

**PREPARATION FOR
HIGHER EDUCATION** 

**UCAS ONLINE APPLICATIONS FOR
SWAPWEST ACCESS STUDENTS**

GUIDELINES FOR APPLICANTS

For detailed information, please refer to UCAS handbook 'How to apply' and 'Applying online' or speak with your college tutor.

Name: _____

Introduction

SWAPWest students must apply to university via UCAS online. Payment is required and you must pay by credit or debit card – this can be yours or someone else’s card. If this poses a problem, please speak to your college tutor.

Web address: <https://2020.undergrad.apply.ucas.com/appreg/SecurityServlet>

SWAPWest has its own “exam centre” number – **78792**

Deadlines are:

15 October - for applications for Medical, Dental and Veterinary Schools

15th January - for all other applicants

If you are applying for Primary Education, see your tutor for further guidance.

Please check the **Progression Routes** for up-to-date deadlines (available from your college tutor and the SWAPWest office in late October/early November).

Quick Essentials:

- The buzzword is **swapwest2020** (no spaces). Enter the buzzword when prompted.
- Upon successful registration, you will reach the Welcome screen on which will be displayed your **UCAS Personal ID number**. Make a note of this number and keep it somewhere safe. (Top Tip: text or email it to yourself so it cannot be lost; you will need it again)
- A step-by-step guide is provided in the pages that follow, as well as in alternative formats online (visit the SWAPWest web site “Prep for HE” section).
- Access to Humanities / Social Science students may apply to only one option at the University of Strathclyde.
- Any student applying to study **Psychology** must take special care to ensure that the correct UCAS code is used (e.g. the code for the faculty/school that corresponds with your SWAP programme). Speak to your tutor or contact SWAP if you are uncertain. **Use of the wrong code will result in a rejection from the university, which cannot be reversed.**

Name: _____

Responsibility

Your class tutor and/or college support staff will be able to give you some guidance, but it is your responsibility to ensure that your application form is completed correctly.

Pay particular attention to the guidelines below, which will help ensure you identify yourself correctly as a SWAP Access student. If you make a mistake and fail to identify yourself as a SWAP student, you will be considered an ordinary student applicant and so any special arrangements that would be available to you as a SWAP student will not apply.

Should you make a mistake and require it to be rectified, seek advice from your tutor and if you need SWAP to make a change, **we must receive a written instruction before we can do so.** Email swapwest@scottishwideraccess.org.

Registration

Before you can apply, you must register. Follow the instructions below to complete the registration process.

Registration - Step 1: Click on REGISTER

UCAS Contact us | [Help](#) | [Print page](#)

2020 apply

[Register and log in](#)

Home > Register and log in

Log in

If you have already registered, please enter your username and password below to log in. You must enter your username in lower case and your password in the same case you used to register.

Username

Password [Forgotten login?](#)

[log in](#)

Register

If you have not registered for 2020 apply, please click the 'register' button to use this service. You only need to register once. If you apply more than once in a cycle your application fee will not be refunded.

[register](#)

Version 15.2.2-master-2

[About us](#) | [Terms & conditions](#) | [Privacy policy](#) © UCAS 2019

Name: _____

Registration - Step 2: Fill in the pages that follow, beginning with your name and including your address, telephone number, etc. During this process, you'll be asked to create your own password. Follow the instructions, and then make a careful note of your password. You will need this to log in, so keep it safe.

Registration - Step 3: Take a note of your user name. You will need it (along with the password you created) to log in at the end of the registration process, and begin your application.

UCAS Contact us | [Help](#) | Print page

2020 apply

Register: Success

Home > Register

Progress

Your username is:

Please take a note of your username now, as it will not be displayed at a later stage.

Keep your username and password safe as you will need both each time you access your application.

Your registration has been successful. If you wish you may now enter the Apply service or come back another time. If necessary, you can change any of your registration details once you have entered Apply.

[log in now](#) [go to UCAS homepage](#)

About us | Terms & conditions | Privacy policy © UCAS 2019

Name: _____

Registration – Step 4: Answer the question “How are you applying” by selecting: THROUGH MY SCHOOL/COLLEGE

UCAS Contact us | [Help](#) | Print page

2020 apply <Log out

Initial UCAS questions: How are you applying?

