

Applying to University 2026/27 entry – what do I need to do, and by when?

What do I need to do?	How do I do that?	When do I do it?	Completed?
Online research into courses and Universities	Look up undergraduate courses on the university websites, and check out the entry requirements for each course. To help you with your research, check out these websites: The Uni Guide https://www.theuniguide.co.uk Check out UCAS https://www.ucas.com/ Checkout Whatuni https://www.whatuni.com/ Check out The Guardian's university guide and league tables (no subscription required) https://www.theguardian.com/education/universityguide Check out The Times university guide and league tables (subscription to The Times required) https://www.thetimes.co.uk/article/good-university-guide-in-fp6dzs7wn (Also Look out for the Sunday Times University Guide supplement that comes out at the end of September - It is very informative! ALL early applicants must check to see if they need to take any admission tests such as UK CAT, BMAT, LNAT etc https://www.theuniguide.co.uk/advice/ucas-application/which-admissions-tests-do-i-need-to-take	As soon as possible!	☐
Early applicants (medicine, dentistry, veterinary and Oxford, Cambridge and music at a Conservatoire)		If required, you must inform and register for tests with the school ASAP!	☐
Sign up for the open days for the universities you are interested in going to Put the open day dates into your diary	Go to the university websites to sign up for the Open Days.- These are really helpful to go to. You can also chat with the admission staff if you have any queries about your application and grades	Open days are from June To October, St Andrews has a couple in April	☐
Decide on your final university courses (maximum of 5, 4 can only be for medicine, veterinary, dentistry)	My final choices are: 1) UCAS Code 1) 2) 2) 3) 3) 4) 4) 5) 5)	Decide well in time before Appropriate UCAS deadlines Early applicants -15 th Oct 2026 Non early applicants -13th Jan 2027	☐
Take a note of the UCAS codes from the uni websites			

Set up UCAS account online Start filling in your UCAS application form Set up UCAS Hub for all your research	https://accounts.ucas.com/account/login Register for Undergraduate registration and set up UCAS Hub Take note of your password - _____ Have a query? UCAS helpline: 0371468 0468 https://www.ucas.com/ucas/undergraduate/apply-and-track/filling-your-ucas-undergraduate-application https://www.ucas.com/discover/create-your-ucas-hub-today	June onwards, if you set up a UCAS account early, make sure you apply for 2026/27 entry	
Start writing your Personal Statement questions in Word When writing your Personal Statement, remember this is what separates you from the next student, it's your one shot to convey all your achievements, interests, passions and suitability for the course to make the university admissions staff choose you!! Do not be tempted to copy other personal statement answers off the internet, or use AI, UCAS have software to check; you will be rejected A helpful website with example personal statements	Watch this video for useful tips on writing a personal statement https://www.youtube.com/watch?v=Prt0XYjojOw This is advice from the UCAS website on writing personal statements, including a personal statement builder to help you construct your personal statement. https://www.youtube.com/watch?v=aYW_9TlISYI Look at articles on the Internet, buy/borrow books on how to write your personal statement answers, max 4000 characters, Ask yourself, do my personal statement answers apply to all 5 of my uni/course choices? https://www.studential.com/personal-statement-examples	Early applicants (Oxbridge vet, medicine & dentistry) Completed application, Sent to school mentor by the middle of Sept 2026 Non-early applicants Beginning Nov 2026 The school send off your final application to UCAS	
Check on your Hub on UCAS website	Your Hub is where you keep up to date with your application. You access your Hub area via your UCAS login It is through your Hub that you find out if you have any offers – the universities do not contact you directly	June 2026 onwards From when the UCAS application is submitted to May	

