

Name _____

Mentor group _____

UCAS - Student registration & log in to UCAS Apply 2025

Reminders for filling in the application form.

Accuracy is important – read the questions carefully & check everything carefully.

If you have missed out any information, UCAS will “tell” you when you click “finished” writing will appear & instructions will be given about what still needs to be completed.

Registering

1. Go to UCAS website (<http://www.ucas.com/apply/undergraduate>)
2. Click on Register
3. Enter **school e-mail address or your personal email address providing it is sensible** (this will be very important for verifying your account later on). (Make a note of your password) here:
4. Enter and confirm password. You will need to use a special character like this: ! or *
5. A code will be sent to your email address.
6. Country put in: Jersey
7. Date of birth/ undergraduate/ Opportunities interested- leave blank/ starting Year 2025
8. Type in school name and consent to share data
9. Fill out Subject interested in, put in up to 3/ put in some unis/ put in some industries
10. Preferences- You choose! And then go to Hub
11. Click create Hub and then click on ‘start application’ right hand side of screen
12. On the next screen scroll down to the undergraduate box and then ‘Start 2025 application’
13. Are you applying from school/college? Yes
14. Link to a school, college or centre using buzzword. Click continue.
15. Type in the **Buzzword: Hautlieu25. Click save buzzword**
16. Comes up Hautlieu School, is this correct. Click yes

17. You have linked your application to Hautlieu School. Select group. On the drop-down menu select your mentor group or if you cannot find them select 'Default group'. Click save
18. Your 'Hub' then appears where you add your universities and fill out your application

Personal details

19. Make a note of your personal ID number here (top left hand corner):
20. Scroll down to Personal details and complete this section.
21. Enter your personal details and mark section complete and save this section. On the left hand side this will turn green and you will get a tick next to it!

Nationality details (left hand side of screen)

22. What is your country of birth? Click on arrow for the dropdown box
23. What is your nationality? Click on arrow for the dropdown box
24. Dual Nationality (only need to fill this out if you have **two** passports) Click on arrow for the dropdown box
25. Mark section complete and save this section. On the left hand side this will turn green and you will get a tick next to it!

Where you live (left hand side of screen)

26. Address type. Click on arrow for the dropdown box and select UK address
27. 'Address lookup' will appear. Type in your post code and select your address. If this does not work, go to 'click here' and enter your address manually. Remember to use capitals where necessary.
28. When did you start living there? Enter approximate date and year
29. Tell us the reason you are living here. Click on arrow for the dropdown box. Most of you will select 'permanent home'
30. Click 'Save address' and then confirm it is your permanent address
31. Please select your area of permanent residence. Click on arrow for dropdown box and select 'Jersey'
32. Residential category. Click on arrow for dropdown box and most of you will select 'British citizen- Channel Islands and Isle of Man'

33. Mark section complete and save this section. On the left hand side this will turn green and you will get a tick next to it!

Contact details (left hand side of screen)

34. Enter your mobile number. Do not put the '0' at the front of your mobile number

35. Address type. Select UK address

36. Address lookup. Start typing in the first line of your address and it should eventually come up in the dropdown box and select it.

37. Nominated access. Click Yes

38. Full name of nominee: put in your final checker either: Miss Jackson/ Mrs Hale/ Mr Price

39. Relation to you: Teacher

40. Mark section complete and save this section. On the left hand side this will turn green and you will get a tick next to it!

Supporting Information (left hand side of screen)

41. Have you ever worked in lived in the EU? Click on arrow for dropdown box and most of you will select 'no'

42. Do you have a parent, step parent, spouse or civil partner who is an EU or Swiss national? Click on arrow for dropdown box and most of you will select 'No'

43. Mark section complete and save this section. On the left-hand side this will turn green and you will get a tick next to it!

Finance and Funding (Left hand side of screen)

44. What will be your main source of funding for your studies? Click on arrow for dropdown box and most of you will select 'UK, CHI, IoM or EU student finance services'

45. Student support arrangements will appear. Click on the arrow for the dropdown box and most of you will select 'Jersey'

46. Mark section complete and save this section. On the left-hand side this will turn green and you will get a tick next to it!

