:
1 October 2026 at 6pm – for music courses
13 January 2027 at 6pm – for most undergraduate dance, drama or musical theatre courses