

# **Supporting Your Young Person Through University Applications**



**City of  
Portsmouth  
College**

# OVERVIEW

- Overview of UCAS application process
- Key dates & deadlines
- Choosing courses & universities
- The Personal Statement
- Offers & decisions
- How you can support
- Resources & further support



# WHAT IS UCAS?

The **University and Colleges Admissions Service (UCAS)** facilitate university applications.

Students complete **one online application for up to 5 university choices.**

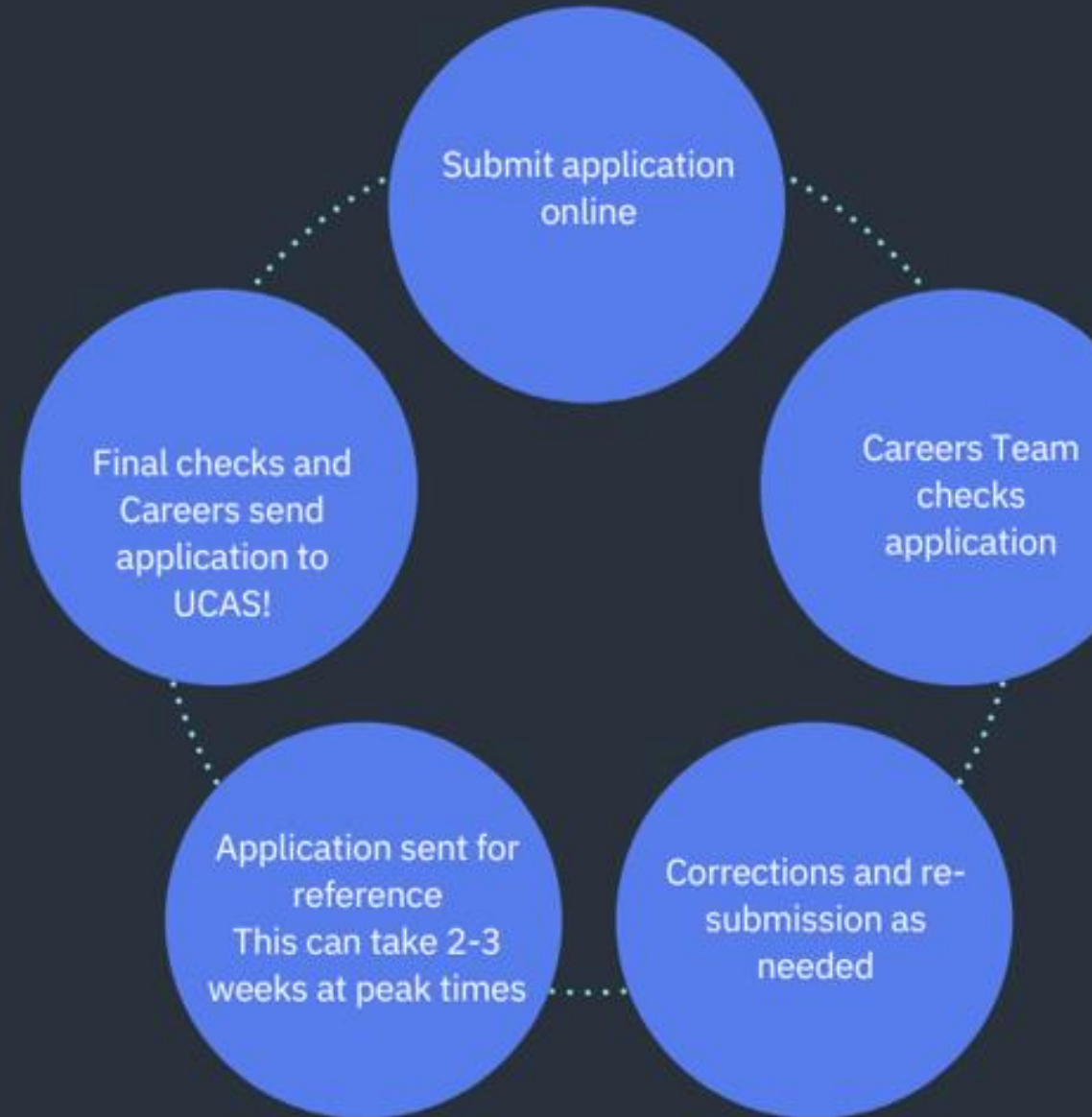
Application fee of £28.95 to be paid when students submit their application:

- This is waived if a student can evidence they have received free school/college meals in the last 6 years
- If a student is in receipt of the College Bursary, they can use that to pay the fee

## **In College support for students:**

- UCAS Drop Ins (Mon-Weds 12.30-1.30pm)
- Careers appointments
- Unifrog to get personal statement checked
- UCAS Teams groups full of resources
- Time during Tutor to work on applications

# UCAS Application Submission Process





# IMPORTANT UCAS DEADLINES

College internal application deadline:  
**Friday 7th November 2025.**

If students haven't met this deadline – **don't panic, hand in as soon as possible.** Their applications will still be checked and sent, but we prioritise those who met the internal deadline.

UCAS Equal Consideration Deadline:  
**Wednesday 14th January 6pm**

May – July: Offers and decisions

August: Results Day and Clearing

# MAKING THE RIGHT CHOICES

**Consider:** entry requirements, subject interest, location and career goals.

Use **UCAS Hub** (student UCAS account) to compare universities and save courses of interest, university websites and league tables.

**Attend** Open Days and virtual tours

Springpod have 'try before you apply' online short courses and lectures students can complete to gain insight into particular universities and subjects: [University Taster Search | Springpod](#)



# PERSONAL STATEMENT TIPS

**4000 characters maximum** to show their motivation and suitability for the course(s) they are applying for. Split into 3 questions:

- Why do you want to study this course or subject?
- How have your qualifications/studies helped prepare you for this course or subject?
- What else have you done outside of education, and how have these experiences been useful?

**Using AI** – can be a useful tool, but **can't be used to write the whole thing**

**How you can help:**

- Reflecting on activities
- Helping pull together ideas
- Proof-reading drafts

# UNDERSTANDING OFFERS

**Conditional offer:** based on exam results, students must achieve particular grades (e.g. BBC with a B in Psychology).

**Contextual offer:** if a student meets certain criteria, they can get a reduced grade offer (e.g. BCC instead of BBC).

**Unconditional offer:** an offer made regardless of results (sometimes after a successful interview, strong portfolio or audition).

**No offer:** students can apply through UCAS Extra or Clearing

Students must then make a **firm** and **insurance** choice.



# YOUR ROLE AS A PARENT/CARER

Be a sounding board for ideas

- university choices
- personal statement suggestions

Encourage resilience and independence, but also to access support as needed

Help with the practicalities and reinforce deadlines

Stay calm and supportive throughout the application process, but especially when:

- Offers start to come through
- Students are invited to interviews
- Results Day arrives

# USEFUL RESOURCES

**UCAS:** Advice for parents, carers and guardians - [Advice for parents, guardians and carers | UCAS](#)

**University prospectuses and websites** – they have dedicated articles and pages for parents and carers

## **Student Finance Information**

We will be running online talks in January in partnership with University of Portsmouth's Finance Team to go through the financial support available and how students can apply for it.

**College website:** [Careers & UCAS support | City of Portsmouth College](#)

- University Application Pack 2026
- UCAS Parent & Carer Guide

Contact Careers Team directly with any questions



# ANY QUESTIONS?

Drop us an email and one of the  
Careers Team will get right back to you  
**[careers@copc.ac.uk](mailto:careers@copc.ac.uk)**