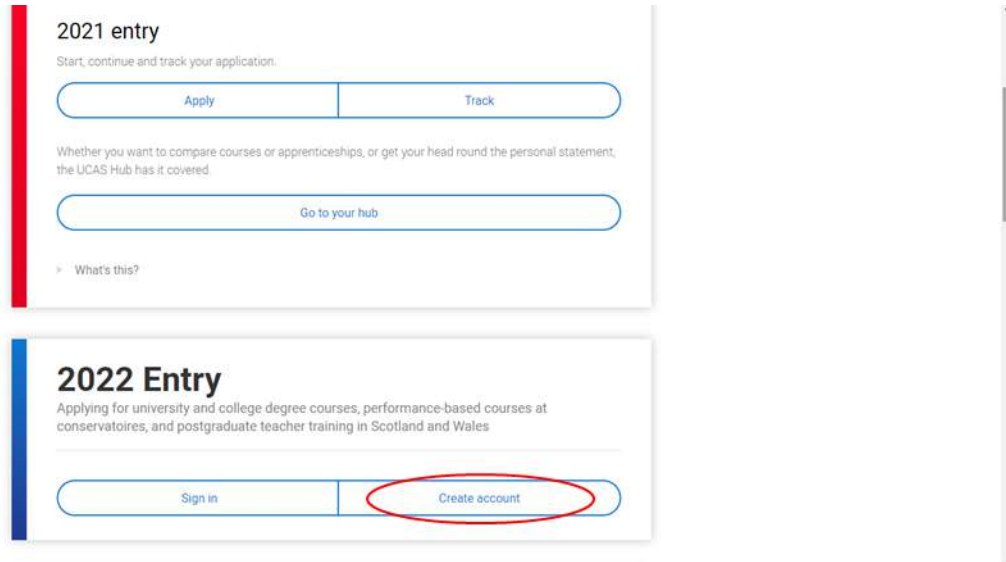
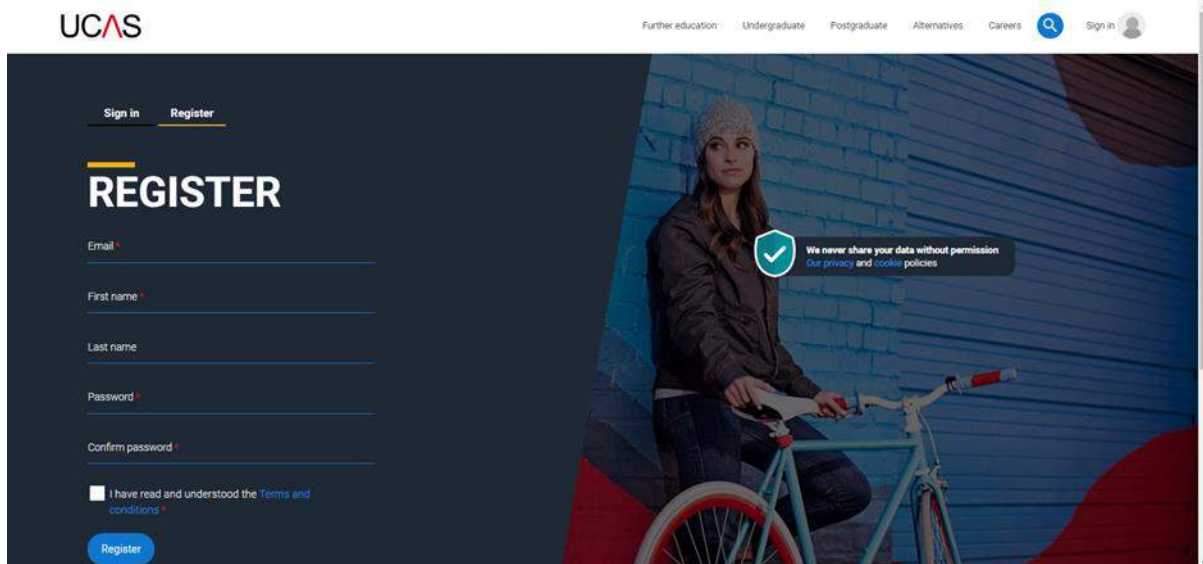


## Register with UCAS (Apply 2022)

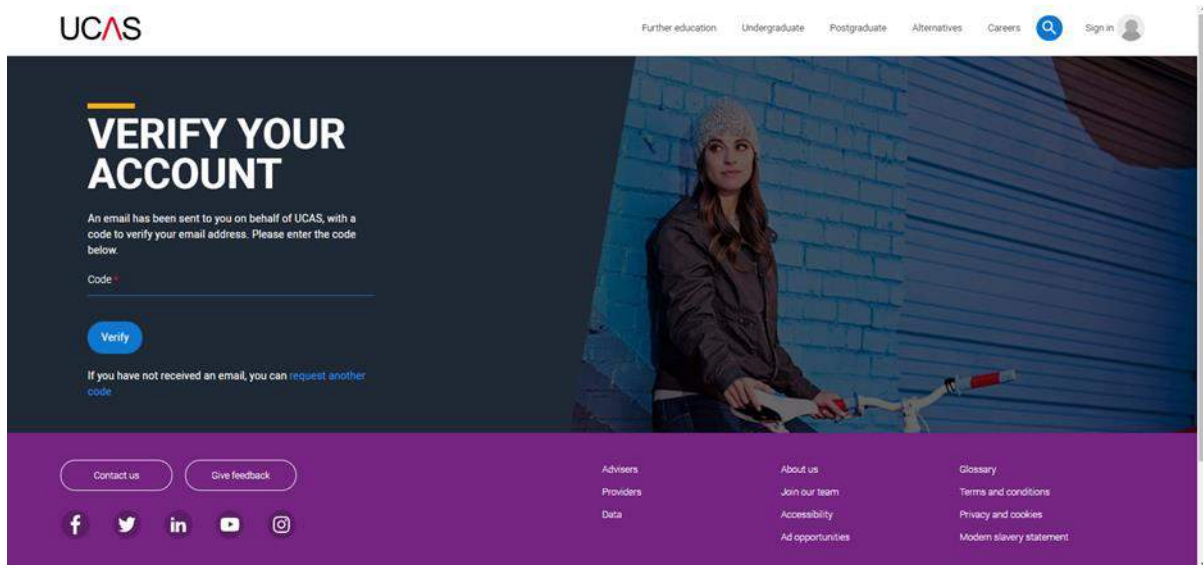
1. Go to <https://www.ucas.com/students> and click on Create account under 2022 Entry.



