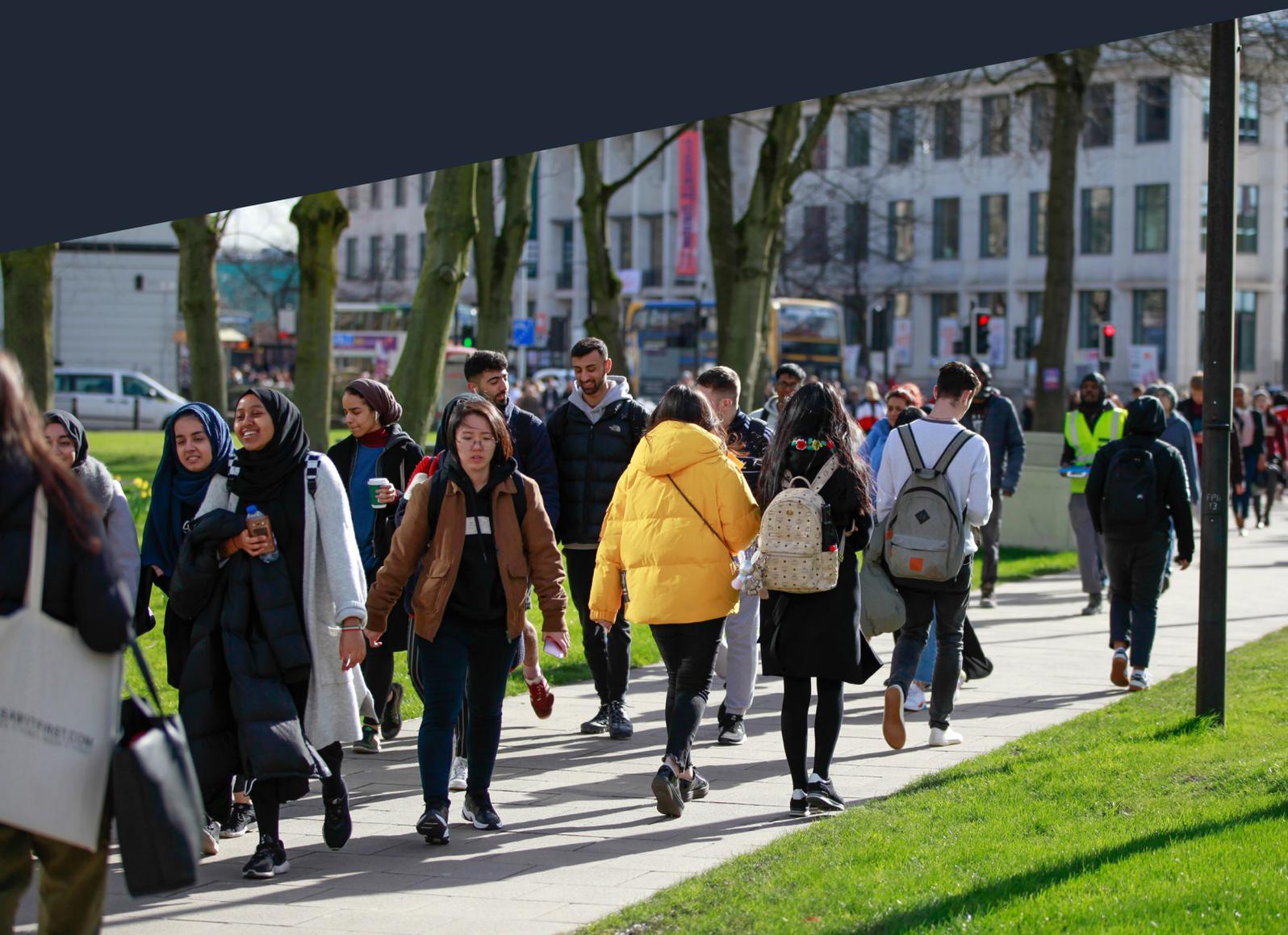


UCAS UNDERGRADUATE APPLICATION FORM A PRINTED GUIDE

This guide provides a copy of the UCAS Undergraduate application

form for those who do not have easy access to the internet.



WHAT'S INCLUDED?

This printed guide contains all the sections of the application form, in the order they appear online.

1. Personal details
2. Additional information
3. Student finance
4. Choices
5. Education
6. Employment
7. Statement
8. Reference
9. Pay and send
10. Help
11. Options

Remember, to study a higher education course at a UK university or college, you will need to submit a UCAS application through our online application system, Apply. You don't need to complete it in one go – you can save your progress and sign back in at any time. To get started, go to ucas.com/apply.

1. Personal details

Title*



Title Please select your preferred title from the drop-down list

Gender*



Gender This field contains the gender you provided when you registered. You can select a different gender from the drop-down list. Click on an entry in the list to enter it into the field.

First/given name(s)*



First/given name(s) Please enter your first name and middle name(s) exactly as they are stated on official documents, such as your passport, birth certificate or driving licence.

Surname/family name*



Surname/family name Please enter your last name(s) in the box exactly as they are stated on official documents, such as your passport, birth certificate or driving licence. If your name is too long for the available space please enter it in full at the beginning of your personal statement.

Preferred first name



Preferred first name If you have a different name you would rather be known by, please enter it in this field. For example, your proper name is Andrew but you are known as Andy.

Previous surname at 16th birthday



Previous surname at 16th birthday If you have changed your name since your 16th birthday, enter your previous surname or family name. If not, please leave this section blank. This will help us when checking your educational records.

[change my address](#)



Postal address This is the address where UCAS and your chosen universities or colleges will write to you. If the address shown is incorrect or incomplete in any way please click on **Change my address** to amend.

Is your permanent home in the UK?*

Yes No



Is your permanent home in the UK?

If you normally live in the UK on a permanent basis select **Yes**.

If you normally live outside the UK then select **No**.

If you normally live outside the UK but are attending school in the UK, select **No**. If you normally live in the UK but are attending school outside the UK, select **Yes** - school is not a permanent residence.

If you normally live within the UK but are currently using a BFPO address, select **Yes**.

Home address

(if different from postal address)



Home address (if different from postal address) Please enter your **home** address if it is different from your postal address (for example, if you are at boarding school or if you are using an agent's address for your post).

We will not use this home address to contact you **unless** you ask us to change your address details.

If you are an international student and your postal address is different from your permanent address, you must enter your permanent address here. Universities and colleges need your permanent address as part of visa procedures. If you need to have your post sent to this address at any time, make sure you contact us, and the universities and colleges, so that we can update our details. If you move to a new permanent address before you start your course, you must let us and the universities know this.

Home telephone number



Home telephone number Please enter your full home telephone number, including the area or international code(s). You may only enter numbers, spaces, dashes or the + symbol, you cannot use brackets

Mobile number



Mobile number Please enter your full mobile or cell phone number, if any, including the area or international code(s). You may only enter numbers, spaces, dashes or the + symbol, you cannot use brackets.

We may use this number to send you a text message to remind you to reply to any offers that you receive. These messages will not list any changes or state any decisions made by your chosen universities and colleges.

Email address*



Email address Please enter your email address.

- **To apply through UCAS you must provide a valid email address. We, and the universities and colleges, will use it to contact you about your application.** If you are applying through a school, college or other organisation, they may also email you.
- If you don't already have an email address you will need to set one up with a provider, for example, Yahoo, Gmail, Hot-mail or Outlook.
- Please make sure your email address does not:

- cause offence

- contain foreign characters, such as Æ Œ Œ Ć

- We recommend you use a personal email address rather than one which is shared with other people.

Why do we need your email address?

We need your email address so that, once we have processed your application, we can send emails alerting you to changes to the status of your application, including decisions made by your chosen colleges or universities. Track is available on the UCAS website for you to use once we have processed your application.

Verifying your email address

Your email address needs to be verified as valid before you send your application to us. We will send you an email which contains a verification code and instructions - please add enquiries@ucas.ac.uk to your list of contacts. This should prevent our message being diverted into your junk or spam folder.

Once you've applied, you will also need to add your universities' or colleges' email addresses to your list of contacts.

Keep your email address up-to-date

If you use a different email address at a school or college, make sure you update it in the holidays and when you leave. You can update your email address in Track and will also need to verify it again.

Confirm email address*



Confirm email address Please re-enter your email address exactly as it was entered in the 'email address' field and check the details carefully.

Date of birth*



Date of birth Please select your date of birth exactly as it is stated on official documents, such as your passport, birth certificate or driving licence.

Country of birth*



Country of birth Enter the current name of the country where you were born by clicking **See list** and then clicking on the name of the country to select it. For the purposes of this question the UK is taken to include the Channel Islands and the Isle of Man (British Nationality Act 1981).

Date of first entry to UK

(if not born in the UK*)



Date of first entry to the UK (if not born in UK)
If you were not born in the UK, please give the date when you entered the country to live here. If you are not currently living in the UK, please enter the date you expect to enter the UK to start your course. If you have already moved to the UK, the date you arrived might be stamped in your passport and/or on other papers used to gain admission to the UK.

This field is for information purposes only and will not affect your student visa status in any way.

Nationality*



Nationality Please choose the appropriate nationality by clicking **See list**. Your nationality should be stated in your passport and should not be confused with your ethnic origin.

If you have dual nationality and you need a visa to enter the UK, enter your first nationality as it is shown on the passport you intend to use when travelling to the UK for your course.

For the purposes of this question the UK is taken to include the Channel Islands and the Isle of Man (British Nationality Act 1981).

Dual nationality



Dual nationality If you have dual nationality, select your **first** nationality in the previous field and your **second** nationality here by clicking on **See list**, and then clicking on the second nationality to enter it into the box.

