

UCAS ACCOUNT SET-UP & FAQ

Deadlines

Oxford and Cambridge:	15 th October
Medicine, Dentistry, Veterinary Science:	15 th October
Others:	15 th January

INITIAL REGISTRATION

- To open your account, please follow these steps:
- ⇒ Go to <http://www.ucas.com/>
- ⇒ Go to “Register” and follow the online instructions.
- ⇒ You need to click **Yes** to “Consent to share my data with my school”.
- ⇒ You are registering for 2024 entry.

Get the right support

Are you still at school/college? *

Yes No

Your school/college *

st paul's co

- ST PAULS COLLEGE, COLERAINE (COLERAINE, CO DERRY)
- St Pauls Community School, Birmingham (Birmingham)
- ST PAULS COLLEGE, COLERAINE (COLERAINE)
- St Pauls Community College, Waterford (Waterford)
- St Pauls College, Raheny (Dublin 5)
- St Paul's Convent School ()
- St Paul's Co-Educational College (Hong Kong)
- St. Paul's College, Hong Kong ()

Your school/college *

St Paul's Co-Educational College (33 Macdonnell Road, Mi...

If your school/college is not listed, tick the box below and type in the name of your school/college.

Can't find your school/college?

Consent to share my data with my school, college, or centre *

Yes No

By ticking this box, you give your permission for UCAS to share your UCAS Hub activity (preapplicant stage) with your school, college, or centre, so they can support you. [Find out more.](#)

What about the buzzword?

If you are applying with the support of your school/college or UCAS registered centre, they will give you a buzzword that allows you to link to them. The buzzword is needed at the point you start your application from the UCAS Hub.

Create account

INITIAL REGISTRATION

Are you applying from a school, college, or centre?

Yes

No

Continue

Link to a school, college, or centre using a Buzzword

By entering the buzzword, you give your permission to share your application with your school, college or centre, so they can support you through the application process. To find out more about how your school, college or centre will be able to support your application and the information they will have access to please [see here](#).


Enter the Buzzword from your school, college, or centre

Buzzwords are case-sensitive and will be given to you by your school, college or centre.

spccfso2024

Save Buzzword

Cancel

 **Welcome Christy**
You're applying for Undergraduate courses in 2024 - [Change year](#)

2024 Application



Start an application

Apply to universities and colleges to study degrees, HNDs, and HNCs and dance, drama and music at conservatoires.

When you begin your application, you will be asked if you are applying from a school, college or centre,.

⇒ Click yes, and then you will now be asked for your school "buzzword". You will only be asked for this the first time you log on as a new user.

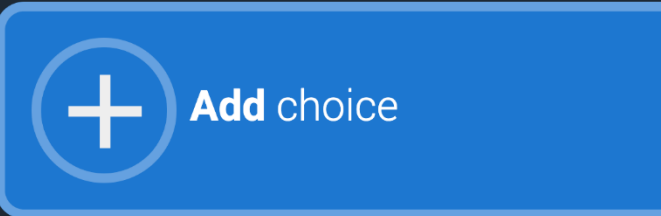
⇒ **This year's buzzword for SPCC is <spccfso2024>**. Please note this buzzword is for use by SPCC students **ONLY**.

It is very important that you register through SPCC; if you do not register through the school, we will not be able to attach your recommendation or submit your application.

COURSE CHOICE

- Pick your five universities. If you have Oxford or Cambridge on your list, you will also be asked to select a college.
- If you are applying to a foundation program, you will select "Foundation" under Point of Entry.

Your choices



+ Add choice

You can add up to 5 choices to your application. You can change your choices until you send your application to us.

[Mark complete](#)

My profile

Add choice

Course *

Course code: M100
Course details: 3FT Hon

Location *

Start date *

Further details

You only need to provide information here if your chosen university or college has asked you to.

