

HOW APPLICATIONS WORK

KEY POINTS

- **admissions decisions are made by subject tutors at each individual university.**
- **UCAS** (Universities & Colleges Admissions Service) is the clearing house through which applications are processed. UCAS make no decisions on admissions. You must apply through UCAS, you cannot apply direct to individual universities.
- **you may apply for up to five courses** (four for Medicine, Vet. Medicine, Dentistry).
- **applications are ‘blind’** – no university will know which other courses you have applied for.
- **all applications must be completed and submitted on-line.** There is a charge of £24 [£12 if you only apply for one course], to be paid online with a credit or debit card when you submit your application.
- the form comprises: personal details; your chosen courses; your academic record to date; your “Personal Statement”; a reference from the school. **Admissions tutors will judge you on the evidence of this package.**
- you cannot submit your form until September 1st. In any case you will need to wait until September in order to take into account your predicted A level grades – you may wish to adjust your choice of courses in the light of these.
- initially, you submit the form to the school so we can check it, approve it, and add your reference. In order to complete the reference you need to arrange an interview with Professor Soderholm, who will discuss your plans and write an overall endorsement of your application. **It is essential that you allow time for this – at least a week is realistic.** Also be aware that we may have to send the form back to you for corrections to be made.
- the school will submit your completed form to UCAS for distribution to your chosen universities, who will then make a decision about your application. This may take some time – you may not receive some decisions until well into 2020. Some courses will also wish to interview applicants before making a decision.
- UCAS will pass these decisions on to you: either rejection, or a conditional offer. You can track decisions online as they are made.

- an offer will be conditional on your performance in A level exams. It will either ask for specific grades (e.g. AAB. Sometimes a certain grade in a specific subject will also be required), or for a total “points score” according to the UCAS tariff.
- once you have received all your decisions (in the spring of 2020), you must choose one offer as your Firm choice and (optionally) another offer as an Insurance choice (which should be lower than the Firm choice). You can also choose to reject all your offers, and either try to pick up a place through UCAS Extra or Clearing, or reapply next year.
- if you make the grades for your Firm choice, you must go to that university (**this is a binding agreement**). If you miss your Firm offer, but make the Insurance offer, then you must take up the Insurance choice. If you miss both, you can either try to gain a place through Clearing, or reapply next year.
- **“Extra”** – another chance to gain places, if you have been rejected from all of your chosen courses (or have turned down all your offers). Extra runs from later February to the end of June 2020. Popular courses are unlikely to have places available through Extra.
- **Clearing** – a chance to gain a place at university after exam results are published, if you have no offers or have missed your chosen offers. Again, the most popular courses are unlikely to have places available through clearing.
- **see the flow chart on Moodle/the UCAS website for fuller information.**
- **deadlines:** UCAS has very few firm deadlines.
 - You can submit an application at any time between September 1st and January 15th; you can even continue to submit applications after this date to courses that still have places available.
 - There is a fixed deadline, October 15th, for applications for Oxford, Cambridge, Medicine, Dentistry, Veterinary Medicine/Science).
 - **HOWEVER - it is very important to submit your application early to gain places on competitive and oversubscribed courses. We advise all our students to complete and submit applications by 15th November.**
- **deferred entry** – if you intend to take a gap year before going to university, we strongly advise you to apply now for deferred entry, rather than wait to apply next year.
- **for further information and full details of how the process works, please consult the UCAS website: www.ucas.com**