

6. Application checklist

Stay on track with your UCAS application by using this checklist.

Research stage

- Speak to your teachers, career advisers, family and friends about what you want to do next.
- Decide on the course you want to study.
- Check whether you need to have done some work experience to apply for the course. This can be a requirement of many courses, such as teaching, medicine or social work.
- Find out if you need to take any tests as part of your application process. For example, some universities may require you to sit the UK Clinical Aptitude Test to apply for a medical or dental degree.
- Identify universities that you want to go to, narrowing your selection to between 5 and 10.
- Research the universities using their websites and prospectuses. Speak to anyone you know who has been there.
- Visit the universities and/or attend open days.
- Decide on your five final university choices.
- Decide if you want to take a gap year.

Application stage

- Write your personal statement.
- Arrange a reference from your school.
- Register online at www.ucas.com/students/apply. Your school or college will give you a 'buzzword' that you will need to enter during the registration process.
- You may wish to view the guided tour of the application form at www.ucas.com/students/apply. This takes you through the different stages of the form.
- Complete the application form. You can save your form and return to it at a later date, so you don't need to fill it all out in one sitting.
- Get your teacher/careers adviser to check your application.
- Submit your application form before the deadline. It's important to get your application in early, so try to submit it at the beginning of the UCAS cycle in September.

Post-application stage

- Prepare for and attend any interviews you may be invited to by universities.
- If you don't receive any offers from universities, make further applications as appropriate through UCAS Extra.
- After receiving decisions from the universities, confirm your firm and insurance choices.
- Submit your forms for the HE maintenance grant and student maintenance loan.
- If needed, apply to university through clearing in August. This is for students who have not secured a place at university for the current year.