Point of entry

This tells the universities and colleges which year of the course you want to start, e.g. point of entry one is the first year of the course. If you wish to start in the first year of the course leave the box blank and you will automatically be considered for the first year. Enter 0 if you intend to take a foundation year – not all universities offer a foundation year so please check before applying.

If you've spoken to your chosen university or college and they are willing to consider your application to start the course after the first year, please enter the relevant number for the year, e.g. second year = 2, third year = 3, etc.

Live at home while studying? *

Yes No

[Save](#) [Cancel](#)

PERSONAL DETAILS / CONTACT AND RESIDENCY DETAILS

- **First Name/Family Name:** Should match the name on your passport that you will be using to enter the UK. Do not put your English name if it is not a part of your legal name.
- **Email address:** Please make sure it sounds professional. Do not use your eclass as your eclass will be inactivated after you graduate.
- **Nominated Access:** Choose no or you can fill in **your parents ONLY** if you choose to nominate someone.
- **Area of permanent residence:** Hong Kong
- **Residential Category:** Other

Nominated access

Do you want someone else to be able to act, or speak on your behalf, about your application? e.g. A parent, teacher, other relative or guardian. If you are using an agent, you can choose to enter their details.

You're able to enter details of someone you're happy to help manage your application - this is called nominated access.

Yes No

Residency details

Is your home address the same as your postal address? *

Yes No

Residential category *

Please choose the option that most closely applies to you.

Other

EDUCATION SECTION

- > Add place of education
 - **Name:** St Paul's Co-Educational College (without the period after ST)
 - **When you start:** When you joined SPCC (ie. Form I = Sept 2018)
 - **...and finish:** July 2024
 - **Attendance:** Full-time
 - **Did you/ will you received an qualifications at this centre?:** Yes
 - If you transferred, you can add your previous school(s) but this will be a no. You will be receiving qualifications from SPCC.

Edit place of education

Name of the school, college, or university *

st paul's co

St Paul's Co-Educational College

St Paul's Convent School

Exam centre number

This may be automatically filled in based on your school, college

Type of study *

Full time Part time Sandwich

Add place of education

Month Year

09 2016

End date *

Month Year

07 2022

Save Cancel

Add qualification

To add a qualification either choose from the qualification shortlist or search for your qualification.

Qualifications shortlist

- + Hong Kong Diploma of Secondary Education
- + International Baccalaureate - Creativity, Action, Service
- + International Baccalaureate - Extended Essay
- + International Baccalaureate - Theory of Knowledge
- + International Baccalaureate Diploma

IB QUALIFICATIONS EXAMPLE

St Pauls Co-Educational College

September 2016 - July 2022

Full time

Add Qualification

International Baccalaureate Diploma

St Pauls Co-Educational College

Grade	Qualification date	Module(s)
Pending	July 2022	(8 modules)

Module(s)

Subject	Higher lvl, Stand lvl, Ext Essay, Th of Know	Credit Value
Mathematics Analysis	Higher lvl	
English A: Literature	Higher lvl	
Chinese A Lang-Lit (first exam May 2013)	Higher lvl	
Biology	Stand lvl	
History: Asia/Oceania	Higher lvl	
Environmental Systems & Societies	Stand lvl	
Theory of Knowledge	Th of Know	
Extended Essay	Ext Essay	

Add qualification

International Baccalaureate Diploma

If you don't find a match you can manually add one

Please enter your subjects in the module/unit section

Qualification date *

Month Year
07 2022

Grade *

Pending

Add the modules for this qualification

Module / Unit 1

Subject *

Type and select the subject you studied

Mathematics Analysis

Qualification date *

Month Year
07 2022

Higher lvl, Stand lvl, Ext Essay, Th of Know *

Higher lvl

Credit Value *

Pending

- 1) Your qualifications should match your transcript.
- 2) Your TOK and Extended Essay should be added as modules as well.
- 3) Mark "Pending" for the credit value.
- 4) **Highest level qualification: Below honours degree level qualifications**
- 5) **Qualification date: July 2024**