For the purposes of this question the UK is taken to include the Channel Islands and the Isle of Man (British Nationality Act 1981).

Area of permanent residence*



Area of permanent residence Please choose an area of permanent residence by clicking **See list**. If you live outside the UK a list of countries will be displayed. If your permanent home is in the UK, a list of counties, boroughs and districts will be displayed. If you live

- in Greater London, select your London borough from the UK list, e.g. Enfield
- in a former metropolitan county, select your district from the UK list, e.g. Sefton
- in Scotland, select your district or islands area from the UK list, e.g. Clackmannanshire
- elsewhere in the UK, select your county from the UK list, e.g. Derbyshire
- outside the UK, select your country from the list of countries, e.g. Italy.

For the purposes of this question the UK is taken to include the Channel Islands and the Isle of Man (British Nationality Act 1981).

Residential category*



Residential category Along with other information in your application, this helps universities and colleges to establish your status for the payment of tuition fees. You should not confuse your residential category with your ethnic origin.

The brief explanations below should establish your provisional status. You can also scroll down and answer the questions listed below to help you determine your status. The universities and colleges to whom you are applying will make the final decision on your category, and so all queries should be addressed to them. The different categories are as follows:

UK citizen - England

You are a UK citizen, or are the child or grandchild, or the spouse or civil partner of a UK citizen, and have lived in England for the past three years, but not just for full-time education. If you have been living in England for three years partly for full-time education, you also lived in England prior to that three year period.

UK citizen - Scotland

You are a UK citizen, or are the child or grandchild, or the spouse or civil partner of a UK citizen, and have lived in Scotland for the past three years, but not just for full-time education. If you have been living in Scotland for three years partly for full-time education, you also lived in Scotland prior to that three year period.

UK citizen - Wales

You are a UK citizen, or are the child or grandchild, or the spouse or civil partner of a UK citizen, and have lived in Wales for the past three years, but not just for full-time education. If you have been living in Wales for three years partly for full-time education, you also lived in Wales prior to that three year period.

UK citizen - Northern Ireland

You are a UK citizen, or are the child or grandchild, or the spouse or civil partner of a UK citizen, and have lived in Northern Ireland for the past three years, but not just for full-time education. If you have been living in Northern Ireland for three years partly for full-time education, you also lived in Northern Ireland prior to that three year period.

British citizen - Channel Islands and Isle of Man

You are a British citizen, or are the child or grandchild, or the spouse or civil partner of a British citizen, and have lived in the Channel Islands or Isle of Man for the past three years, but not just for full-time education. If you have been living in the Channel Islands or Isle of Man for three years partly for full-time education, you also lived in the Channel Islands or Isle of Man prior to that three year period.

British citizen - British Overseas Territories

You are a British citizen, or are the child or grandchild, or the spouse or civil partner of a British citizen, and have lived in the British Overseas Territories for the past three years, but not just for full-time education. If you have been living in the British Overseas Territories for three years partly for full-time education, you also lived in the British Overseas Territories prior to that three year period.

EU national (non-UK citizen)

You are an EU national but not a UK citizen, or are the child or grandchild, or the spouse or civil partner of an EU national (but not a UK citizen), and have lived in the European Economic Area (EEA) or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA or Switzerland or OT for three years partly for full-time education, you also lived in the EEA or Switzerland or OT prior to that three year period.

EEA or Swiss national:

Either: You are an EEA or Swiss national working in the UK, or you are the child, spouse or civil partner of such a person or you are the parent or grandparent of an EEA national working in the UK. You have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full-time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

Or: You are the child of a Swiss national and have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three year partly for full-time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

Child of a Turkish worker:

You are the child of a Turkish national who has lawfully worked in the UK, and you have lived in the EEA, Switzerland or Turkey for the past three years.

Refugee:

You have been recognised as a refugee by the British government or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application.

Humanitarian Protection or similar:

You have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application.

Settled in the UK:

You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education. (However, this does not apply if you are exempt from immigration control, for example, as a diplomat, a member of visiting armed forces or an employee of an international organisation or the family or staff member of such a person: if this is your situation your residential category is **Other**).

Other:

Based on the answers to the questions below, you fit into '**Other**' category.

Questions to determine your provisional status

Q1 Are you a UK or EU national or the direct descendant (child or grandchild) or the spouse or civil partner of a UK or EU national?

YES go to question 2

NO go to question 6

Q2 For three years or more prior to the start of your course, have you lived in the UK including British Overseas Territories, Channel Islands and Isle of Man?

YES go to question 3

NO go to question 10

Q3 For any of that three year period, have you only been living in the UK, including British Overseas Territories, Channel Islands and Isle of Man to receive full-time education?

YES go to question 4

NO go to question 5

Q4 Prior to that three year period, did you live in the UK, including British Overseas Territories, Channel Islands and Isle of Man?

YES go to question 5

NO go to question 10

Q5 You are likely to fit into one of the following categories:

UK citizen - England

UK citizen - Scotland

UK citizen - Wales

UK citizen - Northern Ireland

British citizen - Channel Islands and Isle of Man

British citizen - British Overseas Territories

Please select the appropriate country / area you have lived in for the past three years. You must not have lived there just for full-time education. If you have lived in that country / area for three years partly for full-time education, you must have also lived in that country / area prior to that period of study.

Q6 Are you an EU national or the direct descendant (child or grandchild) or the spouse or civil partner of a UK or EU national?

- YES **go to question 7**
- NO **go to question 8**
- Q7** For three years or more prior to the start of your course, have you lived in the EU, EEA, Switzerland or OT?
- YES **go to question 8**
- NO **go to question 10**
- Q8** For any of that three year period, have you only been living in the EU, EEA, Switzerland or OT to receive full-time education?
- YES **go to question 9**
- NO **code: EU national (non-UK citizen)**
- Q9** Prior to that three year period, did you live in the EEA, Switzerland or OT?
- YES **code: EU national (non-UK citizen)**
- NO **go to question 10**
- Q10** Are you an EEA or Swiss national working in the UK or the child or the spouse or civil partner of such a person or the direct ascendant (parent or grandparent) of an EEA national working in the UK?
- YES **go to question 11**
- NO **go to question 12**
- Q11** For three years or more prior to the start of your course, have you lived in the EEA, Switzerland or OT?
- YES **code: EEA or Swiss national**
- NO **go to question 12**
- Q12** Are you a child of a Swiss national and for three years or more prior to the start of your course, have you lived in the EEA, Switzerland or OT?
- YES **go to question 13**
- NO **go to question 15**
- Q13** For any of that three year period, have you only been living in the EEA, Switzerland or OT to receive full-time education?
- YES **go to question 14**
- NO **code: EEA or Swiss national**
- Q14** Prior to that three year period, did you live in the EEA, Switzerland or OT?
- YES **code: EEA or Swiss national**
- NO **go to question 15**
- Q15** Are you the child of a Turkish national and is your parent living (and has lawfully worked) in the UK?
- YES **go to question 16**
- NO **go to question 17**
- Q16** For three years or more prior to the start of your course, have you lived in the EEA, Switzerland, OT or Turkey?
- YES **code: Child of a Turkish worker**
- NO **go to question 17**
- Q17** Are you a refugee recognised by the UK government or were you the spouse, civil partner or child under 18 (of either the refugee or their spouse or civil partner) at the time of the asylum application?
- YES **code: Refugee**

- NO **go to question 18**
- Q18** Have you been granted Humanitarian Protection or any other form of immigration permission to stay in the UK as the result of having applied for refugee status or were you the spouse, civil partner or child under 18 (of either the refugee or their spouse or civil partner) at the time of the asylum application?
- YES **code: Humanitarian Protection or similar**
- NO **go to question 19**
- Q19** Does your permission to stay in the UK have any actual or implied time limit attached to it, for example a specific date or when your parent's posting to the UK will end?
- YES **code: Other**
- NO **code: Settled in the UK**

In all other cases, please put 'other' as your residential category.

Notes:

Channel Islands and Isle of Man are Crown dependencies. The Channel Islands and Isle of Man are not part of the EU or the United Kingdom. The Crown dependencies, together with the United Kingdom, are collectively known as the British Islands. Since the British Nationality Act 1981 came into effect, they have been treated as part of the United Kingdom for British nationality law purposes.

British Overseas Territories consists of the following 14 territories: Anguilla, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Pitcairn Islands (i.e. Pitcairn, Henderson, Ducie and Oeno Islands), St Helena, Ascension Island and Tristan da Cunha, South Georgia and South Sandwich Islands, Sovereign Base Areas of Akrotiri and Dhekelia on Cyprus, and Turks and Caicos Islands.

The European Union (EU) includes the following 28 countries: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus (but not the Turkish Republic of Northern Cyprus), Czech Republic, Denmark, Estonia, Finland (including the Åland Islands), France (including the French Overseas Departments of Guadeloupe, Martinique, French Guyana, Reunion and Saint-Martin), Germany (including Heligoland), Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal (including Madeira and the Azores), Romania, Slovakia, Slovenia, Spain (including the Balearic Islands, the Canary Islands, Ceuta and Melilla), Sweden, and the United Kingdom (including Gibraltar).

The European Economic Area (EEA) consists of the countries of the EU plus Iceland, Liechtenstein and Norway (including Svalbard). For the purposes of residence, this includes the whole of the island of Cyprus.

The Overseas Territories (OT) are: Aruba, Faroe Islands, French Polynesia, French Southern and Antarctic Territories, Greenland, Mayotte, Netherlands Antilles (Bonaire, Curaçao, Saba, Sint Eustatius and Sint Maarten), the Territory of New Caledonia and Dependencies, St Barthélemy (St Barth), St Pierre et Miquelon and Wallis and Futuna Islands.