Initial UCAS questions

How are you applying?*

Through my school/college ?

Through a careers organisation ?

Through another organisation ?

As an individual ?

[next](#)

What is Apply?
Help
Options/Opsynau

Key
? Help

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Registration – Step 5: Input the SWAP buzzword: **swapwest2020**

UCAS Contact us | [Help](#) | Print page

2020 apply <Log out

Initial UCAS questions: How are you applying?

Initial UCAS questions

You need to enter your buzzword on this page. If you do not know the buzzword, your tutor or careers adviser will give this to you. You will only need to enter your buzzword at this stage and then it will no longer be needed.

(Buzzwords are case sensitive and should be entered exactly as supplied.)

Buzzword* ?

Your buzzword should have been given to you by your tutor or careers adviser. This is very important, as it helps us establish which organisation you're applying from. It also enables your referee to attach your reference and send your application to us once all parts are complete. By entering your buzzword, you give your permission for your school, college, careers centre, or other organisation to access and view the progress of your application.

If you wish to withdraw your request to link to a centre, so you can add a reference from a different source, or if you no longer want them to see the progress of your application, please call our Customer Experience Centre on 0371 468 0 468.

[previous](#) [next](#)

What is Apply?
Help
Options/Opsynau

Key
? Help

NB: No spaces; no capitalization.

Name: _____

Registration – Step 6: Answer YES to confirm that you are registering through SWAP (the SWAPWest office is on the campus of Glasgow Kelvin College).

The screenshot shows the UCAS 2020 'apply' website. At the top right, there are links for 'Contact us', 'Help', and 'Print page'. The main header is red with '2020 apply' and the title 'Initial UCAS questions: Which centre?'. A '<Log out' link is in the top right corner. On the left, there is a navigation menu with 'What is Apply?', 'Help', and 'Options/Opsiynau'. Below it is a 'Key' section with a 'Help' link. The main content area is titled 'Initial UCAS questions' and contains the question 'You are registering through...'. The answer is 'Scottish Wider Access Programme, West Room 2.5 c/o Glasgow Kelvin College 123 Flemington Street'. Below this, 'Glasgow' is entered, and there are radio buttons for 'Yes' (selected), 'No', and a 'Help' icon. At the bottom of the question area are 'previous' and 'next' buttons. The footer contains 'About us | Terms & conditions | Privacy policy' and '© UCAS 2019'.

Registration – Step 7: Select your College, Campus and Curriculum Group from the drop-down menu.

The screenshot shows the UCAS 2020 'apply' website at Step 7: 'Initial UCAS questions: Tutor group'. The header is red with '2020 apply' and the title 'Initial UCAS questions: Tutor group'. A '<Log out' link is in the top right corner. The left navigation menu and 'Key' section are the same as in Step 6. The main content area is titled 'Initial UCAS questions' and contains the instruction: 'Please select your tutor group/application group. If you are unsure, please speak to your tutor or careers adviser or select the option 'don't know''. Below this, 'Tutor/application group*' is entered, and a dropdown menu is open showing a list of options: 'Please select...', 'Please select...', 'Don't know', 'ARGYLL COLLEGE NURSING', 'AYRSHIRE Ayr HUMANITIES', 'AYRSHIRE Ayr NURSING', 'AYRSHIRE Kilmarnock HUMANITIES', 'AYRSHIRE Kilmarnock LIFE SCIENCE', 'AYRSHIRE Kilmarnock Law, Bus & Fin', 'AYRSHIRE Kilmarnock NURSING', 'AYRSHIRE Kilmarnock STEM', 'AYRSHIRE Kilwinning NURSING', 'AYRSHIRE Kilwinning SOCIAL WORK', 'City of Glasgow College', 'DUMFRIES & GALLOWAY NURSING', 'GKC East End HUMANITIES', 'GKC East End Men in Pro Care', 'GKC East End NURSING', 'GKC Easterhouse HUMANITIES', 'GKC Easterhouse NURSING', and 'GKC INTRO TO MEDICAL STUDIES'. The footer contains 'About us | Terms & conditions | Privacy policy' and '© UCAS 2019'.

Name: _____

Registration – Step 8: Note personal ID and verify email address.

