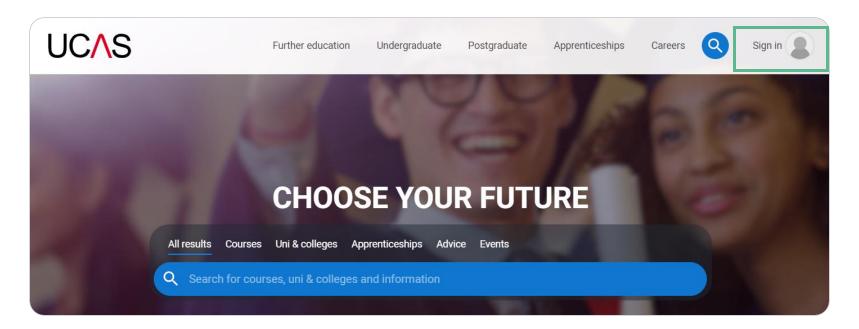






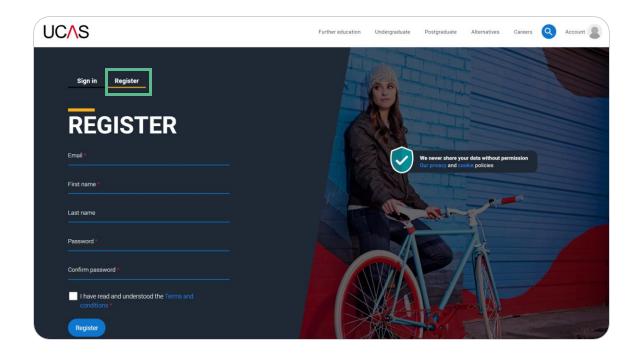
Head to <u>ucas.com</u> and select Sign in.





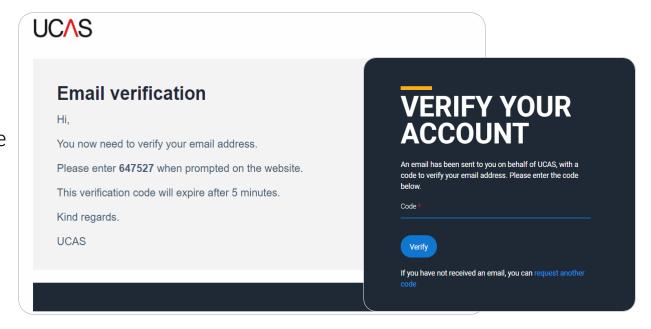
Complete the short form. Make sure the password is memorable.

We recommend you use a **personal email address** so you have access to updates at all times.





We'll email you a **code** to **verify** your email address, so we know we've got the right details.

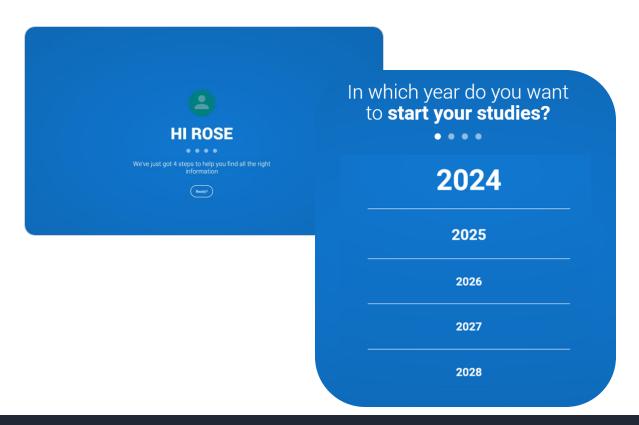




UCAS

Once you've registered, we ask you a few questions like when you want to start studying, where you live and what you're interested in so we can tailor the information you see.

Make sure you choose the correct study year, 2024 if you want to start next year, including if you want to defer entry.





Choose the correct level of study; it's **Undergraduate** if you're still at school/college.

You can choose to get information on apprenticeships and conservatoires here too.

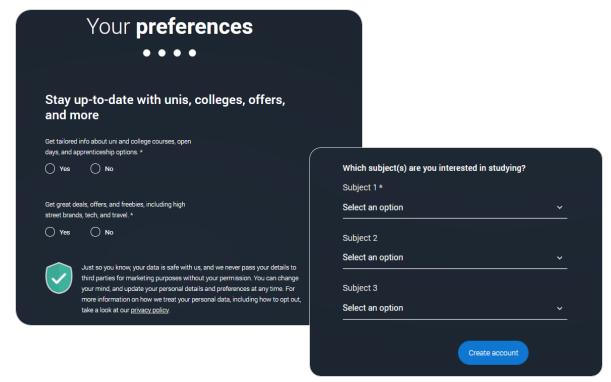
Tell us where you live so we can direct you to the right information.





Choose if you want to get tailored information about uni, college and apprenticeship options.

Select the **subjects** that you are interested in – you can change these at any point in your preferences.

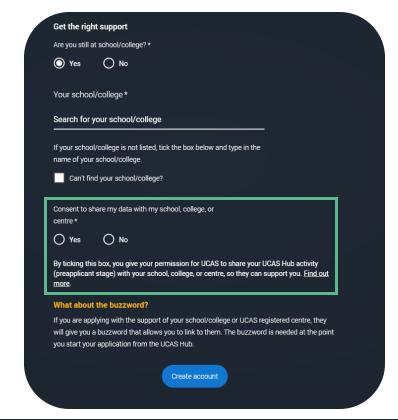




Search for your school, college or centre by typing in the name and pick from the drop down list presented.

You need to tick the box to give your permission for UCAS to share your UCAS Hub activity with your school, college, or centre, so they can support you. Then scroll right to the bottom to **Create account**.

You'll also need to enter your school/college buzzword when you start your application so they can support you with applying.



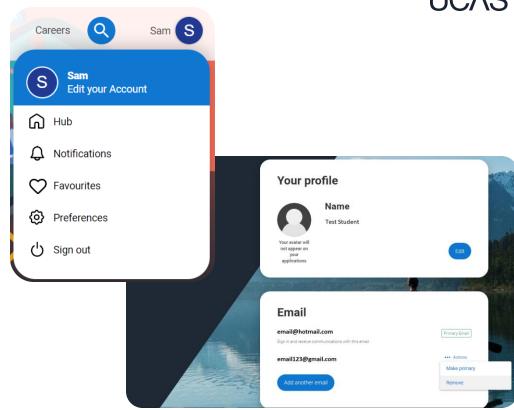


Your email

It's really important your contact details are kept up to date throughout your application.

We recommend using a personal email address as your primary email, rather than a school/college one, so that you have access to it throughout your application journey.

To update your email address, go to 'Edit your account' from drop-down, where you can change your email.



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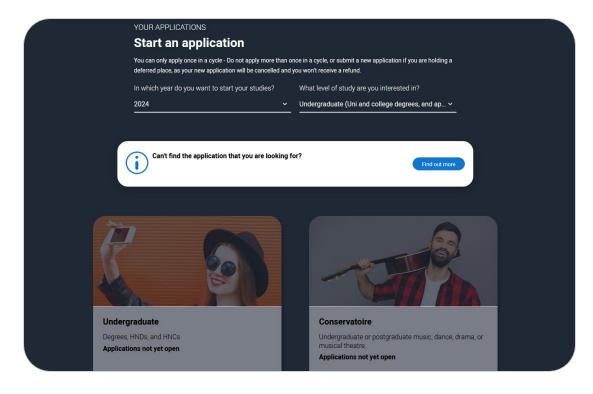


Starting your application.

