

The UCAS application

Each applicant has six sections to complete:

- **personal details**
- **student finance (UK and EU only)**
- **choices**
- **education**
- **employment**
- **personal statement**



Once a student submits their application, the reference is added and it is sent to UCAS who pass it on to the university



An admissions tutor may make one of three decisions:

- **Unconditional offer**
- **Conditional offer**
- **Unsuccessful**

Providers may also offer a place on an alternative course



UCAS Track is the online system that allows students to follow the progress of their applications. Track will allow students to:

- **Follow the progress of their application 24/7**
- **See their choices and personal information**
- **Display their offers**
- **Reply to offers online**



They can then hold a maximum of two offers:

- **Firm** – their first choice. If they meet the conditions of the offer they will be placed
- **Insurance** – acts as a back-up choice and only comes into play if they are not placed with their firm choice



If your son or daughter does not get an offer from any of their choices they can use Extra.

Students eligible for Extra:

- **used all five choices**
- **all choices unsuccessful, cancelled or offers declined**
- **no option for insurance**