The Home Office will have sent you a letter confirming your status if you are officially recognised as a refugee or if you have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave in the UK.

If your circumstances change leading to different answers to these questions, you should immediately tell the universities and colleges you have chosen. For example, if either of your parents is granted UK or EU citizenship or if either of your parents is granted refugee status.

For further information, visit the 'Advice for International Students' page on the UK Council for International Student Affairs website (www.ukcisa.org.uk) or the 'Study visas' page on the UK Visas and Immigration website (<https://www.gov.uk/browse/visas-immigration/study-visas>).

Reference numbers

If you do not have any of the following reference numbers, please leave the boxes blank.
Unique Learner Number (ULN)



Unique Learner Number (ULN) If you have a Unique Learner Number (ULN), please enter it in the box provided. If you do not have a ULN, please leave the box blank. You may have a ULN if you are studying a UK

qualification from 2008 onwards.

The ULN should be 10 characters long and contain only numbers.

Find out more about the ULN on the [Learning Records Service website](#).

Test of English as a Foreign Language (TOEFL) Number



Test of English as a Foreign Language (TOEFL) Number If you are taking, or have taken a Test of English as a Foreign language (TOEFL), please enter your registration number in the box. This is the number you are given when you register to take the test, and it is also displayed on your score sheet when you get your results. Universities and colleges where you are holding offers will be able to use this number to verify your results.

International English Language Testing System (IELTS) TRF Number



International English Language Testing System (IELTS) Number If you have taken an International English Language Testing System (IELTS) test, please enter your Test Report Form (TRF) number in the box - this contains letters and numbers, is no more than 20 characters long and can be located in the bottom right-hand corner of your IELTS TRF. Universities and colleges where you are holding offers will be able to use this number to verify your results.

Passport details

(This section only applies if your permanent home is outside the EU)

Where relevant, UCAS collects applicants' passport information on behalf of universities and colleges, who need it for purposes of visa application and checks with the UK Visas and Immigration (UKVI). For further details about UK Visas and Immigration please visit the [UKVI website](#).

Do you require a student visa?



Do you require a student visa? If you need a student visa to study in the UK, select **Yes**. If you do not need a student visa, select **No**.

Have you previously studied in the UK on a student visa?



Have you previously studied in the UK on a student visa? If you have previously studied in the UK on a student visa, select **Yes**. If you have not previously studied in the UK on a student visa, select **No**.

Please check that the names you have provided at the top of this section match how they are stated on your passport.

Please enter the following details about your passport. If you have more than one passport, give the details of the passport you intend to use to enter the UK for the purpose of studying your course.

If you need a visa but don't yet have a valid passport, leave the sections below blank - we will ask you to provide the details once you have submitted your application **and** have received an offer of a place.

Passport number



Passport number Give your passport number exactly as it appears on your passport. You can enter up to 35 characters, using letters A-Z and a-z and numbers 0-9.

Please also check that the names you have provided at the top of this section match how they are stated on your passport.

Issue date



Issue date Give the date your passport was issued; for example if your passport was issued on 26 September 2015, select '26 September 2015'.

Expiry date



Expiry date Give the date your passport will expire; for example if your passport will expire on 13 May 2018, select '13 May 2018'. The passport must be valid for at least one year - if it expires in less than 12 months, you may need a new passport in order to study in the UK.

You need to select an expiry date unless your passport has been issued without one

Place of issue



Place of issue Enter the name of the place your passport was issued, as it is written on your passport. You may enter up to 30 characters, using letters A- Z and a-z and numbers 0-9.

Student support

Fee code*



Fee code Select one code from the drop-down list to show how you expect to pay for your tuition fees. Most applicants from the UK, Channel Islands, Isle of Man and the EU will be in category 02. You should use that code if you are eligible for assessment under student support arrangements, even if you think your family income will be too high for you to receive support.

The choices are as follows:

- **01 Private finance** - Entire cost of tuition fees is to be paid by private finance.
- **02 UK, Chi, IoM or EU student finance services** - Applying for student support assessment by local authority, Student Finance England, Student Finance Wales, Student Awards Agency for Scotland, Student Finance NI (Northern Ireland), Northern Ireland Education and Library Board, SLC EU Team, Channel Island or Isle of Man agency.
- **04 Research councils** - Contribution from a research council.
- **05 DHSS/Regional Health** - Contribution from the Department of Health and Social Security or from a Regional Health Authority.
- **06 UK Govt international award** - International student award from the UK Government or the British Council.
- **07 Training agency** - Contribution from a training agency.
- **08 Other UK Govt award** - Contribution from another Government source.
- **09 International agency** - Contribution from an international agency, government, university or industry.
- **10 UK Industry/commerce** - Contribution from UK industry or commerce.
- **90 Other source** - Other source of finance.
- **99 Not known** - Not known.

If you are applying to any of the authorities listed in fee code 02, they may assess your eligibility for any financial

support towards tuition fees.

If you are applying for a mixture of courses involving more than one fee code, such as 02 and 05, enter the fee code that applies to most of the courses you have chosen.

If all or part of your tuition fees will be paid by an award from another organisation (for example, a National Health Service bursary, a company sponsor or a training agency), please choose the appropriate code. Bursaries for nursing courses are usually category 05. If you are currently applying for sponsorship, give the name of your first choice sponsor in your personal statement section. You can find out more about company sponsorship from a careers adviser. You should say in your personal statement if you plan to defer to the next academic year if your application for sponsorship this year is unsuccessful.

You should only use code 01 if you are paying all of your tuition fees from private finance and you are not eligible for assessment under student support arrangements.

A small number of universities and colleges do not receive public funding and their students may not get help towards tuition fees under the student support arrangements. Please refer to university and college websites and prospectuses for more information.

If you want to study in Europe during your course, find out more about the Erasmus programme, which is the European Commission's flagship educational exchange programme for higher education students, teachers and institutions. Contact your chosen university or college for further details or go to the [European Commission](#) website for more information.

Student support arrangements

(This field is only available if you select fee code '02 UK, ChI, IoM or EU student finance services')



Student support arrangements This question is only applicable to applicants who have selected fee code 02. You should give details of who will assess you for tuition fees, or how you will pay for your course. Please click on **See list** and select the option which best describes your situation.

- If you live in England or Wales select the name of your local authority. All applications for financial support for students who live in England or Wales are processed centrally, so you should apply to Student Finance England or Student Finance Wales for your student support.
- If you live in Northern Ireland select the Northern Ireland Education and Library Board area.
- If you live in Scotland select Student AAScotland.
- If you live in the Channel Islands, the Isle of Man or the EU - please select these choices from the list.
If you want to study in Europe during your course, find out more about the Erasmus programme, which is the European Commission's flagship educational exchange programme for higher education students, teachers and institutions. Contact your chosen university or college for further details or go to the [European Commission](#) website for more information.

Please answer the following questions about whether you and your family may have lived within the EU or EEA. The universities and colleges that you are applying to need this information to make a decision about the fees you may be charged and any scholarships, bursaries and financial support that may be available to you.

Have you ever lived or worked in the EU (excluding the UK), European Economic Area (EEA) or Switzerland?*



Living in the EU or EEA These questions are about whether you and your family may have lived within the EU (excluding the UK), EEA or Switzerland. This is important in deciding the level of tuition fees you pay, what support you are entitled to, and where this support comes from. Universities and colleges, Government bodies and funding councils need this information to make an accurate decision about the fees you may be charged and any scholarships, bursaries and financial support available to you.

For further information about the financial support that is available if you are studying in the UK please visit the [student finance page](#) on the UCAS website.

Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK), EEA or Swiss national? *



Living in the EU or EEA

These questions are about whether you and your family may have lived within the EU (excluding the UK), EEA or

Switzerland. This is important in deciding the level of tuition fees you pay, what support you are entitled to, and where this support comes from. Universities and colleges, Government bodies and funding councils need this information to make an accurate decision about the fees you may be charged and any scholarships, bursaries and financial support available to you.

For further information about the financial support that is available if you are studying in the UK please visit the [student finance page](#) on the UCAS website.

Criminal convictions

Criminal convictions

Please read the help text. You should tick the box only if you have a relevant criminal conviction that is not spent.



Criminal convictions If you have a relevant criminal conviction that is unspent, please tick the box; otherwise leave it blank. If you tick the box you will not be automatically excluded from the application process.

This question requires you to disclose whether you have a criminal conviction which is deemed both relevant **and** unspent. Universities and colleges need this information to help them reduce the risk of harm or injury to their students and staff. Please read the following carefully to help you in answering this question.

Do I need to tick the box?

There are two elements to the question we ask; if you answer **Yes** to both these elements, you will need to tick the box.

1. Is the conviction for a 'relevant' offence?
2. Is the conviction unspent?

No decision will be made on the basis of a ticked box at this stage. This information will be held securely and shared only with those institutions that you apply to.

Is the conviction for a 'relevant' offence?

This is the first element to the question we ask. Relevant offences include one or more of the following:

- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
- Sexual offences, including those listed in the Sexual Offences Act 2003.
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking (drug offences only involving possession are not relevant offences).
- Offences involving firearms.
- Offences involving arson.
- Offences involving terrorism.

If you were convicted outside the United Kingdom for an offence listed above, this is also considered a relevant offence. For the purposes of this question, cautions, reprimands and final warnings are considered as convictions. Penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or other orders are not convictions, unless you have contested a PND or breached the terms of an ASBO or other order and this has resulted in a criminal conviction.