Starting your application

Choose the year you want to start your studies, level of study (it's **Undergraduate** if you are still at school/college) and type of application you wish to make

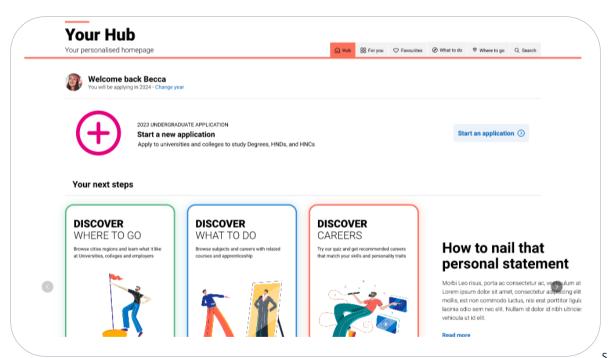
Make sure you choose 2024 if you want to start next year, including if you want to defer entry.





Starting your application

To start your UCAS application click on 2024 applications to get started.



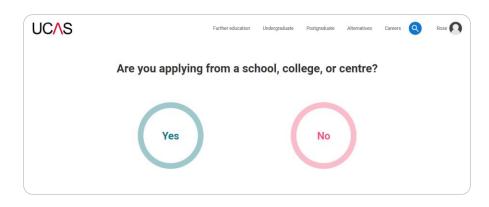


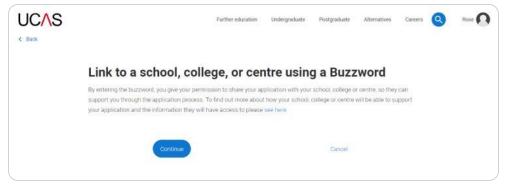
Linking to your school, college or centre

If you're applying with the help of your school, college or centre then select 'Yes'.

You will then need to enter the **Buzzword**.

The Buzzword is given to you by your school, college or centre



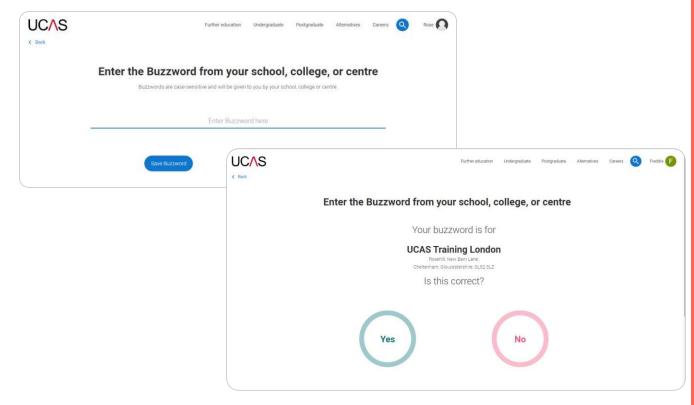




Linking to your school, college or centre

Enter the **buzzword**, and **confirm** the details are correct.

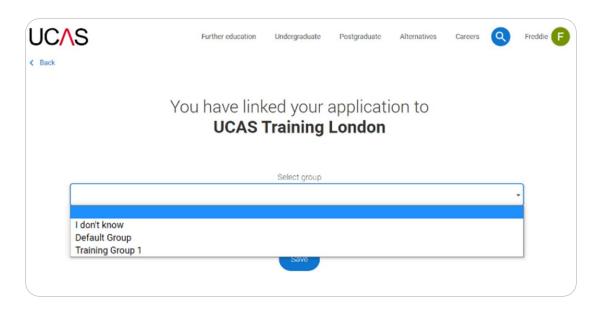
This will link your application to your school or college, so they can track your progress and provide support, including adding your reference.





Linking to your school, college or centre

Once your application has been linked, you can then select a **group** (if this has been set up by your school or college) for your application.







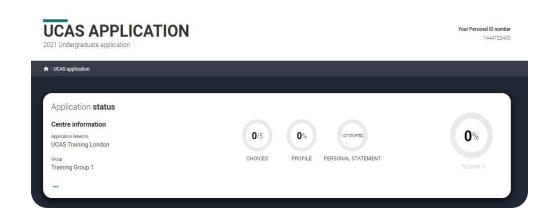
Application overview.

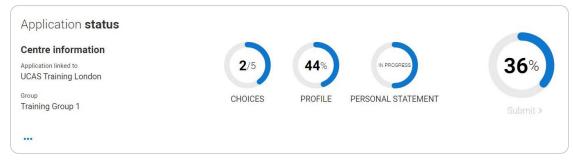
Application overview

Your 'Application status' helps you keep track of your progress.

As you add information to each tile, the **percentage complete** updates each time you mark a section as complete.

You don't need to complete the application straight away, you can log in and out at any time until you're finished.





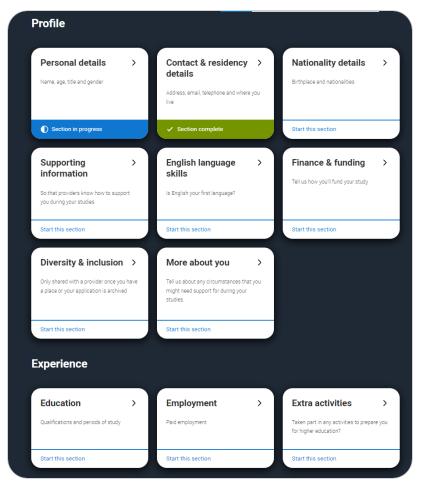


Application overview

The application form is responsive to make it easier to complete.

Once you've completed 'Contact & residency details' if your permanent residence is in the UK, you'll also see the 'Diversity and inclusion' and 'Extra activities' sections to complete.

All sections must be marked as 'Complete' to send to your school or college that you may be linked to for review. You must complete all mandatory questions to mark a section as complete (they have a *).

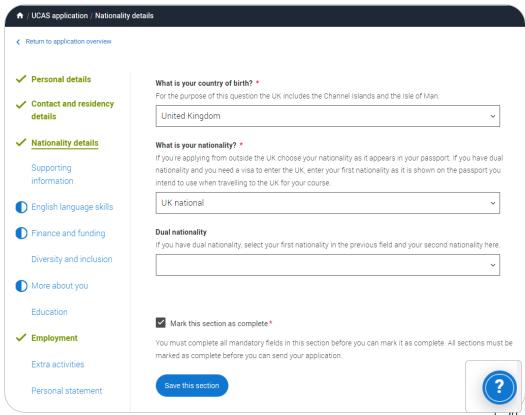




Application overview

The list on the left of each section will show which sections are completed (with a tick), which are in progress (with a half-moon) and which have yet to be started (no icon).

Click on the throughout for help text to provide advice about what to put.

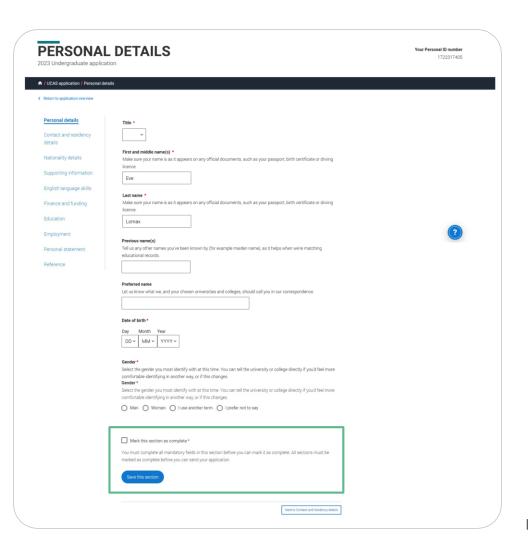




Personal details.

Personal details: your name should already be visible, but you'll need to add your title and complete the other mandatory fields (marked with a *).

Once you have completed a section you must remember to mark the section as complete and save it at the bottom of each page.







