



Bishopbriggs Academy  
EAST DUNBARTONSHIRE

# UCAS APPLY

*Online Applications for Higher Education 2025-26*



# UCAS

A QUICK GUIDE ON HOW TO  
GET STARTED!



# Who are UCAS?

## *(University & Colleges Admissions Service)*

<https://www.ucas.com/corporate/about-us/who-we-are>

- UCAS is an independent charity providing information, advice, and admissions services to inspire and facilitate educational progression. Their services support young people applying for undergraduate and postgraduate courses.
- In 2014, their undergraduate admissions service handled almost three million applications from 700,000 UK, EU, and international students. They are proud to have helped over 512,000 students secure a full-time place at one of over 380 universities and colleges across the UK.
- They also provide information, advice, and admissions services for UK Conservatoires, for Initial Teacher Training (UCAS Teacher Training) and taught postgraduate courses (UCAS Postgraduate).



## UCAS Website

Their secure website is where you apply, but it also offers other vital sources of information. For example:

- **UCAS Hub** – *where you input your application and track it once processed*
- **Students** – *information and guidance on Higher Education (and Initial Teacher Training/Postgraduate courses)*
- **Parents** - *where parents can find the answer to many of their questions to help support you. Also, parents can register to receive e-bulletins to keep them up-to-date with the application process*
- Online bookstore
- And much, much more!



<http://www.ucas.com>





## Preparing to apply

- Visit the UCAS website (<http://www.ucas.com/>)
- Look at University prospectuses- these can be found online or in the school library.
- Research Universities and find one that's right for you (<https://www.thecompleteuniversityguide.co.uk>)
- Speak to your Guidance Teacher, Year Head, Careers Adviser, PT DYW & Teachers about your field of interest.
- Discuss your options with family and friends (speak to former 6<sup>th</sup> year students about how they researched and made their decisions)
- Make a shortlist. You should aim to put together a shortlist of potential courses and institutions. You can have up to 5 university choices (4 university choices for Medicine, Veterinary Medicine, Veterinary Science, Dentistry)



## Get out there!

- Visit Open Days, Taster Courses and Education Conventions:
  - Enrol on Taster Courses or Summer Schools. A number of UK universities and colleges offer students the chance to experience academic and social life in a higher education setting. Check their websites.
  - Study a free online course like FutureLearn.
  - Find out more at a UCAS higher education event or a university or college open day.

Details of Open Days can be found on [www.coa.co.uk](http://www.coa.co.uk)

- or <http://www.ucas.com/>
- It is almost impossible for you to make your mind up about an institution from a prospectus or website – you need to take a look around the place itself!
- Keep an eye on SMHW and look out for announcements of up and coming open days during weekly assemblies.



## What else can I do?

- Visit Unistats – this website brings together a wealth of authoritative information to compare subjects at UK universities and colleges. [unistats.direct.gov.uk/](http://unistats.direct.gov.uk/)
- Visit the homepage of <http://www.ucas.com/> and get all the information you need on choosing a course, attending UCAS conventions and listen to other students talking about how they decided on their course choices.

- Visit My World of Work to get further information about University and the courses available:

<https://www.myworldofwork.co.uk/college-and-university-0>

- Parents – visit parent section of UCAS website (sign up to the Newsletter & download the Parent Guide):

<https://www.ucas.com/undergraduate/applying-university/ucas-undergraduate-advice-parents-and-guardians>





## UCAS TARIFF

- The UCAS Tariff is a means of allocating points to post-16 qualifications used for entry to higher education.
- The table below outlines the tariff points associated with Scottish Higher/Advanced Higher Qualifications.
- Not all institutions use the Tariff and may use **grades** instead
- Check carefully entry requirements
- See tariff calculator to check your qualifications:

<https://www.ucas.com/ucas/undergraduate/getting-started/entryrequirements/ucas-undergraduate-tariff-points>

Advanced Higher	Higher	Tariff points
A		56
B		48
C		40
D		32
	A	33
	B	27
	C	21
	D	15



# COURSE SEARCH

Visit Course Search at  
<http://www.ucas.com/>

**or**

<https://www.myworldofwork.co.uk/learn-and-train/course/search>

- This will give you specific course information to help you shortlist and find the course that is right for you. It will also help to differentiate between courses which have similar names but the content is different.
- As outlined previously, make sure that you understand the entry requirements and are realistic about the points/grades you need so you do not waste choices! To understand points, check the UCAS Tariff calculator.
- As well as your on-line application through UCAS, check if you need to do anything else: i.e. submit a paper application; admission tests; provide additional evidence requests (portfolio), attend an interview, audition, etc; information should be shown under Course Search.