If your answer is 'No' to this question, because you don't have a relevant conviction, then you should not tick the box. You don't need to consider whether your conviction is unspent because it is not relevant and should not be disclosed in answer to this question.

If your answer is 'Yes' to this question, because you have a relevant conviction, you must then go on to consider whether the conviction is unspent (see below).

Is the conviction 'unspent'?

You should only consider this question if you have a relevant conviction (see above), i.e. answered 'Yes' to the previous question.

A criminal conviction can become 'spent' after a period of time. The length of time it takes to become spent is defined by the Rehabilitation of Offenders Act 1974 and depends on the sentence or disposal made by the court following the conviction. Until that period has passed, the conviction is considered 'unspent' and you must tick the box.

Further convictions can impact when other convictions become spent. Sentences of over four years in prison cannot become spent.

Most cautions, reprimands and final warnings become spent immediately, so will not normally be 'unspent'.

For more information on offences and rehabilitation periods, visit www.gov.uk/government/uploads/system/uploads/attachment_data/file/286421/rehabilitation-of-offenders-guidance.pdf

You can work out whether your conviction is spent by using an online tool – visit www.disclosurecalculator.org.uk. This only covers convictions made in England and Wales and is maintained by the charity, Unlock. UCAS and Unlock cannot

guarantee the tool's accuracy or completeness. Neither charity assumes responsibility or accepts liability for any damage or loss which may arise as a result of your reliance on it.

If you were convicted outside the United Kingdom, you will need to follow the same process above. If your conviction would be considered unspent under the Rehabilitation of Offenders Act 1974, you must tick the box.

Convictions that are spent do not need to be disclosed, it's only when you have one or more unspent convictions that you must tick the box.

How will the university or college handle my application if I tick the box?

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

The information concerning criminal convictions will be passed to appointed persons at the university or college. In line with good admissions practice (such as that created by Supporting Professionalism in Admissions (SPA)), they will consider your criminal conviction separately from the rest of your application. During this consideration, they may ask you to provide further information about your conviction. If they are satisfied, your application will proceed in the normal way although they may add certain conditions to any offer they may make. Otherwise they will notify you of their decision.

It is important to note that a failure to declare a relevant unspent criminal conviction is taken very seriously, and could result in expulsion from your university or college. You should therefore seek advice before answering this question if you are unsure how to answer it.

All information concerning criminal convictions will be treated sensitively, confidentially and managed in accordance with the Data Protection Act 1998. You may find further details about how a criminal conviction declaration is handled (including the right to appeal a decision) at the university or college website.

What if I receive a relevant criminal conviction after I have applied?

If you are convicted of a relevant criminal offence after you have applied, you must tell us and any university or college that you have applied to, or may apply to, during the application cycle. Do not send details of the offence; simply tell us and the universities and colleges that you now have a relevant criminal conviction. The universities and colleges may then ask you for more details.

When might I need to disclose a spent conviction or caution?

If you apply for certain courses, you will be required to disclose whether you have any spent convictions, in addition to this question about relevant unspent convictions. If this applies, you will be asked an additional question each time you choose a relevant course. Please see the entry requirements for your course choices to see if this requirement applies to you.

Please note that, in this situation, you should not declare convictions, cautions, warnings or reprimands which are deemed 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). A conviction or caution can become 'protected' as a result of a filtering process. Guidance and criteria on the filtering of convictions and cautions can be found on the DBS website.

Further information on filtering can be found at: www.gov.uk/government/collections/dbs-filtering-guidance.

Keeping you informed about your UCAS application

We will keep in touch with you by email and/or post with updates on how your application is progressing (for example, this will include decisions from universities and colleges and Track updates), and with useful advice to support you as you prepare for university or college life (such as our newsletters). If you have provided a mobile telephone number, we may use this to send you text/SMS alerts to remind you of important dates.

If you do not secure a place at your chosen university or college

If you find yourself unplaced, we may also send you course information from universities and colleges in the UCAS scheme that you may not have applied to but who have relevant vacancies available for you to consider.

If you would prefer not to receive these updates simply untick this box

Keeping you informed about other products and services

To help fund UCAS' services and to keep application fees as low as possible, UCAS Media is our wholly owned subsidiary which works with a number of carefully selected organisations to let you know about products and services, that are relevant to student life and beyond, that we think may be of interest to you.

Study and career opportunities, and health information

These could include:

- career information, placement and internship or work-based learning opportunities from employers
- course and training opportunities from providers outside of the UCAS scheme. This could be overseas institutions, part-time or distance learning opportunities or courses that offer an alternative to higher education
- health and well-being information, such as information about flu vaccinations

If you would prefer not to receive this information simply untick this box

Commercial product and service offers

These could include:

- student discounts and promotions, such as offers related to travel, banking, insurance and high street fashion
- information about student accommodation options

If you would prefer not to receive this information simply untick this box

How we contact you

You can choose how you would like to receive these promotional communications by simply unticking any of the channels that you'd prefer us not to use.

By email

By text/SMS

By post

At any time after your application is submitted you can always change your preferences to receive promotional mailings in the **Your details** section of Track. You can also opt out and unsubscribe from any of the email or text/SMS communications you receive from UCAS or UCAS Media. All our postal mailings will also include a reminder of how to change your preferences in Track. For more information please take a look at our [privacy policy](#).

...we won't share your details

If you choose to receive the information above, please be assured that we will not disclose or share your personal information with the companies who want to send promotional mailings to you. We comply strictly with all relevant legal requirements and regulations on data protection and privacy. All communications will be produced by, and sent from, or on behalf of, UCAS or UCAS Media Ltd.

Nominated access

You can choose to nominate someone, eg parent/guardian/adviser, who can discuss your application with us and the universities if you are unavailable.

Full name of nominee



Nominated access If you are likely to be away at any time during the application period, for example on a gap year, you may wish to nominate someone who can make decisions on your behalf and discuss your application with us and the universities, eg a parent, other relative or guardian. If you are using an agent, you can choose to enter their details.

If you choose to nominate a tutor or adviser at a school, college or other organisation, remember that they may be on holiday at the same time as you, so they may not be the most appropriate choice.

If you decide to nominate someone you should remember that, subject to security checks, they will be able to:

- talk to our contact centre advisers about all aspects of your application, except your log in details
- request a copy of this information by requesting a data protection report from UCAS
- see all your details if they look at your application online.

Please enter their full name(s) and their relationship to you, in the boxes provided. There are 50 characters available for the name - if you would like to nominate two people, enter both names in the field.

Please also remember to amend your postal and email addresses where necessary so that your nominee can receive any correspondence from us or from your chosen universities and colleges.

Relationship to you



Nominated access If you are likely to be away at any time during the application period, for example on a gap year, you may wish to nominate someone who can make decisions on your behalf and discuss your application with us and the universities, eg a parent, other relative or guardian. If you are using an agent, you can choose to enter their details.

If you choose to nominate a tutor or adviser at a school, college or other organisation, remember that they may be on holiday at the same time as you, so they may not be the most appropriate choice.

If you decide to nominate someone you should remember that, subject to security checks, they will be able to:

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Please also remember to amend your postal and email addresses where necessary so that your nominee can receive any correspondence from us or from your chosen universities and colleges.

Disability/special needs

Universities and colleges welcome students with disabilities, and will try to meet your needs wherever possible. The information you give here will help them do this.

Category*



Disability/special needs

If you have a disability, special needs (including dyslexia or another specific learning difficulty) or a medical condition, please click **See list** and select the most appropriate option from the list.

If you feel you may have a disability, special needs or a medical condition that has not yet been medically diagnosed you should select the disability option from the drop-down list, and give further details of the circumstances in the free text box underneath.

If you do not have a disability, special needs or a medical condition, click **See list** and select **No disability**. If you do not want to give this information now, you should select **No disability**. However, you should tell your chosen universities or colleges as soon as you receive our welcome email.

Universities and colleges welcome students with disabilities, and will try to meet your needs wherever possible. The information you give will help them do this. We will also use this to monitor progress in equal opportunities in higher education.

Disability, special needs or medical condition categories:

- No disability
- You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- You are blind or have a serious visual impairment uncorrected by glasses
- You are deaf or have a serious hearing impairment
- You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- You have a mental health condition, such as depression, schizophrenia or anxiety disorder
- You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- You have a disability, impairment or medical condition that is not listed above
- You have two or more impairments and/or disabling medical conditions

If you are concerned about disclosing your disability in your UCAS application, don't be. Generally, early disclosure will help support to be put in place for you.

Case studies

The following case studies were written by disabled students while they were studying at university or college and refer to each of the disability codes above. If you have a disability you may find them useful.

You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder

"After I disclosed my disability, my tutors had training on the difficulties that people with Asperger syndrome can have, and they made sure that I understood things that were discussed in group sessions. I was able to go into the conservatoire before term started to get used to the site, and the staff in the disability office made sure that there was a member of staff I could contact if I had any worries. One of the difficulties I have is when my routine changes, like at exam time, so I need lots of preparation for this, which my tutors and the disability office helped me with."

You are blind or have a serious visual impairment uncorrected by glasses

"At university I used a portable Braille note-taker and screen-reading software to help me use the computers. I also had access to a support worker who would help me to use the internet and printed material."

You are deaf or have a serious hearing impairment

"I went to the university to discuss my support before I started. I needed an interpreter for my lectures and a notetaker and SpeedText for some of my lectures in case my interpreter was ill. I asked about having some language support to help me with my grammar. As I was going on field trips, I needed an interpreter to come with me. I was provided with equipment for my accommodation too - a shake-awake alarm clock, a vibrating fire alarm, a textphone, a laptop and a printer."