Please state the highest level of qualification you expect to have before you start your course *

Below honours degree level qualifications

Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

HKDSE QUALIFICATIONS EXAMPLE

Hong Kong Diploma of Secondary Education in Algebra & Calculus

Subject	Result	Qualification date
Algebra & Calculus	Pending	July 2024

Hong Kong Diploma of Secondary Education in Biology

Subject	Result	Qualification date
Biology	Pending	July 2024

Hong Kong Diploma of Secondary Education in Chemistry

Subject	Result	Qualification date
Chemistry	Pending	July 2024

Hong Kong Diploma of Secondary Education in Chinese Language

Subject	Result	Qualification date
Chinese Language	Pending	July 2024

Hong Kong Diploma of Secondary Education in Citizenship and Social Development

Subject	Result	Qualification date
Citizenship and Social Development	Pending	July 2024

Hong Kong Diploma of Secondary Education in English Language

Subject	Result	Qualification date
English Language	Pending	July 2024

Hong Kong Diploma of Secondary Education in Mathematics (compulsory component)

Subject	Result	Qualification date
Mathematics (compulsory component)	Pending	July 2024

Hong Kong Diploma of Secondary Education in Physics

Subject	Result	Qualification date
Physics	Pending	July 2024

Hong Kong Diploma of Secondary Education

If you don't find a match you can manually add one

Please enter each subject in your Diploma as a separate qualification

Subject *

Type and select the subject you studied

No matches found

Add Citizenship and Social Development

Qualification date *

As UCAS has not updated the individual subjects yet, you should type "Citizenship and Social Development" and click Add.

- 1) Fill in your qualifications, but mark pending for Grades.
- 2) Math Module 1 = Calculus & Statistics; Math Module 2 = Algebra & Calculus
- 3) **Please state the highest level of qualifications: Below honours degree level**
- 4) **Qualification date: July 2024**

Please state the highest level of qualification you expect to have before you start your course *

Below honours degree level qualifications

Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

NATIONALITY

- **What is your nationality?** : This should be Hong Kong if you do not hold any other passport. You should only put Chinese if you hold a Chinese passport.
- **Dual nationality:** This is up to you whether you wish to declare. Your main nationality will be the passport you will be using to enter the UK for your studies. Your nationalities have no implications on your offers.
- **Passport details:** If you need a student visa, then click yes. You should fill in your passport details because this will make the visa process much more efficient. If your passport is about to expire, apply for a renewal ASAP.

What is your country of birth? *
For the purpose of this question the UK includes the Channel Islands and the Isle of Man.

Hong Kong

Please tell us your date of first entry to UK *
If you already live in the UK, this should be the date you moved here. If you have never lived in the UK before, please enter the date you plan to arrive to start a course.

Day Month Year
01 09 2024

What is your nationality? *
If you're applying from outside the UK choose your nationality and you need a visa to enter the UK when you intend to use when travelling to the UK for your studies.

Hong Kong

Dual nationality
If you have dual nationality, select your first nationality.

Canadian

Do you need a student visa to study in the UK? *
 Yes No

Have you previously studied on a student or tier 4 visa? *
 Yes No

Do you have settled or pre-settled status in the UK? *
[UKCISA - international student advice and guidance - Brexit - EU Settlement Scheme](#)
 Yes No

Do you currently have a passport? *
Where relevant, UCAS collects applicants' passport information on behalf of universities and colleges, who need it for purposes of visa application and checks with the UK Visas and Immigration (UKVI). For further details about UK Visas and Immigration please visit the [UKVI website](#).
 Yes No

Passport number *

SUPPORTING INFORMATION SECTION

- Fill this in as you see it here.

Have you ever lived or worked in the EU (excluding the UK), European Economic Area (EEA) or Switzerland? *

No

Do you have a parent, step parent, spouse or civil partner who is an EU (excluding the UK), EEA or Swiss national? *

No

Mark this section as complete *

- If you have a disability that has been officially diagnosed by a professional, you can choose to declare it or not. It will have no impact on your offers.