# NUMBER OF CHOICES

- A **maximum of 5** university choices (simultaneous), except for the following:
  - Medicine, dentistry, veterinary medicine or veterinary science – **maximum of 4 university choices**.
  - Oxbridge – students can only apply to **one** (i.e Oxford or Cambridge), not both.  
*(Students can only apply to both if they already hold a degree or expect to hold a degree before the course starts).*
- There is no disadvantage to applying for a variety of courses and may **increase** your chance of an offer; however, if these courses are at the same university, the student may wish to give an explanation in their personal statement.
- If you wish to defer your entry to **2027**, you should first check with the university that the course will be available the following year; if so tick the “defer” box next to your course choice on your application. *If you decide **after** your application has been sent to defer, then you will need to contact the university directly.*



# WHEN DO I APPLY?

- To give yourself the best chance, **as soon as possible**.
- You can begin your online application now, although completed applications cannot be submitted to UCAS until 2<sup>nd</sup> September. *Your guidance teacher will show you how to register and navigate the UCAS online system.*
- Allow plenty of time for your Guidance Teacher to write your reference; along with your personal statement this can be the most important part of your Application.
  - See the next page for the Bishopbriggs Academy deadlines.

It is vital that you stick to the deadlines below and don't leave your application to the last minute. The quicker you can get your application finalised, the sooner you will start receiving offers.

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## Bishopbriggs Academy Deadlines

First draft of Personal Statement: Week beginning 1<sup>st</sup> September

Final Draft of Personal Statement: Tuesday 30<sup>th</sup> September

Final submission of application: Tuesday 11<sup>th</sup> November



UCAS



## National UCAS Deadlines

### National Deadlines

#### UCAS - Key dates and deadlines

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- **Now** : Through PSE the application process has started
- **2 September**: School can start to submit completed applications to UCAS
- **9 September**: UCAS Exhibition – SEC Glasgow
- **2 October** : Music/Drama Courses - Conservatoire (Further info. [here](#))
- **15 October**: deadline for
  - Medicine, Veterinary, Dentistry
  - Oxford or Cambridge
- **14 January**: Main deadline
- **26 February**: UCAS Extra opens
- **5 July**: UCAS Clearing opens

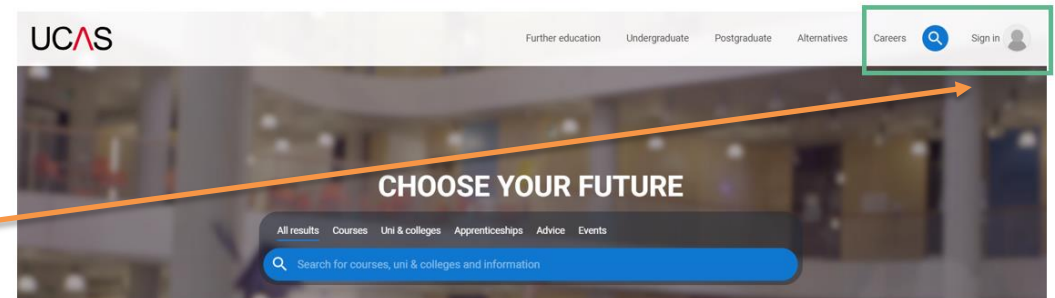
Admissions test  
**may** need to be  
completed prior  
to applying

UCAS

# APPLICATION PROCESS (*online application – UCAS Hub*)

## How do I apply?

1. Head to [ucas.com](https://ucas.com)
2. Select **Sign in** from the drop-down menu
3. Select the relevant sign in - **2026 Entry**
4. Choose **Register**
5. Complete the short form. Make sure your **password** is **memorable**.
6. **Verify** your email address. (A code will be sent to the address you register with)
7. UCAS will then ask you questions like when you want to start studying, where you live and what you're interested in so they can tailor the information you see.
8. Make sure you choose the correct study year, **2026** if you want to start next year.
9. Choose the correct level of study (**Undergraduate** if still at school)
10. Select the **subjects** that you are interested in – you can change these at any point in your preferences.
11. Then scroll right to the bottom to **Create account**.



