

# Register as a UCAS centre

6 September 2011

Dear Teachers,

As you prepare to help your students with their UCAS applications for studying in UK, we recommend that you consider registering your school as a UCAS centre, which will make the process much easier for you to manage, and save time! UCAS welcomes schools overseas to become centres and many in Hong Kong have already done so. The British Council is forwarding information about becoming a centre, and the application form.

It is very easy to do this, as you will see from the following information from UCAS. Once you and your students are registered with the system you will not only be able to manage the application process more easily, but have ready access to a wealth of advice and support. This is a free service offered to schools, colleges and other centres.

## What does being a UCAS centre mean?

Becoming a UCAS centre means that applicants will be able to make their UCAS application through you and that you will be able to manage all of the applications linked to your centre and provide advice and guidance at every stage of the process.

## How to register

Complete the attached form and send it to [customerdatabase@ucas.ac.uk](mailto:customerdatabase@ucas.ac.uk). If you have not received a copy of this form, send an email with the name, address, email and phone number of your school as well as the name of the person who will be the main contact between your school and UCAS to [customerdatabase@ucas.ac.uk](mailto:customerdatabase@ucas.ac.uk) and UCAS will send you the form. Once it's processed, UCAS will send you login details to start setting up your centre.

## The benefits of being a UCAS centre

Registered centres have unique access to applications, both during the application process and once they have been sent to UCAS. Some of the benefits are outlined below.

- Experienced and qualified trainers and customer service staff will help you if necessary.
- You can review and suggest corrections to applicants as you can see the application at every stage.
- Dedicated telephone line at UCAS, so no delays.
- Gives you control of creating and/or adding the reference, regardless of its source.
- Universities and colleges can easily identify your centre as the source of an application.
- Access to applicant data, for example how many have applied through your centre and where they are in the application process.

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- Ability to set your own parameters for applicants applying for certain deadlines, specifically 15 October deadline or 15 January deadline, with the facility to email your students timely reminders.
- Ability to follow applications through the application service with the subscription service.
- Single point of access.
- Permissions access allows you to control staff access and use.
- Viewing of applicant data using the subscription service for Applicant Status Reports giving you a unique snapshot of where your applications are once they have been submitted to UCAS.
- Feedback process to help UCAS make improvements.
- Monthly mailings from UCAS giving you up-to-date information regarding the application process and a whole host of relevant application information that you can use to pass on to potential students.
- Adviser Track - the subscription service that shows your applicants and their status once they have submitted an application. This service allows you to view where your applicants are, if they have replied or if they are ready to reply, and gives you the ability to email those applicants individually or as a group.
- Access to adviser-only forums, where you can discuss all aspects of the application process, pose questions to other advisers, or raise awareness of changes, upcoming events or impending deadlines.

**If you have any further questions about becoming a UCAS centre, please email [customerdatabase@ucas.ac.uk](mailto:customerdatabase@ucas.ac.uk) or check out [www.ucas.com/advisers/online](http://www.ucas.com/advisers/online)**

The British Council in Hong Kong is also here to give you support, particularly in the transition to the new academic structure and HKDSE. Do contact me if you have any further queries.

Yours sincerely,



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