Welcome

<Log out

2020 apply

Welcome

Welcome

Your Personal ID is:

Please make a note of this number and keep it handy. You will need to quote this number if you call our Customer Contact Centre.

Need guidance? Watch the video advice below [\[Hide video\]](#)

Apply 2020

Apply 2020

HOW TO GET INTO UCAS

Apply 2020

UCAS

(Unable to view videos here? You can watch them at www.ucas.com/connect/videos instead)

Verify your email address
Your email address needs to be verified as valid before you send your application to us.
[Please click here to verify your email address](#)

Registration – Step 9: To verify your e-mail address, open a new browser window or tab and check the email you used to register. Make a note of the verification code sent to you, then return to the UCAS page and click the link shown.

Email verification code Inbox x

enquiries@ucas.ac.uk via sendgrid.net 9:30 AM (42 minutes ago)

to me

Dear Miss

Before submitting your application, you need to verify that the email address you have provided is correct. In order to verify this, please log in to the UCAS website (<https://www.ucas.com/ucas/undergraduate/login>) and enter the verification code shown below:

email address: @gmail.com

verification code:

This code is only valid for the address shown above. If you change your email address, you will need to obtain a new verification code.

Once we have verified your email address, we can then send emails alerting you to changes to your application, including decisions made by your chosen universities and colleges. These emails will not list the actual changes or give any decisions; they will tell you to log in to the Track service to view any changes. Track is available on the UCAS website for you to use once we have processed your application. For environmental reasons you will not receive a letter containing an individual decision, although you will be able to print these letters from the Track system if necessary.

Name: _____

Input the verification code in the space provided, then click on VERIFY EMAIL:

Choices	<input type="checkbox"/>
Education	<input type="checkbox"/>
Employment	<input type="checkbox"/>
Statement	<input type="checkbox"/>
View all details	<input type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiynau	

The email verification code has been sent to confirm that this address is valid please enter the code from the relevant email in the box below.

If this email is not in your inbox then there are three possible reasons for this:

- Your computer email filter settings or those maintained by your internet service provider may have diverted the message to a junk/spam mail folder. Please check this.
- Your internet service provider may be extremely busy, and therefore may not have been able to pass on our message. Please be patient and look again later.
- The email address recorded here as above may be incorrect. You can change the email address in the Personal details section of your application. If you do this you must click on 'save' to save the new details. You must then request that the verification code is reissued by clicking the relevant link below.

Key

<input checked="" type="checkbox"/> Completed
<input type="checkbox"/> In progress
<input type="checkbox"/> Not started
<input type="checkbox"/> Help

If the email containing the code cannot be found as above then you should:

1. add our sending address enquiries@ucas.ac.uk to your list of approved senders on your email system (this can usually be done by adding it to your address list), and
2. request that the verification code is reissued by clicking the relevant link below. An email will then be sent containing a new code.

If the code is not accepted please make sure that the email was sent **after** you requested a new code. If it was sent **earlier**, then the code will be invalid because you requested another verification code since that time. Make sure you use the code from the most recent email.

Please enter your email verification code below to verify your address is

No verification code

If you have not received the verification email, please read through the possible reasons above, or [click here to reissue a code](#).

You will then be directed to the UCAS welcome page where your Personal ID will be shown again. Watch the video and begin your application.

Welcome

Welcome

Your Personal ID is:

Please make a note of this number and keep it handy. You will need to quote this number if you call our Customer Contact Centre.

Need guidance? Watch the video advice below [\[Hide video\]](#)

Apply 2020 HOW TO GUID APPLY

(Unable to view videos here? You can watch them at www.ucas.com/connect/videos instead)

Before starting your application, please read through the relevant information below regarding:

- [completing your application](#)
- [applicants applying through a school, college or organisation](#)
- [applicants applying as an individual](#)

Name: _____

Begin Your Application

Now you can begin filling in your application. The pages you need to complete are listed in the panel on the left-hand side of the page. Work your way through each of these pages, marking them complete as you go.

NB: You may skip around and complete them out of order, if you wish. You may also pause your application and return to complete it some other time; UCAS will save your progress.

First, check that your personal details are correct and complete. UCAS will copy these over from the registration fields you just completed, but you should double-check them for accuracy and immediately correct any mistakes. You must also provide additional details, such as the **Student Support Fee Code** (which for most students will be **02 – UK, ChI, IoM, or EU student finance services**).