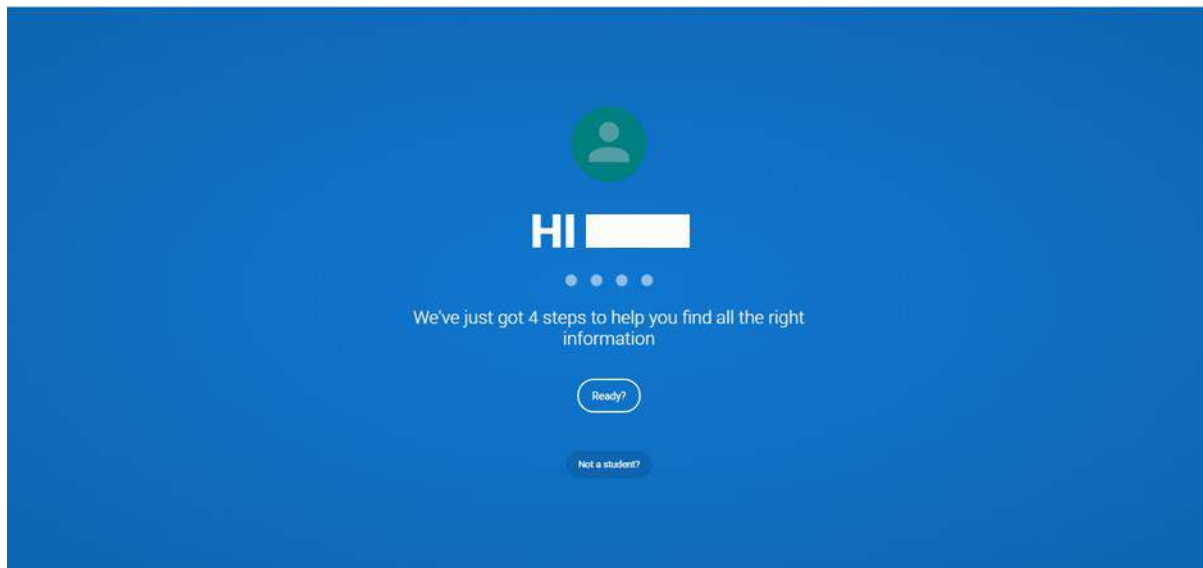
2. Fill in the registration information. Remember to use an appropriate email address as it will appear on your application. DO NOT use your Bradford College email address.



3. Open a new tab/window, log in to your email account and find the email from UCAS.  
Copy/write down the verification code then return to the UCAS tab/window and paste/enter the code in the box.



4. Click on Ready.



5. Select 2022.



In which year do you want to **start your studies?**

• • • •

**2022**

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**2023**

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2024

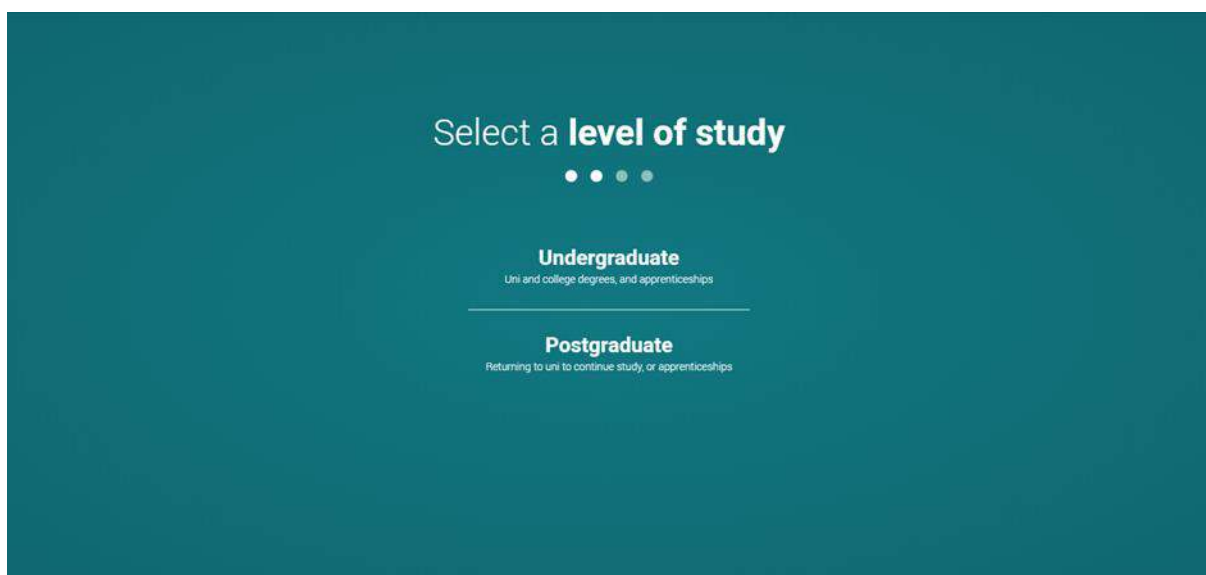
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2025