You need to link your account to the school to allow us to view your application. This year's buzzword is **Bishopbriggs2026**





There are 8 sections (\*Sub sections all included within personal details section):

1. Personal Details (\*Contact & Residency, Nationality Details, Supporting Information, English language Skills)
  2. Work Experience – any relevant work experience that will support your application
  3. Education – school / college details, academic qualifications (This must include all relevant N4, N5, Higher, AH or any other qualifications you have undertaken. You must also include the subjects you are taking **this year**)
  4. Finance & Funding (Fee Code UK) Student AA Scotland – Support Arrangements
  5. Diversity & Inclusion (UK Only)
  6. Personal Statement – your chance to promote your application. This can be prepared in advance in Word and then cut and pasted (**47 lines of text, 4000 characters in Times New Roman (12)**). *Make sure it is your own work! UCAS carry out checks to verify that personal statements are the applicant's own work. UCAS will also carry out verification checks on identity and academic qualifications.*
  7. Choices – your choice of course (up to 5 choices maximum)
  8. Reference (Your Guidance teacher will complete this for you once your application has been finalised)
- Once all sections are complete (including your reference from your guidance teacher), you must pay and send to Mrs Kerr who will check application. It will be either be sent to UCAS or returned to student for amendment. Student then re-sends application to Mrs Kerr.
  - Fees **£28.95** for up to five university choices  
(*student pays by credit/debit card once application is complete before sending to UCAS adviser - Mrs Kerr*).





## Personal Statement

The structure of the personal statement has been updated for the 2025-26 cycle. Instead of one longer piece of text, it will now be split into three sections – each with a question for students to answer. The new structure should provide scaffolding for you to be able to write exactly what universities and colleges want to see. Each answer will have a minimum character count of 350 characters, which is clearly labelled on the question boxes, along with an overall character counter, so you can keep track. The 4000 overall character limit (including spaces) remains the same.

Applicants will be asked to answer the questions below.

### **Question 1: Why do you want to study this course or subject?**

This is your opportunity to showcase your passion and knowledge of your chosen subject area and to demonstrate to universities and colleges why it's a good fit for you and your future ambitions.

### **Question 2: How have your qualifications and studies helped you to prepare for this course or subject?**

This is your chance to shout about the relevant or transferable skills you've gained from your formal education and highlight your understanding of how they will help you succeed in this subject area. (Use the meta skills framework to help you identify your skills)

### **Question 3: What else have you done to prepare outside of education, and why are these experiences useful?**

This is your chance to talk about any other activities you have undertaken outside of your formal education or personal experiences which further demonstrate your suitability for the course. This section is likely to be highly personal to you and anything you do include should reflect on why you're including it.

The subject specific guides at the link below are very useful for tailoring your statement to a particular faculty:

<https://www.ucas.com/applying/applying-university/writing-your-personal-statement/2026-personal-statement-guides>

# Q1: WHY DO YOU WANT TO STUDY THIS COURSE OR SUBJECT?

You'll want to show **evidence** of passion, curiosity and interest; this might include:

## Motivations for studying this course(s):

- Have you been inspired by a key role model or moment in your life?
- Is it a subject you love and want to pursue further?
- What is your drive?
- How has your path led you to this course or subject area?

## Knowledge of this subject area and interests:

- Is there a particular subject area you've researched?
- Something you can't wait to learn more about?
- What about a book or subject expert doing great things that's sparked your interest?

## Future plans; demonstrate why this course/subject is a good fit:

- Do you already have a particular profession in mind?
- How might you use your studies to launch your career?
- What's important to you and your future, and how might the knowledge gained from this course(s) help you achieve this?

**Remember** these are just some examples, you don't need to include it all. The key is to research the course(s) to find out what might be most relevant. Check out the [UCAS personal statement guidance](#).



## Q2: HOW HAVE YOUR QUALIFICATIONS AND STUDIES HELPED YOU TO PREPARE FOR THIS COURSE OR SUBJECT?

Focus on what's most **recent** and **relevant** to your subject or course(s), examples could include:

### How your studies or training relate to chosen course(s) or subject area:

- This could be your current or previous studies.
- This could be from any form of formal education – think school, college, training, or short online courses.

### What relevant or transferable skills have you got that make you a great candidate:

- Are there a couple of subjects that helped you develop a core set of relevant skills required for your chosen course(s)?
- Maybe a particular module or project helped you understand where your interests and strengths lie.

### Any relevant educational achievements

- Universities and colleges will see your grades on your application - don't waste space talking about these.
- Focus on your other accomplishments like a competition, holding a position of responsibility or representing the school/college.



