

APPLYING TO UNIVERSITY THE CHECKLIST.

➔ DOWNLOAD OR PRINT THIS HANDY CHECKLIST TO GUIDE YOU THROUGH THE UCAS APPLICATION PROCESS. ⚡

STEP ONE RESEARCH.

Before you apply to any university, it's important you do your research. Some things you should include in this are:



- THE COURSE
- UNIVERSITY REPUTATION
- THE LOCATION
- CLUBS & SOCIETIES
- CAREER SUPPORT
- ACCOMMODATION
- COST OF LIVING

Attending a university open day is a great research activity as you'll find out about lots of the above areas. You can find Northumbria open day dates [here](#).

STEP FOUR REVIEW.

Before submitting the application, it's important to make sure everything is correct. Go through and double check:

- SPELLING & GRAMMAR
- PERSONAL DETAILS
- MISSED INFORMATION

STEP TWO REGISTER.

Your application will be processed via UCAS, so to begin your application head to ucas.com.

Tick here when you have successfully registered to UCAS!

Then make a note of your username, password and UCAS ID so you don't forget.

Username:

Password:

UCAS ID:

STEP THREE FILL OUT APPLICATION



Now it's time to fill in all your details. Don't worry if you don't complete it all in one go, you can save your application and come back to it. Check each part off as you go through:

- PERSONAL DETAILS
- EDUCATION HISTORY
- EMPLOYMENT HISTORY
- COURSE CHOICES
- PERSONAL STATEMENT
- REFERENCES

Not sure what a personal statement is or how to write one? Then check out our advice [here](#).

STEP FIVE SUBMIT.



You are all done and ready to go! You will need to pay a small application fee before sending the application.

- PAY FEE
- SUBMIT FORM

As long as you submit your application by the 26th January, you will receive a university decision by the **19th May**. You will then need to make your Firm and Insurance choices by the **9th June**.