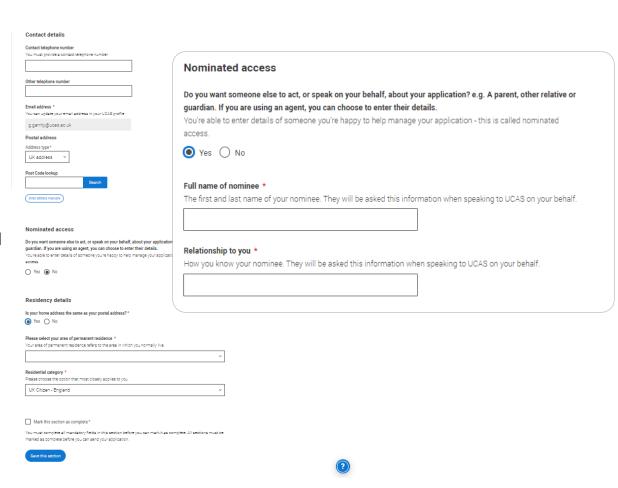
Contact and residency details.

Your email will be used by both UCAS and your choices to update you. If you're using a school/college email address make sure you can access it at all times so you don't miss anything important.

We would advise using a personal email address, which can be updated in the Hub preferences.

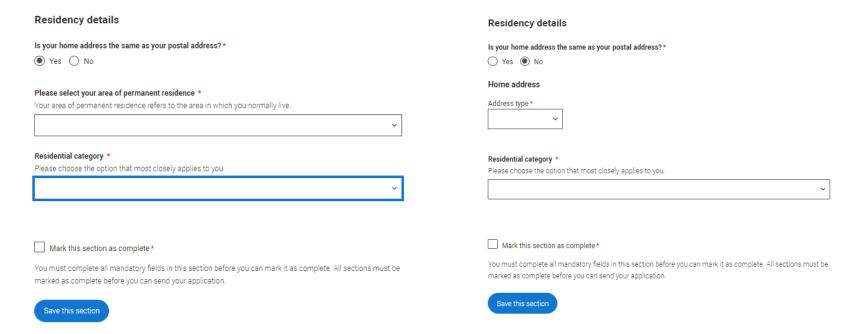
You'll only see the fields to add the nominated contact details if you answer **Yes** to the question.

This means someone else can speak to us about your application.





If you select **No**, additional **Home address** questions will appear. Remember to use our help text **1** for advice about this question if you are unsure what to enter.

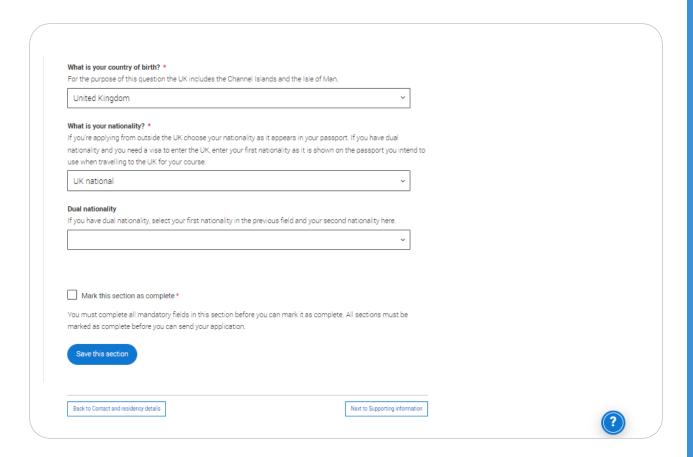






Nationality details.

If you're a UK national, this is what you will see.

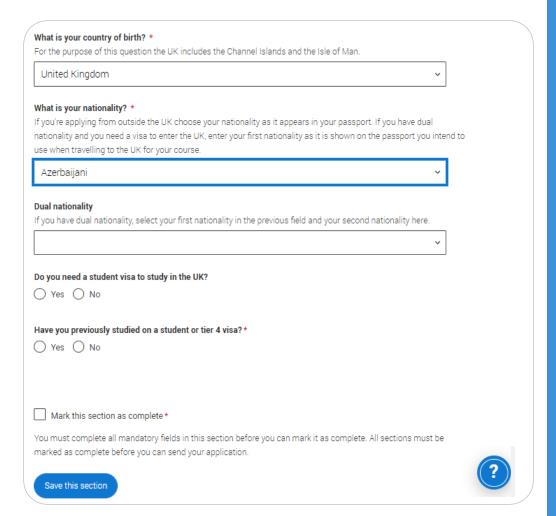




If you were born in the UK but have a different nationality, you will be asked additional questions.

The information you provide will help universities and colleges in determining your eligibility and allow them to assist you with the visa application process, if required.

There's some possible combinations but we'll only show relevant fields depending on your answers.

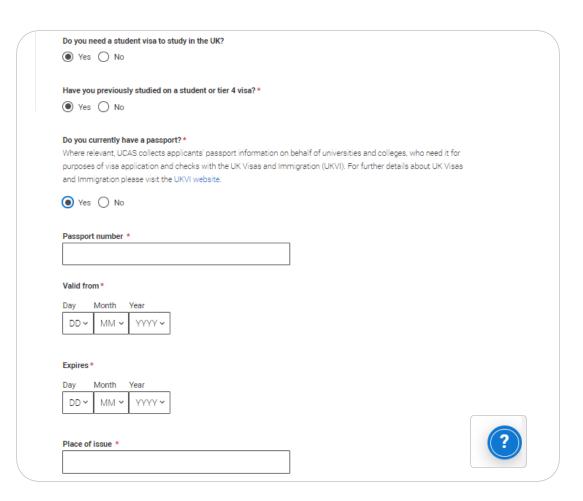




If you select that you will need a visa, you'll also be asked for your passport details.

If you have a passport, we ask you for your passport number, valid from and expiry dates; and place of issue.

Select 10 to see our help text with advice about this.

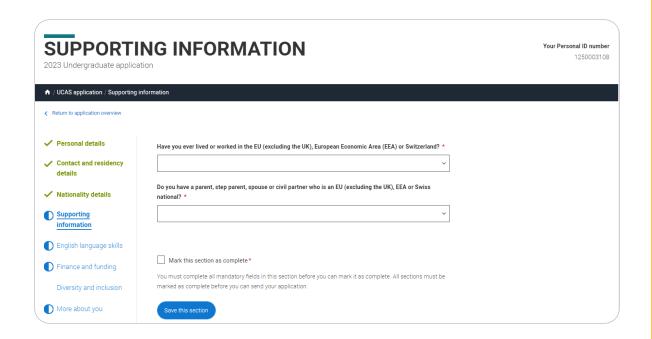






Supporting information.

All questions are mandatory (*), but you have the option of don't know and Prefer not to say.







English Language Skills.

English proficiency tests and exams are taken by students who don't speak English as their first language. Is English your first language?

This question is to find out whether you have taken an IELTS or TOFEL English proficiency test. The answer to this question is not passed on to your choices.

- •If you click yes, you won't be asked any additional questions and can mark this section as complete.
- •If you click no, and have taken English proficiency tests, you can add your certificate numbers and we'll pass them on to your chosen universities and colleges when you submit your application.
- · If you click no and haven't completed any tests, for example because Welsh is your first language, you can leave the remaining fields blank and then mark this section as complete.

| Yes No |
|--|
| Can you provide any of these certificate numbers? |
| Test of English as a Foreign Language (TOEFL) Number |
| International English Language Testing System (IELTS) TRF Number |

If you have taken an English proficiency test, you can add your certificate numbers and we'll pass them on to your chosen universities and colleges when you submit your application.

If you haven't completed any tests, you can leave the remaining fields blank and then mark this section as complete.







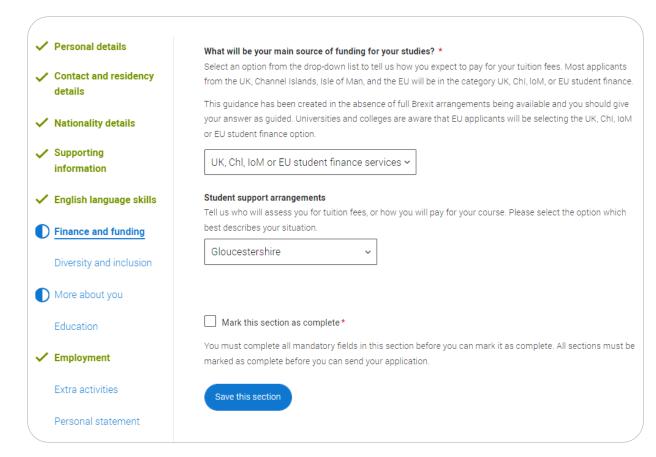
Finance and funding.