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2021 - Clearing

6. Select Undergraduate.



Select a **level of study**

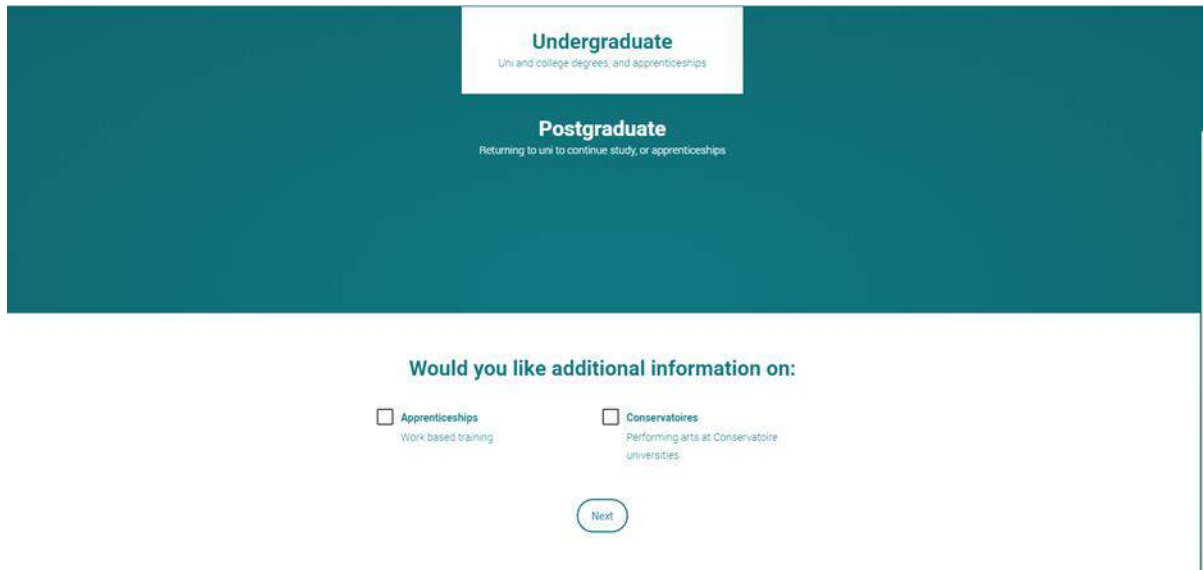
• • • •

**Undergraduate**  
Uni and college degrees, and apprenticeships

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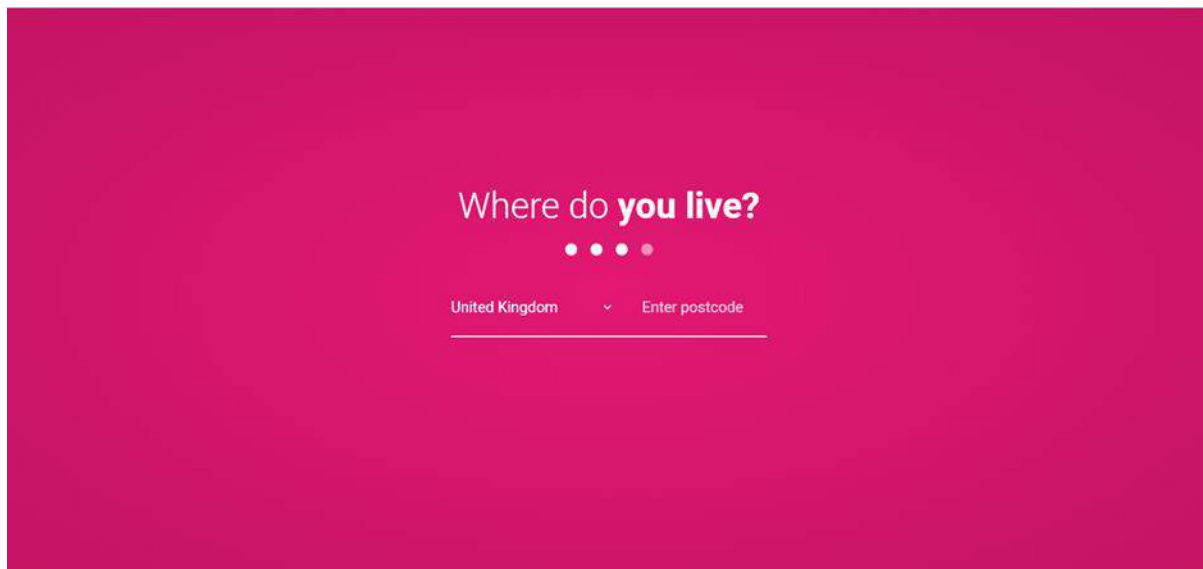
**Postgraduate**  
Returning to uni to continue study, or apprenticeships

