

Central Futures UCAS Sign-up Guide

Step One: Registration for UCAS Hub

- Visit ucas.com and select 'Sign in' then 'Register' when you are brought to the next page.
- Enter your **personal** email (do not use a school email address), first name, surname and password. Please ensure that your **first name** and your **surname** start with **capital letters**, e.g. Jane Smith, Central Foundation Boys' School. Then click 'Register' again.
- Enter the 6-digit code sent to your email address to verify your account.
- A new screen will come up saying "Hi Student. We've just got 4 steps to help you find the right information". Click 'Ready' on this page.
- When asked "In which year do you want to start your studies?" you will select **2025**. The "level of study" is **undergraduate**.
- We recommend you opt-in to "Stay up-to-date with unis, colleges, offers, and more" by choosing your preferences and subjects you are interested in studying. This will update you on your choices, give you information about student life, and help you find the right courses. You can change these preferences at any time. We also recommend you do this by email, not necessarily all channels.
- Your **Hub dashboard** is where all of your application information will be held and also where you will start your application.

Step Two: Start an application & Link to a centre

- To start a UCAS application, select the "Start an application" at the top of your Hub screen.
- Your UCAS application is free, as you will apply through the school.
- After choosing to 'Start' your UCAS application, you will be asked if you want to apply for 'Undergraduate' or 'Conservatoire', choose 'Undergraduate'. "Are you applying from a school, college, or centre?". Choose 'Yes', then 'continue' and on the next screen enter the school's **buzzword**.
- **Buzzword: CFBS2026**
- The next screen will ask to confirm the school that your buzzword is linked to, and you should see "Central Foundation Boys' School". If you see this, select "Yes".
- Once complete, on your Hub dashboard, you should see "Central Foundation Boys' School" under 'Centre Information' on the 'Application status' tile.

Step Three: Completion

Personal Details:

- Please enter your personal details carefully and correctly. Name(s) must be entered as they're stated on official documents, such as a passport, birth certificate, or driving license.

Contact details

- You should provide a mobile or landline number that is regularly in-use.
- You should enter your nominated access as **Ms Caroline Browne** so that she can talk to universities on your behalf if there are any issues. Please enter **Careers Coordinator** as the "Relationship to you".

Nationality details

- Your nationality is the country from which you have a passport. You can add two nationalities on your application but the first should be passport you will use in the UK. For most instances this will be "UK National".
- If you are unsure how to complete these section, please see Ms Browne.

Where you live

- Enter your postal address. This will be UK. Please ensure that each word in your **address** starts with a **capital letter**, and your postcode is all in capital letters, e.g. Cowper Street, London EC2A 4SH.
- Residential category: for most of you this will be "UK Citizen". If you are unsure, please see Ms Browne.

Supporting information

- This section is asking if you or a parent/carers have ever lived or worked in the EU. The first question is asking if you have lived or worked in the EU, and the second question is asking if you have a parent/carers who has ever lived or worked in the EU.

Finance and funding

- Your "main source of funding for your studies" will be **UK, Chl, IoM or EU student finance services**; this is to receive student finance loans. Your "Student support arrangements" is your local authority (i.e. the borough that you live in).

Education

- Add your school as **Central Foundation Boys' School**.
- Your start date at **Central Foundation Boys' School** will be the month you started and the year you started: 09/2019 if you joined in Year 7; 09/2018 if you joined in Year 7 and re-sat Year 12; 09/2024 if you joined in Year 12; 09/2023 if you joined in Year 12 and re-sat the year.
- Your end date at Central Foundation Boys' School will be **08/2026**.
- Add your qualifications. You must put in all your qualifications, including half GCSEs, all completed AS-levels, and the A-levels/vocational qualifications you are currently taking with the grade entered as "**pending**". The dates for these qualifications should be 08 for August and 2026.
- You must include your full academic history from Year 7 to Year 13, even if you did not receive any qualifications from that school.
- You must include all qualifications you have received.
- You do not need to fill out your ULN, TOEFL, or IELTS numbers unless you know you already have one.

Employment

- Please put down any paid jobs you have had. Work experience should go into your personal statement and **not in this section**.

Choices

- You will eventually need two courses at entry requirements above your AP3 achieved grades, two courses at your AP3 grades, and one below those grades as a safety net.
- Identify at least one open day for each of your proposed choices, and visit them before you apply.