You will only be asked further questions in finance and funding if you select UK, ChI, IoM or EU Student Finance Services.

We'll ask you for your local authority under 'Student support arrangements'.

For more information head to:

ucas.com/finance





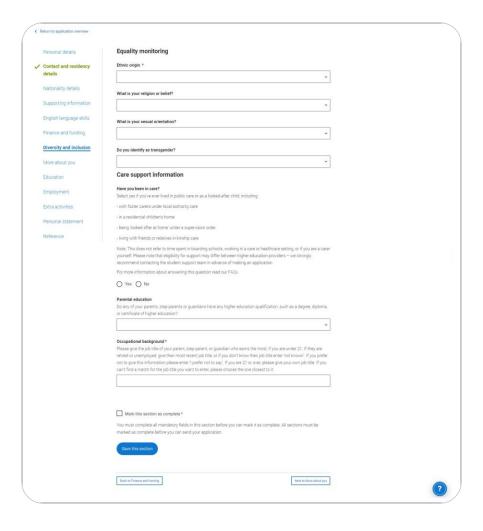


Diversity and inclusion.

You'll only see these questions if you have a UK home address.

There are two mandatory fields(*), but you have the option to respond with I prefer not to say.

This information is only shared with universities or colleges once you have secured a place, it does not influence any decision making. It's used to ensure applications are treated fairly.





Growing up in care means you are entitled to a range of practical support; for example during your application, financial assistance, year-round accommodation, or help with managing your health and wellbeing.

When you give this information, you are letting the university or college know that you may need additional support during your studies. They may get in touch to tell you more about the benefits and options available, if you want it

Care support information

Have you been in care?

Select yes if you've ever lived in public care or as a looked-after child, including:

- with foster carers under local authority care
- in a residential children's home
- being 'looked after at home' under a supervision order
- living with friends or relatives in kinship care

Note: This does not refer to time spent in boarding schools, working in a care or healthcare setting, or if you are a carer vourself

For more information about answering this question read our FAQs.





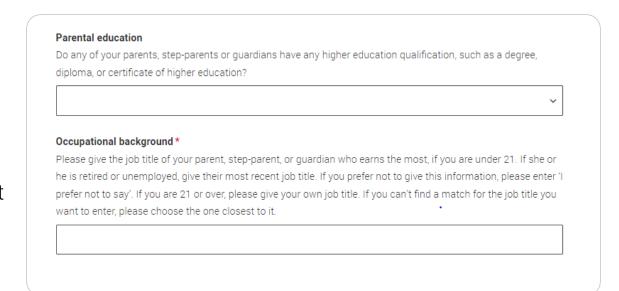
Duration in care *



You can select *I prefer not to* say for the parental education question.

For the occupational background, you must type at least 3 letters into the response field, and then select an option from the menu that appears below it.

If you prefer not to give this information, please enter 'I prefer not to say'.



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More about you.

You can tell us about any circumstances that you might need support for during your studies. We don't need you to give details – this information will be shared with those involved in making arrangements to support you at the university or college (e.g. the student support team, admissions staff), and they may get in touch to tell you more.

In order to mark the section as complete you will need to select an answer: either to share information or select 'No disability'. You will see this question if you have a UK or Non-UK home address.

Every year, over 60,000 students with a physical and/or mental health condition, long-term illness, or learning difference apply through UCAS to study at a university or college in the UK, and access a range of support available to help with their studies, day-to-day activities, travel, or lifestyle. Would you consider yourself as living with any of the following: *

None

A visual impairment uncorrected by glasses (e.g. blindness or partial sight)

A long-term illness or health condition which may involve pain or cause fatigue, loss of concentration or breathing difficulties – including any effects from taking associated medication.

A mental health condition, challenge or disorder (e.g. anxiety or depression)

A physical impairment or challenges with mobility (e.g. climbing stairs or uneven surfaces), or dexterity (e.g. using a keyboard or laboratory equipment)

Two or more impairments or conditions (please give details in the box below)

A social, behavioural or communication impairment (e.g. an autistic spectrum condition or Tourette's Syndrome)

A learning difference (e.g. dyslexia, dyspraxia, or AD(H)D)

A hearing impairment (e.g. deafness or partial hearing)

A condition or impairment not listed (please give details in the box below)



You might feel uncertain about sharing personal circumstances, please feel reassured this information is confidential and will not negatively impact your application.

These questions are intended to connect you to the right support for your needs.

You will only see these questions if you have a UK home address.

| Would you consider yourself estranged from your parents (i.e. you're not in contact with and supported by you parents)? |
|--|
| ○ Yes ○ No |
| Do you have any caring responsibilities? |
| ○ Yes ○ No |
| Are you a parent or do you have parenting responsibilities? |
| ○ Yes ○ No |
| Do you have official refugee status or limited leave to remain, or are you seeking asylum? |
| O No O The UK government has granted me refugee status or humanitarian protection in the UK |
| O I have limited or discretionary leave to remain in the UK I'm currently seeking asylum in the UK |
| Do you have a parent or carer who currently serves in the UK Armed Forces, or who has done so in the past? |
| ○ Yes ○ No |
| Have you ever served in the UK Armed Forces? |
| ○ Yes ○ No |
| Are you currently receiving free school meals, or have you been in receipt of free school meals during your secondary education? |
| ○ Yes ○ No ○ Don't know |





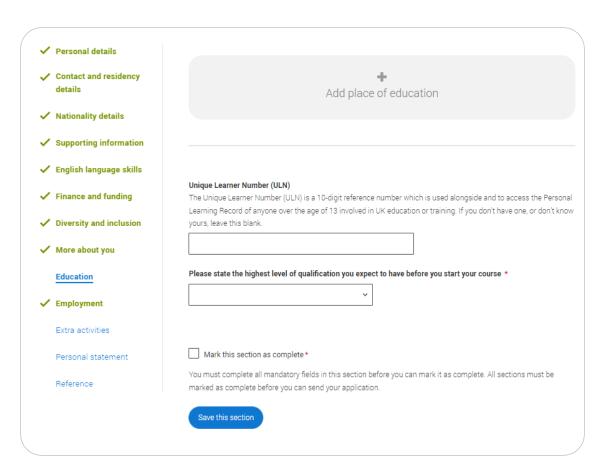
Education.

You must enter all your qualifications from secondary education onwards – whether you have the result (even any that were ungraded) or you're still awaiting exams and results.

First you need to add details of where you've studied, or are studying, then add qualifications.

Start by clicking Add place of education.

You'll be asked for a Unique Learner Number – if you don't have one leave the question blank.

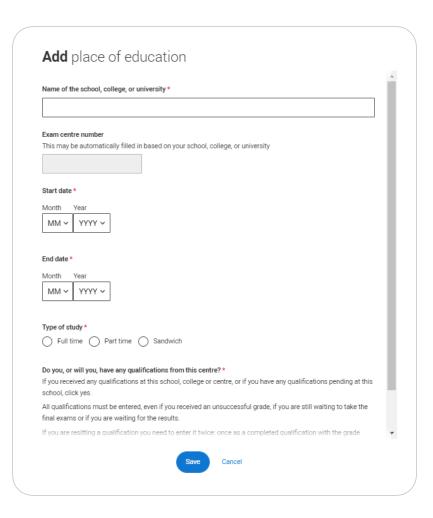




Type the name of where you studied. Once you find your centre, click on the name and the **Exam centre number** will automatically populate.