UCAS



Welcome	
Personal details	<input type="checkbox"/>
Choices	<input type="checkbox"/>
Education	<input type="checkbox"/>
Employment	<input type="checkbox"/>
Statement	<input type="checkbox"/>
View all details	<input type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiynau	

Key

<input checked="" type="checkbox"/>	Completed
<input type="checkbox"/>	In progress
<input type="checkbox"/>	Not started
<input type="checkbox"/>	Help

Name: _____

Choices

Your “Choices” are the courses that you wish to apply to.

You can list as many courses as you like, up to a maximum of five. You can choose any combination of degree courses. We strongly advise you to **use all 5 choices** and to **apply for more than one partner university**.

Your position will depend upon the SWAP Learner Agreement you signed at the beginning of the year (for example, if you are applying for a specific programme such as Nursing). **Refer to your Learner Agreement for details**. If you have not signed an agreement or do not have it to hand, please contact the SWAPWest office for a copy: swapwest@scottishwideraccess.org

If you want to apply for more than one course at the same university you must make a separate entry for each choice. However, remember that some universities operate a “faculty entry” system whereby the entry requirements are the same for all courses within a faculty, so one course choice per university may be sufficient.



In the case of the University of Strathclyde, applicants to Social Science subjects are permitted **ONE CHOICE ONLY**. Please do not apply to more than one Social Science subject at the University of Strathclyde, as all applications will be rejected if you do.

You may enter your courses in any order; they will automatically be arranged alphabetically. The fee is **£25** for more than one choice (2019-20).



Do your research into your choices thoroughly and check carefully that you have given the correct course and university codes. This is especially important if you are applying to study Psychology. Different universities use different course codes, and some offer Psychology as a subject in a number of different faculties/schools. If you use the wrong code, your application will be rejected and the decision cannot be reversed. Double-check with your class tutor or the SWAP office if you are unsure.

When you're ready to enter your choices, click on “Add a choice”.

> add a choice

NB: Use the worksheet on the next page to gather all of your choices before you begin. Give a copy of this worksheet to your class tutor **BEFORE YOU APPLY**, so that s/he can check that you have made sensible choices.

Name: _____

My 1st choice:

University name **and code**:

Course Name **and code**:.....

Entry requirements (e.g. ABB, BBB).....

This is listed among the SWAP progression routes: Yes No

My 2nd choice:

University name **and code**:

Course Name **and code**:.....

Entry requirements (e.g. ABB, BBB).....

This is listed among the SWAP progression routes: Yes No

My 3rd choice:

University name **and code**:

Course Name **and code**:.....

Entry requirements (e.g. ABB, BBB).....

This is listed among the SWAP progression routes: Yes No

My 4th choice:

University name **and code**:

Course Name **and code**:.....

Entry requirements (e.g. ABB, BBB).....

This is listed among the SWAP progression routes: Yes No

My 5th choice:

University name **and code**:

Course Name **and code**:.....

Entry requirements (e.g. ABB, BBB).....

This is listed among the SWAP progression routes: Yes No

Name: _____

My 1st choice:

University name **and code**:

Course Name **and code**:.....

Entry requirements (e.g. ABB, BBB).....

This is listed among the SWAP progression routes: Yes No

My 2nd choice:

University name **and code**:

Course Name **and code**:.....

Entry requirements (e.g. ABB, BBB).....

This is listed among the SWAP progression routes: Yes No

My 3rd choice:

University name **and code**:

Course Name **and code**:.....

Entry requirements (e.g. ABB, BBB).....

This is listed among the SWAP progression routes: Yes No

My 4th choice:

University name **and code**:

Course Name **and code**:.....

Entry requirements (e.g. ABB, BBB).....

This is listed among the SWAP progression routes: Yes No

My 5th choice:

University name **and code**:

Course Name **and code**:.....

Entry requirements (e.g. ABB, BBB).....

This is listed among the SWAP progression routes: Yes No

Name: _____

Education

Highest Level of Qualification:

Because you are applying to university on the basis of your SWAP qualification, you should select “Below honours degree level qualifications” in the drop-down menu provided.

[Welcome](#) > Education

Compulsory fields are marked with an asterisk (*).

