

# What happens to my application

## Application process

Your **UCAS application** is completed in 10 steps:

1. Registration: registering to use the UCAS Apply service
2. Personal details: your name, address, date of birth, contact details, nationality, residential status and an outline of any disabilities.
3. Additional information (UK applicants only): additional details about any non-examination-based activities you have taken in preparation for higher education.
4. Choices: a list of the programmes, and the universities and colleges that you are applying to.
5. Education: details of where you have studied and which qualifications you are taking/have taken.
6. Employment: details of your work history and employers.
7. Personal statement: a statement that tells us why you are applying for the programme(s) you've chosen and why we should want you as a student.
8. Reference: a reference from a tutor, careers adviser or other professional who knows you.
9. Declaration: confirming that the information you've given is correct and agreeing to use the UCAS Apply service.
10. Pay and send: paying the application fee online using a credit or debit card.

If you need help with your application you should contact **UCAS Customer Services on +44 (0)871 468 046**.

## Tracking your application

Once you've completed your application you can use the tracking service on the [UCAS website](#) called UCAS Track to keep up-to-date with your progress and reply to your offers.

Provided that you submitted your application to UCAS by 15 January, you should expect to receive all offers of study by 31 March (but it can sometimes take longer than this). UCAS will email you to advise if there has been a change to your application and ask you to check UCAS Track.

If you haven't provided a valid email address UCAS will send you a letter asking you to reply to the offers.

## Our response to your application

All applications to the University of Worcester are carefully considered by an admissions tutor (an academic member of staff from the relevant programme area), whose job is to view applications. They will make one of the following offers or responses to you through UCAS:

- an Unconditional offer, (you have achieved the entry requirements)
- a Conditional offer (you need to achieve specified entry requirements before you are accepted)
- regretfully reject your application (this does not prevent you from applying again in a subsequent year)

The University of Worcester is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly.

If you are a disabled person, please ensure that we know what you need so that we can make the necessary reasonable adjustments to help you succeed.

## Responding to our offers

Advice on how to respond to the offers you receive will be provided to you by UCAS when you apply.

We advise that you read this carefully, responding by the deadline stated. Many candidates will receive dual offers for both first and second year entry. Although one of these will be the main offer, candidates who accept this may easily change their main offer to the alternative year once their results are known.

## Interviews and visits to the University

Some subject areas may invite applicants to interview before an offer is made. In others, applicants who hold offers are invited to join a group applicant visit day to help you decide if you would like to accept your offer of a place at Worcester. It is also possible to visit us on one of our [open days](#) in order to find out more about your chosen programme and about the University more generally.

## Criminal record checks

When an applicant reveals a criminal record on an application form, the University of Worcester will ask the applicant to declare information about "unspent" convictions, unless the course of study is likely to bring the student into contact with children or vulnerable adults where information will be sought regarding all convictions and cautions.

The University of Worcester is a Registered Body with the Criminal Records Bureau (CRB) and uses its services to assist with the admission decisions to courses of study that involve working with children or vulnerable adults, e.g. applications for teaching and nursing.

As a registered body, the University complies with the CRB Code of Practice and undertakes to treat all applicants fairly and consistently. Having a criminal record will not necessarily prevent an applicant from being admitted to a course of study at Worcester. The decision will depend upon the course of study and the circumstances and background of the offences.

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<http://www.worcester.ac.uk/journey/what-happens-to-my-application.html>