

How to get the UCAS application done in 4 steps

Before holidays

- STEP 1** If you want to apply to a UK university via UCAS, talk to your homeroom teacher. Download a questionnaire to fill in.
- STEP 2** Print and submit the questionnaire to the secretary. In the questionnaire you have suggested three Referees. The school will try to assign you one of the Referees you prefer. However, Referees are not able to write too many references, so the school will try to distribute the students approximately equally among the Referees.
- STEP 3a** On the basis of the questionnaire you will be enlisted to a meeting with one of the UCAS Advisers in order to get some introductory help with filling your UCAS form.
- STEP 3b** If you requested further assistance throughout the process of writing your Personal Statement, choose one of the UCAS Advisers and/or Tutors. As an Early UCAS Applicant, try to arrange at least 1 meeting regarding your Personal Statement before the holidays.

After holidays

- STEP 4** Submit your Personal Statement to your UCAS Adviser. If you did any out-of-school activities that could be important for your application, submit references from the activities supervisors to your Referee. Arrange a meeting with your UCAS Adviser for sending your UCAS application.

UCAS timeline

	Early UCAS application	Standard UCAS application round 1	Standard UCAS application round 2	Standard UCAS application round 3	Non UCAS application
STEP 1	May 2019	May 2019	May 2019	May 2019	May 2019
STEP 2	June 10, 2019	June 10, 2019	June 10, 2019	June 10, 2019	June 10, 2019
STEP 3	June 2019	June 2019	June 2019	June 2019	June 2019
STEP 4	Second half of September 2019	Second half of October 2019	Second half of November 2019	First half of December 2019	First half of December 2019