Click on the 'add new school/college/centre' to add the centres you have attended. Enter details of qualifications that you have achieved or are in the process of achieving at that school/college/centre. Click on 'section completed' and 'save' when you have finished.

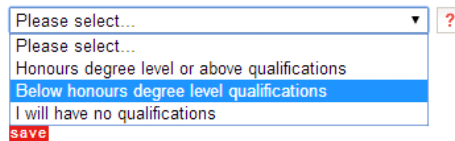
Need guidance? Watch the video advice below [\[Show video\]](#).

You can add up to 10 schools/colleges/centres.

> add new school/college/centre

No schools/colleges/centres entered.

Please state the highest level of qualification you expect to have before you start your course*



The screenshot shows a dropdown menu with the following options: "Please select...", "Please select...", "Honours degree level or above qualifications", "Below honours degree level qualifications" (highlighted in blue), and "I will have no qualifications". A red "save" button is visible at the bottom left of the dropdown area.

Then click on **add new school/college/centre**

> add new school/college/centre

NB: SWAP is treated by UCAS as if it were a high school or college; however, “SWAP” doesn’t appear in the drop-down list on the “add new” page, so you will have to write it in. Follow the instructions below carefully.

How to identify yourself as a SWAP student:

It is important to identify yourself as a SWAP student. Failure to do so will result in your application being treated as if from an ordinary applicant rather than as a SWAP applicant, which can have implications for your progression to university.

- When you first land on the “add new” Education screen, the School/College/Centre space will be greyed out.
- Click the “Find” button and a pop-up window will appear.
- In the pop-up window, type in “swap.”
- You’ll then see the result: “no matches found”.
- Click the link that reads: Click the link “enter my school or centre details manually”

Name: _____

Welcome > Education > Where have you studied?

Compulsory fields are marked with an asterisk (*).
Before leaving this page click 'save' to avoid losing any of your information.

School/college/centre name* find... ?

Exam centre number ?

When did you start...* Month ▼ Year ▼ ?

...and finish?* Month ▼ Year ▼ ?

Attendance* full-time part-time sandwich ?

Did you / will you receive any qualifications at this centre?* Please select... ▼ ?

save **cancel**

- Perform a search for “swap” (NB: it **will not** be found)
- Click the link “enter my school or centre details manually”

The screenshot shows the UCAS 2020 apply Education page. A search box contains the text 'swap'. Below the search box, it says 'No matches found.' and provides a red link: 'Click here to enter my school or centre details manually.' A blue circle highlights this link. The page also shows a navigation menu on the left with 'Education' selected, and a 'Key' section at the bottom indicating 'Completed'.

You will then be able to type in your school/college/centre name (see image on next page)

- Type: **Scottish Wider Access Programme**
- Enter the exam centre number: **78792**
- Start and end dates for your SWAP course are provided by your college (usually Aug-Jun)
- Indicate that you have been full-time and that you will receive a formal qualification at the end

Name: _____



Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input checked="" type="checkbox"/>
Student finance	<input checked="" type="checkbox"/>
Choices	<input type="checkbox"/>
Education	<input type="checkbox"/>
Employment	<input type="checkbox"/>
Statement	<input type="checkbox"/>
View all details	<input type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiynau	

Key

<input checked="" type="checkbox"/>	Completed
-------------------------------------	-----------

Welcome > Education > Where have you studied?

Compulsory fields are marked with an asterisk (*).
Before leaving this page click 'save' to avoid losing any of your information.

School/college/centre name*

Exam centre number

When did you start...*

...and finish?*

Attendance* full-time part-time sandwich

Did you / will you receive any qualifications at this centre?*

After completing this form, click on 'save' to return to the main Education page (see below).
You will then be able to add qualifications (the National Units you have been studying at college) to your application.

- Click 'Add a qualification'

Welcome	
Personal details	<input checked="" type="checkbox"/>
Additional information	<input checked="" type="checkbox"/>
Student finance	<input checked="" type="checkbox"/>
Choices	<input type="checkbox"/>
Education	<input type="checkbox"/>
Employment	<input type="checkbox"/>
Statement	<input type="checkbox"/>
View all details	<input type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiynau	

Key

<input checked="" type="checkbox"/>	Completed
<input type="checkbox"/>	In progress
<input type="checkbox"/>	Not started

Welcome > Education

Compulsory fields are marked with an asterisk (*).