You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

"I have epilepsy, with frequent seizures, and I can find it hard to use my limbs. I have a note-taker, personal computer and some help with living, eg cooking. The best advice I can give to new students entering a conservatoire is to get as much information as possible and all the help you need."

You have a mental health condition, such as depression, schizophrenia or anxiety disorder

"I first decided not to disclose my disability because having to tick the mental disorder box in an application is not an easy thing to do! However, I reconsidered my decision this year and have made the university aware of my disability. I was pleased to know that this will stay highly confidential on my medical report. My university will provide me with extra time for sitting exams and I was told that my lecturers will take my situation into account."

You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D

Specific learning difficulties are conditions such as dyslexia (very generally, difficulties in reading, writing and spelling), dyspraxia (generally, difficulties in planning what to do and how to do it) or dyscalculia (mathematical difficulties). Support can come in many different ways. "I used a separate room for exams along with extra time, tutors gave me handouts on blue paper, I used a Dictaphone to help put information into my long-term memory and I used a green or a blue overlay to help with other notes."

You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches

"I have a support worker who helps me around campus and takes notes. I have two personal assistants who help me out in halls and my social life. I also have a computer in my room which allows me to work at my own pace. One issue was getting to class on time as it's often miles from the lift, but all the lecturers have been understanding and have moved to a room nearer the lift when they can."

You have a disability, impairment or medical condition that is not listed above

"I have eczema, asthma, hay fever, multiple allergies and a weak immune system. My personal tutor and I meet termly, she sends work home to me via email when I'm sick and can't attend classes and I have a computer so that when my eczema is bad and I have problems writing, I can work at home. I have adjustments to my room for my medical needs and I can get extra time for my coursework if I need it."

You have two or more impairments and/or disabling medical conditions

"On the UCAS application I had to indicate my needs, which I did as I have dyslexia and low hearing. I have a laptop computer with speech text and read-and-write software. I use mind-mapping software to plan all my ideas before I start an essay."

You may be able to get extra financial support or help with care. If your fee code is 02 or 05 you may be eligible for support from Disabled Students' Allowances (DSAs). For more information contact [Student Finance England](#) if you live in England, [Student Finance Wales](#) if you live in Wales, [SAAS](#) if you live in Scotland, and [Student Finance NI](#) if you live in Northern Ireland.

Please give details of any special needs



Disability/special needs

To help your chosen universities or colleges prepare for you, please explain in the box provided if you will need any facilities or support as a result of your disability or special needs. This might include adapted accommodation, extra equipment, readers or interpreters or extra time to complete your course. If you do not know what facilities or support you need, please contact the Disability Officer at your chosen universities and colleges. You can find their contact details on the [DSA-QAG website](#), and you could also visit them to make sure you are happy with their facilities. They may also ask you for more details to help them plan for you, as well as explain to you how they will keep any information you give them confidential.

You can find out more about access and facilities for students with disabilities from our website and from university and college websites, prospectuses and disability statements. In very few cases, one of your chosen courses may not be able to provide the facilities or access that you need. If this happens, you can ask us to let you choose a replacement course.

You may be able to get extra financial support or help with care. If your fee code is 02 or 05 you may be eligible for support from Disabled Students' Allowances (DSAs) For more information contact [Student Finance England](#) if you live

in England, [Student Finance Wales](#) if you live in Wales, [SAAS](#) if you live in Scotland, and [Student Finance NI](#) if you live in Northern Ireland.

(500 characters left)

section completed

save

cancel

2. Additional information

Equality monitoring

Universities and colleges have a legal obligation to make sure applicants are not discriminated against or disadvantaged. This information will not influence any decision in respect of your application and will only be shared with the universities and colleges after you have secured a place or at the end of the application cycle.

Ethnic origin*



Ethnic origin Please select from the drop-down list the category which most closely describes your ethnic origin. If you do not wish to provide this information, please select **I prefer not to say**.

Your answer will help to inform research on the provision and take-up of higher education across the population. Your answer to this question **will not** affect how your application is considered by your chosen universities or colleges. **This information is not available to your colleges or universities until after they have made a decision on your application.**

The next three questions are optional. If you have any concerns you do not have to answer them.

Your answers will be treated in the strictest confidence.

What is your religion or belief?



What is your religion or belief? Please select your religion or belief from the drop-down list.

If your religion or belief is not included in the list, select **Any other religion or belief**.

If you have no religion or belief select **No religion or belief**.

If you do not wish to provide the information, please select **I prefer not to say**.

Responding to this question is optional. The response to this question will not be considered as part of your application.

If you decide to disclose this information, your response will be treated in the strictest confidence. Your school or college, adviser and referee will not have access to it; and during the application process it will not be seen by the universities or colleges where you are applying. The university or college where you secure a place will have access to this information once your place has been confirmed. All data disclosed will be stored in compliance with the Data Protection Act 1998.

By disclosing this information universities and colleges will better understand the composition of their student population and be able to identify and remove any barriers to an inclusive environment for all students. In addition, this information will help universities and colleges monitor progress in equal opportunities and meet their legal obligations under the Equality Act 2010.

What is your sexual orientation?



What is your sexual orientation? Please select your sexual orientation from the drop-down list.

If your sexual orientation is not included in the list, select **Other**.

If you do not wish to provide the information, please select **I prefer not to say**.

Responding to this question is optional. The response to this question will not be considered as part of your application.

If you decide to disclose this information, your response will be treated in the strictest confidence. Your school or college, adviser and referee will not have access to it; and during the application process it will not be seen by the universities or colleges where you are applying. The university or college where you secure a place will have access to this information once your place has been confirmed. All data disclosed will be stored in compliance with the Data Protection Act 1998.

By disclosing this information universities and colleges will better understand the composition of their student population and be able to identify and remove any barriers to an inclusive environment for all students. In addition, this information will help universities and colleges monitor progress in equal opportunities and meet their legal obligations under the Equality Act 2010.

Do you identify as transgender?



Do you identify as transgender?

If you identify as transgender, select **Yes**.

If you do not identify as transgender, select **No**

If you do not wish to provide the information, please select **I prefer not to say**.

Responding to this question is optional. The response to this question will not be considered as part of your application.

If you decide to disclose this information, your response will be treated in the strictest confidence. Your school or college, adviser and referee will not have access to it; and during the application process it will not be seen by the universities or colleges where you are applying. The university or college where you secure a place will have access to this information once your place has been confirmed. All data disclosed will be stored in compliance with the Data Protection Act 1998.

By disclosing this information universities and colleges will better understand the composition of their student population and be able to identify and remove any barriers to an inclusive environment for all students. In addition, this information will help universities and colleges monitor progress in equal opportunities and meet their legal obligations under the Equality Act 2010.

National identity*



National identity This reflects how you choose to classify yourself. It is different to ethnicity and nationality and can be based on many things, such as culture, language or ancestry/family history. You can select one category from each of the drop-down lists to describe your own national identity: for example, you could select **Welsh** from the first list and **Scottish** from the second if you had dual Welsh and Scottish national identity. If your identity includes a country that is not listed, please select **Other**.

If you do not wish to provide this information, please select **I prefer not to say**.

Your answer will help to inform research on the provision and take-up of higher education across the population. Your answer to this question **will not** affect how your application is considered by your chosen universities or colleges. **This information is not available to your colleges or universities until after they have made a decision on your application.**

Dual national identity



Dual national identity Please select the relevant option from the drop-down list. If your identity includes a country that is not listed, please select **Other**. If you have only one national identity, please select **Not applicable/not required** from the list.

Your answer will help to inform research on the provision and take-up of higher education across the population. Your answer to this question **will not** affect how your application is considered by your chosen universities or colleges. **This information is not available to your colleges or universities until after they have made a decision on your application.**

Activities in preparation for higher education: 1

For example: summer schools, Saturday university, campus days, summer academies, taster courses and booster courses. If you have not taken any such course, please leave these sections blank.

Start date



Start date Please enter the start date for the course you attended. For further information about activities in preparation for higher education, please click on the help link on the left of the screen.

Duration (days)



Duration Please select the number of days that you attended the course from the drop-down list. If the amount of days is not listed, please select the nearest amount of days and provide further information in your personal statement.

School year



School year Please select the school year you were in when you attended the course. If you took the course after finishing school/college, please select **completed after schooling** from the list.

Location



Location Please select the university or college where you attended the course. If the location is not listed, please select **Other**.

Sponsor



Sponsor Please select the organisation that sponsored the course from the drop-down list.

If the organisation is not listed in the drop-down list but is listed below, please select the option given in brackets below.

- Peninsula (Aim Higher)
- HE CARD (Aim Higher)
- First Campus (Reaching Wider)
- Wales Summer University (Reaching Wider)
- High Flyers (LEAPS)
- Campus Days (FOCUS West)
- Focus on 4 (FOCUS West)

If your sponsor is not listed, please select 'other'. If you are unsure, please select **Don't know**.

If you have attended a NAGTY (National Academy for Gifted and Talented Youth) course, please select **YG&T Academy** (Young Gifted and Talented Learner Academy) which replaced NAGTY on 1 September 2007.

Activities in preparation for higher education: 2

Start date



Start date Please enter the start date for the course you attended. For further information about activities in preparation for higher education, please click on the help link on the left of the screen.

Duration (days)



Duration Please select the number of days that you attended the course from the drop-down list. If the amount of days is not listed, please select the nearest amount of days and provide further information in your personal statement.

School year



School year Please select the school year you were in when you attended the course. If you took the course after finishing school/college, please select **completed after schooling** from the list.