7. Tick the boxes if you would like additional information on Apprenticeships and/or Conservatoires.



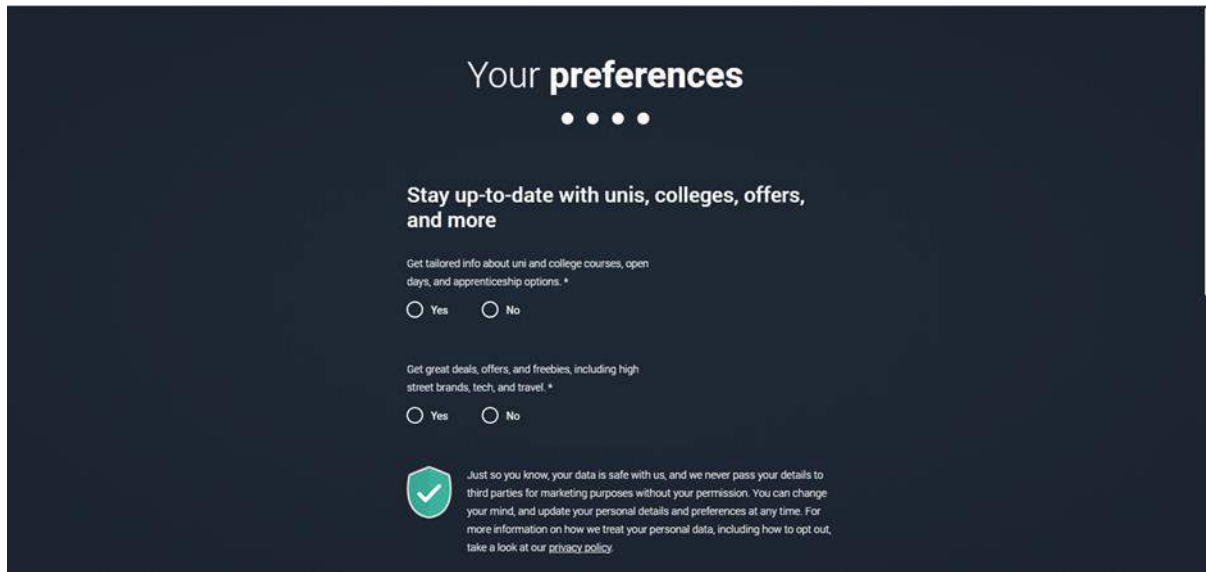
The screenshot shows a form with a teal header. The header contains two sections: 'Undergraduate' (with subtext 'Uni and college degrees, and apprenticeships') and 'Postgraduate' (with subtext 'Returning to uni to continue study, or apprenticeships'). Below the header, the question 'Would you like additional information on:' is followed by two checkboxes: 'Apprenticeships' (with subtext 'Work based training') and 'Conservatoires' (with subtext 'Performing arts at Conservatoire universities'). A 'Next' button is located below the checkboxes.

8. Enter your postcode.



The screenshot shows a form with a pink background. The title 'Where do you live?' is centered at the top. Below the title are four small white dots. Underneath the dots is a dropdown menu showing 'United Kingdom' and a text input field labeled 'Enter postcode'.

9. Read the information and select your preferences.



**Your preferences**


Stay up-to-date with unis, colleges, offers, and more

Get tailored info about uni and college courses, open days, and apprenticeship options. \*

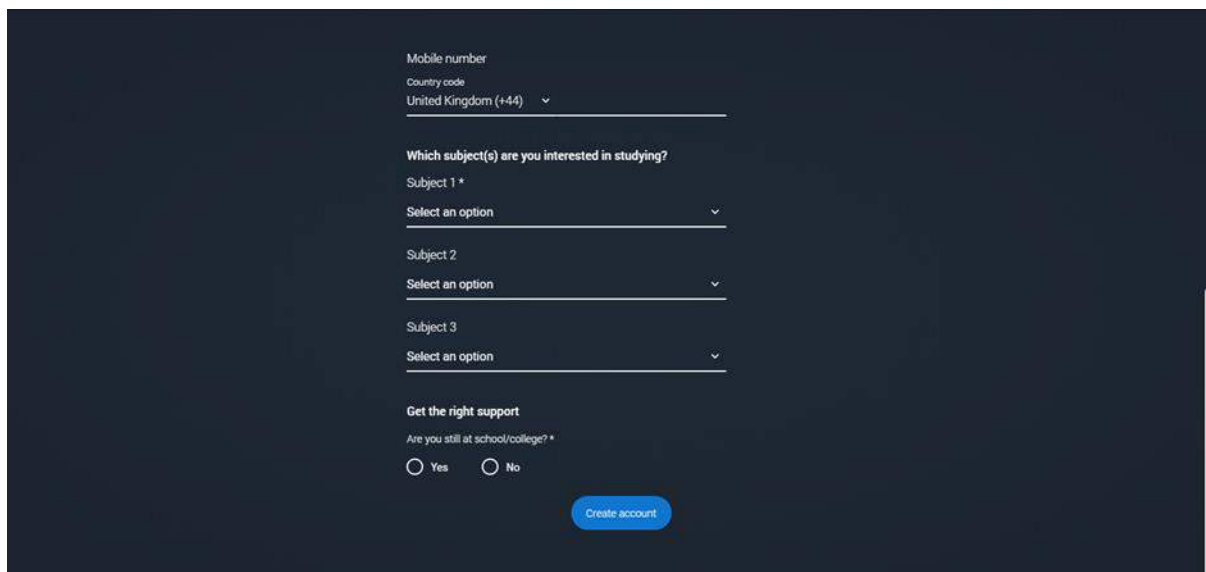
Yes  No

Get great deals, offers, and freebies, including high street brands, tech, and travel. \*

Yes  No

 Just so you know, your data is safe with us, and we never pass your details to third parties for marketing purposes without your permission. You can change your mind, and update your personal details and preferences at any time. For more information on how we treat your personal data, including how to opt out, take a look at our [privacy policy](#).

10. Enter your mobile number and at least one subject you are interested in studying.



Mobile number

Country code  
United Kingdom (+44) ▾

Which subject(s) are you interested in studying?