Every year, over 60,000 students with a physical and/or mental health condition, long-term illness, or learning difference apply through UCAS to study at a university or college in the UK, and access a range of support available to help with their studies, day-to-day activities, travel, or lifestyle.

Would you consider yourself as living with any of the following?

ENGLISH LANGUAGE SKILLS SECTION

English proficiency tests and exams are taken by students who don't speak English as their first language. Is English your first language?

This question is to find out whether you have taken an IELTS or TOEFL English proficiency test. The answer to this question is not passed on to your choices.

- If you click yes, you won't be asked any additional questions and can mark this section as complete.
- If you click no, and have taken English proficiency tests, you can add your certificate numbers and we'll pass them on to your chosen universities and colleges when you submit your application.
- If you click no and haven't completed any tests, for example because Welsh is your first language, you can leave the remaining fields blank and then mark this section as complete.

Yes No

Can you provide any of these certificate numbers?

Test of English as a Foreign Language (TOEFL) Number

International English Language Testing System (IELTS) TRF Number

Enter your TRF number here.

You need to click “No” and then input your IELTS and/or TOEFL number.

- **IELTS TRF number:** Number should be on the hard-copy of the certificate which is sent to candidates home after the assessment. It should look something like the reference number below.

Reference numbers

Unique Learner Number (ULN)

Test of English as a Foreign Language (TOEFL) Number

0000000025659568

International English Language Testing System (IELTS) TRF Number

15HK016004PONZ001A

FINANCE AND FUNDING SECTION

What will be your main source of funding for your studies? *

Select an option from the drop-down list to tell us how you expect to pay for your tuition fees. Most applicants from the UK, Channel Islands, Isle of Man, and the EU will be in the category UK, ChI, IoM, or EU student finance.

This guidance has been created in the absence of full Brexit arrangements being available and you should give your answer as guided. Universities and colleges are aware that EU applicants will be selecting the UK, ChI, IoM or EU student finance option.

Mark this section as complete *

You must complete all mandatory fields in this section before you can mark it as complete. All sections must be marked as complete before you can send your application.

PERSONAL STATEMENT

Our guide to writing your personal statement (opens in a new window) should help you complete this section.

We strongly recommend you write the statement using a word-processor and paste it in to your application.

You can type your statement directly into the box or edit a statement you have pasted in.

Personal statement *



- 1) Always type in Word first.
- 2) 4000 characters **WITH SPACES**.
- 3) No symbols, indentation, bold/italicized fonts, etc.
- 4) All editing goes out the window. Copy and paste directly into the window.
- 5) **UCAS has plagiarism software – do not be tempted.**

GENTLE REMINDERS

- **First Name/Family Name:** Your last name is your family name. **Do not put your family name under first name.** (ie. WONG Sum Yee will look like Sum Yee WONG on UCAS). Remember to capitalize the first letter of your first and last name. You can put your English name down as your preferred name if it is not part of your legal name.
- **Date of birth:** Please make sure you follow the format. (Date / Month / Year) Do not get your date of birth wrong.
- **Email:** Do not put down your parents' (or anyone else's) email. This does not reflect well on you as an applicant if someone else has completed the application for you.
- **Passport details:** Do not leave this section blank. If your passport is going to expire soon, you can still put down your details and then renew and update the schools later.
- **Employment:** This section is generally for mature students who are applying based on employment experience.

LAW

- LNAT is required for certain schools. It is your responsibility to check which schools require LNAT, and sign up on time. It is an intensive exam that requires early preparation. Some schools don't require the LNAT.
- [Dates & Deadlines | LNAT](#)
- **Oxford and Cambridge applicants** need to sit the LNAT before or on 15 October 2023 at the very latest. (This means you need to register before 15 September 2023)
- **LSE, KCL, UCL applicants (who do not apply to Oxbridge)** need to sit the LNAT before or on 31 December 2023.
- We strongly recommend January 15th deadline applicants to sit the LNAT before or on January 15th.

