

Parent communication

Your son or daughter may be completing their UCAS application ready to send to school or college, or they may have already submitted their application and be waiting to hear from their chosen universities and colleges. There are several stages to the application process and we can offer advice for each of these.

Applying

There are different application deadlines, depending on what they want to study. You can find out more at www.ucas.com/whentoapply.

Your son or daughter will apply online through the UCAS application service Apply at www.ucas.com/apply. This will be available at school if you do not have internet access at home.

Your son or daughter can apply for a maximum of five choices. If they apply to fewer than five choices, they may be able to add others later, as long as they have not accepted an offer elsewhere.

The reference is usually supplied by the school. If your son or daughter has left school, this can be supplied by an independent referee.

Personal statement

Your son or daughter may be working on their personal statement, which will give the universities an idea of why they want to study their chosen subject. Encourage your son or daughter to find out exactly what the universities and colleges are looking for using our search tool at www.ucas.com, and the universities' websites. To help prepare for writing their personal statement, they could list key points, strengths, and evidence they have to justify why they have chosen the course.

We have practical advice to help you through the application cycle. Please visit www.ucas.com/parents to find out more.

What happens once the application has been submitted?

1. We process the application.
2. We send your son or daughter a welcome email confirming their personal details and choices.
3. The universities and colleges can view the application online.
4. The universities and colleges decide whether to make an offer or not, or invite them to an interview/audition.
5. Your son or daughter will receive a notification email to look at Track.
6. If an offer has been made, the offer may be unconditional or conditional, or they may have been unsuccessful, which means your son or daughter is not being offered a place.
7. When your son or daughter has heard from all their choices, they must make a decision about the offers they have. They can select the one they prefer to make as their first choice, and choose a backup which will be their insurance choice.

For more information about what happens next please visit www.ucas.com/trackyourapplication.

It is important that your son or daughter is prepared for the decisions that universities make. Please visit www.ucas.com/offers for information on the different decisions your son or daughter may receive. If they don't receive any offers they may be able to add choices through Extra visit www.ucas.com/extra for more information. And if your son or daughter needs to make changes to their application, visit www.ucas.com/makingchanges.

Universities and colleges have a deadline for making decisions and your son or daughter will be given a date by which to reply. You can find out more about deadlines at www.ucas.com/key-dates.

If your son or daughter will be away or not available at any time during the application period, they can choose someone who can act on their behalf and name them on their application. This is called 'nominated access' and means we can speak to someone other than your son or daughter about their application.