

Applying /

We know that applying to university can be daunting, so we have tried to make what follows as straightforward as possible. In addition, we've provided details of where you can find more help and advice.

The Universities and Colleges Admissions Service (UCAS)

Applications to UCL are made through UCAS and our UCAS code is UCL U80. There is no campus code.

Applying online: all applications through UCAS are made using Apply – an online application system.

Application fees: for a single choice the fee is £11 but £23 if you wish to apply for two or more.

Application instructions, information, advice and help text: lots of guidance on how to complete your application, including help text where appropriate, is on the UCAS website:

 wwwucas.com

For further assistance: contact the UCAS Customer Service Team; Monday to Friday, 08:30–18:00 (UK time).

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How we select our students

We strive to admit the academically brightest students to UCL, regardless of background. In fact, UCL was founded to open up education in England for the first time to students of any race, class or religion. That commitment remains as strong today as it was in the beginning. So you can be confident that our aim is to admit those that will make a positive contribution to university life and gain the most from their years of study here.

In short, we are looking for people who are enthusiastic and passionate about learning, who wish to take advantage of every opportunity that UCL will offer them and who will benefit from – and contribute to – life at UCL.

Widening access

UCL's **Access Agreement** outlines our commitment to widening participation at UCL. We spend around 30% of our additional fee income on measures to widen access.

 www.ucl.ac.uk/access

Equalities and diversity at UCL

Our Equalities and Diversity Policy and Strategy underlies every aspect of our student selection process. Our principal concern when considering applications is to choose excellent students who are likely to complete their degree programme successfully and derive benefit from it. We disregard any other factors such as age, disability, ethnic origin, gender identity, marital status, sex, sexual orientation, number of dependents and beliefs relating to religion and politics.

We positively encourage and welcome applications from members of underrepresented groups at UCL.

 www.ucl.ac.uk/prospectus/equality

How we consider your application

The way we consider your application is through a clear, step by step process:

// on receipt of your application at UCAS, you will receive an acknowledgement from UCAS and, subsequently, an acknowledgement from UCL. Your acknowledgement from UCAS will include your UCAS personal identity number. Please quote this in all correspondence with UCAS or UCL

// following initial checking of your application to ensure you meet the essential academic requirements of UCL and the programme for which you have applied, your application will be forwarded to the relevant Admissions Selector for consideration

// your application will be assessed on the basis of your personal statement and your referee's report as well as on your past and predicted academic performance.

Our Admissions Selectors are trying to assess qualities such as your academic potential, your motivation for studying your chosen degree, as well as core skills that are required for the programme.

Our open days are designed to help you and us

If you're a UK-based applicant who is being actively considered for a place at UCL, you will be invited to attend an applicant open day and/or selection event.

Our open days and selection events are very much intended as a two-way process. Though we want to get to meet you, know you better and make a serious, considered judgement of your application, our open days are also a great opportunity for you to get to know us and ask questions. Our aim is to give you a feel for what UCL is like as an institution and what it might be like studying here.

Our open days will vary depending on the programme you have applied for, as follows:

// you will normally attend a talk about the subject and UCL, be given a tour of the campus and have an opportunity to speak with both members of academic staff and current students

// some departments might ask you to participate in group tasks and selection activities or attend an interview during the open day

// for some degrees, such as Fine Art and Architecture, the portfolio of work you are asked to bring is vital to the consideration of your application

// other departments may ask you to take certain tests and exercises during the day, such as writing a short essay

// some departments will make you an offer conditional upon you attending a compulsory open day.

Full details of any event you are invited to will be sent to you in good time, with your invitation to attend.

Note: if you are an overseas resident or would have a difficult journey to get to UCL, you would usually be exempt from an interview or compulsory open day. All the same, we strongly encourage you to visit UCL before making a decision on which universities to apply to.