MED/VET/DENTISTRY

Medicine

- Pre-med students need to take the BMAT or the UCAT.
- Disclaimer: If you are set on becoming a doctor and you want to ultimately live in Hong Kong, we highly recommend you study medicine in Hong Kong and not go overseas for University. From a practical standpoint, it is a more straightforward and less expensive path to becoming a doctor. If you study overseas, the path to becoming a doctor is longer, more expensive, and being able to practice in Hong Kong is not a guarantee.

Vet/Dentistry

- Exams are needed on a case by case basis.
- Vet: You will need volunteer/work experience at a vet clinic or your application won't be considered.
- Dentistry: Historically, we haven't had any students apply to dentistry in the UK. Most of our dental students choose to stay in Hong Kong.
- * All Healthcare related courses funded by the NHS may require the student to carry a British or EU passport. There may also be residency requirements.

EXTERNAL EXAMS

Students are responsible for finding out which admission test they have to take and registering for it through the **British Council**. **SPCC is NOT a test centre.**

[Admission assessments | Undergraduate Study \(cam.ac.uk\)](https://www.cam.ac.uk/undergraduate/admission-assessments)

[Admissions tests | University of Oxford](https://www.oxford.ac.uk/admissions-tests)

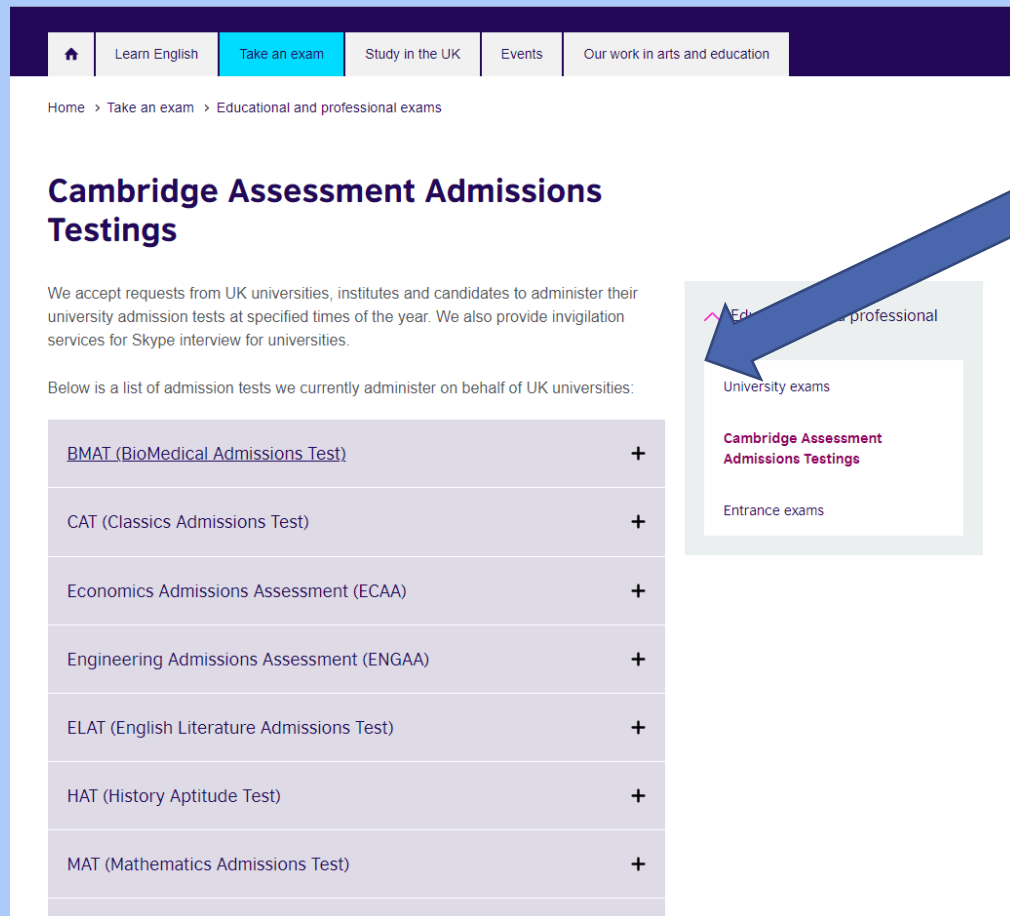
The screenshot shows the University of Cambridge website's 'Admission assessments' page. The header includes the University of Cambridge logo and navigation links for 'Study at Cambridge', 'About the University', and 'Research at Cambridge'. A search bar is located in the top right. The main navigation bar includes 'Home', 'Why Cambridge', 'Courses', 'Colleges', 'Finance', 'Applying', 'International', 'Open Days and Events', and 'Find out more'. The 'Applying' dropdown menu is open, showing 'Undergraduate Study' and 'Admission assessments'. The 'Admission assessments' page content includes a section for 'Admission assessments and submitted work', a table of 'Pre-interview assessment' and 'At-interview assessment' requirements, and a 'Related links' section with links to 'BioMedical Admission Test (BMAT)' and 'Become a test centre'.