If an exam centre number doesn't appear that's ok, it's because we don't have it

Add when you started and finished, and if you're still studying there add the month, you're due to finish.

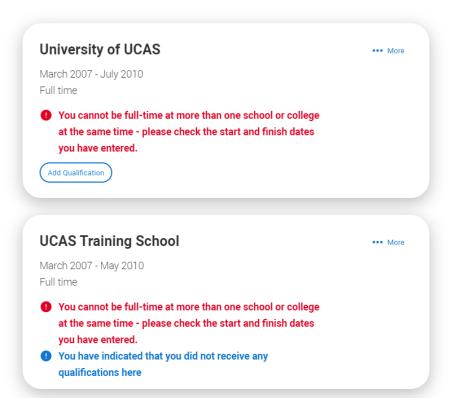




There are warning messages to help you.

For example, you can't say you attended 2 or more places of study full-time during the same date range.

Red text are warnings and mean something is wrong and blue text is for information you need to be aware of.





UCAS Training School

September 2010 - June 2012 Full time

Add Qualification

Once you've added where you studied you need to 'Add qualification'.

If you are searching for a qualification make sure you use the qualification title. For more help and advice head to ucas.com.

International qualifications are listed by name and country, but don't worry if yours isn't there – type 'other' into the search box and select the relevant option.

Add qualification

To add a qualification either choose from the qualification shortlist or search for your qualification.

Qualifications shortlist



Search for your qualifications

Please search for the qualification title, eg 'A level' and not the subject, eg 'chemistry'.

Overseas qualifications will be listed alphabetically under the name of the country they were taken in.

Search 'other' to see the full qualifications list.

Search by name

Search for qualification by name



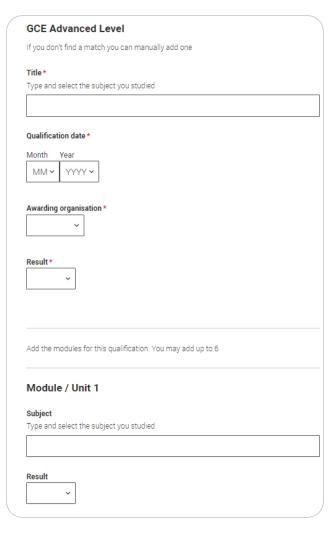
The qualification dates you can select are based on those you entered when you entered your place of education.

You need to enter the awarding organisation – speak to your teacher or adviser if you're not sure.

If you haven't finished the qualification or had your result, then you choose **Pending***.

It's entirely up to you whether you include module information. However, some courses may state in their entry requirements that they'd like to see module results – in which case make sure you include them on the application.

* If presented with a free text box then the result must be left blank.







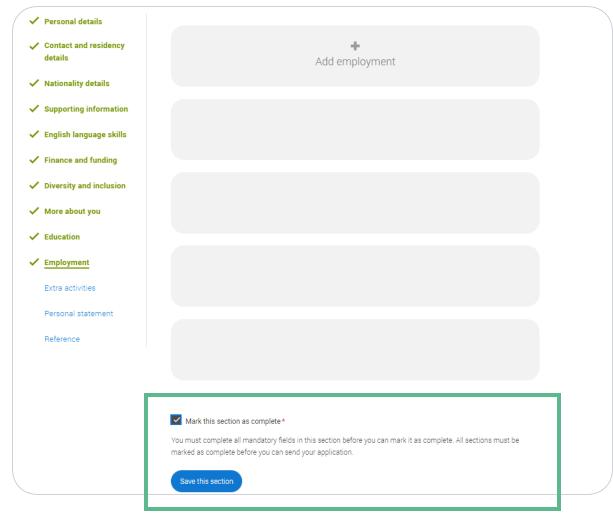
Employment.

Only enter paid work here, so not everyone will have something to enter.

If you add more than one employer it will appear in chronological order with the most recent at the top.

Any work experience or volunteering should be covered in your personal statement.

If you leave this section blank remember to mark it as complete.







Extra Activities.

Please add any activity you have taken part in to prepare for higher education.

These include national or regional schemes, university-run programmes, summer schools, taster courses, and booster courses.

Open days are **not relevant** to this question.

If you haven't attended any such activity, please leave this sections blank.

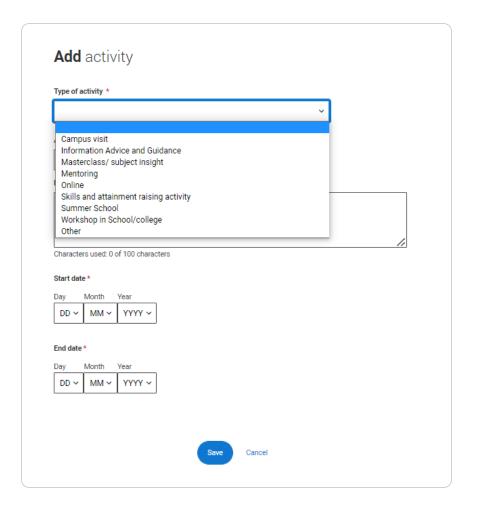
Extra activities Have you attended an activity to prepare you for higher education? Please select any activity you have taken part in to prepare for higher education. For example: national or regional schemes, university-run programmes, summer schools, campus days, taster courses, and booster courses. You can also use your personal statement to include more details about the activities you took part in, the skills you learned, and how this prepared you for higher education. Note: Open days are not relevant to this question. If you haven't attended any such activity, please leave this sections blank. If this section is relevant to you, please provide the following details: Add activity Mark this section as complete * You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application. Save this section



If this section is relevant to you, you need to include:

- type of activity
- name of the activity provider (from a drop down list)
- name of the activity/programme (a free text box)
- · dates of the activity.

If the type of activity you attended is not listed, please select 'Other'.



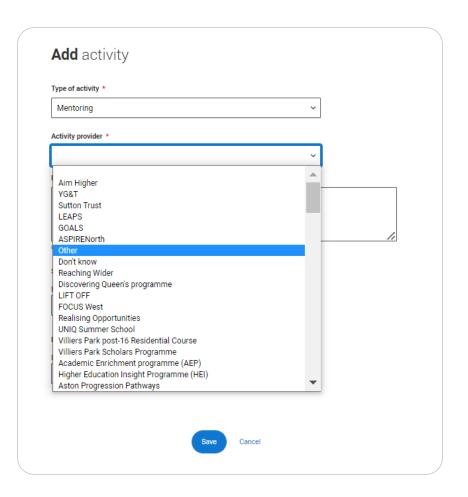
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The activity provider is the organiser of the activity. It may be a university or college, or a national, regional, or local organisation.

If the activity provider isn't listed, please select "Other". If you're unsure of the answer, contact whoever organised the activity to find out, and, if you're still unsure, select 'Don't know'.

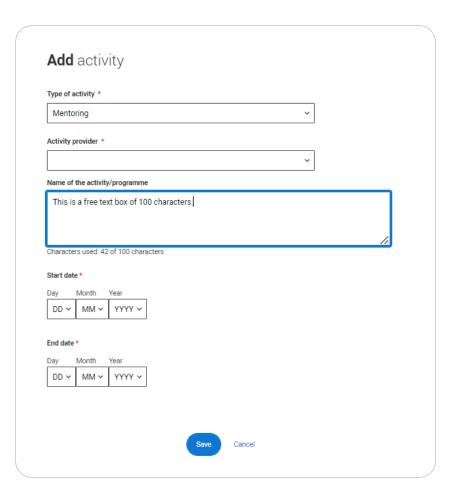




Security marking: **PUBLIC** 21 June 2023

Add the official title of the activity. If you're unsure of the answer, contact whoever organised the activity to find out.

Remember you can use your personal statement to include more details about the activities you took part in, the skills you learned, and how this prepared you for higher education.