Location



Location Please select the university or college where you attended the course. If the location is not listed, please select **Other**.

Sponsor



Sponsor Please select the organisation that sponsored the course from the drop-down list. If the organisation is not listed in the drop-down list but is listed below, please select the option given in brackets below.

- Peninsula (Aim Higher)
- HE CARD (Aim Higher)
- First Campus (Reaching Wider)
- Wales Summer University (Reaching Wider)
- High Flyers (LEAPS)
- Campus Days (FOCUS West)
- Focus on 4 (FOCUS West)

If your sponsor is not listed, please select 'other'. If you are unsure, please select **Don't know**.

If you have attended a NAGTY (National Academy for Gifted and Talented Youth) course, please select **YG&T Academy** (Young Gifted and Talented Learner Academy) which replaced NAGTY on 1 September 2007.

Have you been in care?



Care If you have spent any time living in public care as a looked after child, including:

- in local authority care and living with foster carers or in a children's home
- being 'looked after' at home under a home supervision order in Scotland

please select **Yes** from the drop-down list. If you have **not** spent time in care, please select **No**. Please note this does **not** refer to time spent working in a care or healthcare setting or if you are or have been a carer for a relative.

Many universities and colleges have support available specifically for students who have previously been looked after or been in care. If you select **Yes**, universities and colleges will treat this information in confidence. They may use this information to ensure you receive all the resources and support you may be entitled to. They may contact you to inform you of this support and to discuss whether you want to access it.

The only people who are made aware of this declaration are those who are in a position to provide additional support or guidance that may be of benefit to you. The information may also be used for monitoring purposes that often seek to inform and improve support for students who have been looked after. The information is kept in accordance with the Data Protection Act and your permission will be sought before the information is passed on to anyone else.

One aspect of this support might be additional financial support that colleges and universities may provide to students who have been in care, subject to eligibility criteria. Students previously looked after **may** also have access to **pre-entry support**, for example with the admissions process and events helping you in the transition to higher education, as well as priority access to all year-round **accommodation** and **welfare services**.

Duration in care

If you have answered 'Yes' to the question above, please indicate the total length of time you have been in care*.

 **Duration in care** If you have spent any time in care, please indicate the total length of time by selecting the most appropriate option from the drop-downlist.

Parental education

Do any of your parents, step-parents or guardians have any higher education qualifications, such as a degree, diploma or certificate of higher education?

 **Parental education** Please indicate whether or not any of your parents, step-parents or guardians have taken a course at higher education level. If you are unsure, please select **Don't know**, or if you do not wish to disclose this information please select **I prefer not to say**.

Universities and colleges may have different policies as to if, when and/or how the information may be used. For example, it could be for statistical monitoring purposes after decisions have been made, or it could be used at the application stage to help to provide a fuller picture of an applicant's background. If you have any concern as to how a university or college may use this data, if indeed they do use it, please see the university or college website or contact the institution for further details.

Occupational background*

If you are under 21, please give the job title of your parent, step-parent or guardian who earns the most. If she or he is retired or unemployed, give their most recent job title. If you are 21 or over, please give your own job title. Click 'find...' and enter the job title.

 **Occupational background** If you are under 21 click **Find** and enter the job title of your parent, step-parent or guardian who earns the most, into the search box. For example: Primary school teacher, Car mechanic, Structural engineer, etc.

If she or he is retired or unemployed give their most recent job title.

If you are 21 or over click **Find** and enter your own job title.

If you are retired or unemployed click **Find** and enter your most recent job title.

If you are over 21 and self employed, or your parent, step-parent or guardian is self employed click **Find** and enter current job title. For example, if you are a self-employed electrician, only enter: Electrician.

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

If you cannot find the job title check you have spelt it correctly (there's no spell checker in the search facility). If you still can't find it enter the closest one to the job title you are looking for or enter **Not given**.

If you have over 50 results enter more specific details to reduce the number.

If the message **No matches found** is shown, then search for a similar job title or enter **Not given**.

I would like correspondence from Welsh universities, colleges and UCAS to be in Welsh

Yes No 

section completed

3. Student finance

Student finance explained

While at university or college you will have two main costs - tuition fees and living costs.

Most students will not have to pay anything up front. Depending on your circumstances, your course and where you study, you could get a range of financial support. The main types of finance are **tuition fee and maintenance loans** (which have to be paid back), and **grants and bursaries** (which don't).

There is also extra support for those with special circumstances, for example, if you have children or adult dependants, a disability, mental-health condition, or specific learning difficulty such as dyslexia or dyspraxia.

Repayments are based on future earnings and not on what you borrow. You only repay once you have left university and earn over a threshold.

Applying is easy and **you do not have to have a confirmed place** - simply use your first choice of course and change it online at a later date if you need to.

Share your application details

You can even choose to share some of the details from your UCAS application with the Student Loans Company, who administer loans for Student Finance England, making your student finance application even quicker.

Your UCAS application will not be affected by the way you answer the questions on this page.

Compulsory fields are marked with an asterisk (*).

I will be applying for student finance*

Yes Don't know No ? I will be applying for student finance Select **Yes** if you are going to apply for student finance. If you choose this option you will be asked if you would like to share your details with your student finance company and if you would like UCAS to let you know when applications for student finance are open.

Select **Don't know** if you are not sure if you are going to apply for student finance. This will not prevent you from applying for student finance at a later time, subject to restrictions imposed by your student finance company.

Select **No** if you are not going to apply for student finance. This will not prevent you from applying for student finance at a later time, subject to restrictions imposed by your student finance company.

The Student Loans Company will process your personal information in accordance with its own privacy policy. The UCAS Group of companies shall not be liable to you for any loss or damage that you might suffer in connection with use or processing of your personal information by the Student Loans Company.

How to apply

It's really important to find out what funding is available to you and how you go about applying for it.

You can find out everything you need to know about student finance online at the [GOV.UK website](#) or follow Student Finance England on [Facebook](#) and [Twitter](#) to get updates.

It is important to apply early to make sure you have everything in place before starting your course.

section completed

save

cancel

4. Choices

- add a choice

To avoid losing information please click 'save' before leaving the page.

To find courses based on subject, provider and location, check entry requirements, and view course-specific fee information, please use [the UCAS search tool](https://digitalucas.com/search) (opens in a new window). <https://digitalucas.com/search>

Compulsory fields are marked with an asterisk (*).

Institution code*



Institution code Please enter the relevant university or college code, which will be a letter followed by two numbers. To select your chosen university or college from a list, click **see list** and enter a few characters from the university or college name, and then select from the list of options.

Course code*



Course code Please enter the relevant course code. To view a list of courses available at your chosen university or college, click **See list** and click on the name of the course. The correct code will then be entered.

Campus code*



Campus code Please click on the **See list** option. This shows every campus of the university or college where the subject you have chosen may be studied. Details of each campus are on the university's or college's website - please make sure that you research this information and select the correct campus.

Click on the relevant option from the list provided and the correct code will then be entered. If no campus code is required, please choose **Main site**.

Start date*



Start date Please enter your preferred start date for the course you have chosen by clicking **See list**. Click on the relevant date from the list provided.

Further details



Further details Only complete this information if it is requested within the UCAS search tool or in the university or college prospectus. If you are applying for a combined degree, you will need to list the subjects that you intend to study.

Live at home while studying?*

Yes

No



Live at home Please choose **Yes** if you are planning to live at home while you study or **No** if you will need accommodation information from the university or college.

Point of entry



Point of entry This tells the universities and colleges which year of the course you want to start, e.g. point of entry one is the first year of the course. **If you wish to start in the first year of the course, please leave the box blank** and you will automatically be considered for the first year. Enter 0 if you intend to take a foundation year - not all universities offer a foundation year so please check before applying.

If you have agreed with the university or college that they are willing to consider your application to start the course **after** the first year, please enter the relevant number for the year, e.g. second year = 2, third year = 3, etc

5. Education

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

add new school/college/centre > (Opens new Screen)

Compulsory fields are marked with an asterisk (*).

Before leaving this page click 'save' to avoid losing any of your information.

School/college/centre name*



School/college/centre name Please click **Find**, and enter the name of the school, college or centre you attended or are currently attending. If the correct school name and address appears with the centre number, click on the name to transfer the details onto your application.

If the message **No matches found** is shown, or if the school displayed is not the correct one, then click **My school/centre is not listed here** and enter the correct name in the box provided.

If you have 50 or more results: please enter more details such as the road name or town in the **Search** box to help you find your school.

If you have been home-schooled for your secondary education, click **Find** and enter **Home** in the box. If a suitable option is not available, click **My school/centre is not listed here** and enter **Home-schooled** in the box provided.

Exam centre number



Exam centre number If you selected the exam centre name from the list displayed for the **School/college/centre name** field, the exam centre number may have been entered automatically. If you are typing in the details for your centre, please type the exam centre number directly into the box. If the centre does not have a number, leave this box blank.

England, Wales and Northern Ireland - please use the National Centre Number.

Scotland - please use the SQA Number.

When did you start...*



Date started Please enter the date you started at the school, college or centre.

...and finish?*



Date finished Please enter the date you finished or are due to finish at the school, college or centre

Attendance*

full-time

part-time

sandwich



Attendance Please select the relevant option to show whether you studied full-time, part-time or on a sandwich course (which includes a year of working within an industry as part of the course).

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



Did you receive any qualifications at this centre? If you received any nationally-recognised and certificated qualifications at this school, college or centre, or if you have any qualifications pending at this school, please choose **yes** from the drop-down box.

All qualifications must be entered, even if you received an unsuccessful grade, if you are still waiting to take the final exams or if you are waiting for the results.