Subject 1 \*  
Select an option ▾

Subject 2  
Select an option ▾

Subject 3  
Select an option ▾

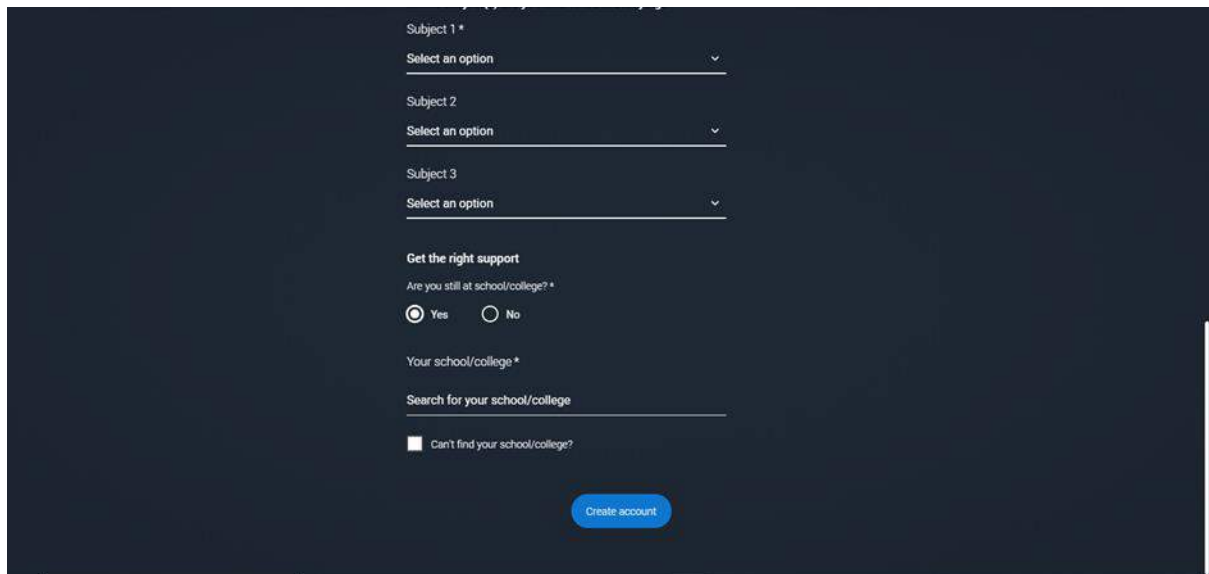
Get the right support

Are you still at school/college? \*

Yes  No

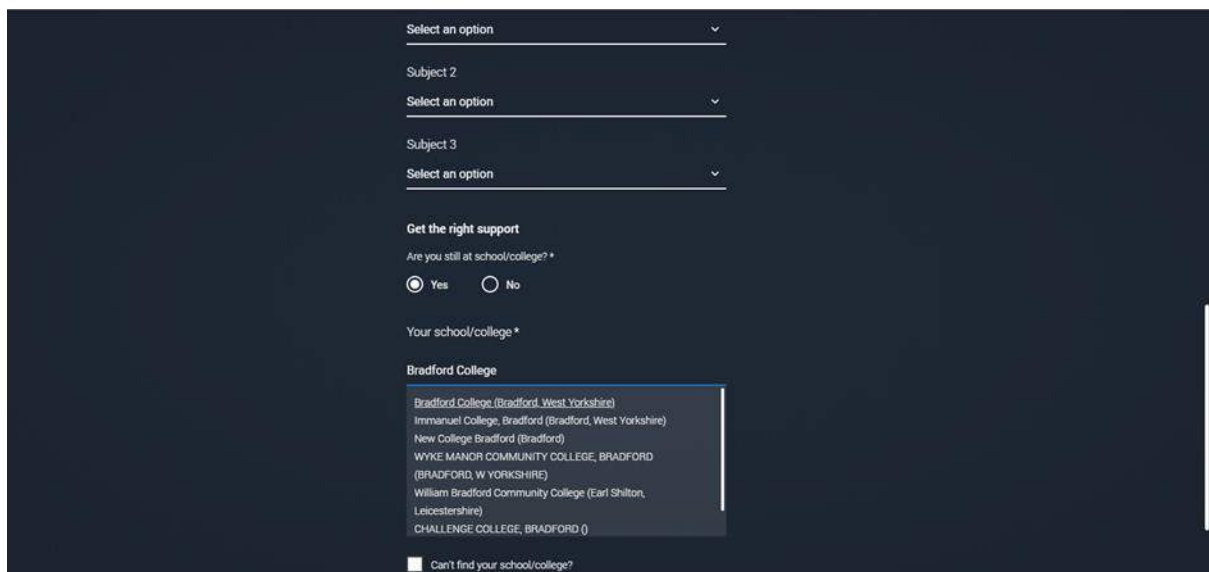
[Create account](#)

