

NEXT STEPS

HOW TO APPLY

Full-time applications

All applications to study for a full-time undergraduate degree are made through UCAS using Apply.

www.ucas.com

Apply is an application system that allows students to apply online for full-time undergraduate courses at universities and colleges in the United Kingdom.

The application fee for this service is currently £21 for more than one choice or £11 for a single choice.

Part-time applications

You can apply online by going to **uwl.ac.uk/apply**

Students at a school or college registered with UCAS

All UK schools and colleges (and a small number of establishments overseas) are registered with UCAS to manage their students' applications. You should obtain a 'buzzword' from your tutor or careers adviser, which you will need when you register with UCAS. This establishes the organisation from which you are applying and allows your referee to attach your reference. Once you have completed your application, you submit it to your referee who will send the completed application to UCAS on your behalf. You can pay for your application online either by credit or debit card, or by paying your school or other registered centre.

Independent applicants (UK, EU and worldwide)

Other applicants, who are not at a school or college registered with UCAS, apply online independently and are responsible for paying the correct application fee, for obtaining and attaching the academic reference and for submitting the completed application online to UCAS. Your referee should know you well enough to write about you and your suitability for higher education. UCAS will not accept references from family, other relatives or friends.

For international students, advice is available from British Council offices and other centres overseas, such as your school or college. If you have any problems applying via UCAS, then contact our International Office.

For all applicants, there are full instructions at **www.ucas.com** to make it as easy as possible for you to fill in your online application, plus help text where appropriate.

If you require further information and advice, you can contact the UCAS Customer Service Unit on:

UK: 0871 468 0468

Outside the UK: 00 44 871 468 0468

Open Monday to Friday, 8.30am-6pm.

UCAS DEADLINES

All applications submitted by the UCAS deadline of 15 January will be regarded as 'on-time' applications. Applications can continue to be made after that date but will be considered as late applications or applications through UCAS Extra. Some of our popular courses may not have vacancies after 15 January, so you are advised to apply as early as possible.

If you are an international student, remember to allow enough time to make your visa application and to make travel and accommodation arrangements, which can take longer during the summer when departments are busy. If international students have any problems applying through UCAS, you should contact us.

WHAT HAPPENS NEXT?

UCAS sends an electronic copy of your application to the University where staff consider your qualifications, personal statement and referee's report. In the case of some courses, you may be invited to an interview or audition. We then decide whether to offer you a conditional place on the course of your choice. If you already have your examination results, we may make you an 'unconditional' offer.

UCAS informs you of our decision. Once you have

received all of your offers, you must accept one as your first or 'firm' choice and one as your second or 'insurance' choice. If you are holding a 'conditional' offer from us and your results meet the conditions of that offer, you will receive a letter confirming your place as soon as we are informed of your results by UCAS (in some cases you may have to let us know your results yourself).

If you narrowly miss the grades of your offer, you may still be offered a place on your original choice, or you may be offered a place on an alternative course such as a Foundation Year or a DipHE. Staff are always on hand to advise you.

WHAT IS UCAS EXTRA?

If you have applied through UCAS and are not holding any offers, you may be able to apply through Extra for another course. Extra allows you to apply for courses with vacancies between the end of February and the end of June.

To use Extra you need to have:

- already made five choices
- received decisions from all these choices
- received either no offers or declined all the offers that you have received.

If you decline your offers and add an Extra choice, you will not be able to accept any of your original choices later.

WHAT IS CLEARING?

Clearing is used by applicants who have not managed to secure a place at university or college for the current year. It begins in August and it can help people to find suitable vacancies on higher education courses; more than 30,000 people gain a place during Clearing every year. Head of Recruitment, Clare Beckett, says:

"Many students facing worse grades than expected are anxious, but we ensure that there are plenty of advisers and academics available during the Clearing period to make sure that students find a place on a course that's

right for them. We are available on the phone or in person to discuss all of the options available to you."

Course vacancies in Clearing are published on our website from mid-August until late-September at uwl.ac.uk/clearing

SPONSORED APPLICATIONS

We welcome applications from students who are sponsored (this does not apply to nursing and midwifery applicants). In such cases we require a signed letter of authorisation from your sponsor providing:

- your full name
- the course which your sponsor is prepared to pay for
- your sponsor's name and address (for invoice purposes).

If you are employed and intending to study with us with the sponsorship of your employer, you should also apply through UCAS.

International students with an official financial sponsor will need to provide certain documentation for their visa application. More information is available on our website uwl.ac.uk

VISIT DAYS

Once you have made an application to us, you may be invited to a Visit Day to meet academic staff and current students. This will also include a campus tour which focuses on your subject area and gives you the chance to see specific facilities such as our IT suites, music performance rooms, or on-campus training restaurant, as well as our general facilities. Visit Days take place from January through to April.

DEFERRED ENTRY

You may apply through UCAS to enter a course in 2012 and take a 'gap year' before coming to us. You can either do this at the time of your application to UCAS or, if you wish to wait, when you are offered a place.