If you are resitting a qualification you need to enter it twice: once as a completed qualification with the grade achieved and once as a qualification with the result **Pending**.

save

cancel

Warning:

Centre number has not been entered. If the search facility does not have a centre number you can leave it blank. The warning message will remain.

UCAS, CHELTENHAM (09/1997 - 05/2002, FT)

[edit](#)
[remove](#)

[add qualifications](#) > (Opens new Screen)

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

Entering unit details for A levels is optional
Subject*



Please enter the area of study, using any drop-down list as appropriate. In some cases a course code will be provided - please include this where given.

If your subject is listed more than once, e.g. Biology, Biology A, Biology B, please check your certificate or speak to your school, college or centre.

(other)

Qualification date*



Please select the month and year that you finished the qualification. If you are waiting to take the qualification or exam, please enter the month and year you expect this to be completed. The date you enter should be within the start and finish dates you entered for the school or college. If you are not sure, please check with your school or college.

If the year of the exam is not seen in the drop-down list, check that you have entered the correct attendance dates for the school. You can only select a qualification date that is within the attendance dates. You can alter the dates by clicking **Edit** on the school details on the main **Education** section.

Awarding organisation*

(other)



Please enter the name of the awarding organisation or exam board as shown on the certificate. If there is not enough space, choose a suitable abbreviation. If you are unsure of the name, check with the centre where you are studying / have studied the qualification.

Grade*

(other)



Please enter the level of achievement gained. Use the drop-down list where provided, or type the grade into the **Other** box if the options are not relevant. If you are entering an international qualification, please do not try to give a UK equivalent.

For qualifications that do not award a result and there is no drop-down list, please indicate whether you passed or failed the qualification.

If you have not yet taken the examination, or if the results have not yet been released, please select **Pending** from the drop-down list. If there is no drop-down list, leave the box blank.

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

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

Below honours degree level qualifications



Highest level of qualification

Most universities and colleges will require that you have some qualifications to show that you are able to undertake undergraduate study. From the drop-down list please select the highest level of qualification you expect to have **before** you start your course. This does not relate to the course you are applying to.

Honours degree level or above qualifications: this includes higher education qualifications at honours degree level or above only. For example, bachelor's degree with honours, master's degree, PhD.

Below honours degree level qualifications: this includes further education qualifications that you studied at school or college. For example, AS and A level, Scottish Higher and Advanced Higher, GCSE, Irish Leaving Certificate, International Baccalaureate, Higher National Certificate (HNC), Higher National Diploma (HND), foundation degree, Certificate of Higher Education (CertHE), bachelor's degree at ordinary level (without honours).

I will have no qualifications: this means that you will not have received any qualifications before you start a higher education course.

If you indicate that you do have qualifications, you must enter these in the qualifications section. Competition for some courses is so great that if you do not enter your qualifications, a university is unlikely to consider you at all.

Important: if you do not have any qualifications, you must enter details of paid work experience. To apply, you must have either qualifications or paid work experience.

If you do not have any qualifications, in your personal statement you should try to give evidence of other qualifications, skills or experience which may help your application.



section completed

save

6. Employment

You can add details of up to 5 employers.

- [add an employer](#) > [Opens New Window](#)

Please enter your employment details below.

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

Employer name*



Employer name Please enter the company or business name.

Employer address*



Employer address Please enter the address of the company or business.

Job description*



Job description Please enter your job title and/or a description of the nature of the work. There is a limit of 35 characters - please abbreviate your job title if necessary.

When did you start? *



When did you start? Please select the date you started work from the drop-down boxes.

When did you finish



When did you finish? Please enter the date you finished work from the drop-down boxes. You do not need to select a date if you are still in this job.

Type of work*

full-time

part-time



Type of work Please select whether you worked / are working full-time or part-time.

section completed

7. Statement

Personal statement

Click 'save' within **34 minutes** so that your work is not lost.

You have used 0 of 47 lines based on the preview and 0 of 4000 characters.

Your completed statement must be between 1,000 and 4,000 characters (maximum 47 lines) including spaces

How to provide your personal statement

Your personal statement must be written in English (however, if you are applying only to Welsh universities and colleges, it may be written in Welsh).

You can enter between 1,000 and 4,000 characters or a maximum of 47 lines of text (including spaces and blank lines) for your personal statement.

We recommend you write your statement first and then copy and paste into your online application (but watch out for the character and line count - the processor, e.g. Microsoft Word, might get different values because it doesn't count tabs or paragraphs).

When you add your statement to your online application click 'save' regularly because it will time out after 35 minutes of inactivity. Check the layout and format of any text you've entered after you have saved it by using the 'preview' option.

Please note that you cannot use italics, **bold** or underlining in your personal statement - the system will automatically remove these when saved. This will not disadvantage your application.

If you are applying during Clearing, some universities and colleges may accept a shorter personal statement and so we relax the minimum 1,000-character limit at this time.

Before you can mark this section as complete you must click on 'preview'. The system will then tell you how many lines and characters are still available for your personal statement.

8. Reference

Referee details

Please ensure that you have contacted your referee and they have agreed to provide your reference online. If you have any pending qualifications please also discuss whether they can provide predicted grades.

If you are certain that no reference is needed on your application please read the following declaration and tick the checkbox:

I confirm that I have contacted every one of my choices to discuss the situation and that each of them has stated that I do not need to include a reference in my UCAS application.

Full title and name of referee*



Name of referee Please enter the full name and title (e.g. Mr, Mrs, Miss) of your referee.

Post/occupation/relationship*



Post/occupation/relationship Please enter your referee's job title and relationship to you, e.g. Headmaster, Head of Sixth Form, College Tutor, Line Manager. It is not permitted for family, friends, partners or ex-partners to write your reference. If we find this to be the case, the application may be cancelled.

Organisation name*



Organisation name Please enter the organisation represented by your referee.

Address*



Address Please enter your referee's full address, including postal code and, if relevant, their country of residence

Telephone number*



Telephone number for referee This field is mandatory. Please check with your referee whether they would prefer to be contacted by landline or mobile and give the relevant number here. You may only enter numbers, spaces, dashes or the + symbol, you cannot use brackets.

Fax number



Fax number Please enter your referee's fax number, including any international dialling code. You may only enter numbers, spaces, dashes or the + symbol, you cannot use brackets.

This field is mandatory. Please take care when you enter your referee's email address. To avoid the risk of any emails from UCAS not reaching your referee, please email your referee to check that you have the correct email address before clicking the link below.

Email address*



Email address This information is mandatory. Please enter the email address for your referee twice. You will not be able to copy and paste this information.

We will use this address to request your reference. We will not validate this address other than to check that its structure conforms to standard guidelines (e.g. it contains '@'). Delays will occur in obtaining your reference if the email address is not given accurately.

If no reference has been received from your referee within ten working days, please contact them.

Confirm email address*

Date(s) when applicant is unavailable for interview

Date(s) unavailable



Dates when unavailable for interview Please state any dates when you are unavailable for interview as advised by your referee if appropriate.

Reference

When you click on the link below, an email will be sent to the referee named above asking them to write a reference for you and, if you have pending qualifications, to also provide predicted grades. (If no link exists you must first save the referee details.) Once the link has been clicked you will no longer be able to amend the details above. You will only receive notifications about the progress of your reference if you have entered a verified email address in the personal details section. Please ensure that your referee can receive emails from enquiries@ucas.ac.uk so that they do not get caught as SPAM.

Once you have entered your referee details and clicked save the 'Send reference request' link will appear.

9. Pay and send

Important reminders

Please check the following carefully before you pay and send your application to us:

Course fees

Going to university or college is one of the biggest investments you can make. Have you checked how much it is going to cost you?

You can find out about [student finance](#) and course fee information in the [UCAS search tool](#) for the courses you are applying for.

Choices

Check your choices. Have you checked the course specific entry requirements and minimum entry criteria in the UCAS search tool?

Within seven days of the date on your welcome email you can swap the choice in Track. After seven days, and up to 14 days, [call us](#) to swap the choice for you. Remember universities and colleges will already have your application and it is much better practice to submit a correct application from the start.

Qualifications and education history

Don't forget that **all** subjects for which you have received a result must be entered, including those you have failed. Similarly, if you are waiting to take the final examinations or you are waiting for the final results, they still need to be entered. It is also important that you declare your full education history, including the most recent school, college or university you have attended or are currently attending. **Failure to declare this information could result in your application being cancelled.**

next

Tick boxes if you agree:

 I have read and agree to be bound by the [declaration](#).

Terms of use

Click on the link to display the terms and conditions of use. Please read these carefully. If you do not agree, we will be unable to process your application further.

 I confirm that the information given on this application is true, complete and accurate and no information requested or other material information has been omitted.

Accuracy

Please tick to confirm the completeness and accuracy of the information given in your application. If you do not provide this confirmation, we will be unable to process your application further. Remember that the universities and colleges may at any time ask you to provide further evidence, such as exam certificates

 I agree to my personal data being processed by UCAS and passed to my chosen educational establishments, and understand how my data will be used.

Data

Under the terms of data protection legislation we need your agreement to the processing and transfer of your details in data format to the universities and colleges you have chosen. If you do not agree, we will be unable to process your application further.

I accept that, if I do not fully comply with these requirements, UCAS shall have the right to cancel my application and I shall have no claim against UCAS or any higher education institution or college in relation thereto.

Right to cancel

Please indicate your acceptance that we have the right to cancel your application without refund should it be found that you have not complied with the terms and conditions, and that in such circumstances you would have no claim against us or any university or college. If you do not indicate your acceptance we will be unable to process your application further

next

previous

I agree

Please check your choice details carefully, then enter your card details below. Compulsory fields are marked with an asterisk (*).