Once you have received offers and heard from <u>all</u> the universities you applied to, you need to confirm your Firm and Insurance Choices in your Hub Check your Hub for your personal deadline!! <u>Warning: failure to confirm your choices by the appropriate date will result in your offers being declined!</u> Didn't receive any offers?	Sign into UCAS Hub to track your applications progress Note: once you have confirmed your choices on your UCAS Hub, you cannot change your mind! Not sure? Attend the Offer holder days before you make your final decision. Received an unconditional offer for the uni you want to go to? Still need to confirm this in your Hub but you don't need to add an Insurance choice https://www.theuniguide.co.uk/advice/ucas-application/firm-insurance-choice-replying-to-university-offers You can use UCAS Extra to look for leftover additional courses that haven't been snapped up yet. If you are eligible for Extra you will see a button in your Choices section in your Hub that says "Add an extra choice" https://www.ucas.com/ucas/undergraduate/apply-and-track/t-your-application/extra-choices	<u>Must</u> be done by 5^h May 2027 if all your universities have replied before 31st March^t. if you received an offer after 12th May, You need to check your application and reply by the date shown in your Hub Extra available from 25th February 2027 until early 1st July	
Attend offer holder days at the universities	You may receive an email from the universities you received an offer from asking you to attend an offer holder day, they are like open days but much quieter! Need to confirm you want to attend <i>Tip: Remember to make a note of all the accommodations you like or dislike.</i>	Various dates	
Apply to SAAS for your cost of living loan And to have your fees paid to your uni (in Scotland) or if you attending uni in the rest of UK you can borrow the fees of £9790 from SAAS who pay your uni Living at home? You can still apply for The cost of living loan . SAAS Helpline: 0300 555 0505 SAAS payments are paid 7th each month September -May inc in Scotland	Whether you have an unconditional or conditional offer you need to apply to SAAS to have your fees paid to your university in time and to request your student loan if you are not being self-funded. On the form just put your Firm choice university, if this changes as you enter Clearing, please inform SAAS asap as your loan will not be released until the uni confirms your attendance at your actual university. If you are eligible for the basic £8400 loan you will receive £1680 in September and £840 from October to May inc. Students studying elsewhere in the UK, you <u>borrow</u> the fee each year from SAAS	As early as possible to ensure your fees are paid and your loan is available in September. Note: Each year you have to apply to SAAS to have your fees paid by 31st March and to apply for your loan, its <u>not automatic! First year apply as ASAP!</u> Miss the deadline, and you may have to pay fees and miss out on your loan!!!	

Applying to SAAS cont....	Depending on your household income, you might be entitled to free additional bursaries; these do not need to be paid back. http://www.saas.gov.uk/ http://www.saas.gov.uk/forms/funding_guide.pdf Please also do research to see if you are entitled to any free additional bursaries, grants or scholarships; there are more than you think, and if you don't ask, you don't get! http://www.savethestudent.org/student-finance/student-granbursaries-scholarships.html	NB: the Universities of Oxford and Cambridge offer very generous bursaries (free money) to eligible students. Other universities also offer financial support , so always check.	
SQA exam result day	Accepted an unconditional offer on Track, then today is not such a big day, just exam results for you However, if you have conditional offers, then today is the day you find out which uni you are going to, your Firm or Insurance choice. Look up your UCAS Hub to confirm your place <i>Tip- If you just miss your conditional, check your Hub, the uni may still have accepted you.</i>	Tuesday 3rd August 2027	
Didn't get your Firm or Insurance choice uni? Consider Clearing to find a new course – Look in your UCAS Hub	50000 students a year use Clearing to find a course. You can find available courses on your Hub or the uni websites. If you are eligible for Clearing, you will see your clearing number in Hub. <i>Note: There will not be very many clearing places for Scottish students wishing to study in Scotland mainly because the number of uni places offered to Scottish Students studying in Scotland is ring-fenced because of the free tuition fees. However, there will be plenty of places elsewhere in the UK for you to consider, however, you will be liable to pay fees of £9790 a year, these can be borrowed from SAAS</i> Alternatively, you can take a gap year and reapply next year. https://www.theuniguide.co.uk/advice/clearing-results-day/th survivors-guide-to-clearing	July to September (Clearing follows on from Extra) Remember, don't delay; clearing places are on a first-come basis! NB: You start to pay back fees once you graduate and earning over £33795	
Call the Skills Development Scotland Helpline for clearing help and advice: 0808 100 8000			
Create your university account & applying for accommodation	Unconditional offer? You can create your university account/email much earlier than those with a conditional offer. Your uni will usually email you your student number, which allows you	Once confirmed your Unconditional offer in your UCAS Hub	Create account 