We need to know any qualifications you have taken or are currently taking. When you have entered all of your centres and qualifications, click on 'section completed' and 'save'.

Need guidance? Watch the video advice below [\[Show video\]](#).

! You cannot mark this section as complete until you enter your qualification details.

You've added details for 1 school/college/centre(s) so far. You can still add details for 9 more.

[> add new school/college/centre](#)

Warning: as you have entered a finish date which is in the future, these details must be for the school or college you are currently attending.

Scottish Wider Access Programme (78792, 08/2019 - 06/2020, FT) [> edit](#) [> remove](#)

[> add qualifications](#)

Name: _____

- Then click **'National Units – Scotland'**

The screenshot shows the UCAS Education application interface. On the left is a navigation menu with options like 'Welcome', 'Personal details', 'Additional information', 'Student finance', 'Choices', 'Education' (highlighted), 'Employment', 'Statement', 'View all details', 'Pay/Send', 'Help', and 'Options/Opsynau'. The main content area is titled 'Welcome > Education > Choose qualification'. It includes instructions to search for qualification titles and a search box containing 'e.g. Baccalaureate'. Below the search box, there is a section for 'Popular qualifications' with a link for 'National Units-Scotland' circled in blue.

Add the units of your programme (your college tutor can provide you with a list of units and their levels). The qualification date will be the end of your SWAP programme (usually June) and the awarding body is SQA. Click on 'save and add similar' to add another unit. Click 'save' after you have entered all units to be returned to the main Education page. If you wish, you may also include any other qualifications you hold (e.g. from school or previous study), however, universities will make offers based on your SWAP qualifications only. When you have completed all education information, you can mark the section completed by ticking the box.

You will be reminded to input a **Scottish Candidate Number (SCN)** for Scottish Qualifications. This number is either from your previous Scottish certificates or will be issued to you by your college.

Employment

Follow the prompts to add employers and details of any previous work experience you may have. You are not required to include employment information if it is not relevant to your application or if you have not worked. However, you must mark the section as complete (by ticking the box) for your application to be fully completed.

Name: _____

Statement (i.e. Personal Statement)

Your personal statement is your best opportunity to tell the universities and colleges about your motivation, commitment and suitability for your chosen courses. It should include relevant practical experience, transferable skills or qualifications not mentioned elsewhere.

A good personal statement is important; it could help persuade an admissions officer to offer you a place. The statement should be clear and concise with correct punctuation and spelling.

Long paragraphs of unbroken text can be difficult to read so use headings and/or shorter paragraphs. You do not have to fill the entire space, and you must not use more than 4000 characters.

The Personal Statement field has a **timer** attached to it, which, when it expires, will “refresh” the window and cause you to lose all of the information you have typed unless you continually click ‘save’ as you are working. For that reason (among others), it is a good idea to prepare your statement **offline**.

Create your Personal Statement in a Word document and paste it into your online application after it is complete. **Please read the Personal Statement section in the Preparation for Higher Education unit** and take advantage of the guidance provided by UCAS on how to write a good personal statement.

Declaration, Pay and Send

Declaration

You must confirm that the information provided on your application is complete and accurate. You must also confirm your agreement to UCAS’ conditions by entering a tick in a box. If you do not provide this confirmation, UCAS cannot process the application.

Additionally you will be asked to **tick the box ‘I agree to allow details of my application and its progress to be shared with my school/college/centre.’** It is necessary to tick this box otherwise SWAP cannot see the progress of your application. Failure to share information with SWAP can prevent SWAP sending confirmation that you have completed the SWAP programme to your chosen universities, resulting in no offer.

Once you have completed all sections, you will be able to pay for your application and then release it to your class tutor so that s/he can attach a reference. Your college will have its own procedures for this part of the process, so check with your class tutor for more information.

Name: _____

Additional Notes

Criminal convictions

Universities will ask some applicants (e.g. those applying to teaching, social work, nursing, or medicine) to state on the “Personal Details” section of the application form if they have a relevant, unspent criminal conviction.