**Remember** these are just some examples, you don't need to include it all. The key is to research the course(s) to find out what might be most relevant. Check out the [UCAS personal statement guidance](#).

# Q3: WHAT ELSE HAVE YOU DONE TO PREPARE OUTSIDE OF EDUCATION, AND WHY ARE THESE EXPERIENCES USEFUL?

Examples should be **reflective** and **demonstrate** further **suitability** for your subject or course(s), this could include:

Work experience, employment, or volunteering	Personal life experiences or responsibilities	Hobbies and any extracurricular or outreach activities:	Achievements outside of school or college
<ul style="list-style-type: none"><li>• In-person or virtual work experience.</li><li>• Paid for work or volunteering.</li><li>• The key thing is reflection on the experiences and the skills gained relevant to your chosen course(s).</li></ul>	<ul style="list-style-type: none"><li>• Is there a situation you've personally overcome that has influenced your decision?</li><li>• Are there personal experiences that have helped you develop essential qualities for the course?</li></ul>	<ul style="list-style-type: none"><li>• Think sports, reading, community work, summer schools.</li><li>• Any activities outside of core studies that help further showcase why you'd make a great student.</li></ul>	<ul style="list-style-type: none"><li>• This could be a position of responsibility for local clubs or groups, competitions, or qualifications you've attained outside of the classroom.</li></ul>

**Remember** these are just some examples, you don't need to include it all. The key is to research the course(s) to find out what might be most relevant. Check out the [UCAS personal statement guidance](https://www.ucas.com/applying/applying-university/writing-your-personal-statement/guide-using-ai-and-chatgpt-your-personal-statement).



<https://www.ucas.com/applying/applying-university/writing-your-personal-statement/guide-using-ai-and-chatgpt-your-personal-statement>

# USING AI IN YOUR PERSONAL STATEMENT

AI features can support in researching and reviewing your personal statement document. Make sure you read UCAS [guidance on using AI](#) when writing your personal statement.

There are a few ways AI tools can assist you.

- **Brainstorm some ideas** about topics that are relevant to your chosen subject, which you can then relate to your own experiences and opinions. Or you could ask it to list skills that are relevant to the course you're applying for, allowing you to think about your own talents and how to convey them.
- **Help with structure** you may want some suggestions of structuring your personal statement.
- **Checking readability** for example ways to rephrase certain sentences to make them more concise, while maintaining their meaning.



<https://www.ucas.com/applying/applying-university/writing-your-personal-statement/guide-using-ai-and-chatgpt-your-personal-statement>

# AI DOS AND DON'TS

## DO

Do use AI carefully and make sure you understand how the data you input is being used. Read our [guidance](#).

Do fact check everything that AI tools suggest. They do get things wrong!

Do double check if the universities or colleges you are applying to have specific guidance around using AI tools.

## DON'T

Don't copy and paste from AI tools and use as your final text.

Don't forget that AI can only state facts but cannot reflect your own skills, experiences and thoughts in your voice, which is what universities are looking for!

Don't forget to [check](#) how AI tools might use your data!

Remember UCAS run checks to [detect similarity](#) in personal statements.





## Vocational/College Courses

If you are studying a vocational course or Foundation Apprenticeship this year, you need to add this to your application. Please follow the steps below:

1. Click on the Education section
2. Add place of Education and enter the college you are studying at i.e. City of Glasgow
3. Enter the dates you studied/are studying your vocational course from and to
4. Select 'part-time' for attendance type
5. Select your qualification – the full name can be found in the vocational prospectus
6. Click on 'All Qualifications' and search for your course i.e. NPA
7. Add the name of the award or course and the date you achieved the qualification
8. Enter the level and grade (leave pending if not completed yet)

### Search for your qualifications

Search for keywords from your Qualification title or Country to narrow down the list. If your qualification isn't listed, use the "All qualifications" filter and search there. Still no results? Try removing any country filters and searching "Other" under "All qualifications".

 NPA

We also found these qualifications (Showing 1 of 1945)

[SQA National Progression Award \(NPA\)](#)



## Music Board Exams

Students with ABRSM qualifications at Grades 6 to 8 benefit from the following UCAS (University and Colleges Admission Service) points which can be used as part of a university or college application in the UK. Please make sure you add this into the qualification/education section if you have achieved any of the passes below.

