

UCAS 2026 Step by Step Application Guide

Applying 2026

The following information is for you to read or watch and will support you in completing your UCAS application form. If you are still in the process of making your decisions, please use these links to help you:

- [Still exploring your options?](#)
- [Student regional and city guides](#)
- [Calculate your UCAS tariff points](#)

Registering with UCAS and linking to Durham Sixth Form Centre

Steps to follow

1. Go to the UCAS page link: <https://www.ucas.com/students>
2. 2026 Entry: click on 'Create account'
3. Register using your **personal email** account and create a **password**
4. Once registered, you'll receive an email with a **verification code**
5. Click '**start application**', then '**undergraduate**'. It will ask you whether you are applying through a school or college, click yes and then put in the buzzword, which is **hawk26**.
6. Add your basic details e.g. post code, school, subject preference(s)
7. Once this has been completed you'll be taken to your **UCAS Hub** dashboard, where you'll see the title, '**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.

UCAS Guide

<https://www.ucas.com/faqs/how-do-i-apply>

Sections

Your Choices

- You do not need to make 5 choices. In fact, we would advise you to use a maximum of 4.
- Make sure that you are prepared to go to any of your choices.
- Include **aspirational**, **solid** and **safe** choices (You must discuss your choices with your UCAS lead)

Profile

Please note:

- Each section (listed down the left hand side of your form) needs to have a green tick next to it. If there's a tick missing you've either omitted something or you haven't saved the section.
- Any section with an asterisk must be completed.
- Don't forget to tick the box, 'Mark this section as complete' for each page.

Personal details

Use capital letters for the initial letters of your first and last name.

Mobile /telephone number is optional but may be worth adding

Nationality Details

Just make sure it's completed

Where You Live

Obvious

Contact details

- Your personal email address that you registered with will be added automatically
- It's not mandatory to add a Nominated access but we would advise you to do so

Supporting information

These are questions about working in the EU (remember, the UK is not in the EU)

English language skills

Only an issue if English is not your first language. Otherwise, tick 'yes' and move on.

Finance and funding

- You should choose 'UK,CHI,IoM or EU student finance services' from the drop down menu (unless you aren't going to apply for student finance)
- Student Support Arrangements should be your local authority... same as 'Area of permanent residence'

Diversity and inclusion

Ethnic origin and national identity are mandatory but there is an option of 'prefer not to say'.

You have to add the occupational background of your parent/guardian from the drop down menu.

However, you can add 'Not known'

More about you

Input details about any circumstances which might require support during your studies e.g mental/physical health conditions, caring responsibilities

Education

GCSEs and Equivalent (Level 2 qualifications)

- Add all of your GCSEs (including grades and exam boards)
- Make sure you've added 'Combined Science' grades correctly (unless you've done separate sciences). It's labelled as 'GCSE: Double Award (9-9 to 1-1)'
- BTEC First Award (e.g. L2 Health and Social Care) can be found in the section, 'BTEC between 2016 and present'
- If you can't find a qualification you have, search under 'All qualifications'.
- You must declare every examination/qualification taken, even if you failed.

DSFC

- Make sure you have inputted the correct start date for DSFC (i.e. September 2023)
- It may be beneficial to input the [subject modules](#) any BTECs
- You need to input the qualification name, date (08/2025), awarding organisation (exam board) and grade (Pending)
- You may be receiving a grade/s in August 2024 (e.g. criminology certificate). Add this/these separately. For criminology, search for WJEC in the section 'All qualifications' and add as a certificate with your grade awarded in August 2024, then add a diploma with the end date of August 2025 and the grade as pending.
- Please add your Unique Learner Number, if you know it. If not, your UCAS Lead will add it when they submit your application.

Employment

Add any part-time/temporary jobs. If you are currently in p/t employment, leave the 'Finish date' blank.

Extra activities

This is an opportunity to add details about activities related to HE e.g. summer schools, university-run programmes (**not open days**)

Your personal statement

This should be copied and pasted from a Google Doc (4000 characters across the 3 questions)

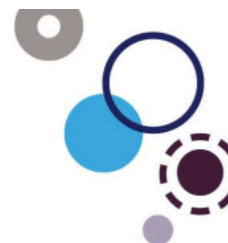
[Subject Personal Statement Guides](#)

Pay and Send

If you are eligible for Free School Meals or the Bursary, please discuss this with your UCAS Lead as you do not pay a fee for UCAS applications.

- Once you have a green tick in every box of the UCAS sections you can 'Review and submit' Clicking this link will allow you to review the whole application.
- If everything is present and correct, click 'Accept and proceed'.
- At this point, there are 4 mandatory 'marketing preferences' boxes for you to tick. You also need to decide how you want to be contacted (if at all)
- Then click 'Accept and proceed'. At this point, there are a lot of terms and conditions you need to read. Tick this box "I have read and understood the terms of use, and wish to submit my application" and 'Accept and proceed'.
- At this point you can 'Pay and submit' (£28.50 for up to 5 choices). It's a very simple process .. just like buying something online.

The Student UCAS Process



Draft personal statement (+ Complete the bulk of the UCAS application form)



Share personal statement with a relevant teacher/s (or relevant professional)



Refine personal statement



Meet with UCAS Lead (allocated in September) to review UCAS form, personal statement and choices



Add the personal statement to UCAS form (if not already done) and read the school reference



Pay and send form (£28.50) *Please note: UCAS will pay for students on FSM and DSFC will pay for any student on a bursary*

Key features of the personal statement

- Now split across three questions
- It should be between 3300 and 4000 (maximum) characters in length in total. This includes spaces.
- It should be written in continuous prose (avoid lists, abbreviations etc)
- Spelling, punctuation and grammar need to be very accurate.
- You only write one personal statement (unless you are applying for 2 very different degrees) so avoid mentioning any universities or colleges by name.

UCAS guides to writing your [personal statement](#)

If you want to check that your Personal Statement will fit, use the [Personal Statement Length Checker](#).

Key Dates

2 September 2025	Completed undergraduate applications can be submitted to UCAS
2 October 2025 (6pm)	Deadline for conservatoire music applications. (Applications for dance, drama, and musical theatre courses may have a different deadline – check conservatoires' websites for information.)
15 October 2025 (6pm)	Deadline for for Oxford/Cambridge and medicine, dentistry, and veterinary medicine
14 November 2025	Internal deadline for UCAS Applications to be ready to send
14 January 2026 (6pm)	Equal consideration deadline
26 February 2026	Extra opens. You are eligible for Extra if you've used all five choices on your application and have either been unsuccessful at all of them, or declined all offers you've received