11. Select Yes and type Bradford College in the search box.



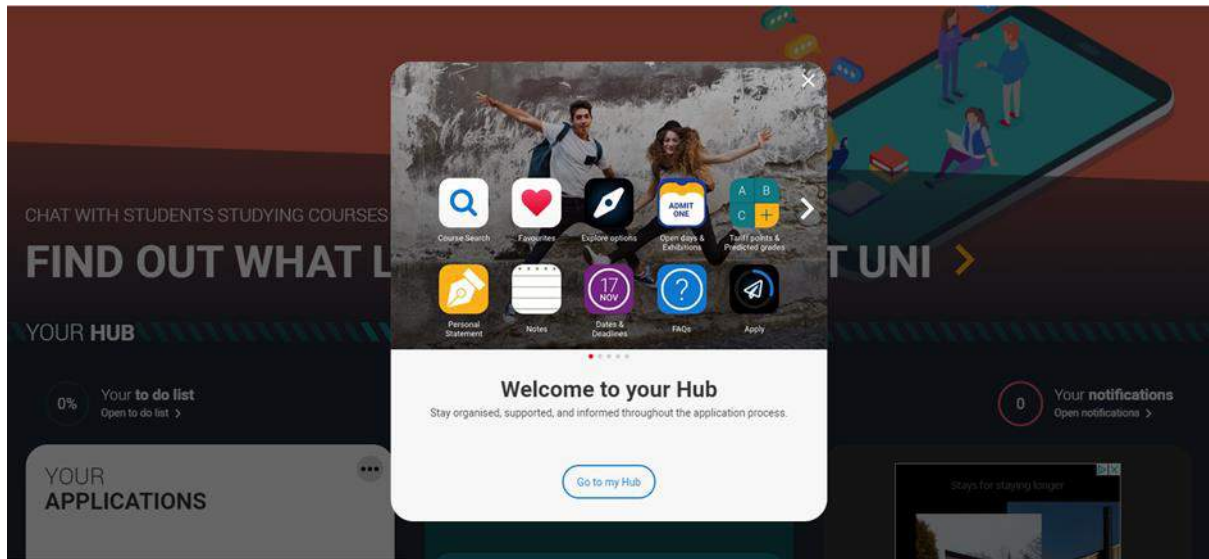
The screenshot shows a registration form on a dark background. It includes three subject selection dropdowns labeled 'Subject 1 \*', 'Subject 2', and 'Subject 3', each with the text 'Select an option' and a downward arrow. Below these is a section titled 'Get the right support' with the question 'Are you still at school/college? \*'. There are two radio buttons: 'Yes' (which is selected) and 'No'. Below this is a text input field for 'Your school/college \*' with the placeholder text 'Search for your school/college'. At the bottom left of this section is a checkbox labeled 'Can't find your school/college?'. At the bottom center is a blue rounded button labeled 'Create account'.

12. Select Bradford College from the drop-down list and click Create account.



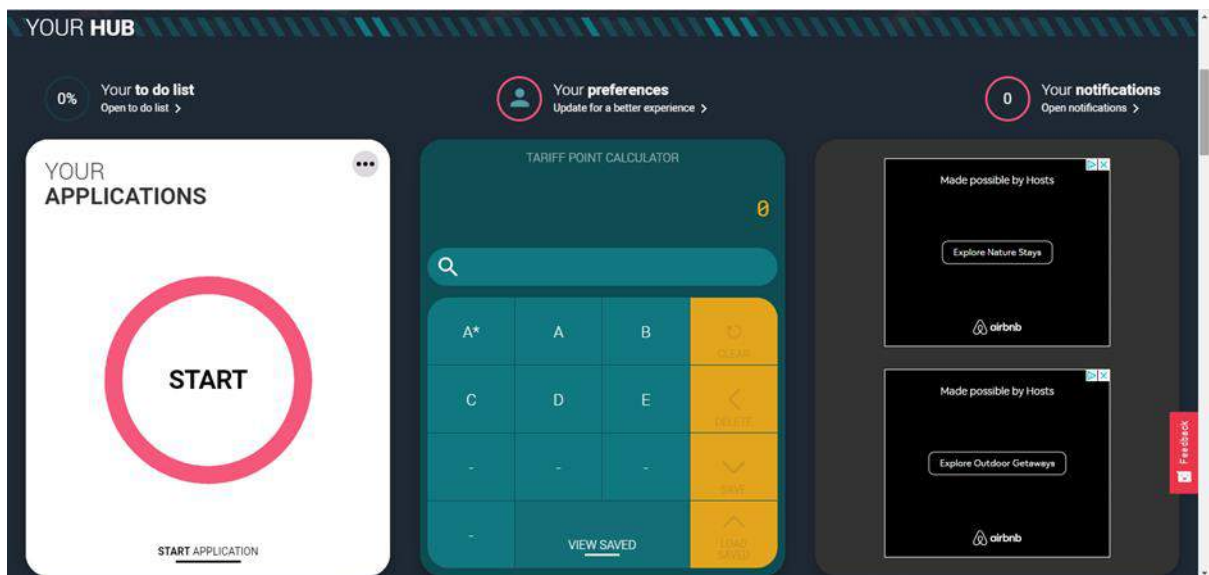
This screenshot is identical to the previous one, but the dropdown menu for the 'Your school/college \*' field is open. The menu title is 'Bradford College' and it contains a list of colleges: 'Bradford College (Bradford, West Yorkshire)', 'Immanuel College, Bradford (Bradford, West Yorkshire)', 'New College Bradford (Bradford)', 'WYKE MANOR COMMUNITY COLLEGE, BRADFORD (BRADFORD, W YORKSHIRE)', 'William Bradford Community College (Earl Shilton, Leicestershire)', and 'CHALLENGE COLLEGE, BRADFORD ()'. The 'Can't find your school/college?' checkbox is visible at the bottom left of the form area.

