



# Guidance for learners applying through UCAS with Cambridge International A Levels

## UCAS Apply: How to add Cambridge Qualifications

Learners applying to study at universities in the UK will typically make applications using the UCAS Apply system available at [www.ucas.com](http://www.ucas.com). Schools are encouraged to become registered UCAS centres, allowing them to effectively support learners through the process.

### How to add your qualifications to UCAS Apply

The screenshot shows the UCAS Apply website interface. At the top left is the UCAS logo. To the right are links for 'Contact us', 'Help', and 'Print page'. A large red banner features the text '2021 apply Education'. A '<Log out' button is in the top right. A left-hand navigation menu includes 'Welcome', 'Personal details', 'Choices', 'Education' (highlighted), 'Employment', 'Statement', 'Reference', 'View all details', 'Pay/Send', 'Help', and 'Options/Opsiynau'. Below this is a 'Key' section with checkboxes for 'Completed', 'In progress', 'Not started', and 'Help'. The main content area shows a breadcrumb trail 'Welcome > Education > Choose qualification'. It instructs users to search for the qualification title and notes that overseas qualifications are listed by country. A search bar contains 'Cambridge International A level'. Below it, search results are listed: 'Cambridge International A Level' and 'Cambridge International AS Level'. A section titled 'Or select from the popular qualifications listed below' lists various qualifications: National 5, SQA Advanced Highers, SQA Scottish Highers, BTEC Diploma, GCSE (Grade: A\*-G), BTEC Extended Diploma (QCF), Welsh Baccalaureate Advanced Skills Challenge Certificate, GCE Advanced Level, GCE Advanced Subsidiary, and Access to HE Diploma (2014 onwards). The footer contains 'About us | Terms & conditions | Privacy policy' and '© UCAS 2020'.

**Step 1;** select the qualification type. Cambridge International A Level (or Cambridge International AS Level) should be selected from the drop down menu. If your centre (school) has added qualifications to a qualification shortlist, this list will be displayed at this stage. If not, you can search and a comprehensive list is offered. If the qualification is not displayed, 'other' can be selected which allows you to manually enter the required information.

**Step 2;** Complete the details for each Cambridge International A Level. The subject can be selected from the drop down list, or if this is not available, please select 'other'.

The date of the qualification should be included – whether this is achieved or will be completed in the future.

The awarding organisation for Cambridge International A Levels is 'CAIE' for qualifications taken from 2017 onwards. For qualifications taken prior to 2017, please select 'CIE' as the awarding organization.

The grade achieved must be added or alternatively 'pending' if you are still completing your studies.

Science qualifications: Students who take GCE A Level qualifications will be asked to enter a separate grade for their practical assessments. UCAS is aware that Cambridge International A Levels do not have a separate practical grade and so there is not a space for this grade on the form. If you selected 'GCE A Level' as the qualification type – instead of 'Cambridge International A Level' – you will be asked to enter a practical grade and should select 'not relevant' from the menu. We strongly recommend that you select 'Cambridge International A Level (or AS Levels)' instead of 'GCE A Level (or AS Levels)' as the qualification type on your form to avoid any confusion.

The screenshot shows the UCAS Apply 2021 Education form for entering Cambridge International A Level details. The page has a red header with '2021 apply Education' and a '<Log out' button. A navigation menu on the left includes 'Welcome', 'Personal details', 'Choices', 'Education' (highlighted), 'Employment', 'Statement', 'Reference', 'View all details', 'Pay/Send', 'Help', and 'Options/Opsiynau'. A 'Key' section shows 'Completed' checked, 'In progress' as a dropdown, 'Not started', and 'Help'. The main form area is titled 'Cambridge International A Level' and includes a breadcrumb 'Welcome > Education > Enter Cambridge International A Level'. A note says 'Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.' The form fields are: 'Title\*' (dropdown 'Biology - 9700' with an 'other' text box and a '?' icon), 'Qualification date\*' (dropdowns for 'June' and '2021' with a '?' icon), 'Awarding organisation\*' (dropdown 'CAIE' with an 'other' text box and a '?' icon), 'Grade\*' (dropdown 'Pending' with an 'other' text box and a '?' icon), 'Module / unit 1' section with 'Subject' (text box and '?' icon) and 'Qualification date' (dropdowns for 'Month' and 'Year' with a '?' icon). At the bottom, there is an 'add another module' button, a '> back to summary' link, and two buttons: 'save' and 'save and add similar'. The footer contains 'About us | Terms & conditions | Privacy policy' and '© UCAS 2020'.

**Step 3;** Ensure you save for all your AS/A Levels and any Cambridge IGCSEs you have completed. Your Cambridge IGCSE can be entered as 'IGCSE'.