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Security marking: **PUBLIC** 21 June 2023

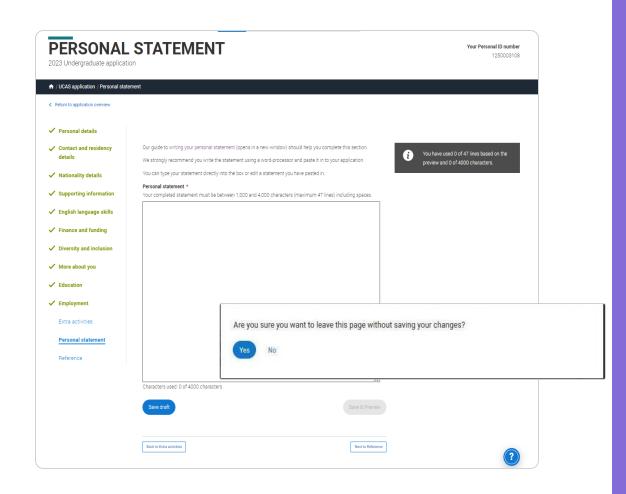


Personal statement.

You can save and edit this section as many times as you need to.

If you try to navigate away without saving your work.
We'll remind you with a pop-up warning.

For advice on how to write your <u>personal statement</u> head to ucas.com or use the personal statement builder in the UCAS Hub.





You can only mark this section as complete on the Preview screen.

Remember we'll carry out checks to verify your personal statement is your own work.

If it appears to have been copied from another source, we'll inform the universities and colleges to which you have applied. They will then take the action they consider appropriate.

We'll also contact you by email to tell you this has happened.

Personal statement Preview



You have used 5 of 47 lines based on the preview and 445 of 4000 characters.

Make sure your personal statement is your own work

We'll carry out checks to verify your personal statement is your own work.

Provided it is your wn work, you can use your personal statement from your application last year. If it appears to have been copied from another source, we'll inform the universities and colleges to which you have applied They will then take the action they consider appropriate. We'll also contact you by email to tell you this has happened.



445 of 4000 characters

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Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.





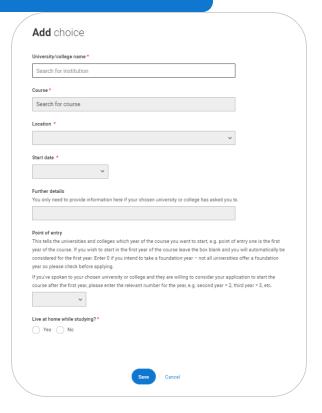
Adding a choice.



To add your choice start typing the name of the university or college into the institution field. Select from the options displayed.

Do the same for the course you have selected.

Locations and start dates are displayed according to the course details.





Some courses may require you to disclose your criminal conviction status.

We'll only show this question if the course choice requires it.

Criminal convictions

Applied Health & Social Care (top-up) at University of Worcester

This course has entry requirements which ask you to disclose further information regarding any spent or unspent convictions or any past criminal activities, and may also require a criminal records check.

Help with criminal convictions

Further checks may also be required under the Disclosure and Barring Service.

If you have spent or unspent convictions from a court outside Great Britain, additional checks may be carried out depending on the records available in respect of the applicable country.

A criminal records check may show all spent and unspent criminal convictions including (but not limited to) cautions, reprimands, final warnings, bind over orders or similar and, to the extent relevant to this course, may also show details of any minor offences, fixed penalty notices, penalty notices for disorder, ASBOs or VOOs.

Please tick if you have any spent or unspent criminal convictions or other punishments that would show up on a criminal records check?*

If you tick the box you will not be automatically excluded from the application process.

It is recommended that you read our page on criminal convictions and if these issues are in any way relevant to you, you should obtain further advice from appropriate bodies. UCAS will not be able to assist you in this respect.

You will be asked this question each time you add a course that requires a criminal conviction declaration.

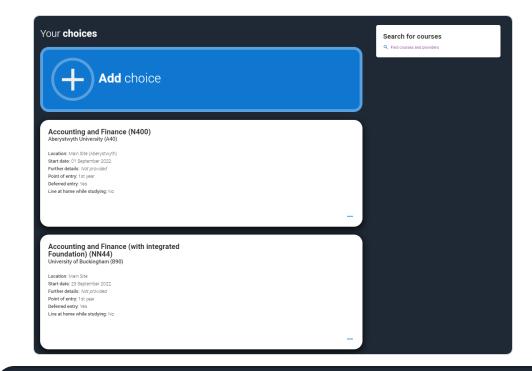


There is a maximum of 5 choices and choice restrictions still apply (a maximum of four courses of medicine, dentistry, veterinary medicine or veterinary science).

Once all choices are added you must mark the section as complete to be able to submit.

Choices do not need to be added in any preference order, and universities/colleges cannot see where else you have applied to.

They will only know where else you applied once they've made their decision and you've decided whether or not to accept them as your firm or insurance choice.



You can add up to 5 choices to your application. You can change your choices until you send your application to us. All sections must be marked as complete before you can send your application to us.

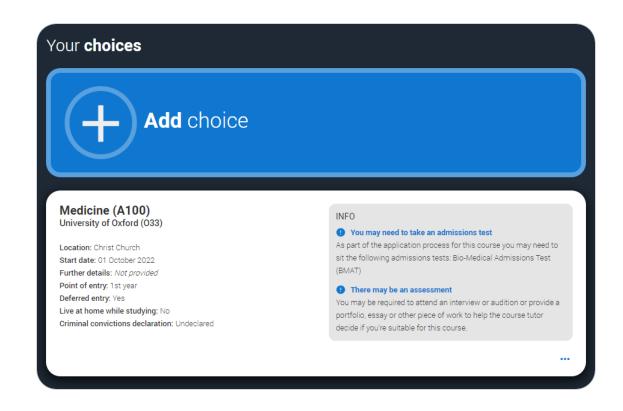
Mark complete



Some courses have extra admissions tests and assessments.

We'll show these in blue text on the choice card.

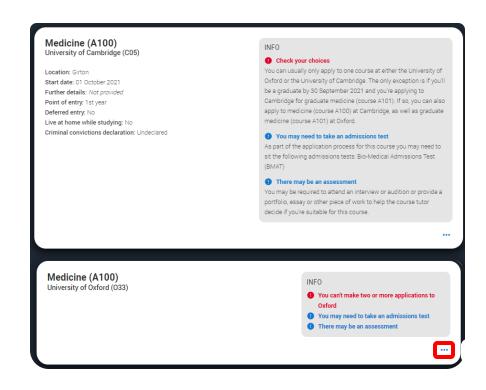
This should not be a surprise to you, as you should have seen details of this when researching the course.



Click anywhere on a choice card to expand it or collapse it.

Any choice combinations that are not permitted will be flagged with **red text** on the right of each relevant card.

For example these screens show error messages for students trying to apply to University of Cambridge and University of Oxford.



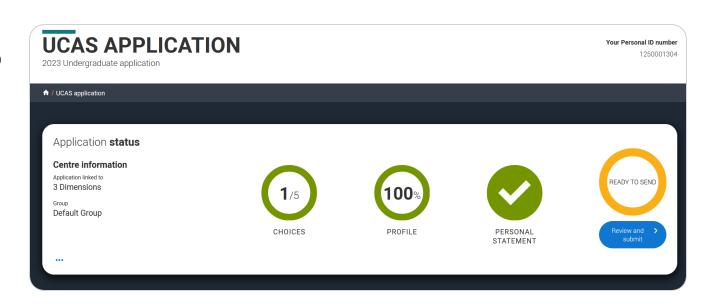




Submitting the application.

There are 4 steps to the submission process.