If you are asked, you must disclose all relevant, unspent criminal convictions, including traffic violations. Failure to do so, even if the offence was minor or a long time ago will mean that any offer made by a university may be retracted for non-disclosure. If you are applying for any of the above courses and you have any criminal convictions, read the advice given by UCAS. You may also contact the SWAP office to discuss.

Submission of application

Your application is not formally submitted until the reference has been attached and the application approved by your tutor. Your college will provide you with dates that you must strictly adhere to for completion of your application. These dates are normally around the beginning of December. Please continue to check your status, as you cannot be certain your application has been received until you receive acknowledgement from UCAS. Please check with your tutor if you have not received acknowledgement and it is approaching the 15th January.

What happens after your application is sent away?

Decisions

When UCAS receive your application they will send you an **applicant number** so that you can track your application online (Log in to UCAS and click on Track). They will also send you a booklet entitled ‘Advice for Applicants’ which explains how to respond to offers. **You do not have to make a final decision until you have heard from all your choices.** Do not rush to accept offers until you have consulted with your class tutor for guidance.

An offer may be either **conditional** or **unconditional** (most SWAP students will receive a conditional offer) and the offer letter will tell you the year and month that the course starts.

Conditional offer (C)

This means that the university or college has made you an offer that depends on certain conditions, usually that you must satisfactorily complete all units of your Access Programme and obtain appropriate grades in your profile.

Name: _____

Accepting or replying to offers

When your chosen institutions have decided whether or not to offer you a place, UCAS will send you a Statement of Decisions letter and a reply slip. You must reply to each offer in one of the following ways.

- Firm acceptance (F)
- Insurance acceptance (I)
- Decline (D)

You may not want to wait for all your choices to make their decisions (see UCAS application guide “When to Reply”). However, you should think carefully before you decide which offers to accept. **Once you accept an offer, including an insurance offer, you are committed to that course.** You should feel satisfied that both the course and the college or university are right for you because you will be spending the next three or four years there. You will have the opportunity to visit university campuses on SWAP Study Skills Days, which take place at each SWAPWest partner university. SWAP Study Skills Days occur between February and April, in advance of you needing to make your final decision. You can delay your replies to UCAS until after your visits, as long as you reply by the date given in your Statement of Decisions letter.

If you change your mind after accepting an offer, you can withdraw but you will not be able to apply for other courses or go through Clearing in the same year.

Firm acceptance (F)

You can only accept **one** offer firmly. If you firmly accept an unconditional offer (UF), you commit yourself to that course. You must turn down all other offers through UCAS; you will not deal with UCAS again. Afterwards, you will be directly in contact with your chosen university or college.

If you firmly accept a conditional offer (CF), you will be guaranteed a place on that course provided you achieve the grades that are needed or meet any other conditions. If you meet all of the conditions of your ‘Conditional Firm’ offer, you are then committed to the course and you will not be able to go elsewhere.

Insurance acceptance (I)

If you receive two or more offers, and you firmly accept a conditional offer, you must also decide whether to accept a second offer as insurance. This could be either an unconditional offer (UI) or another conditional offer (CI). **If you choose a conditional offer as your insurance, the grades needed for this place should be lower than the grades needed for your firm choice.** This will give you a safer ‘fall-back’ option in case you don’t achieve the grades required for your Firm choice.

Why have an Insurance choice?

If you do not meet the conditions of your firm choice, but you do meet the conditions of your insurance choice, you are guaranteed a place on your

Name: _____

insurance choice. You are committed to the course and you will not be able to go elsewhere.

Decline (D)

When you have decided on your firm acceptance and insurance acceptance, you must decline (D) all other offers through UCAS. If you want, you can decline all the offers. You will then be able to apply to other universities and colleges either through UCAS Extra or Clearing depending on the time of year.

Examples of ways you can accept offers

UF	Firmly accepted unconditional offer. You cannot have an insurance choice.
CF	Firmly accepted conditional offer.
CF + CI	Firmly accepted conditional offer plus a conditional offer that you have accepted as an insurance.
CF + UI	Firmly accepted conditional offer plus an unconditional offer that you have accepted as an insurance.

Finally

Your college is asked to retain your student UCAS number (the UCAS number starts with year of entry e.g. 19) on file. This information is required for your Student Profile and is written on your offer letter(s). **Please make sure that you give your student UCAS number to your tutor – it is very important.**