

UCAS Apply 2009 – On-line applications

UCAS Apply is designed to be used once you have made key decisions regarding universities and course choices – it is not designed to help you with the decision making process.

However, you can register at any time (you can do this now!) and because you can complete the form in any order you could actually begin the on-line form before making any final decisions.

Get Registered

Enter the website	www.UCAS.com
Choose the “Apply” option from the menu on the left and side	Apply
Select the “Apply 2009 for Students and Staff 2009” option in red.	Apply 2009 for Students
Select the “Register/Login to use Apply” option.	Register/Login to use Apply
Select the “Register” option in the red box– you will only use this option when you register in order to obtain a user name and password.	Register>
Read the terms and conditions...you must accept them to proceed.	Tick box to Accept
Enter key details	Name, DoB, etc Title... postcode..etc
Indicate whether you have a UCASCARD or not. Useful but not essential.	Tick relevant box.
Choose an alphanumeric password. And security questions...it is important to remember these.	Password
The computer will then generate a Username for you. Write this down immediately and keep it safe.	Username
You are now registered. At this stage you may choose to “logout” or log into the “apply” section of the website.	Logout or Enter
When you log in you will then be asked who you are registering with, select the	School or college

<p>“school or college” option</p> <p>You will then be asked for a buzzword. This is to allow you to enter via Belper School and should only be used by Belper School students</p> <p>It will ask you that Belper School is correct, if it is select “Yes”</p> <p>You will then be asked to select group...this has been organised in tutor groups.</p> <p>At this stage you will then be asked to complete details about yourself, including ...in some cases drop down menu options are available</p> <p>You can now begin to use Apply.</p>	<p>What is your buzzword?</p> <p>Ask Head of 6th Form for Buzzword.</p> <p>Yes (if correct)</p> <p>Select the appropriate tutor group.</p> <p>UCASCARD Number</p>
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