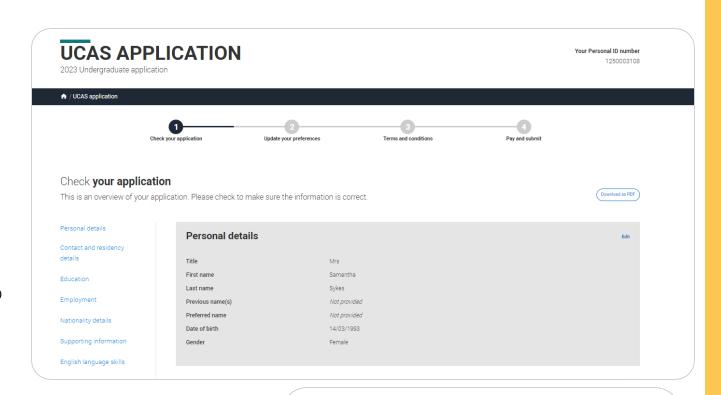
The profile must be complete and showing 'Ready to Send' before being able to review and submit.





This shows the full application and you can download it as a pdf (in the top right) to help you check it.

At the bottom of the application, click **Accept and proceed** (or return to application if you want to make more changes).



Accept and proceed

Return to application



We need you to update your preferences.

Marketing **preferences** When you're applying and off to uni, you'll find different brands and universities will want to get in touch with you to share information about things to make student life easier and help you chose the right university for you. Tell us what you'd like to hear more about... Study and career opportunities, plus health information * Get career advice and information on course and training opportunities from employers, universities and colleges, as well as health and well-being guidance as you prepare for student life. Yes No Make the most of student life with info on tech, retailers, publications, banks, travel, and transport, as well as recommendations for student accomodation. Yes No If you find yourself without a place, we'll share course info from unis and colleges that have vacancies on relevant courses. Yes No ✓ Email Post SMS

You must tick the box at the bottom of the page to confirm you have read and understood the terms and conditions.

You can collapse these by clicking the ▼.

Then click **Accept and proceed**, or you can Return to application, or Return to marketing preferences.

Terms and conditions

These are the terms and conditions (the "Terms") on which we supply the "Apply" service (the "Service") to you.

- Unordered list
- Harum asperiores tenetur odio quaerat eaque veniam fugit soluta et fuga saepe temporibus aut delectust
- 1 Ordered list
- 2 Ullam placeat numquam perferendis deleniti ut eveniet tempore nihil aliquid ut dolore non vero molestias

It is important that you read these Terms carefully so that you are happy you understand their content.

We will ask you to confirm your agreement by ticking a box when you submit your application (your "Application"). By ticking this box, we will consider that you accept these Terms, our website terms and conditions and our privacy policy.

We are unable to process your Application until you do so.

EXPAND ALL COLLAPSE ALL

About UCAS

What we do and how to contact us.

- 1.1 We are the Universities and Colleges Admissions Service, a company incorporated in England and Wales with company number 02839815, whose registered office is at Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ ("UCAS", "we", "us").
- 1.2 You can contact us by telephoning our customer service team on 0371 334 4 447, emailing us at webenquiries@ucas.ac.uk or by writing to us at the above address.
- 1.3 Our role is to provide application services for people applying for undergraduate and postgraduate courses, as well as making choices after their GCSEs.

Help text

This section summarises important points. It's important you still read and understand the full conditions.

< Contact us

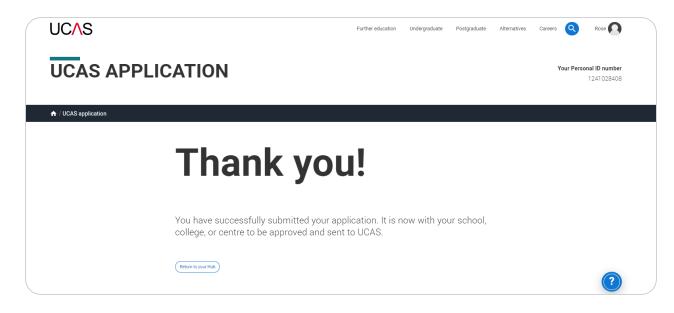
How to get in touch with UCAS





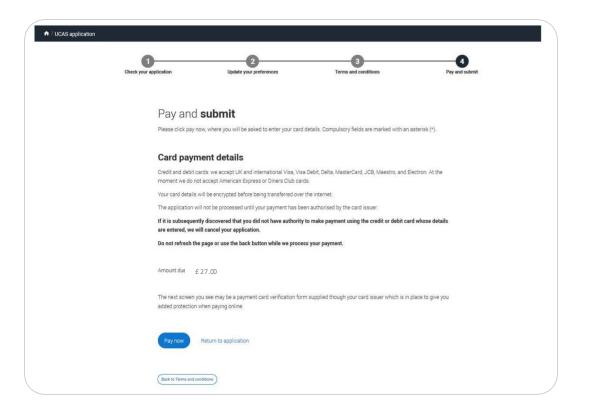
Pay and Submit.

If your school or college pay for your application you won't need to enter any card details.





If you need to pay by card you will see this, click **Pay now** and you will be asked to enter your card details.

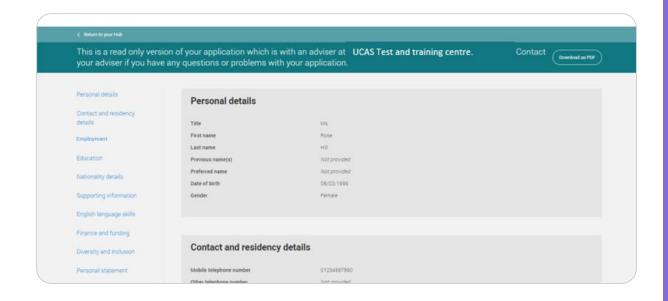




When you've paid and submitted your application, it will go to your school/college to check.

They will submit the application to UCAS.

If you log in after you've submitted your application, you'll see a read only version of it.





Security marking: PUBLIC



Tracking your application.

The banner at the top of your UCAS Hub will update as the status of your application changes. Click on it to go to your application.



Submitted to your school or college

Your application has been sent to your school or college and is being checked by your adviser. Once they have approved it your application will be sent to UCAS.



Your application has been returned by your adviser

Your adviser has returned your application, go to your application to see what amendments they are recommending for you.



Waiting for decisions

Universities or colleges are considering your application.

Providers have until dd-mm-yyyy to respond to your choices.



All decisions received

You've received a decision from all of your choices. You can now reply to your offers at any time.

Reply by dd-mm-yyyy



Waiting for confirmation

You're waiting for confirmation of your choices. If you meet the offer conditions, the university/college will confirm your place. Send them your results if requested.

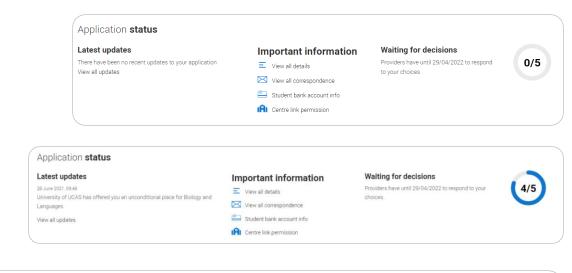




You'll be taken to your application status, which displays all of the key information relevant to your application.

It will update to reflect your status and clearly state any actions you need to take.

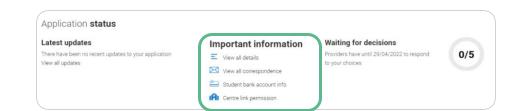
Particularly when you will need to reply to any offers.

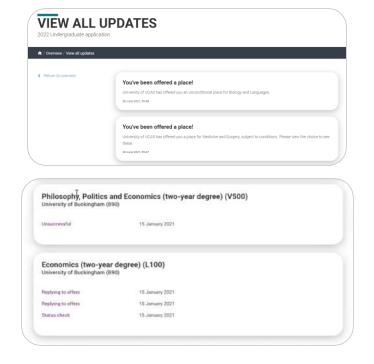






- Latest updates displays offer and decision notifications, click view all updates for full history.
- Student bank account info you'll need this to open a student bank account (when eligible).
- View all correspondence all correspondence is grouped by choice.
- Centre link permission if you are linked to a centre this enables you to update your sharing preference. Remember if you don't share with your centre then they will be unable to help support you with your application.