Choice summary

Choice 1: University Centre Hartpury (H22) Physical Education and School Sport (C610)

Choice 2: University Centre Hartpury (H22) Animal Behaviour and Welfare (D328)

Card payment details

Credit and debit cards: we accept UK and international Visa, Visa Debit, Delta, MasterCard, JCB, Maestro, and Electron. At the moment we do not accept American Express or Diners Club cards.

Your card details will not be encrypted before being transferred over the internet.

The application will not be progressed until your payment has been authorised by the card issuer.

If it is subsequently discovered that you did not have authority to make payment using the credit or debit card whose details are entered below then we will cancel your application.

Amount due 24.00 GBP

Card number*

Expiry date*

/

Issue number (if applicable)

Security number*

Make payment

Powered by



The next screen you see may be a payment card verification form supplied through your card issuer which is in place to give you added protection when paying online.

10. Help

Welcome

Please make sure that you have read all relevant information on this page before continuing with your application.

Click on the links to the left of the screen to access each section. Please read the information and help provided before completing the sections.

Your details

Many of the fields will have been filled in automatically with information taken from your original registration details. However, your details may have changed since then. Please amend if and where necessary, using the drop-down boxes where provided.

In this section you are also asked to provide further details required by your chosen universities and colleges. **Many of these are needed so that they can decide what tuition fees you should be charged and what entitlements or special requirements you might be qualified to receive.** To do this they need to know your residential status, where/whether you will be looking for funding and/or sponsorship, and if you have any special needs or disabilities which they would need to address. As part of their duty of care to all applicants/existing students they will also need to know if you have any relevant criminal convictions.

Additional information

The information you give in this section includes details of any non-examination-based activities you have undertaken in preparation for higher education, together with other information designed to help us and the universities and colleges to monitor applications and equal opportunities.

The activities in preparation for higher education take place at all times of the year, and may go under another name, such as summer schools, Saturday university, campus days, summer academies, taster courses and booster courses. If you have not taken any such course, please leave the related sections blank. These activities do not include attendance at open days.

You can enter a maximum of two activities: if you have attended more than two, please list the two most recently attended together with the appropriate start date(s). You can add details of these activities, and any others you have taken, to your personal statement

Student finance

If you live in England, Wales, Northern Ireland or Scotland

If you will be applying for student finance to help with tuition fees for your course and living costs, you can make the process easier by allowing us to share some of your application details with your student finance company.

If you live in England, Wales or Northern Ireland we would like to share your information with the Student Loans Company (SLC). If you live in Scotland we would like to share your information with the Student Awards Agency for Scotland (SAAS). This information will be used by the SLC or SAAS in connection with any finance application which you may choose to make in the future.

If you have requested a reminder, we will contact you by email when the application process for student finance opens in your region.

If you live in another European Union country, the Channel Islands, the Isle of Man or you are an international student

We have provided student finance information and links to relevant websites where you can find further guidance. Please read this information and tick the box to confirm you have done so.

Choice summary

This page gives you a summary of the choices you have made so far and states how many choices you have remaining. You can choose up to five courses, which Apply will arrange into alphabetical order. The order of your choices does not indicate any preference order - your application will be sent to all chosen universities and colleges at the same time.

Please be aware that if you apply for a course after the relevant deadline, the university or college may close the course and you won't be considered. Check the [UCAS search tool](#) to see which courses are open and check the [when to apply page onucas.com](#) for deadline dates.

Remember, you can only complete one UCAS application for this application year so make sure these choices are ones you really want.

- If you wish to amend any of the information displayed click **Edit** and change as desired.
- If you change your mind and wish to delete a choice please click **Remove** next to the choice you wish to delete.
- Once you have added all your choices tick the **Section completed** box at the bottom of this page and click **Save**. **There are some restrictions to the combination of courses that you choose. You must read the [choices information on the UCAS website](#) before completing this section.**

Education

This page shows you a summary of the names of schools, colleges or universities you have entered, the month and year in which you started and finished, or are due to finish, and the type of attendance.

You must enter at least one school, college or university. Click **Add new school/college/centre** to add a school, college or university.

Once you have entered the schools, colleges or universities you have attended, please click **Save**. An **Add qualifications** link will then be displayed beneath the centre's details. Click on this link to add qualifications that you have taken / will be taking at that centre.

All qualifications must be entered, even if you received an unsuccessful grade, if you are still waiting to take the final exams or if you are waiting for the results.

If you are resitting a qualification you need to enter it twice: once as a completed qualification with the grade achieved and once as a qualification with the result **Pending**.

If you do not enter any qualifications, a warning message will appear on screen when you mark this section as complete. If this is correct, please ignore the warning message.

Important: if you do not enter any qualifications, you must enter details of paid work experience. To apply, you must have either qualifications or paid work experience.

Employment summary

In this section we require the names and addresses of your most recent employers. You can enter details of up to five different periods of employment. The details of the jobs that you have entered are displayed on this page.

To enter a job, click **Add an employer**.

Please enter both full-time and part-time jobs in this section – this includes weekend and holiday jobs. If you have not had any paid work experience, you can leave this section blank, but you will need to mark it as complete by ticking the **Section completed** box and clicking **Save**.

If your work experience has been unpaid, please include the details in your personal statement and not in this section.

If this section is too small (for example, if you have had several jobs) and you feel more information would benefit your application, you should contact your chosen universities and colleges to ask if you can send further information direct to them. Only send further information once your application has been processed by us and please include your Personal ID. You can also use the space provided in your personal statement.

Please check that all of the information is correct before proceeding.

If you need to amend any of the information, click **Edit** for the appropriate section. To delete an employer's details, click **Remove**.

If you are happy that the information entered is correct, mark the section as complete and click **Save**.

Important: if you have not entered any qualifications you must enter details of paid work experience. To apply, you must have either qualifications or paid work experience.

Preview (Statement)

This screen displays your personal statement as it will be seen by your chosen universities and colleges.

The number of characters/lines you have used are displayed. If any lines are missing from your personal statement, this may be due to it exceeding the maximum amount of characters/lines as shown on the preview screen. You can amend your personal statement by clicking **Edit**.

If you prepared your personal statement using a word-processing package and pasted it into Apply, you may find that any paragraph spacing that you included is not displayed. Don't worry - your chosen universities and colleges will receive the original formatted version.

Once you are happy with the information you have entered, tick the **Section completed** box and click **Save**.

Reference section

This screen displays your referee's details. If there is a red tick next to 'reference' in the navigation, it means that your referee has submitted your reference. The reference will be attached to your application when you send it to us. You cannot view the reference, only your referee's details.

Your referee's details cannot be changed now that the reference has been submitted.

Click on the **Edit** button to change the dates when you are unable to attend an interview, then click **Save**.

View all

If you wish to edit any of the information in your application, click **Edit** for the appropriate section. This will take you back to the original page. Please click **Save** once you have completed any amendments.

If you have entered European characters that are not in the English alphabet, there will be a tick box next to that section on this screen. Not all universities and colleges can view these characters correctly, so a version with substituted English characters is also made available to them. Tick the box to agree that you are happy for the European characters to be substituted with English characters. Fields that allow European characters are marked with an **Æ**.

Please check these details carefully. We recommend that you print this page for your own records by clicking the **Print page** link at the top of the Apply screen.

Important reminders

Before you send your application, make sure you know the course fees and entry requirements for the courses that you have chosen.

Also check that you have entered all your qualifications to your application - all qualifications must be entered, even if you received an unsuccessful grade, if you are still waiting to take the final exams or if you are waiting for the results. Check the [qualifications advice on our website](#) for details on how to add your qualifications.

Options

Please read through the options below.

Change your login details

If you think that someone else knows your password and/or any of your security questions and/or answers, you may wish to change them. To amend your security details, click **Change my password and security questions/answers**.

Link your application to a school, college or other organisation

If you would like to request that your application is linked to a school, college or other organisation, click **Link your application to your school, college or organisation**. Linking your application to a centre means that they will approve your application, write and attach your reference, and send your application to us. If they accept your request, the **Reference** link will be removed from your application.

You will need to enter the centre's buzzword on the next screen. We will then send your request to the centre who will decide whether to accept or decline your application. A buzzword is a word or phrase that will be given to you by your tutor or adviser.

Request a reference from a registered school, college or other organisation

If you are applying independently but would like your reference to be written by a registered school, college or other organisation, click **Ask a registered school, college or organisation to write your reference only**. This means that the centre can write a reference for you but they will not be involved in any other part of your application. Once they have completed the reference, a red tick will be displayed next to **Reference** section in the left-hand navigation.

You will need to enter the centre's buzzword on the next screen. We will then send your request to the centre who will decide whether to accept or decline your reference request. A buzzword is a word or phrase that will be given to you by your tutor or adviser.

Applying in Welsh

If you are applying only to Welsh universities or colleges you may choose to have your application conducted entirely in the Welsh language. You will also receive letters from us in Welsh.

11. Options

Change password and/or security questions/answers

- **Change my password and security questions/answers**

For security reasons, you may wish to change your password and/or your security questions and answers.

Please select which security options you would like to change, then click 'next'.

Change my password and security questions/answers **Change password and security questions**
Please select this option if you wish to change your password **and** your security information.

Change only my password **Change password** Please select this option if you wish to change your password **only**.

Change only my security questions/answers **Change security questions** Please select this option if you wish to change your security questions and answers **only**.

You can change the language that will be presented in Apply.

Language preference

Language preference Please click on the drop-down box, then on the desired language, and click **Save**.