Diversity and Inclusion

47. Fill out your Ethnic origin and further down Occupational background; this is your parents occupation. Choose the best fit when you start typing in the occupation. You can type in 'Prefer not to say'
48. All the rest is optional. It is up to you about whether you fill this out or not
49. Mark section complete and save this section. On the left-hand side this will turn green and you will get a tick next to it!

More about you

50. You only need to fill out the top box using the drop down box
51. I would strongly advise you to complete the other questions as they will support your application.
52. Mark section complete and save this section. On the left-hand side this will turn green and you will get a tick next to it!

Education

You only need to enter the schools you got qualifications from:

- Click on box at top: Add place of education
- Name of school/ College: Type in Hautlieu School
- If you took your GCSEs at a different school, you will need to manually type this in and add the relevant centre number listed below:

Le Rocquier	67222
Grainville	67210
VCJ	67231
JCG	67219
De La Salle	67204
Haute Vallee	67207
Les Quennevais	67228
Beaulieu	67201

- Enter your start date and end date e.g. if you started in Yr10 the start date is 07/ 2021 and end date would be 08/2025. If you started here in Yr12 it is 09/2023 and end date is 08/2025
- Click full time study
- Study mode click 'in person'
- Click
- Any qualifications from this centre? Click yes
- Enter all of the secondary schools you have attended, putting the most recent first

- In the box which has the school name in, click 'add qualification'
- Qualifications: Enter all subjects for which you received a grade
* See detailed instructions below
- Leave the Unique learner box empty
- Highest level of qualification you will have before starting your course. Enter "Below honours degree level qualifications"

* Qualifications

IB Diploma Click **baccalaureate and scroll down to 'IB (international Diploma Programme)'**. At the top enter qualification date as 07/2025 and grade as 'pending'
Enter the subject you are studying, qualification date as 07/2025, the level and grade as 'pending'. Also click in level box and put in your Theory of Knowledge as 'pending' and your Extended Essay as 'pending'
Once Everything has been entered click **SAVE QUALIFICATIONS**

IB Certificates Select International Baccalaureate Certificates/ Diploma Programme Courses.
Make sure you select which level you are doing the subjects at Select all as being 'pending' (07/2025).
Once Everything has been entered click **SAVE QUALIFICATIONS**

A level Click 'A level, AS EPQ and T Levels'. Then click 'A Level, AS and EPQ'.
Scroll down and select 'A level'.
Enter your subject, qualification date (August 2025). Put in the examination board you are doing. This can all be found in the prospectus on the school website [Hautlieu](#)
Click Grade and enter 'pending'.
Click 'Save and add another, until you have entered all of your subjects.
Once Everything has been entered click **SAVE QUALIFICATIONS**

DipFS/Cfs enter grades if known.

GCSE follow the instructions for AS subjects. There are different boxes the GCSE number grades (1-9) and GCSE letter grades (A*-G)

**Other
quals** you may enter details of any other qualifications you have gained (e.g. music exams, dance etc). If you can't find your subject on the list, select "Add qualification"

Employment

Your employment section: Enter details of up to 5 jobs you have held, putting **the most recent first**
You don't actually need to fill this section out

If you fill it out or not **Mark section complete and save this section**. On the left-hand side this will turn green and you will get a tick next to it!

Extra activities

This section is optional. If you fill it out or not **Mark section complete and save this section**. On the left-hand side this will turn green and you will get a tick next to it!

Please read this. Things that can go in are MOOCs, taster courses, summer schools offered by universities, other relevant courses you may have done.

Open days are not relevant

If you fill it out or not **Mark section complete and save this section**. On the left-hand side this will turn green and you will get a tick next to it!

Scroll up and at the top of the screen click 'return to application overview

Scroll down to Add choice (big blue box)

Enter up to 5 course choices (4 for Medicine, Dentistry & Veterinary Medicine/Science)

NOTE: you do not have to use all 5 choices – only apply for course/unis that you are genuinely interested in

And then just complete your personal statement!