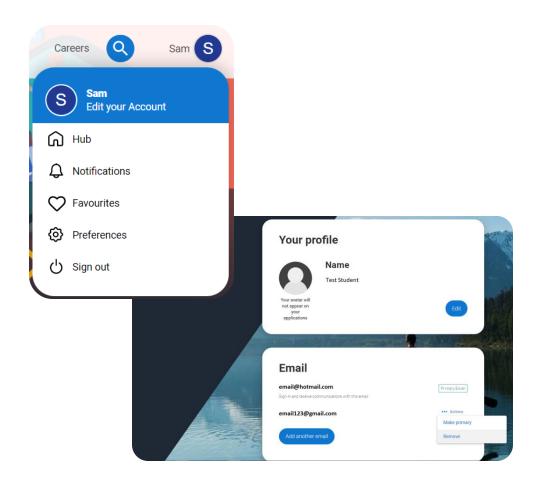




It's really important your contact details are kept up to date.

We recommend using a personal email address, rather than a school/college one, so that you have access to it throughout your application journey.

To update your email address, go to 'Edit your account' from dropdown, where you can change your email.



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Profile

Personal details

Name, age, title and gender

Contact and residency details

Address, email, telephone and where you live

Nationality details

Birthplace and nationalities

Supporting information

So that providers know how to support you during your studies

English language skills

Is English your first language?

Finance and funding

Tell us how you'll fund your study

Diversity and inclusion

Only shared with a provider once you have a place or your application is archived

More about you

Tell us about any circumstances that you might need support for during your studies

Experience

Education

Qualifications and periods of study

Employment

Paid employment

Extra activities

Taken part in any activities to prepare you for higher education?

Your personal statement & references

Personal statement

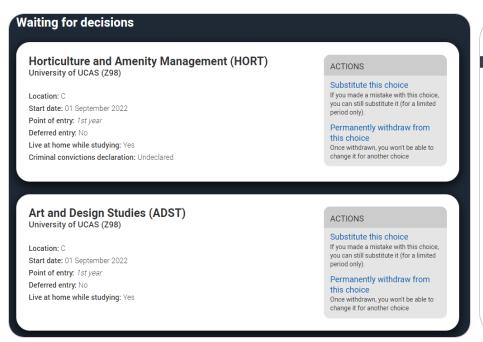
Why do you want to study this subject?

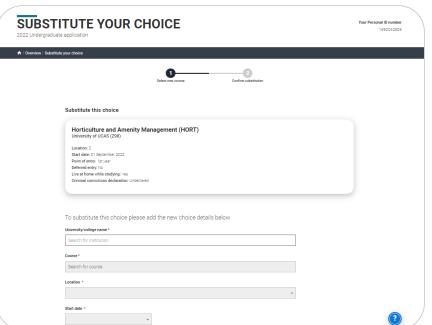
References

Provide details of your referees



- Your application details are displayed below your choices.
- All are read-only with the exception of 'Contact and residency' details. Here you can edit your phone numbers and postal address.



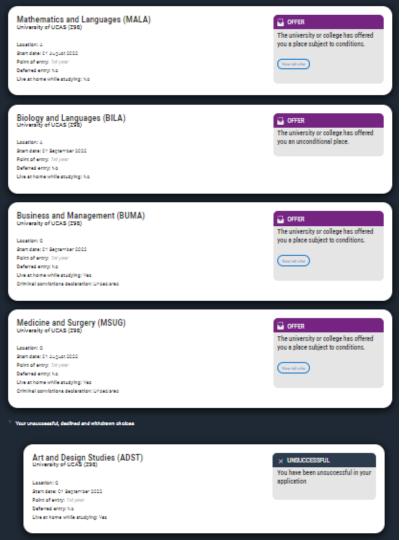


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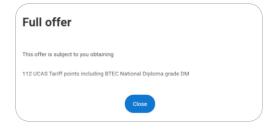
You can substitute a choice within 14 days of your application being sent to UCAS. Select the option from the actions box and complete the short substitution form.

Security marking: PUBLIC





- The details of your offers will be shown including any conditions.
- The full text of the offer can be seen by clicking 'View full offer'.
- Your inactive choices (withdrawn, declined, unsuccessful) are in an accordion section below the active choices.



If a university or college has notified UCAS of an interview the invitation details will be shown alongside a button to enable you to respond.

There are three options you can select from to respond to the invitation.







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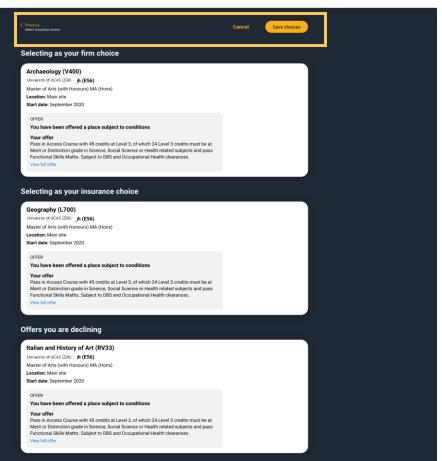




CONFIRM YOUR CHOICES

UCAS Application

Your Personal ID number 116-000-7564



- Once all decisions have been received, you will make your reply and confirm your choices.
- If you choose a conditional offer as your firm choice, you have the option to add an optional insurance choice.

If you choose an unconditional offer as your firm choice, you cannot have an insurance choice.

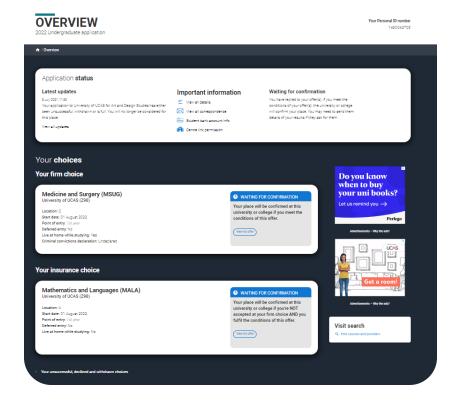
All other offers will be declined offers, underneath the Firm choice.

You must remember to 'Save' your choices.

The application status updates to show you have replied to your offer(s) and that you are waiting for the university or college to confirm your place when your results are available

You are able to view the full text at any time by clicking 'View full offer'.

Your application tile on the Hub will also update.





2023 UNDERGRADUATE APPLICATION

Waiting for confirmation

You're waiting for confirmation of your choices. If you meet the offer conditions, the university/college will confirm your place. Send them your results if requested.





WITHDRAW YOUR APPLICATION 2022 Undergraduate application

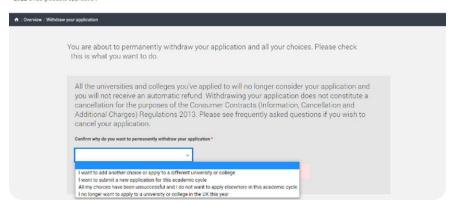
Your Personal ID number

There is a link to 'Withdraw the whole application'.

If you withdraw, you will not be able to apply again during the academic year, and you will not be eligible for Clearing.

Do not use this if you wish to add another choice or apply somewhere else

Follow the onscreen warnings or speak to your adviser to ensure you are taking the right action.



All the universities and colleges you've applied to will no longer consider your application and you will not receive an automatic refund. Withdrawing your application does not constitute a cancellation for the purposes of the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. Please see frequently asked questions if you wish to cancel your application.

Confirm why do you want to permanently withdraw your application *

I want to add another choice or apply to a diff... >

If you have not used all 5 of your choices you are able to add more choices to your application. You may also be able to use Extra or Clearing. Please contact us to discuss your options. If you still want to permanently withdraw your application, please select I no longer want to apply to a university or college in the UK this year from the drop down list above.



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