Create your university account & Applying for accommodation cont.....	to create your student account and allow you access to your student portal. Processes do vary from uni to uni, though. Conditional offer? After exam results day, you should set up your university account as soon as you receive a notification from the university with your student number. Once this is done, they will email you when you can apply for accommodation, if you haven't already been able to do so. Act quickly; don't delay! Applying for Accommodation Each uni's process for applying for accommodation varies. Many let students with unconditional offers apply early; some let students apply early to their conditional firm offer. Regardless of the uni's process, they will contact you when you can apply. Do not delay. Accommodation applications are date stamped and usually processed in date order. ONCE YOU RECEIVE YOUR OFFER OF ACCOMMODATION, YOU MUST ACCEPT IT WITHIN THE TIMESCALE (USUALLY A WEEK) OR YOU WILL <u>LOSE</u> YOUR ACCOMMODATION OFFER Not happy with your accommodation or got a query? Call accommodation services at your uni	Accommodation applications for unconditional offers and some Firm conditional offers usually start around April each uni varies. The rest will be after exam results day in August when conditional offers are confirmed. Your university will email you when you can apply	Apply for accommodation 
Enrol	You need to enrol at your university before you arrive. This is done online, usually through your student account or portal. You also need to upload a photo for your student ID card. Finally, depending on your degree course, you need to choose your modules to study in your first year, which are in addition to your degree subject module. The uni will email you when you can enrol and choose your modules, if not, check the uni website for guidance under their new undergraduate processes.	Varies, timescales differ from uni to uni but before you go to uni. Your uni will email you with all you need to do before you start.	Enrol  Chosen modules 
Order your Fresher's week wristband	Many unis offer a student wristband/golden ticket that allows you access to all the evening events in Freshers Week. They are also cheaper than buying individual tickets, but be quick—they tend to sell out quickly! Check out your uni's student union website for more info about Freshers Week and what's on!	Varies, but they usually go on sale after exam results days in August	
Find out what you need to take to uni	What to take to university checklist The Student Room		

Set up a student bank account	Make sure you set up a student bank account, either convert the one you have to a student account or open up a new one. You need your UCAS Status code to open the account. Make sure SAAS have the right bank details. Look out for Freebies, e.g. Santander offers a free 4-year 16-25 Railcard worth £120 as an incentive. https://www.savethestudent.org/money/student-banking/student-bank-accounts.html	Anytime, but you will need your UCAS status code to prove you are going to be a student. The Status code is emailed to you once UCAS have your application.	
Freebies	As a student, you should be able to get discounts on almost everything! Sign up for Student Beans (free) https://www.studentbeans.com/ NUS Totum Extra (£14.99 a year, also a free version) https://www.nus.org.uk/totum Unidays (free) https://www.myunidays.com/GB/en-GB?p=AQA All student discounts available in one website https://studentdiscountsquirl.co.uk/a-to-z-student-discounts/ Free stuff on your birthday – worth signing up for! https://www.savethestudent.org/save-money/birthday-freebies-uk.html	You can usually sign up once you have a uni email account, which you will set up before you start uni	
<u>Meningitis immunisation – Very important!</u>	Students can be susceptible to Meningitis, you should get your immunisation jab prior to S6, but if you miss it or are not sure you have it, go to your GP and they will print off a list of all your jabs and arrange your meningitis it if need be Note: Remember to register with a local GP when you get to university. Many universities have their own GP practices. NB: You can only register at one GP practice at a time. LOOKING FOR MORE INFORMATION ON APPLYING TO UNI? CHECK OUT THE GUIDE ON THE SCHOOL WEBSITE https://jamesgillespies.co.uk/college-and-university/	Anytime This guide was written for parents, but it provides in-depth information on researching universities, applying to university, finances, and more	