Our Admissions Selectors will assess your application to determine your academic potential and motivation for your chosen programme, as well as for the core skills it requires

How and when we let you know

As soon as a decision on your application has been reached, it will be sent to you through UCAS. If you are offered a place, we will also write directly to you. As some of our programmes attract large numbers of applications, it may be some time before you receive a decision.

Accurate information is important

Our decision will be made in good faith on the basis that the information you provide is complete and accurate. If there is any change in your circumstances after you submit your application (e.g. if the subjects you are studying change), you must inform us as soon as possible. We reserve the right to refuse admission or to terminate any student's attendance, should we discover that a false statement has been made or significant information has been omitted.

Mature students

We welcome applicants who wish to return to formal study after a substantial period of absence. If you do not have the required entrance qualifications you should have alternative qualifications that demonstrate your academic potential and ability to thrive in your chosen subject. Please enquire with the relevant programme contact.

Part-time study

Our degrees are principally designed to be taken on a full-time basis; all teaching takes place during the daytime. However, some departments do permit part-time study. Please enquire with the relevant programme contact. **Note: applications for part-time study are made directly to UCL, not to UCAS.**

Admission with advanced standing

We will consider applications to accredit prior learning at other recognised universities. As well as applying through UCAS by 15 January, you will need to submit an application directly to UCL. This will carry an administrative charge. Advanced standing is only awarded at UCL's discretion. Please enquire with the relevant programme contact.

Points-based immigration for applicants from outside the EEA (European Economic Area)

If you wish to study in the UK for more than six months, and you come from a country outside the EEA, you need to apply for a visa under Tier 4 of the UK's Points-Based Immigration System. In order to do this, you will require sponsorship from a university licensed as a sponsor by the UK Border Agency, such as UCL.

 www.ucl.ac.uk/international

As part of your visa application, you will have to be able to demonstrate evidence of sufficient funds to pass a maintenance test and of your educational qualifications and academic progression by providing proof of your results, for example, your school-leaving certificates.

 www.ukba.homeoffice.gov.uk/visas-immigration/studying

If you are intending to study in the UK for less than six months, you will officially need prior entry clearance only if you are a 'Visa National'. However, we strongly advise **all** students from outside the EEA to seek prior entry clearance, even if coming for less than six months.

 www.ukba.homeoffice.gov.uk/visas-immigration/do-you-need-a-visa

Application timetable

In order to ensure that all applicants are treated equally we ask that, regardless of where you are applying from, you submit your application to UCAS by 15 January 2014 at the latest (by 15 October 2013 for Medicine). Applications made after these deadlines cannot be guaranteed equal consideration and will be considered at the discretion of individual departments.

It will not be possible to submit a UCAS application for some programmes following the 15 January deadline. Similarly, it is not possible to apply for Medicine after 15 October.

Note: applicants for Medicine must sit the BMAT and applicants for Law must sit the LNAT. Details can be found on pages 134 and 95 respectively.

1 September 2013

Opening date for the receipt of applications for entry in September 2014

15 October 2013

Last date for receipt of applications to Medicine (A100)

15 January 2014

Last date for receipt of applications to guarantee full and equal consideration

30 June 2014

Last date for receipt of applications. Any applications received after this are held by UCAS and are not forwarded to institutions

Deferred entry

We welcome applications from students who are proposing to spend a pre-university (gap) year engaged in constructive activity, whether in the UK or abroad. Our rules allow you to apply for deferred entry and your application will be considered a year ahead of the normal application timetable. Please be sure to include your reasons for wishing to defer your entry in your personal statement, as this will aid our Admissions Selectors in their considerations.

Note: it is not possible to be considered for deferred entry if you are applying for a Fine Art programme.

Appeals and complaints procedure

Decisions on the admission of applicants are final and there is normally no right of appeal against such decisions. We will only consider a complaint relating to an applicant for admission if there is substantive evidence of irregularity in the procedure under which the application has been processed. In the first instance, any complaint concerning applications should be addressed to the Faculty Tutor of the faculty concerned. If the complaint is against the Faculty Tutor, it should be addressed to the Dean of Students (Academic).