

# Snapshot of the UCAS Process

**1** **Search for courses and providers**  
Start to think about what and where you would like to study. Visit university Open Days and research course content. Taster days are a great way to get a sense of a course and university.

**2** **Complete application form**  
Fill out the form on UCAS website. You will need to fill out your 5 choices, your personal details, educational history and a personal statement. The application fee is £25 for multiple courses and £20 for a single course. You have a maximum of 5 choices. These can be at 5 individual institutions or can include multiple choices at the same institution, e.g.:

**Option 1**

1. History at Royal Holloway
2. History at Queen Mary
3. History at Kings College London
4. History at Kingston University
5. History at Brunel University

OR

**Option 2**

1. History at Royal Holloway
2. Ancient History at Royal Holloway
3. Classics at Royal Holloway
4. History at Queen Mary
5. History at Kings College London

**3** **Wait for decisions**  
Once you have received all your decisions from universities, you can only select 2 of your offers: a firm choice that is your preferred course and an insurance choice that is typically lower entry requirements.

**4** **Results Day**  
On Results Day, your offer will become unconditional if you have met the requirements. If you miss your offer, you may be accepted into your firm choice or you may wish to enter clearing or adjustment to find courses with vacancies.

## Clearing

You may not achieve the grades you needed for your university offer, or you've made a late decision to study at a UK university. If that's the case, clearing can help you find a place on an undergraduate course provided:

- You didn't receive any offers.
- You didn't get the required grades and your offers have not been confirmed.
- You declined all your offers.
- You didn't accept your offers by the due date.
- You applied after 30 June deadline so are automatically entered into clearing.

## Adjustment

Congratulations, you've done better than you thought in your exams and you're looking to move to a different course. As long as you have an unconditional firm (UF) offer in place from another university, you can enter adjustment. Once you have an UF offer, you'll have five days to register for an alternative place. After five days, if you've been unsuccessful through adjustment, then you simply go back to your original choice.

It is worth remembering that you are only able to make one change to your firm choice through the adjustment process. After that you will need to be released into the clearing process, foregoing your previous firm offer.

More information can be found at:

[www.royalholloway.ac.uk/studying-here/applying/](http://www.royalholloway.ac.uk/studying-here/applying/)



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## Personal Statement Top Tips

**What interests you about your subject?** If you've studied the subject before, was there a particular area that grabbed your interest? If you've not studied the subject before, what is it that has made you want to try something new?

**Remember:** if you're applying to study a combined degree, you should make a connection between the different subjects.

**What have you found out about your subject?** Don't just tell us what you've read or done – tell us what you found interesting about it and how it developed your knowledge and interest in your chosen subject.

**What skills and personal qualities do you have?** Don't just tell us what they are – tell us how you've developed these skills and how they fit to your chosen course or career. You may be a good communicator through working in a customer service role, or work well with others through playing sport. How will they develop in your chosen course?

**Do you have a particular career path in mind?** If so, how could this degree help you get there? Remember, don't just tell us general information about your chosen subject. Tell us what motivates you to study your course, and the value you'd bring. This is a personal statement, so make it personal.

## Key dates 2020-21

**May 2020** – UCAS search tool live and Apply opens.

**8 September 2020** – Applications can be submitted to UCAS

**15 October 2020** – UCAS deadline for Oxbridge, Medicine, Dentistry and Veterinary Medicine.

**15 January 2021** – UCAS deadline for most undergraduate courses (there is a different deadline for some Arts courses).

**25 February 2021** – UCAS Extra opens.

**5 May 2021**– Deadline to reply to offers. If you received decisions by 31 March, this is the deadline to respond. There are later deadlines depending on when you applied.

**5 July 2021**– UCAS Clearing opens. IB results published.

**12 August 2021**– A-level Results published.

## Other things to consider

**Accommodation**– If you are moving away, you will need to apply for university halls of residence or private rented accommodation. Universities will have different timelines for applications.

**Student finance**– You may need to apply for maintenance and tuition fee loans from Student

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