13. Click Go to my Hub.

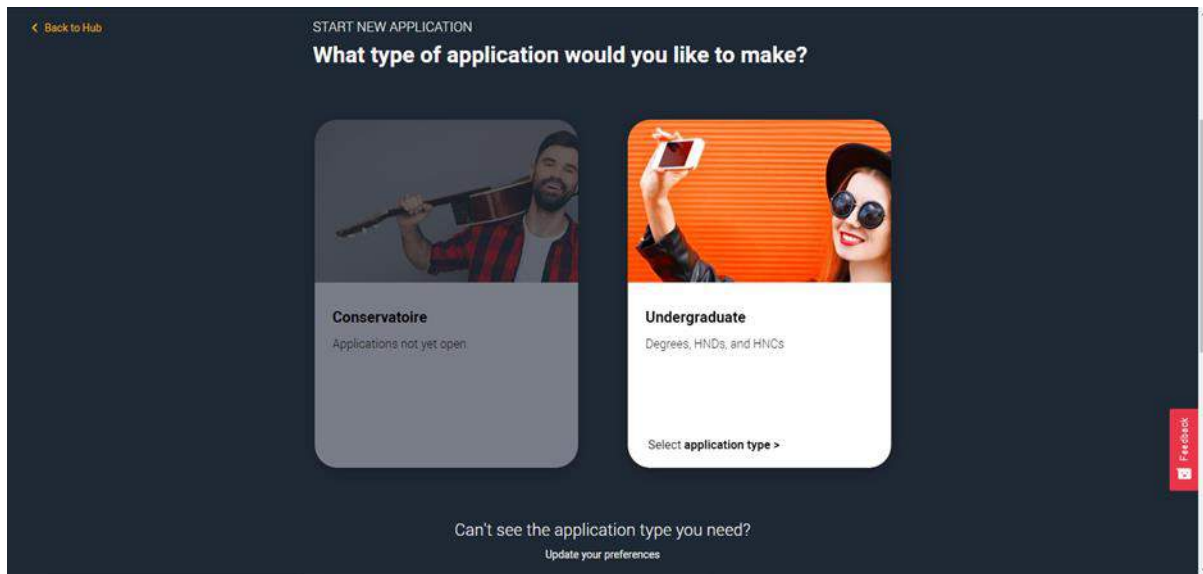


14. You are now registered with UCAS and ready to start your application. Remember to make a note of your username (email) and password and keep them safe.

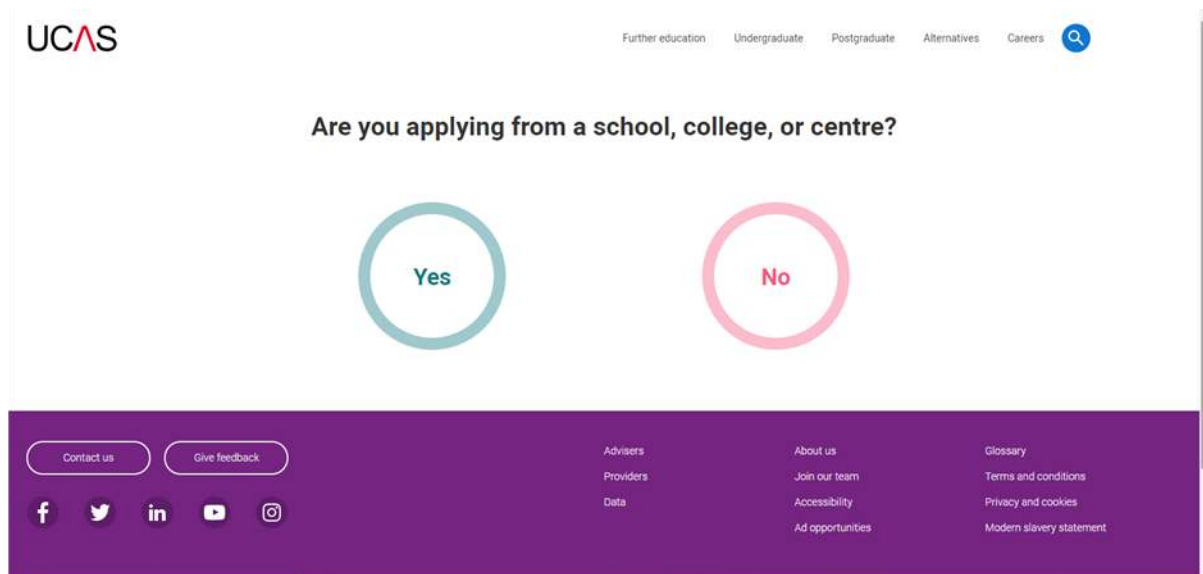
15. Click Start to begin your application.



16. Select Undergraduate.



17. Click Yes.





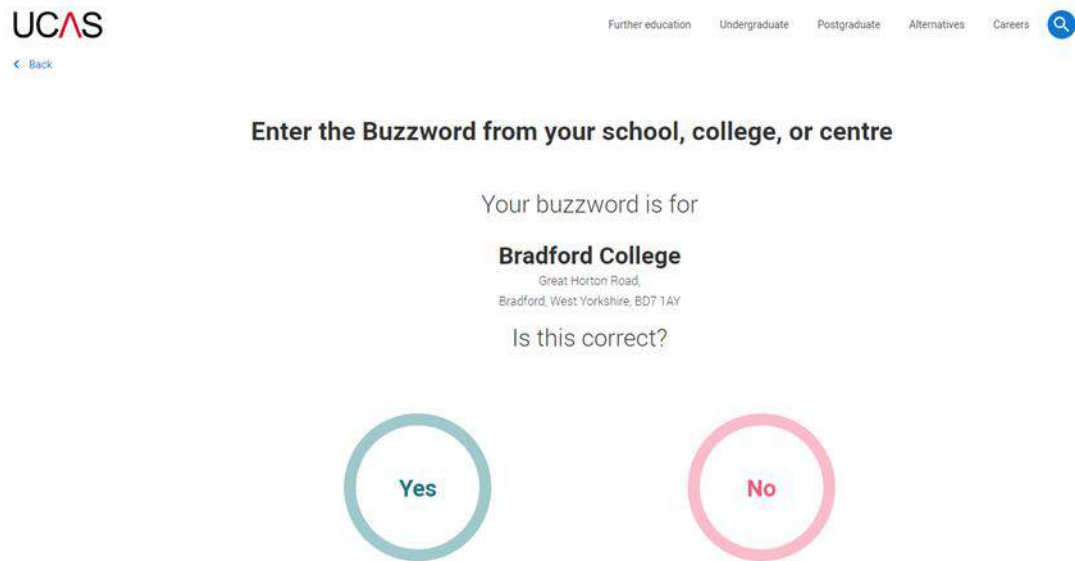
18. Read the information and click Continue.