Pre-interview assessment	At-interview assessment
<p>All Colleges require a pre-interview assessment for the following courses:</p> <ul style="list-style-type: none">Chemical EngineeringComputer ScienceEconomicsEngineeringEnglishLand Economy	<p>All Colleges require an at-interview assessment for the following courses:</p> <ul style="list-style-type: none">ArchaeologyArchitectureClassicsHistory and Modern LanguagesHistory of ArtLaw

The screenshot shows the University of Oxford website's 'Admissions tests' page. The header includes the University of Oxford logo and navigation links for 'ADMISSIONS', 'RESEARCH', 'NEWS & EVENTS', and 'ABOUT'. A search bar is located in the top right. The main navigation bar includes 'UNDERGRADUATE', 'STUDENT LIFE', 'COURSES', 'COLLEGES', 'FEES AND FUNDING', 'APPLYING TO OXFORD', 'INCREASING ACCESS', and 'VIRTUAL OPEN DAY'. The 'Admissions tests' page content includes a section for 'Admissions tests', a 'RELATED PAGES' section with a link to 'Guidelines for administering Oxford tests', a 'SAMPLE TEST COVERS' section with a list of test covers (CAT, HAT, MAT, MLAT, OLAT, PAT, Phil), and a 'CAN'T FIND WHAT YOU'RE LOOKING FOR?' section with a link to 'ANY QUESTIONS?'.

REGISTER THROUGH THE BRITISH COUNCIL

Go to the British Council website: <<https://www.britishcouncil.hk/en/exam/professional-university>>



Home > Take an exam > Educational and professional exams

Cambridge Assessment Admissions Testings

We accept requests from UK universities, institutes and candidates to administer their university admission tests at specified times of the year. We also provide invigilation services for Skype interview for universities.

Below is a list of admission tests we currently administer on behalf of UK universities:

BMAT (BioMedical Admissions Test)	+
CAT (Classics Admissions Test)	+
Economics Admissions Assessment (ECAA)	+
Engineering Admissions Assessment (ENGAA)	+
ELAT (English Literature Admissions Test)	+
HAT (History Aptitude Test)	+
MAT (Mathematics Admissions Test)	+

Navigation menu: Home, Learn English, Take an exam, Study in the UK, Events, Our work in arts and education

Right-hand navigation menu: Educational and professional, University exams, Cambridge Assessment Admissions Testings, Entrance exams

Click on the test that you need to take and register early for it.

British Council will release information in late August / early September and the deadline to register is usually the end of September.

There is no excuse for missing the registration and failing to take an assessment. Students who do not complete the test will not be offered an interview.

Prepare for the tests. The tests will be usually be held in mid October to early November.