	Grade 6			Grade 7			Grade 8		
	Pass	Merit	Dist.	Pass	Merit	Dist.	Pass	Merit	Dist.
Practical and Performance	8	10	12	12	14	16	18	24	30
Theory	4	5	6	6	7	8	8	9	10



## Widening Participation

It is important to let universities and colleges know that you are taking part in one of our Pre-entry Programmes on your UCAS application!

Make sure to include this in the '**Education**' section of your application.

Once you have added all your relevant school qualifications (Highers, National 5, etc.), add the pre-entry programme you have taken part in.

- Click “add qualification” and “all qualifications” and then type “other” into the search box
- Choose “Other (UK Qualification)”

You will then need to manually type in all the details:

- Subject / title: Focus West Top-Up Programme / REACH / Summer School
- Qualification date: 2026
- Awarding organisation: UofG
- Result: <leave blank> if no drop down list or choose ‘Pending’ if there is one.

You can also mention your participation in any programme in your Personal Statement. However, make sure to do this as well as add it to your qualifications.



## UCAT/LNAT Test

It is important to also inform universities if you have sat your UCAT or LNAT admissions tests. Please follow the steps below to do this:

1. Click “add qualification” and “all qualifications”
2. Type “Admissions Test” into the search box
3. Manually enter the name of the admissions test (UCAT/LNAT etc)
4. Complete the date and your result

[Back to search for qualifications](#)

### Add Additional Admissions Test

If you are taking a SAT reasoning test, this can be entered via the USA section on the International (Non-EU) USA page.

Title *	Qualification date *	Result
<input type="text" value="Type and select the subject you studied"/>	<input type="text" value="MM"/> <input type="text" value="YYYY"/>	<input type="text"/>

Universities and colleges may find module/unit information useful if there are specific subject requirements for the courses you choose.

Module title	Qualification date	Grade
<input type="text"/>	<input type="text" value="MM"/> <input type="text" value="YYYY"/>	<input type="text"/>



## Common Mistakes to look out for!

- Email address: remember - a university selector will see this, so avoid anything rude and crude!
- Dual nationality: only fill in if you have a passport of a second country
- Permanent residence/student support: the name of your local authority
- Fee code: usually UK, Chl. Common mistakes are people selecting 01 (private finance) and 99 (other)
- Support Arrangements – please enter Student Award Agency Scotland (SAAS will pay fees)
- Education: check for missing exams, including those to be taken, and ensure that all dates are included
- Education: incorrect course codes- please check using the list overleaf
- Include other admissions tests i.e. UCAT, LNAT



Downloaded from <http://ajphaphysocpharm.sagepub.com/> at 11:01 11 November 2014

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## UCAS Checklist

**You must ensure that you have completed all sections below before you pay and send your application to Mrs Kerr. Please ensure you have your form checked and approved by your guidance teacher and ensure this checklist is completed before paying and submitting your form.**

- Personal Details ☐
- Work Experience ☐ ☐
- Education - school / college details, all academic qualifications including this year ☐
- Added additional qualifications such as Music Exams, Admissions Tests, Vocational, Reach/Access, Top-up ☐
- Finance & Funding – check fee code is 02 UK nd Student Support Arrangements are ‘Student Award Agency Scotland’ ☐
- Diversity & Inclusion ☐
- Personal Statement ☐
- Choices ☐
- Reference ☐
- I have ticked that I receive Free School Meals if eligible. This will ensure my fee is waived ☐



## Other Useful Resources

- [www.ucas.com](http://www.ucas.com)
- <https://www.myworldofwork.co.uk/learn-and-train/college-and-university>
- [www.thestudentroom.co.uk/](http://www.thestudentroom.co.uk/)
- [www.university.which.co.uk/](http://www.university.which.co.uk/)
- <http://www.bestcourse4me.com/>
- [www.whatuni.com/](http://www.whatuni.com/)
- [www.thecompleteuniversityguide.co.uk/](http://www.thecompleteuniversityguide.co.uk/)
- <http://www.theguardian.com/education/universityguide> *check site for updated version*
- [www.thecompleteuniversityguide.co.uk/times-university-guide-and-league-tables/](http://www.thecompleteuniversityguide.co.uk/times-university-guide-and-league-tables/) *check site for updated version*
- <http://www.thecompleteuniversityguide.co.uk/league-tables/rankings> - *check site for updated version*
- [http://www.thesundaytimes.co.uk/sto/public/university\\_guide/article1607931.ece](http://www.thesundaytimes.co.uk/sto/public/university_guide/article1607931.ece)
- <http://icould.com/watch-career-videos/>