The screenshot shows the UCAS website interface. At the top left is the UCAS logo and a '< Back' link. The top right navigation bar includes links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', and 'Careers', along with a search icon. The main heading is 'Link to a school, college, or centre using a Buzzword'. Below this is a paragraph explaining that by entering a buzzword, the user grants permission for their school or college to support their application. At the bottom of the main content area are two buttons: 'Continue' (highlighted in blue) and 'Cancel'. The footer is a purple bar containing 'Contact us' and 'Give feedback' buttons, social media icons for Facebook, Twitter, LinkedIn, YouTube, and Instagram, and a grid of links including 'Advisers', 'Providers', 'Data', 'About us', 'Join our team', 'Accessibility', 'Ad opportunities', 'Glossary', 'Terms and conditions', 'Privacy and cookies', and 'Modern slavery statement'.

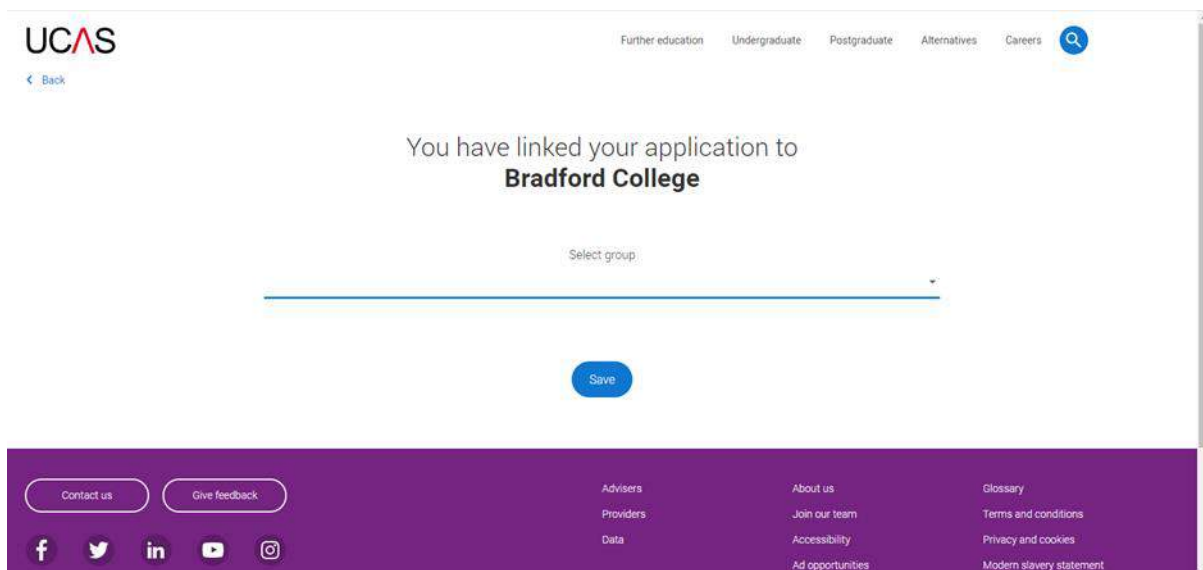
19. Enter the Buzzword (**Bluebox22**) and click Save Buzzword.

The screenshot shows the UCAS website interface for entering a buzzword. It features the same top navigation and footer as the previous page. The main heading is 'Enter the Buzzword from your school, college, or centre'. A sub-heading states 'Buzzwords are case-sensitive and will be given to you by your school, college or centre'. Below this is a text input field with the placeholder text 'Enter Buzzword here'. At the bottom of the main content area are two buttons: 'Save Buzzword' (highlighted in blue) and 'Cancel'.

20. Check it is correct (it should say Bradford College) and click Yes.



21. Select your group from the drop-down list and click Save. It is important you select the correct group – ask your tutor if you are unsure which group you should be in.



22. You have now started your application and can start filling in the rest. The Application status bar allows you to track your progress. You can only submit your application when it is 100% complete.

The screenshot displays the UCAS application interface. At the top, the UCAS logo is on the left, and navigation links for 'Further education', 'Undergraduate', 'Postgraduate', 'Alternatives', and 'Careers' are on the right. Below the logo, the text 'UCAS APPLICATION' is prominently displayed, followed by '2022 Undergraduate application'. A search icon and a field for 'Your Personal ID number' are also visible. The main content area shows the 'Application status' section. Under 'Centre information', it states 'Application linked to Bradford College' and 'Group Do not Send'. The progress bar consists of four circular indicators: 'CHOICES' (0/5), 'PROFILE' (0%), 'PERSONAL STATEMENT' (NOT STARTED), and a final '0%' indicator. A 'Review and submit' button is located at the bottom right of the progress bar. A help icon (?) is visible in the bottom right corner of the application status box.

If you require any further assistance with registering with UCAS, contact Bradford College Careers on 01274 088 221 or at [careers@bradfordcollege.ac.uk](mailto:careers@bradfordcollege.ac.uk).

You can find more information/help on our Careers Guidance Moodle page: <https://moodle.bradfordcollege.ac.uk/course/view.php?id=4889> and on the UCAS website: <https://www.ucas.com/>.